



Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 2/15/2017	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Debbie Mazzocca		

1. Assign Note Taker for today's meeting
2. Review Status of action items:
 - a. Terri: Confirm QIPT members with division leaders by 1/25/17; Notify final QIPT members of their selection.
 - b. Terri: Send QI post about selected QI projects on facebook and twitter to collect view data on those posts (act as baseline) by 2/15/17.
 - c. Terri: Update QI Page on CCHD website to add details of QI Projects selected & QIPT members by 2/28/17.
 - i. Terri updated on 1/30/17 and emailed group for opinions. Only Kim K provided input to add a project summary. This was completed on 2/14/17.
 - d. Kim C: Complete QIC 1/18/17 meeting minutes; Completed 1/20/17.
 - e. Terri: Develop QIPT PDCA implementation structure for QIPT meetings based on Lean Ohio resources by 2/15/17
 - f. QI Tool training for QIPT members
 - i. Heather: Email group Ohio Train course #'s found; completed 1/30/17
 - ii. Heather: Review training options found on Train National by 2/15/17.
 - iii. Group: Review trainings from Heather and form opinion of which one is preferred by 2/15/17
 - iv. Group to discuss opinions and make selection.
 - g. Janet: Review QIPT Charter to determine if any changes are needed by 2/15/17 (Janet not able to attend meeting and emailed information to Terri).
 - h. Terri: Review QI 101 intro training opinions found by Kim C and make selection by 2/15/17
 - i. Kim K: Develop/find QI Skill assessments by 2/15/17
 - i. See email from Kim on 1/31/17. Discuss further.



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3. Review activities with near future deadlines and make plans on how to accomplish them
 - a. Develop QIPT PDCA implementation structure for QIPT meetings due 3/31/17
 - i. See status of action item above
 - b. Find free QI Tool training for QIPT members due 3/31/17
 - i. See status of action item above
 - c. Develop QIPT Charter for each QIPT due 3/31/17
 - i. See status of action item above
 - d. Find free QI 101 into training & conduct training due 3/31/17
 - i. See status of action item above
 - e. Develop/find QI skill assessment and conduct assessment due 3/31/17
 - i. See status of action item above
4. Member topics
5. Assign action items
6. Future Meeting topics: Continuation of any not completed above.
7. Next Meeting: Wednesday March 15 @ 3:00pm