



Public Health
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Canton City Health District

Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 9/20/2017	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Jil Neuman		

1. Assign Note Taker for today's meeting
2. Review Status of action items:
 - a. Terri: Complete QIC 8/16/17 meeting minutes by 8/26/17;
 - i. Completed 8/31/17 and posted to the QI website.
 - b. Develop QIPT PDCA implementation structure for QIPT meetings
 - i. Terri: Review materials in QIPT Resources folder (\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources) to make sure all are needed for the PDCA implementation by 8/18/17
 - ii. Terri: Check progress of QI Supplies cart (being made by EH) by 9/20/17
 - c. QI Tool training for QIPT members
 - i. Terri: Review materials in Training Project Teams folder (\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Training\Training Project Teams) to make sure all are needed for the QIPT Tool training during PDCA implementation by 8/18/17.
 - d. Kim Campbell: Track staff's completion of QI 101 by using OhioTRAIN reports from Jim Adams. Send 3rd email to 9 remaining staff.
 - e. Terri: Send out email requesting team member availability for October and November to schedule meetings for this project by 8/31/17.
 - f. Terri: Follow-up with Amanda regarding the status of her SWAP customer satisfaction survey by 9/20/17.
 - g. Terri: Make arrangement to update training policy and Workforce Dev Plan to include QI Skills Assessment and trainings. Wait to complete this until after the QI Skills recordkeeping is final.
3. New Topics for discussion:
 - a. For all 5 staff that didn't pass the Introductory Skills level of the QI skills assessment, should they take the QI 101 Training? (vote during virtual meeting was 3 yes and 2 no votes. Since it is mixed opinions and per Kim C comment above, this warrants further discussion with the group.)



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- b. QIPT members need to be established for Kronos Attendance and Payroll QI project. The members will include the DLT, which means that Terri will serve as the QIPT Consultant, but there is need for participation from other staff levels. Nominations were WIC peer helper/PT staff, and Rob Knight.
 - c. Decide what format (Excel) & data elements to keep QI Skills information for each employee and where to store it.
 - d. All Staff Meeting QI presentation:
 - i. All staff meeting is scheduled for November 1, 2017. Deadline for handouts to attendees is October 25, 2017.
 - ii. Per the QI Plan 800-015-P, the following are required to be presented during the all staff meeting:
 1. QI Project outcomes, lessons learned, and recognition of involved staff (including graphic display summary)
 2. Progress on QI Plan goals and objectives
 3. Expectation of all staff to contribute to QI per the QI plan
 4. QI Plan effectiveness (is accessed at the end of the plan cycle (12/31/2017), so not yet available to present)
 - iii. A presentation was provided during the 2016 all staff meeting
 - iv. Assign who will prepare the presentation for 2017 all staff meeting and who will be the presenter.
4. Heather: Report out of Phone Routing QI Project progress
 5. Review activities with near future deadlines and make plans on how to accomplish them
 - a. Develop QIPT Charter for each QIPT due ~~6/30/17~~ 9/30/17
 - i. Charter form completed. Need to start QIPT for charter forms to be used. Used during Phone Routing QI project
 - b. Develop and implement a Performance Management System (PMS) by ~~6/30/17~~ 9/30/17
 - i. Assigned to Accreditation Domain 9 team to complete.
 - c. Complete Phone Routing QI Project due 12/31/17
 - i. See item 4.



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- d. Complete Immunization Clinics QI Project due 12/31/17
 - i. See status of action item 2.e.
- e. Conduct advanced QI training for QIC members (not already advanced) and any other interested staff by 12/31/17
 - i. LeanOhio scholarship is not available for LeanOhio Boot Camp. Rob Knight submitted a grant application to NACCHO requesting funding to pay for 3 people to attend the LeanOhio Boot Camp. Will know if grant is awarded by 10/2/17.
- f. Develop and conduct one customer satisfaction survey by 12/31/17
 - i. See status of action item 2.f.
- g. Develop all-staff meeting materials and conduct presentation by 11/1/17
 - i. See status of item 3.d.
6. Member topics
7. Assign action items
8. Future Meeting topics: Continuation of any not completed above.
9. Next Meeting: Wednesday October 18 @ 3:00pm.