



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 01/17/2018	Start Time: 3:00	Stop Time: <u>4:30</u>
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Chrissy Kardos		

1. Assign Note Taker for today's meeting
2. Review Status of action items:
 - a. Heather: Complete QIC 12/20/17 meeting minutes by 12/27/17; Heather completed 12/28/17 and Terri approved and posted on the website on 01/16/18
 - b. Develop QIPT PDCA implementation structure for QIPT meetings
 - i. Terri: Review materials in QIPT Resources folder to make sure all are needed for the PDCA implementation. Fine tune as necessary
 - ii. Terri: Check progress of QI Supplies cart (being made by EH) by 01/17/18. Research carts available for purchase by 01/17/18.
 - iii. Heather: Look on 2nd floor and at City Auction for supply cart by 01/17/18
 - c. QI Tool training for QIPT members
 - i. Terri: Review materials in Training Project Teams folder to make sure all are needed for the QIPT Tool training during PDCA implementation. Fine tune as necessary.
 - d. Terri: Forward QI training emails to Heather by 12/31/17.
 - e. Heather MacDonald: Look outside of OhioTRAIN to find another QI101 training by 01/17/18
 - f. Kim K and Chrissy: Submit Travel expense request for Jan 30-31 and Feb 6-7 LeanOhio Bootcamp training for board approval by 01/15/18.
 - g. Terri: Get quotes to host our own training and also to get names of other LHD that received the NACCHO grant (from Rob) to ask if they are interested in teaming up by 01/17/18
 - h. Terri: Make arrangement to update training policy and Workforce Dev Plan (WDP) to include QI Skills Assessment and trainings by 12/20/17.
 - i. Terri sent update to training policy with the QI Skills assessment included to Domain 8 who is working on revising the policy and the WDP. When Christi Allen is completed with drafting the Onboarding policy, Terri will request the QI Skills Assessment will be added to it.
 - i. Kim Koons: Send out reminder to complete QI Maturity Survey by 12/22/17. Compile results by 01/17/18.



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- j. Terri: Collect website and social media data again by 12/31/17 (see folder “website views data” in QI folder).
3. Review activities with near future deadlines and make plans on how to accomplish them
 - a. Develop and implement a Performance Management System (PMS) by ~~12/31/17~~ 03/31/18
 - i. Assigned to Accreditation Domain 9 team to complete.
 - b. Complete Phone Routing QI Project due ~~12/31/17~~ 03/31/18
 - i. Progress report by Heather and status of final documents (story board, etc).
 - c. Complete Immunization Clinics QI Project due ~~12/31/17~~ 03/31/18
 - i. Progress report by Terri and status of final documents (story board, etc).
 - d. Conduct advanced QI training for QIC members (not already advanced) and any other interested staff by 12/31/17
 - i. Kim K and Chrissy are scheduled to attend LeanOhio Bootcamp Training on Jan 30-31 and Feb 6-7.
 - e. QIC to assess the final QIC progress on QI Plan goals by January meeting
 - f. QIC to discuss the effectiveness of the QIC Operations by January meeting. Update the QIC team charter as necessary
 - g. QIC to review and assess the 2 QIC projects with criteria in 800-015-08-F (by January)
 - h. QIC to compile the lessons learned and efficiencies gained from the completed QI projects
 - i. QIC to compile data and discuss the results in comparison to the targets in table M.2.b. of the QI Plan (once items 2.i-2.j and 3.e.-3.h. are completed). Develop effectiveness report for BOH.
 - j. QIC to review and revise the QI Plan (once items 2.i-2.j and 3.e.-3.i. are completed)
4. QI Strategic Plan Goals action plan development
 - a. Group will review the Strategic Plan goals related to QI and develop action plan and measures.
5. Member topics
6. Assign action items
7. Future Meeting topics: Continuation of any not completed above.
8. Next Meeting: Wednesday February 21 @ 3:00pm.