



## Meeting Minutes

|  |                                   |                           |
|--|-----------------------------------|---------------------------|
| <b>Meeting Name:</b> QIC Meeting   | <b>Location:</b> Board Room       |                           |
| <b>Date:</b> 1/18/2017   | <b>Start Time:</b> 3:00 pm        | <b>Stop Time:</b> 4:22 pm |
| <b>Note Taker:</b> Chrissy Kardos  | <b>Facilitator:</b> Terri Dzienis |                           |
| <b>Division/Committee:</b> Quality Improvement Committee   |                                   |                           |
| <b>Attendees:</b> See attached sign-in sheet   |                                   |                           |
| <b>MINUTES</b>   |                                   |                           |
| <ol style="list-style-type: none"> <li>1. Assign Note Taker for today's meeting: Chrissy Kardos</li> <li>2. Reviewed status of action items:               <ol style="list-style-type: none"> <li>a. Heather completed the 12/20/17 meeting minutes on 12/28/17 (after 12/27 deadline); Terri approved and posted on website on 01/16/2018.</li> <li>b. Develop QIPT PDCA implementation structure for QIPT meetings                   <ol style="list-style-type: none"> <li>i. Terri: Review materials in QIPT Resources folder to make sure all are needed for the PDCA implementation and fine tune as necessary.</li> <li>ii. Terri: Supply Cart is in EH but is not complete.</li> <li>iii. Heather found cart to use as supply cart. Gus look at it but couldn't figure out how to attach the spool to the cart. Will still use cart Heather found for auxiliary supplies.</li> </ol> </li> <li>c. QI Tool training for QIPT members: Terri has no updates</li> <li>d. Terri forwarded QI training emails to Heather on 01/16/2018 (after 12/31/17 deadline).</li> <li>e. Heather completed Q101 training found at National Institute for Children's Health, took approximately 1 hour, but since this covers non-lean tools it won't work for CCHD. Also looked at one for OSU College of Public Health which was too long and too difficult to use for and introductory course; will look at the 2 training courses Terri forwarded and the PHF in Ohio Train before the February meeting.</li> <li>f. Kim K. and Chrissy submitted travel expense requests for Jan 30-31 and Feb 6-7 LeanOhio Bootcamp training and it was approved by the board 01/22/2018.</li> <li>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.                   <ol style="list-style-type: none"> <li>i. No progress on getting quotes.</li> <li>ii. Rob provided Terri names of other LHD on 1/29/18.</li> </ol> </li> <li>h. Terri: Partially completed the update to the training policy and WDP to include QI Skills Assessment and trainings. Waiting for Christi Allen to complete drafting the Onboarding policy, Terri will request the QI Skills assessment be added to it.</li> <li>i. Kim Koons: QI Maturity Survey completed and results compiled. There was improvement from last year to this year.</li> <li>j. Terri partially completed the collection of website and social media data (completed parts she can do); waiting for IT to submit their report with data.</li> </ol> </li> </ol> |                                   |                           |



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3. Reviewed activities with near future deadlines and made plans on how to accomplish them.
  - a. Develop and implement a Performance Management System (PMS) by 03/31/18
    - i. Assigned to Accreditation Domain 9 to complete
  - b. Phone Routing QI Project: Working through implementing improvements, but since still having phone line issues, this has been delayed. Still need to complete changing the main phone line auto-attendant, especially since once of the selections it doesn't work properly. Won't be able to start data collection until improvements fully implemented. Completion deadline has been updated to 03/31/18.
  - c. Immunization Clinics QI projects: Working through implementing improvements, but slow due to nursing staff changes. Completion deadline has been updated to 03/31/18.
  - d. Advanced QI training: nothing additional.
  - e. For agenda items 3.e-3.j.: Terri sent an email after the meeting on 1/19/18 to all members of the QIC with a "homework assignment" to be completed by the next meeting, which is scheduled 02/21/18.
    - i. The assignment will cover QIC operations and effectiveness, reviewing and assessing the 2 QIC projects with criteria in 800-015-08-F, compiling ideas for new QI goals for 2018-2019 plan year, and for Heather & Terri to compile a list of lessons learned from QIC projects.
4. QI Strategic Plan Goals action plan development
  - a. Group went over the Strategic Plan goals related to QI and developed action plan and measures. Terri will fine tune.
5. No member topics
6. Assign action items – See Sections #2, #3, and #4 above for new assignments and summary below.
7. Future Meeting topics: Complete agenda items 3.e-3.j.
8. Next Meeting: Wednesday, February 21 @ 3:00pm



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| <b>ACTION ITEMS</b>   |                            |                     |
|---|----------------------------|---------------------|
| <b>Item</b>   | <b>Person Responsible</b>  | <b>Deadline</b>     |
| See Sections #2, #3, and #4 above for details.  | QI Team                    |                     |
| Terri to review materials in QIPT Resources folder are all needed for the PDCA implementation             | Terri Dzienis              | Fine tune as needed |
| Terri to review materials in Training QIPT folder are all needed for the QI Tools training                | Terri Dzienis              | Fine tune as needed |
| Check progress on QI Supplies cart (made by EH) & research carts available for purchase                   | Terri Dzienis              | 02/21/18            |
| Make arrangement to Onboarding policy to include QI Skills Assessment and trainings for new hires         | Terri Dzienis              | TBD                 |
| Look outside OhioTRAIN to find another QI101 training   | Heather Macdonald          | 02/21/18            |
| Get quotes to host our own training and contact other LHD to ask if they are interested in teaming up     | Terri Dzienis              | 02/21/18            |
| Get last of the website views data from IT  | Terri Dzienis              | 01/31/18            |
| Send "homework assignment" to QIC with details of how to complete action items.                           | Terri Dzienis              | 01/19/18            |
| Complete QIC meeting minutes  | Chrissy Kardos             | 01/24/2018          |
| Fine tune the QI related Strategic Plan action plan   | Terri Dzienis              | 02/06/2018          |
| <b>APPROVAL</b>   |                            |                     |
| <i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i> |                            |                     |
|   | <b>Person Responsible:</b> | <b>Date:</b>        |
| <b>Meeting minutes submitted by:</b>  | Chrissy Kardos             | 01/29/2018          |
| <b>Meeting minutes approved by:</b>   | Terri Dzienis              | 02/06/2018          |

