



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 02/21/2018	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. QIC operations effectiveness and revisions to charter discussion
 - a. All members were emailed on 1/19/18 an action item to evaluate any changes needed to the QIC operations to be more effective. Any changes to the charter will be discussed.
3. QI Project assessment with 800-015-08-F
 - a. All members were emailed on 1/19/18 an action item to assess the 2 QI Projects. The assessments will be discussed to get group consensus.
4. QI Roadmap review and 2018-2019 strategies to improve QI maturity
 - a. All members were emailed on 1/19/18 an action item to review the QI Roadmap and come up with strategies to implement in the next 2 years. This will be discussed to come up with a draft of the 2018-2019 QI goals.
5. QI project lessons learned
 - a. Terri and Heather were emailed on 1/19/18 an action item to compile a list of lessons learned. The group will discuss these.
6. Assessment of final QIC progress on QI Plan goals
 - a. Group will review the data compiled by Terri to assess the progress on QI Plan goals.
7. QI Plan effectiveness evaluation
 - a. Group will evaluate the targets in table M.2.b. to determine QI Plan effectiveness. Group will discuss format/content of the effectiveness report for BOH.
8. Review Status of action items:
 - a. Chrissy: Complete QIC 01/17/18 meeting minutes by 01/24/18; Chrissy completed 01/29/18 and Terri approved and posted on the website on 02/06/18
 - 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



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- ii. Terri: Check progress of QI Supplies cart (being made by EH) by 02/21/18. Research carts available for purchase by 02/21/18.
 - 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. Heather MacDonald: Look outside of OhioTRAIN to find another QI101 training by 02/21/18
 - e. Kim K and Chrissy: Attend Jan 30-31 and Feb 6-7 LeanOhio Bootcamp training to meet advanced training goal.
 - f. Terri: Get quotes to host our own training and contact other LHD to ask if they are interested in teaming up by 02/21/18
 - g. Terri: When Christi Allen is completed with drafting the Onboarding policy, Terri will request the QI Skills Assessment be added to it for new hires by TBD.
 - h. Terri: Collect last website views data from IT by 01/31/18 and update data comparison (see folder "website views data" in QI folder).
 - i. Terri: Fine tune the QI related Strategic Plan action plan by 02/06/18.
9. Review activities with near future deadlines
- 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. QIC to review and revise the QI Plan by 03/31/18
 - i. Terri will draft revision to the QI Plan based on the information gathered in 2.-7. above and send to QIC for review. Once QIC approves changes, the QI Plan will go to DLT for review and approval.
10. Member topics
11. Assign action items
12. Future Meeting topics: Continuation of any not completed above.
13. Next Meeting: Wednesday March 21 @ 3:00pm.