

Meeting Minutes

Meeting Name: QI Committee Meeting		Location: Board Room	
Date: 2/21/18		Start Time: 3:00pm	Stop Time: 4:15pm
Note Taker: Kim Koons		Facilitator: Terri Dzienis	
Division/Committee: Quality Improvement Committee			
Attendees: Janet Copeland, Heather MacDonald, Chrissy Kardos, Kim Koons, Terri Dzienis (see attached sign-in sheet)			
MINUTES			
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting – Kim Koons 2. QIC operations effectiveness and revisions to charter discussion <ol style="list-style-type: none"> a. All members were emailed on 1/19/18 (See attachment) an action item to evaluate any changes needed to the QIC operations to be more effective. Any changes to the charter will be discussed. <p>There were a few recommendations for improvement provided by present committee members. All recommendations can be found at L:\ALL\Staff Committees\Quality Improvement\QIC Team Charter. Each committee member saved comments to a different document. The general consensus determined that the charter didn't require any unreasonable demands. Chrissy will revise the QI Team Charter based on all the comments within 2 weeks.</p> 3. QI Project assessment with 800-015-08-F <ol style="list-style-type: none"> a. All members were emailed on 1/19/18 (See attachment) an action item to assess the 2 QI Projects. The assessments will be discussed to get group consensus. <p>The project assessment form was adopted from another health department. This was a trial run with the form. It was determined that some of the questions were not appropriate. Everyone agreed to eliminate the projects nearing completion section. It was also decided that the form should be formatted into the PDCA cycle and follow the project documentation forms/terms (proposal, worksheet, storyboard). Group also decided to remove the assessment of the AIM statement since not used on any of the project documentation forms. All completed assessment forms can be found at L:\ALL\Staff Committees\Quality Improvement\QI Effectiveness\QI Projects Review 2017. Terri will compile answers into one form for each project and revise the form as part of the QI Plan revisions action item.</p> 4. QI Roadmap review and 2018-2019 strategies to improve QI maturity <ol style="list-style-type: none"> a. All members were emailed on 1/19/18 (See attachment) 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. 			



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Meeting Minutes

Janet Copeland stated that she believes we are between phase 3 & 4 on the QI Roadmap. She feels that we need more employee engagement in QI initiatives and QI training could be better or done in a more formal process (for existing and new staff and for CCHD specific QI). She also feels communication of QI to staff more regularly is needed to remind them to think of QI. She also mentioned performance data for employees. Terri felt we are in phase 2, but didn't have time to elaborate on her thoughts. Kim K stated she felt we are between phase 3 & 4 due to us having basic QI tools, excessive time to complete projects, 1-2 teams have convened, and we meet regularly. Other goal ideas are to revise the project proposal form/process to have a simple idea form to be less intimidating for staff.

WE STOPPED THE MEETING AT THIS POINT. TERRI WILL BE SENDING OUT MORE HOMEWORK FOR EACH MEMBER TO COMPLETE.

5. Not discussed
6. Not discussed
7. Not discussed
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. Not discussed
 - c. Not discussed
 - d. Not discussed
 - e. Kim K and Chrissy: Attend Jan 30-31 and Feb 6-7 LeanOhio Bootcamp training to meet advanced training goal.
 - f. Not discussed
 - g. Not discussed
 - 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. Not discussed but the update is: Terri received the data from IT and compiled it on 01/19/18. This is complete.
 - i. Terri: Fine tune the QI related Strategic Plan action plan by 02/06/18.
 - i. Not discussed but the update is: Terri completed this on 02/06/18.
9. Not discussed
10. Member topics: Not discussed
11. Assign action items (see below summary)



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Meeting Minutes

12. Future Meeting topics: Continuation of any not completed above.

13. Next Meeting: Wednesday March 21 @ 3:00pm.

ACTION ITEMS

Item	Person Responsible	Deadline
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	03/21/18
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	03/21/18
Get quotes to host our own training and contact other LHD to ask if they are interested in teaming up	Terri Dzienis	03/21/18
Send "homework assignment" to QIC with details of how to complete action items.	Terri Dzienis	02/28/18
Complete QIC meeting minutes	Kim Koons	02/28/18
Compile answers from QI project assessments into 1 document for each project	Terri Dzienis	03/21/18
Revise QI project assessments form based on discussion as part of the QI Plan revisions	Terri Dzienis	QI Plan Revision
Draft revision to the QI Plan based on the information gathered in agenda items 2.-7. and send to QIC for review	Terri Dzienis	05/16/18
Revise QI charter based on comments and discussion	Chrissy Kardos	03/07/18

APPROVAL

These minutes represent a true and accurate record of this meeting to be the best of my knowledge.

Person Responsible:		Date:
Meeting minutes submitted by:	Kim Koons	02/23/18
Meeting minutes approved by:	Terri Dzienis	04/04/18



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Meeting Minutes

Terri Dzienis

From: Terri Dzienis
Sent: Friday, January 19, 2018 12:03 PM
To: DG-QI Committee
Subject: QIC Action Item for all members

In order to complete the few QI plan expiration action items, it was decided that I would email a "homework" assignment to the group to work on, so our next meeting will be able to finalize the items. Below is what each of the QIC members need to complete prior to our next meeting scheduled for Wednesday 2/21/18.

1. In your opinion, what changes are needed for the Committee operations (meetings, action item assignments, responsibilities, communication, etc) in order to be more effective? With these changes in mind, please review the QIC Team Charter and propose revisions to the charter to reflect the changes you recommend. A word version of the charter is located in the folder: [\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QIC Team Charter](#) . Please save your revisions in the same folder with a different file name.
2. To the best of your ability, please complete form 800-015-08-F section "QI Project Initiation and Status" and "Projects Nearing Completion" for each QI Project: Phone Routing and Immunization Clinics. Therefore, you will have completed two forms. The 800-015-08-F form is located on our website (<http://www.cantonhealth.org/?pg=379>). Please save completed forms in the folder: [\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Effectiveness\QI Projects Review 2017](#) In order to complete the form, you will have to review the documents/info referenced on the form, which is located in the individual project folders at: [\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Projects](#) Also note, the AIM statement information referenced on the form will be found in the project folder on the QIPT Charter document and/or the Worksheet document.
3. Review the "Characteristics" in each of the categories of employee empowerment, teamwork and collaboration, leadership, customer focus, QI Infrastructure, and Continuous Process improvement for each of the Phases 1-6 on the QI Roadmap website: <http://qiroadmap.org/the-phases-of-a-culture-of-quality/> Decide what Phase you think CCHD is currently at, keeping in mind the results of the Dec 2017 QI Maturity survey (saved at: [\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Maturity\QI Maturity Assessment Results 01-04-2018.xlsx](#)). After deciding what Phase you think CCHD is currently at, review the "Transition Strategies" for that Phase and select some that you think CCHD should implement in the next 2 years (2018-2019). You can keep this as personal notes, or you can save your thoughts as a word document to the following folder: [\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Plan\2018-2019 QI Plan](#)
4. Heather and Terri only: Compile a list of "lessons learned" from the QI projects we have been involved with. Save as a word document in the folder: [\\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Effectiveness](#)

If you have any questions on how to complete these item, please feel free to ask me.

Terri Dzienis

APC Administrator

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