Meeting Minutes

Meeting Name: QI Committee Meeting	**Location**: Virtual (electronic only)	
Date: 5/16/2018	**Start Time**: 12:00pm	**Stop Time**: 4:30pm 5/17
Note Taker: All	**Facilitator**: Terri Dzienis	
Division/Committee: Quality Improvement Committee		
Virtual Attendees/Minutes Contributors: Janet Copeland, Kim Campbell, Chrissy Kardos, Kim Koons, Terri Dzienis **Absent:** Heather Macdonald		
MINUTES		

1. **Instructions for today's virtual meeting:**

   a. Today's meeting is a virtual meeting, versus our normal in-person meetings.

   b. Terri has created this draft meeting minutes document for this virtual meeting and emailed it to the members. Each member is to add their updates to the meeting minutes document in the area Terri has provided. All areas requiring updates are highlighted in Red Text. If members have additional areas they want to enter comments, they are free to do that as well, they just need to include their name with any comments and highlight them in contrasting text format.

   c. Once complete, the members are to email Terri their updated document.

   d. Members have at least 24 hours to complete their updates from the time Terri provides the document (as noted in the start and stop times listed above). If they are not able to complete their update in that time period, they shall inform Terri ASAP so other arrangements can be made.

   e. After all updates have been submitted, Terri will finalize the meeting minutes including a list of action items, and send them to the members.

2. Assessment of final QIC progress on QI Plan goals

   a. Terri will cleanup spreadsheet of assessment based on QIC discussion by 5/16/18.

      i. Update by Terri: Final spreadsheet updated by Terri as of 05/16/18. **Completed.** It is located at: \\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Effectiveness\QI 2016-2017 Goals assessment-FINAL.xlsx

3. QI Plan effectiveness evaluation

   a. Terri will cleanup spreadsheet of assessment based on QIC discussion by 5/16/18.

      i. Update by Terri: Final spreadsheet updated by Terri as of 05/16/18. **Completed.** It is located at: \\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Effectiveness\QI 2016-2017 Goals assessment-FINAL.xlsx

b. Terri will complete the effectiveness QI BOH report for the May 2018 BOH meeting (by 05/15/18).

   i. Update by Terri: Terri created, finalized and submitted the QI BOH Effectiveness report. This report will be included in the May 2018 BOH meeting packet. Terri also uploaded report to the QI website. **Completed.** Final report is located at: \\health-win\health\public\ALL\Staff Committees\Quality Improvement\QI Board Reports\Annual (Apr18) QI Board Report.pdf

4. QIC to review and revise the QI Plan by ~~03/31/18~~ 05/16/18

   a. Terri will draft revision to the QI Plan based on the information gathered in 2.-7. above and send to QIC for review by 5/16/18. Once QIC approves changes, the QI Plan will go to DLT for review and approval.

      i. Update by Terri: Still working on this. Hope to complete a week prior to our next QIC meeting. Deadline extended to 06/13/18.

5. Review Status of other action items:

   a. Janet: Complete QIC 04/18/18 meeting minutes by 04/25/18; Janet completed 04/30/18 and Terri approved and posted on the website on 05/16/18

   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. NO UPDATE.

      ii. Terri: Check progress of QI Supplies cart (being made by EH) by 05/16/18.

         1. Update by Terri: EH provided an update on 4/4/2018 that they hadn't started any work on this and requested that we provide a sketch of what we are thinking the cart will look like.

         2. Action Item: Terri is assigned to draw the sketch by 6/20/18.

   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. NO UPDATE.

   d. Heather MacDonald: Look outside of OhioTRAIN to find another QI101 training by 05/16/18

      i. Update by Heather: No contribution since still on leave from work. Deadline extended to 06/20/18.

   e. 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.

      i. Update by Terri: Still TBD as Christi hasn't completed drafting this policy yet.

f. Develop and implement a Performance Management System (PMS) by ~~03/31/18~~ 06/30/18

   i. Assigned to Accreditation Domain 9 team to complete.

   ii. Update by Terri (Domain 9 leader): Terri has been working with DLT on revising the Strategic Plan action plan goals, which will be used as the PMS. The plan is to have this finalized by 6/30/18, along with a PMS policy and tracking spreadsheet, so that the first set of performance data representing 2nd quarter 2018 can be collected early July.

g. Complete Phone Routing QI Project due ~~03/31/18~~ 06/30/18

   i. Update by Terri: The main phone line auto-attendant script still needs cleaned up and sent to the DLT for review/approval. The Best Practices developed by the team also needs DLT for review/approval and decision what policy to incorporate into. The posting of staff phone extensions on the website, as approved by the DLT on 12/14/17, still needs completed. DLT approvals planned during their June meeting with implementing these improvements shortly after.

   ii. Update by Heather: No contribution since still on leave from work.

h. Complete Immunization Clinics QI Project due ~~03/31/18~~ 06/30/18

   i. Update by Terri: The immunization clinic has implemented their new scheduling since the beginning of the year. Diane Thompson reported her staff have been satisfied with the scheduling change and think it provides a better flow. Nursing has been collecting additional data for non-english speaking clients and clients ≤5 years old as of April 2018. Once data is completed will evaluate if there is a need to implement those additional improvements.

6. Member topics/Questions:

   a. Topics/Questions by Chrissy: No comments or questions.

   b. Topics/Questions by Janet: No updates or questions.

   c. Topics/Questions by Kim C: No comments or questions.

   d. Topics/Questions by Kim K: I will not be present for our meeting on June 20th, as I will be at a training in Columbus.

   e. Topics/Questions by Heather: No contribution since still on leave from work.

   f. Topics/Questions by Terri: Nothing additional.

7. Assign action items (see below summary)

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

9. Next Meeting: Wednesday June 20 @ 3:00pm.

ACTION ITEMS		
Item	**Person Responsible**	**Deadline**
See Sections #4 and #5 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
Draw sketch of QI Supplies cart and supply to EH to make	Terri Dzienis	06/20/18
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	06/20/18
Complete QIC meeting minutes	Terri Dzienis	05/23/18
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	06/13/18
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:	All; last submission date used	05/17/18
Meeting minutes approved by:	Terri Dzienis	06/15/18