



Public Health
Prevent. Promote. Protect.
Canton City Public Health

Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 10/16/2018	Start Time: 3:00	Stop Time: 4:00
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. Terri to revise and finalize the QI Plan by 09/21/18
 - a. The DLT approved the QI Plan with minor revision on 09/19/18. Terri completed final revisions to incorporate DLT and QIC comments on revised draft QI Plan on 09/24/18 and provided them to Rob Knight to publish on website. Rob completed this and emailed the final 2018-2020 QI plan to all-staff on 09/24/18. COMPLETE.
3. All-staff meeting QI presentation:
 - a. All staff meeting is scheduled for October 24, 2018. Deadline for handouts to attendees is October 17, 2018.
 - b. Will be conducting a hands-on QI training event of the "pig drawing" exercise. Group discussed to conduct this with all QIC members having a section of the room to conduct the exercise. Group to finalize plans of this event.
 - c. Chrissy was to complete draft of presentation by 10/05/18. Chrissy completed it on 10/10/18. Terri to finalize presentation by 10/17/18.
 - d. Heather and Chrissy to find some humorous YouTube videos as options for all-staff meeting. Group will review what they found and decide which to use.
4. Review Status of other action items:
 - a. Kim K: Find and review introductory QI trainings available in Ohio Train to determine if any follow the lean concepts. Report out findings during today's QIC meeting. [make final selection of training to use as Introductory QI training by 12/31/18]
 - b. Chrissy and Kim K: Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc.) for QIPT meetings by 12/31/18.
 - c. Heather: Locate YouTube videos of QI Tools training to use for individual QI tools training and QIPT training [Finalize QIPT PDCA implementation resources by 12/31/18]
 - d. Heather and Terri: Purchase and/or make QI supplies cart and implement its use by 12/31/18
 - i. Heather: Draw sketch of QI Supplies cart and supply to EH by 11/21/18
 - e. Terri: Develop and implement the initial Performance Management System (PMS) by 09/26/18:

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- i. Terri is writing the PMS policy to describe the PMS, spreadsheet, and responsibilities. The goal was to have the draft PMS policy, including Strategic Planning elements, completed for DLT review and approval during their 09/26/18 meeting, but this deadline was not met due to workload.
 - ii. Deadline extended to 10/31/18.
 - iii. PMS training for all staff is planned to occur during the 10/24/18 all-staff meeting. Terri is assigned to complete this.
 - f. Heather: Complete the 2017 Phone Routing QI Project final steps and document by 10/12/18.
 - i. Improvement data was collected on 07/16/18-07/20/18. On 08/01/18, Terri requested the phone calls received reports from IT. On 09/24/18, IT informed Terri the phone system was not working properly, so there are no reports for that time period. Therefore, new data needs collected.
 - ii. Improvement data was collected 10/01/18-10/05/18. Terri received the phone calls received reports from IT on 10/10/18. All data was compiled and analyzed on 10/12/18. The final QI project meeting to review the data and wrap-up the project occurred on 10/12/18. The data shows calls improved for divisions, but worsened for VS, which indicated sub-optimization occurred. The Project team decided to “adapt” the project since further improvement is needed, especially to the auto-attendant.
 - iii. Heather completed the project documentation on the revised form on 10/03/18. Terri and Heather will finalize this documentation based on the 10/12/18 meeting by 11/02/18.
 - g. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 12/31/18.
 - i. Nursing has been collecting additional data for non-english speaking clients and clients ≤5 years old as of April 2018. They collected the last of this data as of 6/11/2018.
 - ii. Improvement data planned to be collected 10/01/18 and 10/15/18. All data will be compiled and analyzed on 10/16/18. The final QI project meeting to review the data and wrap-up the project is scheduled for 10/18/18.
 - iii. Terri will finalize the project documentation based on the 10/18/18 meeting by 11/02/18.
 - h. Terri: Complete QIC 09/19/18 meeting minutes by 09/26/18; Terri completed 10/13/18 and posted on the website on 10/15/18, which is beyond the deadline.
- 5. Member topics
- 6. Assign action items
- 7. Future Meeting topics: Continuation of any not completed above.
- 8. Next Meeting: Wednesday November 29, 2018 @ 3:00pm.