

Meeting Minutes

Meeting Name: QIC Meeting	Location: Board Room	
Date: 11/29/18	Start Time: 3:00	Stop Time: 4:15
Note Taker: Heather Macdonald	Facilitator: Terri Dzienis	
Division/Committee: Quality Improvement Committee		
Attendees: Kim Koons, Kim Campbell, Heather Macdonald, Chrissy Kardos,		
MINUTES		
<ol style="list-style-type: none"> 1. Assign note taker/ Heather 2. Submitted QI Project Ideas <ol style="list-style-type: none"> a. Reviewed OPHI project submitted by Chris Henning and Amanda Archer. We determined this to be a large project, possibly multi jurisdiction. We decided to keep this in house first. Chrissy Kardos was assigned to help Chris and Amanda to complete the Project Proposal form to initiate the large QI project. b. Reviewed Phone Project #2- second cycle to evaluate and correct issues that occurred with the first phone project. We determined this to be a large project. Heather Macdonald will complete and submit the Project Proposal form. We discussed with Jim Adams the new phone system that is to be installed "before the holidays". It seemed unlikely but we decided to proceed quickly with data collection on all phones to include specific questions of callers. The questions asked will be determined by the Phone Project 2 Team. c. The remaining QI project ideas will be reviewed during the next meeting. 3. Review status of action items: <ol style="list-style-type: none"> a. All-staff meeting: Completed b. Chrissy and Kim K: Finalize QIPT PDCA implementation structure guidelines and resources (QI tool trainings, etc) for QIPT. <ol style="list-style-type: none"> i. Kim K and Chrissy were unclear on what they were supposed to do. Terri clarified instructions: Kim K and Chrissy are to review the "outline" document and the presentation documents in the folder (L:\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources) to see what edits should occur based on their Lean Ohio Boot Camp Training experience. The documents are intended to guide the QIPT Consultant on how to lead and guide a QI project team through the project, so the revisions should be to make the documents more user friendly & understandable for the consultant. 		

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- c. Heather: locate YouTube videos of QI Tools for QIPT Training.
 - i. Some are in a folder (L:\ALL\Staff Committees\Quality Improvement\QI Training\youtube) and she is still looking. She found some on OhTRAIN as well.
- d. Heather and Terri: QI supply cart update
 - i. Gus is working on the cart and hopes to be finished by in January 2019
- e. Terri: Develop and implement the initial Performance Management System (PMS) by 10/31/18. See agenda for details. Objective complete.
- f. Heather: Complete the 2017 Phone Routing QI Project final steps and document by 12/31/18. Didn't discuss. Below are the items from the agenda.
 - i. Heather completed the project worksheet documentation on the revised form on 10/03/18. Terri and Heather finalized this worksheet based on the 10/12/18 meeting on 11/5/18.
 - ii. Still need to complete the graphical display summary to post in hallway. Deadline to complete by 12/15/18. This is assigned to Terri and Heather to complete together.
 - iii. Heather still needs to complete the brief narrative written summary of the project outcomes (to be included in the CCPH annual report) by no later than 12/31/18 (in accordance with M.3.b.ii of the QI Plan).
 - iv. Heather still needs to complete the longer written summary of the project outcomes, lessons learned, and list of team members (to be included in the BOH report & shared with the QIC) by no later than 12/31/18 (in accordance with M.3.b.iii of the QI Plan)
 - v. Heather to provide post-project evaluation forms to QIPT members by 10/26/18 and gather the completed forms by 11/26/18.
 - vi. Heather to submit the QI project idea form for the phase 2 of the phone project (to focus on improving the main line auto-attendant) by 11/29/18.
 - vii. Terri still needs to upload the documentation to the website. Will complete this after all documentation is completed, but no later than 12/31/18.
- g. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 12/31/18. Didn't discuss. Below are the items from the agenda.
 - i. Improvement data collected on 10/01/18 and 10/15/18. Data compiled and analyzed on 10/17/18 & 10/18/18. The final QI project meeting to review the data and wrap-up the project occurred on 10/18/18. The team agreed the data showed some improvement, and overall the clinic runs more smoothly. The team decided to "adopt" the change and conclude the project. Project Complete.
 - ii. Terri provided post-project evaluation forms to QIPT members on 10/23/18

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and gathered the completed forms on 11/7/18. The QIC will review the forms when the entire completed project is reviewed in January 2019.

- iii. Terri needs to complete the project documentation (worksheet, graphical display summary, narrative, website, etc.) by 12/31/18. Original estimate was complete by 11/02/18, but this has not been completed yet. Plan to complete by objective deadline of 12/31/18.

- h. Janet: Complete QIC 10/16/18 meeting minutes by 10/23/18; Janet completed 10/30/18 and Terri finalized and posted on the website on 11/26/18, which is beyond the deadline.

4. Member topics - None

5. Assign action items - See summary below

6. Next Meeting: Tuesday December 18, 2018 @ 3:00pm.

ACTION ITEMS

Item	Person Responsible	Deadline
Help Amanda and Chris with formal Project Proposal	Chrissy Kardos	1/15/19
Get Phone Project Team together for data collection ideas	Heather Macdonald	12/7/18
Submit Phone Project Proposal 2	Heather Macdonald	1/15/19
Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc) for QIPT meetings	Chrissy and Kim K	12/31/18
Find youtube videos of QI Tools to serve as individual QI tools training and QIPT training	Heather Macdonald	12/31/18
Complete the 2017 Phone Routing QI Project final steps	Heather Macdonald	12/31/18
Complete the 2017 Immunization Clinics QI Project final steps and document	Terri Dzienis	12/31/18
Coordinate completion of QI supplies cart by EH	Heather & Terri	01/31/19
Complete QIC meeting minutes	Heather Macdonald	12/06/18

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:	Heather Macdonald	12/10/18
Meeting minutes submitted by:	Terri Dzienis	12/18/18



Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 11/29/2018	Start Time: 3:00	Stop Time: 4:00 <i>4:15</i>
Location: Board Room	Facilitator: Terri Dzienis	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
<i>Terri Dzienis</i>	<i>APC</i>	
<i>Heather MacDonald</i>	<i>LAB</i>	
<i>Kim Campbell</i>	<i>EH</i>	
<i>Chrissy Kardos</i>	<i>VS</i>	
<i>Kim Koors</i>	<i>WIC</i>	

Invited but not in attendance:		
<i>Janet Capeland - off sick today</i>		