Meeting Minutes

Meeting Name: QI Committee Meeting	Location: Virtual (electronic only)	
Date: 12/18/2018	Start Time: 9:30am	Stop Time: 12/19 @ 4:30pm
Note Taker: All	Facilitator: Terri Dzienis	
Division/Committee: Quality Improvement Committee		
Virtual Attendees/Minutes Contributors: Janet Copeland, Kim Campbell, Chrissy Kardos, Kim Koons, Heather Macdonald, Terri Dzienis		
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 1 business day 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 changing all font color to black, and send them to the members.

2. Submitted QI Project Ideas / Proposals

   a. Chrissy Kardos was assigned to help Chris Henning and Amanda Archer to complete the Project Proposal form to initiate the large QI project based on their idea by 1/15/19.

      i. Update by Chrissy: I have emailed Krys and Amanda. Krys didn't realize that there was a separate form from the one they completed. She advised she will work on it and contact me if she has any questions.

      ii. Deadline extended for proposal submission to 02/19/19.

   b. Heather Macdonald will complete and submit the Phone #2 Project Proposal form.

      i. Update by Heather: Completed as of 01/09/19 and in folder:

      L:\ALL\Staff Committees\Quality Improvement\QI Project Proposals Submitted\QI Project Proposal Phone Routing1-9-19

    c.   The remaining QI project ideas will be reviewed during the next in-person meeting scheduled for January 2019.

3.   Review status of action items:

    a.   Chrissy and Kim K: Finalize QIPT PDCA implementation structure guidelines and resources (QI tool trainings, etc) for QIPT meetings by 12/31/18.

       i.   Update by Chrissy: Chrissy will not have her review finalized until sometime next week but by the due date.

       ii.   Update by Kim K: The QIPT PDCA Process Outline provided good instruction and was easy to understand. Below are a few questions.

          a)   Section 4.f. refers to the LeanOhio Bootcamp doc. Is this the same thing as the binder we received? If so, the page numbers that are referenced are different in our binder. SIPOC is on page 20-22 and project charter is on page 23-27.

          b)   Section 4.h. tells you to save SIPOC electronic form. Where is the electronic form located?

          c)   Section 4.i. is not covered on pages 30-33. What is data measures/baseline data referring to?

          d)   Section 5.a. refers to process mapping. Again, the page numbers are different in the binder. Section 2 pg. 2.3-2.5 reviews process mapping.

          e)   Section 5.c. & 5.d. instructs you to train on waste identification. The page numbers are incorrect. Can some examples be provided as to what this is referring to? Is this TIMUWOOD?

          f)   Section 5.e. has incorrect page numbers. This should reference section 2 pg. 2.6.

          g)   Section 5.h. should reference section 2 pg. 2.7.

          h)   Section 6.b. should reference section 2 pg. 2.12, section 3 pg. 3-3 – 3-4 and section 3 pg. 3-9 – 3-10.

       iii.   Response to Kim K's questions by Terri: I will provide Kim K my LeanOhio Boot Camp binder to match up the page numbers. Then Kim can cross reference with her binder. We will need to decide which set of binder documents we plan to use since there seems to be a difference. After this is done, we will discuss any remaining questions (if they were answered by having Terri's binder).

       iv.   Deadline extended to 03/31/19.

    b.   Heather: Locate YouTube videos and/or Ohio TRAIN courses of QI Tools training to use for individual QI tools training and QIPT training [Finalize QIPT PDCA implementation resources by 12/31/18]

       i.   Update by Heather: Copies of the YouTube addresses are in QI folder under "QI training" then "YouTube" folder. Some of the good ones have been taken down. Some are presented by people of other nationalities and are harder to understand.

There is one tool training thru OhioTrain (course # 1074896) and it is in the QI folder in the "QICToolTrainingvideo" folder. I highly recommend it.

c. Heather and Terri: Purchase and/or make QI supplies cart and implement its use by 01/31/19.

   i. Gus is working on making the cart and plans to be finished in January 2019.

d. Heather: Complete the 2017 Phone Routing QI Project final steps and document by 12/31/18.

   i. Still need to complete the graphical display summary to post in hallway. Deadline to complete by 12/15/18. This is assigned to Jil and Heather to complete together.

      a) Update by Heather: more time needed

      b) Deadline extended to 02/19/19

   ii. 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).

      a) Update by Heather: completed as of 12/20/18 and placed in folder: L:\ALL\Staff Committees\Quality Improvement\QI Projects\2017\QI Project Phone Routing

   iii. 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)

      a) Update by Heather: completed as of 1/9/19 and placed in folder: L:\ALL\Staff Committees\Quality Improvement\QI Projects\2017\QI Project Phone Routing

   iv. Heather provided post-project evaluation forms to QIPT members as of 10/26/18 and gathered most but not all forms. Need to gather remaining completed forms by 12/31/18.

      a) Update by Heather: The ones completed were placed in Terri's mailbox. The other two people have been contacted

      b) Response by Terri: The other two people have submitted the forms, so all forms submitted now. Completed.

   v. 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.

      a) Update by Terri: Still waiting for completed documents. Due to scheduled vacations, the deadline to complete this has been extended to 01/31/19.

   vi. Overall action task deadline extended to 03/31/19.

e. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 12/31/18.

    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 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. Due to scheduled vacation, this deadline will not be met, so objective deadline extended to 01/31/19.

f. Heather: Complete QIC 11/29/18 meeting minutes by 12/6/18; Heather completed 12/10/18 and Terri finalized and posted on the website on 12/18/18, which is beyond the deadline.

4. Member topics/Questions:

    a. Topics/Questions by Chrissy: None

    b. Topics/Questions by Janet: None

    c. Topics/Questions by Kim C: None

    d. Topics/Questions by Kim K: None

    e. Topics/Questions by Heather: None

    f. Topics/Questions by Terri: Nothing additional.

5. Assign action items (see below summary)

6. Next Meeting: Wednesday January 16, 2019 @ 3:00

ACTION ITEMS

Item	Person Responsible	Deadline
Help Amanda and Chris with formal Project Proposal	Chrissy Kardos	02/19/19
Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc) for QIPT meetings	Chrissy and Kim K	03/31/19
Complete the 2017 Phone Routing QI Project final steps (See item #3.d. for details)	Heather Macdonald	03/31/19

Complete the 2017 Immunization Clinics QI Project final steps and document (See item #3.e. for details)	Terri Dzienis	01/31/19
Coordinate completion of QI supplies cart by EH	Heather & Terri	01/31/19
Complete QIC meeting minutes	Terri Dzienis	12/31/18
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	01/02/19
Meeting minutes approved by:	Terri Dzienis	01/16/19