

Meeting Minutes

Meeting Name: QIC Meeting	Location: Board Room	
Date: 01/16/2019	Start Time: 3:00 pm	Stop Time: 3:35 pm
Note Taker: Kim Campbell	Facilitator: Terri Dzienis	
Division/ Committee: Quality Improvement Committee		
Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather MacDonald and Terri Dzienis (see attached sign-in sheet)		
MINUTES		
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting: Assigned to Kim Campbell 2. Submitted QI Project Ideas / Proposals: Due to technical computer problems, this section of the agenda could not be reviewed. <ol style="list-style-type: none"> 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 02/19/19. Status? <ol style="list-style-type: none"> i. Chrissy Kardos was not present to provide an update. b. All committee members will independently complete checklist form # 800-015-02-F for proposed projects before next meeting. Terri will send e-mail with proposed projects and checklist form. 3. Review Status of action items: <ol style="list-style-type: none"> a. Chrissy and Kim K: Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc.) for QIPT meetings by 03/31/19. (includes reviewing process outline against Terri's boot camp binder and compare to their binder/resources). <ol style="list-style-type: none"> i. Terri will give Kim K. her Lean Ohio Boot Camp Binder to cross reference to their binder/resources. ii. Heather thought the PDCA / Project process outline looked good, so not sure why it is considered not done. Terri answered that since she completed this outline, since wanted another set of eyes on it since it will be used by the committee staff to lead projects, so she wanted it to be understandable. b. Heather completed finding the YouTube videos of QI Tools training to use for individual QI tools training and QIPT training. What are the next steps? <ol style="list-style-type: none"> i. Heather selected Ohio Train Course #1074896 as the best training to use. Terri will send training course information to Chrissy and Kim K. to approve / crosscheck. c. Heather and Terri: Coordinate completion of QI supplies cart by EH by 01/31/19. <ol style="list-style-type: none"> i. Terri sent e-mail to Gus Dria for a status update. No response yet. 		

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- d. Heather: Complete the 2017 Phone Routing QI Project final steps and document by 03/31/19.
 - i. Still need to complete the graphical display summary to post in hallway. Deadline to complete by 02/19/19. This is assigned to Heather to complete. Heather is gathering information. The narratives are still a rough draft. Will be completed soon. Still on track to complete by deadline.
 - ii. Terri still needs to upload the documentation to the website. Will complete this after all documentation is completed, but no later than 03/31/19.
 - e. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 01/31/19. Terri stated that no progress has been made due to vacation. Hopes to complete by end of January.
 - 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 February 2019.
 - iii. Terri needs to complete the project documentation (worksheet, graphical display summary, narrative, website, etc.) by 01/31/19.
 - f. Terri: Complete QIC 12/18/18 virtual meeting minutes by 12/31/18; the last minutes input was received on 01/02/19; Terri completed and posted on the website on 01/16/19, which is beyond the deadline.
4. Review objectives with near future deadlines and make plans to accomplish them
 - a. Will complete during February 2019 QIC meeting.
 5. Member topics:
 - a. Phone Project 2 status: Terri stated that she met with the project team before new phones were installed. Progress was stalled due to installation of new phones. They need to create a questionnaire for callers.
 - b. Kim K asked by the QI Plan says it should be reviewed every 3 years but the issuance date to expiration date is less than 3 years? Terri answered that this is because the issuance of this plan was late cutting into the 3 year window. Essentially the QI plan is retroactive to 1/1/18 even though it was issued on 9/19/18.
 6. Assign action items: See Summary Below
 7. Next Meeting: Wednesday March 20, 2019 @ 3:00pm. (February 20, 2019 Canceled)

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ACTION ITEMS		
Item	Person Responsible	Deadline
Help Amanda and Chris with formal Project Proposal	Chrissy Kardos	02/19/2019
Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc) for QIPT meetings	Chrissy and Kim K	03/31/2019
Send QIC members proposed QI projects and checklist form #800-015-02-F.	Terri Dzienis	01/31/2019
Review proposed QI projects and complete checklist form #800-015-02-F for each proposed project.	All QIC members	03/20/2019
Send Kim K and Chrissy Ohio Training #1074896 to approve/ crosscheck.	Terri Dzienis	02/20/2019
Complete the 2017 Phone Routing QI Project final steps (See item #3.d. for details)	Heather MacDonald	03/31/2019
Complete the 2017 Immunization Clinics QI Project final steps and document (See item #3.e. for details)	Terri Dzienis	01/31/2019
Coordinate completion of QI supplies cart by EH	Heather & Terri	01/31/2019
Complete QIC Meeting Minutes	Kim Campbell	01/23/2019
Meeting minutes submitted by:	Kim Campbell	01/18/2019
Meeting minutes approved by:	Terri Dzienis	03/19/2019

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Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 01/16/2019	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
TERRI DZIENIS	APC	
Kim Campbell	EH	
HEATHER MAR	LAB	
Janet Copeland	NSG	
Vernon Vernon	WIC	

Invited but not in attendance:
