

Meeting Minutes

Meeting Name: QIC Meeting		Location: Board Room	
Date: 03/20/2019		Start Time: 3:00 pm	Stop Time: 4:00 pm
Note Taker: Chrissy Kardos		Facilitator: Terri Dzienis	
Division/ Committee: Quality Improvement Committee			
Attendees: Kim Koons, 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 Chrissy Kardos 2. Membership Changes: Colton Masters will be replacing Kim Campbell as the new QIC member representing EH. 3. Reviewed the following submitted QI project ideas as a group (the higher the score the higher the priority) and scored them using the QI Project Selection Criteria checklist: <ol style="list-style-type: none"> a. Phone Project #2- Score =14/17=82%. This was submitted by Heather Macdonald on 1/9/19. Group discussed ways to minimize human influence during data collection, this project will have the same team as the first phone project. b. Timeliness of Reporting ODRS – Score=16/17=94%. This project was submitted by Amanda Archer & Krys Henning on 2/7/19. <ol style="list-style-type: none"> i. It was decided that this is a Program process rather than an Administrative process that the proposal specified. ii. It was decided to select this project for 2019 since it is from a program process and we don't have any other program process proposals. iii. It was decided to recommend the following to be the QIPT members: <ul style="list-style-type: none"> • Chrissy Kardos, VS, will be the QI team consultant • Amanda A., OPHI • Krys or Heather, Lab • Ali, Nursing • Janet C., Nursing, will be second QI member on the team (to assist QI consultant) • Linda M. or Kim Campbell from APC will be the fresh perspective for the project. iv. Terri will email these project team recommendations to the DLT for their final approval of members. c. The third project originally submitted on 2/14/19 by Heather MacDonald was to Reduce QC in Lab. Heather informed us all that this was no longer a project idea and had been discussed previously in their lab meeting, so she is retracting her proposal. d. Terri updated the project proposals summary/list and will post updated list on the website. 			

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4. Action Items reviewed:
 - a. Chrissy & Kim K: Reviewed status of structure guides for QI training. Basically they were very comparable the only real difference was page numbers did not necessarily match up but that's not an issue. Kim K provided Terri her notes
 - b. Chrissy & Kim K: need to cross check YouTube videos of QI Tools Training to use for individual QI tools training. On 3/20/19 Terri provided both members with links to various sites to compare and align with LEAN Ohio training. Results will be shared at next QI meeting on 4/17/19.
 - c. Heather & Terri: QI supplies cart- it was reported that Terri sent an email to Gus about the status of the cart and Gus said he was busy so Annie requested it be prioritized. When Terri followed up with Gus it had still not been started. Don't expect this to be completed until 4/30/19.
 - d. Heather: Completed everything for the 2017 phone project and posted in the hallway on 3/19/19. Terri will complete upload of documentation no later than 3/31/19.
 - e. Terri: Extended deadline to complete final steps of 2017 Immunization Clinic project to 3/31/19. (includes worksheet, graphical display summary, narrative, website, etc.,)
 - f. Nothing additional.
5. Review objectives with near future deadlines and make plans to accomplish them:
 - a. Chrissy will send email to solicit QI project ideas submission to all staff by 3/31/19.
 - b. Janet and Heather assigned action to research incentives that could be offered for QI participation. Some group ideas are jeans day, time off, garage parking spot, etc. Deadline to submit to DLT is 6/30/19.
6. Member Topics
 - a. Kim K: There is a new staff person in WIC. They did the QI skills assessment and was an "expert" level. When do we update the skills summary list? Didn't run into this before since other WIC hires had no QI experience so didn't take the Phase 2 of the skills assessment, just completed the QI101 training.
 - i. This will be added as a topic for next meeting. Will need to look at WDP/matrix and QI Plan to see if specified.
7. Assign Action Items
8. Next meeting: Wednesday, April 17, 2019 @ 3:00 pm

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ACTION ITEMS		
Item	Person Responsible	Deadline
Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc) for QIPT meetings	Chrissy and Kim K	03/31/2019
Cross check / select Ohio Training #1074896 and youtube videos list for use as QI Tool training	Chrissy and Kim K	04/16/2019
Send email to solicit QI project ideas submission to all staff	Chrissy Kardos	03/31/2019
Research incentives that could be offered for QI participation. Prepare proposal to submit to DLT.	Janet & Heather	06/30/2019
Complete the 2017 Phone Routing QI Project documents upload to website	Terri Dzienis	03/31/2019
Complete the 2017 Immunization Clinics QI Project final steps and document	Terri Dzienis	03/31/2019
Coordinate completion of QI supplies cart by EH	Heather & Terri	04/30/2019
Complete QIC Meeting Minutes	Chrissy Kardos	03/27/2019
Meeting minutes submitted by:	Chrissy Kardos	04/09/2019
Meeting minutes approved by:	Terri Dzienis	04/16/2019



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Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 03/20/2019	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	
HEATHER MACDONALD	LAB	
Janet Copeland	NSG	
Chrissy Kardas	VS	
Theresa Moore	WIC	

Invited but not in attendance:		
Colton master - off work sick today		