



Meeting Agenda

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	
Invited Attendees: Kim Koons, Janet Copeland, Heather Macdonald, Chrissy Kardos, Colton Masters		

1. Assign Note Taker for today's meeting
2. Membership Changes:
 - a. Due to Kim Campbell transferring to APC on 3/2/19, Kim can no longer represent EH as the QIC member and APC already has a QIC representative (Terri). Therefore, Colton Masters is now the new QIC member representing EH effective for this 3/20/19 QIC meeting.
3. Submitted QI Project Ideas / Proposals
 - a. On 2/7/19, Chrissy Kardos helped Chris Henning and Amanda Archer complete the Project Proposal form for "timeliness of reporting". The QIC will review and complete scoring of this project.
 - b. On 3/19/19, Terri sent out assignment to QIC members to complete review & scoring of the existing 3 project proposals. These will be reviewed and compiled as a group to get a consensus score.
 - i. Review the 1/9/19 Phone Project #2 proposal and complete scoring.
 - ii. Review the 2/7/19 Timeliness of Reporting proposal and complete scoring.
 - iii. Review the 2/14/19 Reduce QC in Lab proposal and complete scoring.
4. Review Status of action items:
 - 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 bootcamp binder and compare to their binder/resources)
 - b. Chrissy and Kim K to cross check YouTube videos of QI Tools training to use for individual QI tools training and QIPT training against other resources for consistency with Lean concepts after Terri provides assignment details by 2/20/19.
 - i. Terri didn't provide assignment details until 3/19/19. Chrissy & Kim K have until 4/16/19 to complete assignment.
 - c. Heather and Terri: Coordinate completion of QI supplies cart by EH by 01/31/19.
 - i. Terri sent email to Gus on asking status on 3/8/19. Gus said he was busy and Annie request that it be prioritized. No completion date provided by Gus.



Meeting Agenda

- d. Heather: Complete the 2017 Phone Routing QI Project final steps and document by 03/31/19.
 - i. Completed the graphical display summary on 2/12/19 and posted in hallway on 3/19/19.
 - ii. Terri still needs to upload the documentation to the website. Will complete this no later than 03/31/19.
 - e. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 01/31/19.
 - i. Terri needs to complete the project documentation (worksheet, graphical display summary, narrative, website, etc.) by 01/31/19. No progress made so extend deadline to 03/31/19.
 - f. Kim C & Terri: Complete QIC 01/16/19 meeting minutes by 01/23/19; Kim C completed 01/18/19 by the deadline and Terri finalized and posted on the website on 03/19/19, after the deadline.
5. Review objectives with near future deadlines and make plans to accomplish them
 - a. Solicit all staff to consider submission of QI project ideas by 3/31/19.
 - b. Research possibility of offering incentives for QI participation (e.g. Jeans day, time off, etc). Propose program options to DLT by 6/30/19.
 6. Member topics
 7. Assign action items
 8. Next Meeting: Wednesday April 17, 2019 @ 3:00pm.