



**Public Health**  
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Canton City Public Health

# Meeting Agenda

<b>Meeting Name:</b> QIC Meeting	<b>Division/Committee:</b> Quality Improvement Committee	
<b>Date:</b> 04/17/2019	<b>Start Time:</b> 3:00	<b>Stop Time:</b> 4:00
<b>Location:</b> Board Room	<b>Facilitator:</b> Terri Dzienis	
<b>Invited Attendees:</b> Kim Koons, Janet Copeland, Heather Macdonald, Chrissy Kardos, Colton Masters		

1. Assign Note Taker for today's meeting
2. All-staff meeting QI presentation evaluation results
3. QI action items status summary for performance management/Board
4. QI Skills Assessments: When to update summary list of QI skills to include new hires
5. 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.
    - i. Finalization of this is depended on item 5.b. So this is on hold until then.
  - 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 4/16/19.
  - c. Heather and Terri: Coordinate completion of QI supplies cart by EH by 04/30/19.
  - d. Chrissy: Solicit all staff to consider submission of QI project ideas via email by 3/31/19.
  - e. Janet & Heather: Research possibility of offering incentives for QI participation (e.g. Jeans day, time off, garage parking spot, etc). Propose program options to DLT by 6/30/19.
6. QI Projects status (Completed projects)
  - a. Terri: Upload the 2017 Phone Routing QI Project documents to the website by 03/31/19.
  - b. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 03/31/19.
    - 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 04/30/19.
7. QI Projects status (Active projects)
  - a. Kronos Activities – Progress Reported by Terri
  - b. Kronos Attendance – Progress Reported by Terri – Kronos attendance system went live for all staff this week (4/15/19). Team will evaluate new process steps and collect improvement data to determine if a reduction of time/steps has occurred with the new system.



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c. Timeliness of Reporting ODRS:

- i. Terri assigned to submit team member recommendations to DLT by 03/31/19. This was not completed so deadline extended to 04/30/19. Once team members are established, team can schedule to commence meetings.

8. Member topics

9. Assign action items

10. Next Meeting: Wednesday May 15, 2019 @ 3:00pm.