



Meeting Minutes

Meeting Name: QIC Meeting		Location: Board Room	
Date: 04/17/2019		Start Time: 3:00 pm	Stop Time: 4:00 pm
Note Taker: Colton Masters		Facilitator: Terri Dzienis	
Division/ Committee: Quality Improvement Committee			
Attendees: Kim Koons, Janet Copeland, Heather MacDonald, Terri Dzienis, Colton Masters, Chrissy Kardos (see attached sign-in sheet)			
MINUTES			
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting: Colton Masters 2. All-staff meeting QI presentation evaluation results – The staff ranked the presentation from last year overall positive (86% provided scores of 4 and 5 out of 5), but there were some poor comments. The poor comments were in relation to the presentation being too busy/hard to read and the material being dry. Positive comments were received for the hands-on activity. Possible solutions for this year: it was suggested that we make the presentation shorter, with placing the more detailed information online for staff to review at another time. Chrissy suggested creating a poster board to set in the hallway instead of a presentation all together. Will do another hands-on activity, possibly of how to complete the QI Idea/Proposal form 3. QI action items status summary for performance management/Board – Terri updated the QI spreadsheet related to the due dates & goals; group liked the new format. 4. QI Skills Assessments: When to update summary list of QI skills to include new hires – Update list when new hires complete assessment; QIC will do the updates; The DLT is to provide the completed assessments to the QIC, they will entered in to the list, then provide assessment to Christi for personnel file. 5. 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. <ol style="list-style-type: none"> 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. – The videos were viewed and saved some of them in the QI folder under QIC training folder_youtube. They will select the best video for each topic then update the process outline form to reflect the appropriate videos for staff QI committees. c. Heather and Terri: Coordinate completion of QI supplies cart by EH by 04/30/19. – Colton gave an update; we have supplies for the cart, but available time is the issue currently due to the short staffing at the Recycle Center. Once staffing is increased, Gus will have time to complete this. Deadline extended to 05/30/19. 			

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- d. Chrissy: Solicit all staff to consider submission of QI project ideas via email by 3/31/19.
– Chrissy completed on 4/17/19
 - 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. – Brainstormed ideas related to parking spots in garage, gift cards, candy. They will continue to develop ideas and Janet & Heather will make a list for the criteria and the prize level.
6. QI Projects status (Completed projects)
- a. Terri: Upload the 2017 Phone Routing QI Project documents to the website by 03/31/19. - Didn't get completed so deadline extended to 04/30/19.
 - 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.
 - 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.
 - d. Phone Project #2 update by Heather/Chrissy: The main line auto-attendant was reprogrammed by IT to eliminate the zero option to ring to the VS phones; the zero option now repeats the auto-attendant message. This new auto-attendant is in effect today. VS had an increase in call volume, especially from nursing calls, so this change is anticipated to reduce these calls.
8. Member topics – Colton will reevaluate the EH phone duty policy, in the light of recent changes, to determine the need for a QI project.
9. Assign action items
- a. Update QI Skills Assessment to be more aligned with QI 101 intro training by 06/30/19
– This was assigned to Kim Koons to complete. Once completed the assessment will be provided to staff as a pre-training test, then staff will take the intro training and then will take the assessment as a post-training test. This will measure if the training had an improvement in skill level.

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

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	06/30/2019
Cross check / select Ohio Training #1074896 and youtube videos list for use as QI Tool training	Chrissy and Kim K	05/15/2019
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	04/30/2019
Complete the 2017 Immunization Clinics QI Project final steps and document	Terri Dzienis	04/30/2019
Coordinate completion of QI supplies cart by EH	Heather & Terri	05/30/2019
Update QI Skills assessment	Kim Koons	06/30/2019
Complete QIC Meeting Minutes	Colton Masters	04/24/2019

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:	Colton Masters	04/24/2019
Meeting minutes approved by:	Terri Dzienis	05/15/2019



Meeting Minutes



Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 04/17/2019	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	_____
Janet Copeland	NSG	_____
Colton Masters	EH	_____
Chrissy Kardos	VS	
Kim Koens	WIC	
<i>[Signature]</i>	WIC	

Invited but not in attendance:
