

Meeting Minutes

Meeting Name: QI Committee Meeting		Location: Virtual (electronic only)	
Date: 05/16/2019		Start Time: 4:00 pm	Stop Time: 5/17 @ 4:30pm
Note Taker: All		Facilitator: Terri Dzienis	
Division/ Committee: Quality Improvement Committee			
Virtual Attendees/Minutes Contributors: Kim Koons, Janet Copeland, Heather MacDonald, Terri Dzienis, Colton Masters, Chrissy Kardos			
MINUTES			
<p>1. Instructions for today's virtual meeting:</p> <ul style="list-style-type: none"> a. Today's meeting is a virtual meeting, versus our normal in-person meetings. b. Terri has created this draft meeting minutes document for this virtual meeting and emailed it to the members. Each member is to add their updates to the meeting minutes document in the area Terri has provided. All areas requiring updates are highlighted in Red Text. If members have additional areas they want to enter comments or questions, they are free to do that as well, they just need to include their name with any comments/questions and highlight them in contrasting text format. c. Once complete, the members are to <u>email</u> Terri their updated document. d. Members have at least 1 business day to complete their updates from the time Terri provides the document (as noted in the start and stop times listed above). If they are not able to complete their update in that time period, they shall inform Terri ASAP so other arrangements can be made. e. After all updates have been submitted, Terri will finalize the meeting minutes including a list of action items and changing all font color to black, and send them to the members. <p>2. Review Status of action items:</p> <ul style="list-style-type: none"> a. Chrissy and Kim: Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc.) for QIPT meetings (inter-related with item 5.b.) <ul style="list-style-type: none"> i. Update by Chrissy: Kim and I met separately to go over the outline. We had a couple questions about the forms and whether each member of the team should be given a hard copy of them (ex: SIPOC, Root Analysis, etc.) I spoke with Terri who advised that they should be electronic and if we find it necessary or someone on the project team wants a copy we can make them. We also wanted clarification on the 5 Why's. Clarification was given by Terri. ii. Update by Kim: The outline has been updated and a few links for videos were added (this is located at L:\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources). I started to scan documents from my Boot Camp binder, but they didn't scan very well, and I wasn't sure if they 			

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needed to be saved in the QIPT training folder or not. Is this something you would like me to do? Also, it states in the outline that the electronic SIPOC form should be used. However, we were unable to find it. Where is the location of the electronic SIPOC form?

- Response from Terri Regarding boot camp binder scanning: You can contact the Boot Camp instructor to send you electronic versions of the binder handouts, which would be clean versions. Additionally, there are copies of the lean Ohio boot camp presentations that can be used for this purpose as well, located at: L:\ALL\Staff Committees\Quality Improvement\QI Training\Training Project Teams
 - Response from Terri regarding the electronic SIPOC form: The SIPOC form was not in a logical location. I have moved it so it is located at: L:\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources
- b. Chrissy and Kim K to select the best video YouTube videos/trainings of QI Tools training to use for individual QI tools training and QIPT training for consistency with Lean concepts by 5/15/19.
- i. Update by Chrissy: Completed
 - ii. Update by Kim: This has been done. We kept most of the videos that were previously used and added a few additional videos. The QIPT PDCA Process Outline has been updated with the links. This document is located at: L:\ALL\Staff Committees\Quality Improvement\QI Projects\QI Project Team Resources
 - iii. Action Item Assigned to Kim: Create a separate document listing only the different QI Tools and the training/video links associated with learning those tools. This will serve as the “individual QI Tools training” document. Complete by 07/16/2019. Save the document in the folder: L:\ALL\Staff Committees\Quality Improvement\QI Training
- c. Heather and Terri: Coordinate completion of QI supplies cart by EH by 05/30/19.
- i. Update by Terri: EH has new Recycle Center staff now, so Gus will hopefully be able to work on this soon.
 - ii. Update by Heather: nothing to add
 - iii. Update by EH (Colton): The extra staff have just started, and are still being trained. Hopefully we will be able to make time to get the cart done in the near future. It will not be done by the due date of 5/30 and I cannot give you an accurate estimated date of completion.

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- d. 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.
 - i. Update by Janet: Heather and I discussed the incentives and worked on a proposal to send to the DLT.
 - ii. Update by Heather: Janet and I met to discuss proposal of incentives to the DLT. We plan to put it in a proposal format and they can pick and choose.
 - e. Kim: Update QI Skills Assessment to be more aligned with QI 101 intro training by 06/30/19
 - i. Update by Kim: This has been done as of 4/26/19. I believe the updated version is saved on the health department L drive. I will also attach a copy to the minutes.
 - ii. Response from Terri: The updated assessment is saved in the folder L:\ALL\Staff Committees\Quality Improvement\QI Skills Assessment
 - iii. Action Item Assigned To Kim: Create a document for the “answers” to the assessment. Also find an alternative question for #6 as this is not aligned well with Lean Ohio. Complete by 07/16/2019.
3. QI Projects status (Completed projects)
- a. Terri: Upload the 2017 Phone Routing QI Project documents to the website by 04/30/19.
 - i. Update by Terri: All uploaded to website on 4/17/19. Completed.
 - b. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 04/30/19.
 - i. Update: Terri needs to complete the project documentation (worksheet, graphical display summary, narrative, website, etc.). No progress made so extend deadline to 05/30/19.
4. QI Projects status (Active projects)
- a. Kronos Activities
 - i. Progress Reported by Terri: Several recent meetings (5/9/19 is most recent) have occurred with the Kronos development programmers; Kronos programmers are making changes that CCPH requested. Once completed, another testing of the program will occur with the Activities testers. The team also needs to update the activities categories list to be more aligned with ODH annual report categories.

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b. Kronos Attendance

- i. Progress Reported by Terri – Kronos attendance system went live for all staff on 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. Improvement data won't be collected until system in place for at least 2-4 pay periods so staff are comfortable with it when data is collected.

c. Timeliness of Reporting ODRS:

- i. Update by Terri: Terri assigned to submit team member recommendations to DLT by 04/30/19. This was not completed so deadline extended to 05/30/19. Once team members are established, team can schedule to commence meetings.

d. Phone Project #2 update:

- i. Progress Reported by Heather: We have not met as a team but Rob Knight was able to contact IT and change the main line auto attendant. We may just need to collect call data for one week and wrap it up.
- ii. Progress Reported by Chrissy: I did not work on this project with Heather. She asked Jil Neuman to help her so we may need to ask her for an update.

5. Member topics

- a. Topics/Questions by Chrissy: The Timeliness of Reporting project that was proposed by Amanda Archer and Krys Henning –I have had a few people ask me when this is going to start. After speaking with Terri, she advised that due to the workload of Amanda & Krys it has just been pushed back a bit. I will continue to touch base with those two reference the project and when they are ready to start.
- b. Topics/Questions by Janet: Discuss the ODRS project
 - i. Response by Terri: See update in 4.c. and 5.a. above.
- c. Topics/Questions by Colton: Nothing additional
- d. Topics/Questions by Kim: See above.
- e. Topics/Questions by Heather: Has the team been selected for Timeliness of Reporting?
 - i. Response by Terri: See update in 4.c. and 5.a. above.
- f. Topics/Questions by Terri: Nothing additional.

6. Assign action items (see below summary)

7. Next Meeting: Wednesday July 17, 2019 @ 3:00 (in person)

Note: The Wednesday June 19, 2019 meeting was canceled since Terri is scheduled for vacation on this day.

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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	06/30/2019
Create a separate "individual QI Tools training" document listing only the different QI Tools and the training/video links for each	Kim K	07/16/2019
Research incentives that could be offered for QI participation. Prepare proposal to submit to DLT.	Janet & Heather	06/30/2019
Complete the 2017 Immunization Clinics QI Project final steps and document	Terri Dzienis	05/30/2019
Coordinate completion of QI supplies cart by EH	Heather & Terri	05/30/2019
Create QI Skills assessment "answers" document and make minor change question 6 on assessment	Kim Koons	07/16/2019
Complete QIC Meeting Minutes	Terri Dzienis	05/24/2019
APPROVAL		
<i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i>		
Person Responsible:		Date:
Meeting minutes submitted by:	All; last submission date used	05/17/2019
Meeting minutes approved by:	Terri Dzienis	06/24/2019