Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 07/17/2019	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Sharon Foster, Allison Black, Heather Macdonald, Chrissy Kardos, Optional Invited Attendees: Kim Koons, Janet Copeland		

1. Assign Note Taker for today's meeting

2. Membership changes:

    a. Several members have served their 3 year term as of 7/14/19. Their division leaders have decided to reappoint Heather and Terri and change Kim for Sharon and Janet for Allison. EH member will be a new hire starting in the next few months.

3. Submitted QI Project Ideas / Proposals:

    a. On 6/14/19, Annie Butusov submitted a QI Project Idea to for their Desk Watch process. QIC to review this idea and determine next steps.

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 6/30/19.

    b. Kim K: Create "individual QI tools training" document listing the QI tools and the training/videos for each by 7/16/19.

    c. Heather and Terri: Coordinate completion of QI supplies cart by EH by 05/30/19.

        i. Cart completed by EH as of 6/3/19.

    d. Chrissy: Add QI sign/label to QI Supplies cart and hallway by 7/16/19

    e. Chrissy: Solicit all staff to consider submission of QI project ideas via email by 3/31/19.

    f. 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.

    g. Kim: Update question #6 on revised QI Skills Assessment and create Answers to assessment document by 7/16/19

5. QI Projects status (Completed projects)

    a. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 05/30/19.

        i. Terri needs to complete the project documentation (worksheet, graphical display summary, narrative, website, etc.). No progress made so extend deadline to 07/19/19.

6. QI Projects status (Active projects)

   a. Kronos Activities – 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.

   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. 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. Terri submitted team member recommendations to DLT on 6/20/19 and their responses were due 6/28/19.

      ii. The DLT has confirmed the following members:

Person	Division	Function
Chrissy Kardos	VS	QIC member to serve as QI Consultant/team leader; Fresh Perspective
Amanda Archer	OPHI	Subject Matter Expert; Lean trained
Krys Henning	Lab	Subject Matter Expert; Lean trained
Molly Malloy	Nursing	Subject Matter Expert
Kim Campbell	APC	Fresh Perspective; Lean trained

      iii. Chrissy, the project QI Consultant (i.e. leader) can now contact the team to schedule project meetings.

   d. Phone Project #2 update – Progress reported by Terri and Heather

      i. Auto-attendant reprogrammed to eliminate 0 option. Call volume has decreased. Should data be collected again to see if that is all that's needed for now?

      ii. Terri emailed IT about Phone data report options from the new phone system on 6/20/19. No response received yet.

7. Member topics

8. Assign action items

9. Next Meeting: Wednesday August 21, 2019 @ 3:00pm.