

Meeting Minutes

Meeting Name: QIC Meeting	Location: Board Room	
Date: 07/17/2019	Start Time: 3:00 pm	Stop Time: 4:00 pm
Note Taker: Sharon Foster	Facilitator: Terri Dzienis	
Division/ Committee: Quality Improvement Committee		
Attendees: Kim Koons, Chrissy Kardos, Sharon Foster (see attached sign-in sheet)		
MINUTES		
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting: Sharon Foster 2. Membership changes: <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> i. Terri is assigned to update Committee Member List and History to include term expiration dates as requested by group. Sharon requested an update to her job title. Complete by 8/20/19. 3. Submitted QI Project Ideas / Proposals: <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> i. It has been agreed that this will be a large QI project and involve multi divisions ii. Project proposal form would need submitted by Annie. Chrissy assigned to assist Annie with the form and will be initiated within the next few days so it can be completed by 8/20/19. 4. 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 by 6/30/19. <ol style="list-style-type: none"> i. Kim states the Outline is completed; Just waiting on Lean Ohio Boot Camp presentation electronic versions (i.e., binder) from instructor. Basically complete enough to be using. b. Kim K: Create "individual QI tools training" document listing the QI tools and the training/videos for each by 7/16/19. <ol style="list-style-type: none"> i. Kim states she completed draft of QI Tools training list, pending the Lean binder presentations electronic versions. Also states some of the YouTube videos were "cartoon-like", so they were not all added. c. Heather and Terri: Coordinate completion of QI supplies cart by EH by 05/30/19. <ol style="list-style-type: none"> i. Cart completed by EH as of 6/3/19. 		

Meeting Minutes

- d. Chrissy: Add QI sign/label to QI Supplies cart and hallway by 7/16/19
 - i. Chrissy hasn't started this since she needed more direction. Deadline extended to 8/20/19.
 - ii. Sharon will help Chrissy with this.
 - e. Chrissy: Solicit all staff to consider submission of QI project ideas via email by 3/31/19.
 - i. Completed 4/17/19. Mistakenly still on the agenda.
 - 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.
 - i. Both Janet and Heather are not at the meeting today, so no update provided. Deadline extended to 8/20/19.
 - g. Kim: Update question #6 on revised QI Skills Assessment and create Answers to assessment document by 7/16/19
 - i. Kim states she did update #6 to a basic question for Ohio Train and created answers sheet on 6/25/19. Complete.
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.
 - ii. No progress due to vacation schedule. Deadline has been extended to 8/20/19.
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.
 - i. Terri will initiate this in the next couple of weeks.

Meeting Minutes

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.
 - She will send out requests for accommodating meeting times and availability by using Doodle.com.
- 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?
 - Terri emailed IT about Phone data report options from the new phone system on 6/20/19. No response received yet. This data is needed in order to standardize the manually collected data.

7. Member topics - none offered

8. Assign action items – Completed above. See summary below.

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

Meeting Minutes

ACTION ITEMS		
Item	Person Responsible	Deadline
Add QI sign/label to QI Supplies cart	Chrissy and Sharon	08/20/2019
Complete 2017 Immunization Clinics QI Project final steps	Terri	08/20/2019
Finalize the "individual QI Tools training" document with electronic Lean Ohio presentations (once received) and additional videos	Terri	09/30/2019
Continue pursuing instructor for electronic Lean Ohio presentations	Terri	09/30/2019
Research incentives that could be offered for QI participation. Prepare proposal to submit to DLT.	Janet & Heather	08/20/2019
Update Committee Member list	Terri	08/20/2019
Work with Annie of EH to submit the Desk Watch project proposal form	Chrissy	08/20/2019
Complete initiation of Kronos Attendance improvement data collection	Terri	08/20/2019
Contact ODRS project team members to setup project meetings and kick off project	Chrissy	08/20/2019
Get phone data report options from IT for Phone #2 project	Terri	08/20/2019
Complete QIC Meeting Minutes	Sharon	07/24/2019
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:	Sharon Foster	07/18/2019
Meeting minutes approved by:	Terri Dzienis	08/26/2019

Meeting Minutes

Meeting Sign-in Sheet

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	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
Sharon Zota	WIC	
Kim Roond	WIC	
Chrisoy Kardos	VS	
Terri Dzienis	APC	

Invited but not in attendance:		
Allison Black	Both at all day training required for nursing	
Janet Copeland		