



Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 08/21/2019	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Sharon Foster, Allison Black, Heather Macdonald, Chrissy Kardos		

1. Assign Note Taker for today's meeting
2. Submitted QI Project Ideas / Proposals:
 - a. Chrissy assigned to help Annie Butusov complete project proposal for 6/14/19 submitted a QI Project Idea to for their Desk Watch process. Status?
3. All staff Meeting (10/30/19) QI Content:
 - a. Little time at meeting for QI presentation; only 15 minutes to update on QI, PM, and SP.
 - i. Plan a brief summary and reminder of where to find detailed information on our website
 - b. Required to highlight 2 QI Projects per SP. This will be done by poster boards & online content.
 - i. EH Mini-QI project for Food Program Forms improvement
 - ii. Kronos Attendance project
 1. Would need to complete improvement data collection and analysis soon
 - iii. Timeliness of Reporting ODRS project
 - iv. Share the QI Ideas provided that are eligible projects?
 - c. Required to have a hands-on QI tool training/demonstration per QI Goals.
4. Review Status of action items:
 - a. Kim K: Collect Lean Ohio Boot camp presentations to use as "individual QI tools training" and for QI Project implementation by 8/21/19.
 - i. Reached out to training provider on 6/25/19 & 7/16/19. Still have not been provided
 - b. Chrissy and Sharon: Add QI sign/label to QI Supplies cart and hallway by 8/20/19
 - c. 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~~ 8/21/19.
5. Make plans/assignments for QI objectives that are due soon
 - a. Provide Staff list of QI tool trainings by 9/30/19 and DLT to completed trainings by 12/31/19 – Dependent and on Hold for item 4.a.
 - b. Conduct QI Skills assessment of all staff who completed QI intro training by 8/30/19.



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- c. Solicit staff to submit QI project ideas by 9/31/2019. Do this during all staff meeting 10/30/19??
- 6. QI Projects status (Completed projects)
 - a. Terri: Complete the 2017 Immunization Clinics QI Project final steps and document by 8/20/19.
 - i. Terri needs to complete the project documentation (worksheet, graphical display summary, narrative, website, etc.). No progress made so extend deadline to 9/30/19.
- 7. 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 made changes that CCPH requested. The team also needs to update the activities categories list to be more aligned with ODH annual report categories, which a meeting is scheduled for 8/29/19 to iron out. Once activities list is revised, another testing of the program will occur with the Activities testers. It is planned to implement for all staff by January 2020.
 - b. Kronos Attendance – Progress Reported by Terri – Kronos attendance system went live for all staff the week of 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 collection needs to be initiated by Terri by 8/30/19.
 - c. Timeliness of Reporting ODRS:
 - i. Chrissy, the project QI Consultant (i.e. leader) to contact the team to schedule project meetings. Status?
 - d. Phone Project #2 update – Progress reported by Terri and Heather
 - i. Auto-attendant reprogrammed to eliminate 0 option. Call volume has decreased.
 - ii. Data need collected again to show improvement, but is dependent on Phone system logs.
 - iii. Terri emailed IT about Phone data report options from the new phone system on 6/20/19. On 8/21/19, IT responded to Terri to say they don't have reports yet and hope to start that soon.
- 8. Member topics
- 9. Assign action items
- 10. Next Meeting: Wednesday September 18, 2019 @ 3:00pm.