



**Public Health**  
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Canton City Public Health

## Meeting Agenda

<b>Meeting Name:</b> QIC Meeting	<b>Division/Committee:</b> Quality Improvement Committee	
<b>Date:</b> 10/16/2019	<b>Start Time:</b> 3:00	<b>Stop Time:</b> 4:00
<b>Location:</b> Board Room	<b>Facilitator:</b> Terri Dzienis	
<b>Invited Attendees:</b> Sharon Foster, Allison Black, Heather Macdonald, Chrissy Kardos, Steve Smith		

1. Assign Note Taker for today's meeting
2. QIC Training:
  - a. OPHIX advancing quality and performance practices in population health November 19-20, 2019; who's going from QIC?
  - b. LeanOhio Boot Camp Training – no budget to attend in November – Terri asked for this to be budgeted for 2020.
3. Submitted QI Project Ideas / Proposals:
  - a. Review “Extragenital Testing” QI project proposal submitted by Heather Macdonald on 9/26/19
  - b. Review “Health Dept Website” QI project proposal submitted by Christi Allen on 10/2/19
  - c. Pending idea form (to be submitted by 10/15/19): STI testing improvements by Allison Black
4. All staff Meeting (10/30/19) QI Content:
  - a. Terri to prepare brief QI summary presentation materials (for 25 minute time slot) by 10/16/19
  - b. Solicit staff to submit QI project ideas by 10/30/2019 during meeting with having a copy of forms available on a table. – who will prepare sign for table?
  - c. EH completed their Mini-QI project for Food Program Forms documentation for all-staff meeting boards on 9/23/19; Terri to provide to Allison by 10/4/19.
  - d. Terri to work on Kronos Attendance project wrap up and provide to Allison by 10/11/19. See 8.b. below.
  - e. Allison to Prepare 2 QI project summary poster boards for all-staff meeting by 10/23/19; Note these boards need to be free standing/easel style.
  - f. QI Tool exercise is now part of the morning session – Terri will do quick “training” of the Brainstorming, Affinity Diagram, Impact/Control matrix and staff will complete; Discuss plans
    - i. May be able to use the handout materials for QI Brainstorming, Affinity Diagram, Impact/Control matrix QI Tools exercise that Heather prepared
    - ii. May or may not need multiple facilitators to help with activity



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5. Review Status of action items:
  - a. Allison: Breakout Lean Ohio Boot camp presentations into individual presentations with just the slides necessary to use as “individual QI tools training” and for QI Project implementation by 10/15/19. (Raw files in the folder: L:\ALL\Staff Committees\Quality Improvement\QI Training\QI Tool Training)
  - b. 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 10/15/19.
  - c. Terri & Allison: Review completed QI Skills assessment to determine if all staff completed it by 9/30/19.
    - i. Feedback on survey: Should we add a “do not know” answer option to each question?
  - d. Terri: Provide Staff list of QI tool trainings by 10/30/19 and DLT to completed trainings by 12/31/19 after item 6.a. is completed
6. QI Projects status (Completed projects)
  - a. Terri: Complete the 2017 Immunization Clinics QI Project final steps and documentation (worksheet, graphical display summary, narrative, website, etc.) by 9/30/19.
7. QI Projects status (Active projects)
  - a. Kronos Activities – Progress Reported by Terri - Weekly meetings have occurred with the Kronos development programmers in recent weeks; waiting for Kronos programmers to make further changes. The team also needs to make minor updates the activities categories list to be more aligned with ODH annual report categories, which will not occur until Kronos programming is done. Once activities list is revised & programming is done, 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 occurred 9/14/19-9/27/2019 and data forms turned into Terri on 10/4/19. Terri needs to analyze data by 10/11/19 (then provide charts to Allison for display boards).
  - c. Timeliness of Reporting ODRS:
    - i. Chrissy, the project QI Consultant (i.e. leader), contacted the team on 9/10/19 to schedule project meetings. Status?
  - d. Phone Project #2 update – Progress reported by Terri and Heather - Data need collected again to show improvement, but is dependent on Phone system logs
    - i. On 8/21/19, IT emailed Terri to say they don’t have reports yet and hope to start that soon. Terri to follow-up with IT by 11/30/2019



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- e. "Easy Access" Just-do-it Solution (door signage) – Terri to coordinate with DLT to get signs made and placed on door glass by 11/30/19.
8. Member topics
9. Assign action items
10. Next Meeting: Wednesday November 20, 2019 @ 3:00pm.