

Meeting Minutes

Meeting Name: QIC Meeting		Location: Board Room	
Date: 10/16/2019		Start Time: 3:00 pm	Stop Time: 4:00 pm
Note Taker: Chrissy Kardos		Facilitator: Terri Dzienis	
Division/ Committee: Quality Improvement Committee			
Attendees: Rob Knight (non-member), Terri Dzienis, Allison Black, Sharon Foster, Chrissy Kardos (see attached sign-in sheet)			
MINUTES			
<ol style="list-style-type: none"> 1. Note taker for today's meeting: Chrissy Kardos 2. QIC Training: <ol style="list-style-type: none"> a. OPHIX advancing quality and performance practices in population health November 19-20, 2019; <ol style="list-style-type: none"> i. <i>Rob is going and returning w/ no overnight. Chrissy has also signed up to go but was wait-listed. She received an email stating she would know around 11/4/19 and most likely will be allowed to attend.</i> 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: <i>all committee members are to review these proposals as an after meeting assignment (see attached emailed assignment):</i> <ol style="list-style-type: none"> a. Review “Extragenital Testing” QI project proposal submitted by Heather Macdonald on 9/26/19 – <i>This is currently proposed to be a Just-do-it Solution</i> 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. <i>Not yet submitted Allison is working on completing that.</i> d. <i>Also, Rob suggested finding a population health based project if possible.</i> 4. All staff Meeting (10/30/19) QI Content: <ol style="list-style-type: none"> a. Terri to prepare brief QI summary presentation materials (for 25 minute time slot) by 10/16/19. <i>Terri still working on this presentation to be completed by 10/29/19.</i> b. Solicit staff to submit QI project ideas by 10/30/2019 during meeting with having a copy of forms available on a table. – <i>Allison will prepare the sign for the table.</i> 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. <i>Terri provided to Allison on 10/17/2019.</i> d. Terri to work on Kronos Attendance project wrap up and provide to Allison by 10/11/19. <i>This was not completed by the date of this meeting. Terri is working on it and will hopefully have it to Allison sometime next week.</i> 			

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- 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. *These are near completion just waiting on information from Terri who advised early next week.*
 - 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. *Most likely will not need multiple facilitators for this activity.*
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). *This has been completed but is one combined presentation. There should be a separate ppt per QI tool, so Allison will separate.*
 - 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. *Group reviewed the document in the folder and it did not have the “criteria” to receive each incentive included yet. Heather was not present at this meeting so will have to follow-up with her at next meeting.*
 - c. Terri & Allison: Review completed QI Skills assessment to determine if all staff completed it by 9/30/19. *Chrissy is going to do this and will try to complete by mid-November.*
 - i. Feedback on survey: Should we add a “do not know” answer option to each question? – NOT DISCUSSED
 - 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. *Terri will complete by mid-November.*
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.

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- 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). *Terri will complete and forward to Allison by 10/25/19.*
 - 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? *Chrissy has stepped down as QI Consultant on this project, an email was sent to all members to see who was interested in stepping in to this role. There are currently no meetings scheduled.*
 - 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
 - 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: *Decided as a group to have Terri start printing the agendas for the meetings starting at our next meeting in November.*
9. Assign action items: *See 5b & c, 6a*
10. Next Meeting: Wednesday November 20, 2019 @ 3:00pm.

ACTION ITEMS

Item	Person Responsible	Deadline
Review Extragenital Testing and Health Dept Website QI project proposals per emailed assignment	All QIC Members	11/21/2019
Terri to coordinate with DLT to complete “Easy Access” just-do-it.	Terri	11/30/2019
Finalize the “individual QI Tools training” document with electronic Lean Ohio presentations (once received) and additional videos; provide to staff.	Terri	11/30/2019
Breakout electronic Lean Ohio presentations into separate QI tool presentations to use for trainings	Allison	11/21/2019
Research incentives that could be offered for QI participation. Prepare proposal (including criteria to received incentive) to submit to DLT.	Heather	11/21/2019



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Item	Person Responsible	Deadline
Submit QI project idea forms for STI testing/clinic improvement ideas	Allison	12/18/2019
Complete initiation of Kronos Attendance improvement data collection then Analyze data and complete summary for all-staff meeting boards	Terri	10/25/2019
Review completed QI Skills surveys in O365 to confirm all necessary staff completed them	Chrissy	11/21/2019
Contact ODRS project team members to setup project meetings and kick off project	New person TBD – decide if interested by 11/21/19	12/18/2019
Get phone data report options from IT for Phone #2 project. Follow-up with IT	Terri	11/30/2019
Prepare brief QI summary for All-staff meeting	Terri	10/29/2019
Terri to work with EH to gather Mini-QI project for Food Program Forms for all-staff meeting boards	Terri	10/17/2019
Prepare 2 QI project summary poster boards for all-staff meeting	Allison	10/29/2019
Prepare handout materials for QI Brainstorming, Affinity Diagram, Impact/Control matrix QI Tools exercise for all-staff meeting	Terri	10/29/2019
Complete QIC Meeting Minutes	Chrissy	10/23/2019
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:	Chrissy Kardos	10/25/2019
Meeting minutes approved by:	Terri Dzienis	11/21/2019



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ATTACHMENT: EMAIL ASSIGNMENT

QIC Assignment

Terri Dzienis

Wed 10/16/2019 4:38 PM

To: DG-QI Committee <dg-qiccommittee@cantonhealth.org>

Per our QIC meeting today, you each have the below assignment to accomplish before our next QIC meeting on 11/20/19.

1. Review the QI Project proposal PDF document named "092619 - Extragenital Testing" in the folder: L:\ALL\Staff Committees\Quality Improvement\QI Project Proposals Submitted\
 - a. Do you agree this project can be a just-to-it solution?
 - b. If not, why not?
2. Review the QI Project proposal PDF document named "100219 - HD Website" in the folder: L:\ALL\Staff Committees\Quality Improvement\QI Project Proposals Submitted\
 - a. Complete the 800-015-02-F QI Project Selection Criteria Form for this proposal. The form is located on our website at: http://www.cantonhealth.org/800-015-02-F_QI%20PROJECT%20SELECTION%20CRITERIA%20FORM.doc
 - b. Either bring hardcopy of your completed form or save an electronic copy in the folder so your answers can be reviewed during our 11/20/19 QIC meeting.
3. Are you interested in being the QI project leader assigned to the "Reporting ODRS" project?
 - a. Chrissy Kardos has decided to step down from the leader position, which opens this up to another QIC member. The project hasn't started yet and there are currently no project meetings scheduled, so the new leader will be starting from the beginning on the project.
 - b. If you are interested, let me know either before or during the 11/20/19 QIC meeting.

Terri Dzienis

APC Director

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Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 10/16/2019	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzie nis	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
<i>T. [Signature]</i>	APC/QI Chair	<i>[Signature]</i>
<i>Rob Knight</i>	Vital	<i>- GUEST</i>
<i>Sharon Jasta</i>	WIC	
<i>William Black</i>	NURSING	
<i>Chrissy Kardos</i>	VS	

Invited but not in attendance:

<i>Heather Macdonald - on vacation</i>	
<i>Steve Smith - out of office at conference/training</i>	