Meeting Minutes

Meeting Name: QIC Meeting	**Location**: Board Room	
Date: 07/22/2016	**Start Time**: 3:00 pm	**Stop Time**:4:00 pm
Note Taker: Heather Macdonald	**Facilitator**: Terri Dzienis	
Division/Committee: Quality Improvement Committee		
Attendees: See attached sign-in sheet		

MINUTES

1. Review of QI Plan and its listed QIC responsibilities; discussion and Q&A

    a. Emphasized all of this is required for Accreditation, culture of QI competency, assessment, all buy-in at all levels, QI training

    b. Encourage ideas from co workers

    c. Didn't complete the entire plan in detail. Requested members complete their review of the plan prior to next meeting.

2. Review draft QIC team charter; discuss revisions

    a. Tabled until Next Meeting; review of draft charter (handout) added to action items

3. Review activities with near future deadlines and make plans on how to accomplish them

    a. Conduct QI Maturity survey due 8/31/16:

        i. Who will create the survey monkey of the survey questions and email to staff?

            1. Assigned to Kim Koons; Jim Adams suggested that Patty McConnell already has a survey monkey account that we may be able to use.

    b. Develop final QIC team charter due 8/31/2016 (see agenda item #2 above)

        i. Easy - fine tune; added to action items

    c. Request all staff to submit QI project proposal due 8/31/2016:

        i. Who will send email?

            1. Assigned to Kim Campbell; will not email until Christi has uploaded the QI Plan and forms to the CCHD website. Will include the form as attachment to email to easy access to staff.

    d. Collect CCHD & social media website views data due 8/31/2016:

        i. Who will send email to Patty to get data?

            1. Assigned to Janet to completed by 8/5/16.

        ii. How shall this data be documented/kept?

        1. Will determine after we receive the data to know what format it is in.

e. Develop format of BOH meeting packet QI progress written report due 9/31/2016

    i. Will completed in coming months

f. QI training goal due 10/31/2016 for CCHD QI Plan training

    i. Put together PPT for training on CCHD QI plan content that can be presented during 10/21/16 all staff meeting?

        1. Group liked this idea of a ppt during the all staff meeting. Will assign a person to work on this in the future.

g. Develop/find QI skill assessment and conduct assessment due 10/31/2016

    i. Future assignment.

h. Research and apply for QI grants due 10/31/2016.

    i. LeanOhio LGEP Grant for training or QI project application process opens 08/01/2016 (Terri received email on 7/6/16). This may be a possibility.

    ii. Need to look for other opportunities too. Will assign during next meeting.

4. Member topics

a. Where are we saving the files?

    i. Currently the QIC files are saved in the folder:

    L:\ALL\Staff Committees\Quality Improvement

    ii. However, WIC cannot access this location.

b. Can we save the files on the One Drive similar to how we do for the Accreditation Team (which WIC can access)?

    i. Jim Adams will look into this (since he set up the One Drive). It will likely be connected to the folder location listed above and synced once per day with the One Drive website.

5. Assign action items

a. See below

6. Future Meeting topics (not discussed):

a. Review next set of activities with near future deadlines and make plans on how to accomplish them

    i. Develop QIPT PDCA implementation structure for QIPT meetings due 12/31/2016:

        1. Can we get a grant to have professional help with this?

        2. Do we want to do kaizen events?

    ii. Find free QI 101 into training & conduct training due 12/31/2016

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ACTION ITEMS

Item	Person Responsible	Deadline
Email QI Maturity survey monkey to all staff due within 1 week (final answers compiled by 8/31/16); Check status of responses and send reminder emails if necessary.	Kim Koons	Email by 7/29 response due 8/5/16
Request all staff to submit QI project proposals (if have ideas); email to staff with Proposal form attachment; wait to send until Christi posts QI Plan to CCHD website	Kim Campbell	8/12/16 (or sooner)
Collect CCHD & social media website view data from Patty	Janet Copeland	8/5/16
Review Draft Team Charter handout before next meeting; come up with revisions as needed Electronic version of handout located at: \\health-win\health\public\ALL\Staff Committees\Quality Improvement\Team Charter\QIC TEAM CHARTER 07222016.docx	All QIC members	Before next meeting about mid August.
Finish review of QI Plan (sent via email on 7/18/16); bring questions to next meeting for discussion	All QIC members	Before next meeting about mid August.
Setup One Drive for QIC file storage (similar to accreditation folder)	Jim Adams	Before next meeting about mid August.

APPROVAL

These minutes represent a true and accurate record of this meeting to be the best of my knowledge.

	Person Responsible:	**Date**:
Meeting minutes submitted by:	Heather Macdonald	7/25/16
Meeting minutes approved by:	Terri Dzienis	7/26/16

Meeting Minutes

Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 07/22/2016	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
Terri Dzienis	APC	
Debbie Marjanen	VS	
Kim Campbell	EH	
Heather MacDonald	LAB	
Janet Copeland	NSg	
Kim Koons	WIC	
Jim Adams	VS/Admin	

Invited but not in attendance: