



Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 08/26/2016	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Kim Koons, Kim Campbell, Janet Copeland, Heather Macdonald, Debbie Mazzocca		

Assign Note Taker for today's meeting

1. Review draft QIC team charter; discuss revisions & finalize (need to complete by 8/31/16)
 Kim Campbell asked the question "How will a tie vote be handled?". It was decided to talk it out until an agreement is reached
2. Review of QI Plan and its listed QIC responsibilities; discussion and Q&A
 Completed
3. Review QI Project Proposal form in detail (so QIC members can provide guidance to staff)
 Completed with a simulation project from Nursing Immunization Clinic
4. Review Status of action items (not already included above):
 - a. Kim Koons: Email QI Maturity survey monkey to all staff; All results to be received by 8/31/16.
 - i. How are we going to store the results of the survey?
 In our QIC folder on the Public L drive and also in the QIC Folder on the One Drive so that Kim Koons will have access
 - ii. Need to summarize results of survey into total points value. Terri will help Kim K. Score and store in a new folder called QI Maturity
 - iii. What % of staff responded?
 86% of CCHD Employees responded
 - b. Kim Campbell: Email staff request to submit QI Project Proposals
 - i. Kim sent email to staff on 8/24/16 (delayed due to waiting for forms to be posted on CCHD website)
 Deadline for receiving Project Proposal forms is 9/7/16
 - ii. Need some immediate proposals to be submitted (to utilize grant money). Terri is planning on submitting some proposals.
 Our role as committee members is to encourage any proposal
 - iii. Any proposals received? Any staff approached QIC members about ideas?
 Janet Copeland was approached by Diane Thompson regarding the Immunization Clinic flow/process.
 Kim Campbell had one that was retracted

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- c. Janet to request CCHD & social media website views data from Patty
 - i. How shall this data be documented/kept?

We need to gather more information from Patty, Kelly and George

Data for the month of June include: 10,156 Web Page views, 1378 likes on Twitter, 38 followers on Facebook

More definition needed such as numbers from a new page under Special Projects or an increase in views
 - d. Jim Adams: Storage of QIC files on One Drive website
 - i. Complete; see email from Terri 7/28/16
 - ii. https://1drv.ms/f/s!Ahv5ZC4bUJhdgP8Z62pnhl1jAg_gg
5. Review activities with near future deadlines and make plans on how to accomplish them
- a. Develop format of BOH meeting packet QI progress written report due 9/31/2016
 - i. Assigned to Terri, since she already prepares the APC Board packet so is familiar with the format.
 - b. 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 10/28/16 all staff meeting? Who assigned to?

Terri will write and Kim Koons will work on format
 - ii. Will also include OhioTrain for QI Plan review as training. OhioTrain setup and email to be completed by Jim Adams.
 - c. Develop/find QI skill assessment and conduct assessment due 10/31/2016
 - i. May need to push deadline back to utilize LGEP grant funding opportunity
 - d. 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. Grant available for training and project implementation.
 1. Terri assigned to apply for grant. Application requires projects to be selected and project SIPOCs to be submitted. 2 projects will be selected.
 - ii. NACCHO Accreditation readiness grant: Portion of this will be used for Performance Management Software costs (goal deadline of 12/31/2016).
6. Member topics
7. Assign action items
8. Future Meeting topics:
- 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? Yes, part of LGEP grant consultants.



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2. Do we want to do kaizen events? This is the structure used by the LGEP Grant consultants.
 - ii. Find free QI 101 into training & conduct training due 12/31/2016
 1. To be provided by LGEP grant consultants.
9. Next Meetings: 4th Friday of month; remaining meetings for 2016 are below, which some have to be adjusted.
 - a. Friday, September 23, 2016 @ 3:00
 - b. Friday, October 14, 2016 @ 3:00 (rescheduled due to conflict w/ All staff Meeting). Does this work for everyone? Kim K and Kim C okay.
 - c. Friday, November 25, 2016 @ 3:00 – needs rescheduled since conflicts with Thanksgiving Holiday, however, no other Fridays in November work. Another day of the week?
 - d. Friday, December 16, 2016 @ 3:00 (rescheduled due to vacation conflict). Does this work for everyone?
 - i. Debbie and Kim C okay. Doesn't work for Kim K (on Vac 12/12-12/20).
 - e. Alternative to in person meetings are “virtual meetings”. These are where Terri provides written updates/instructions (as part of the minutes document), and everyone will provide written updates on the same document.

Virtual meetings to be utilized as needed

Doodle Web Link also considered