

Meeting Minutes

Meeting Name: QIC Meeting		Location: Board Room	
Date: 08/26/2016		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; Not present: Debbie Mazzocca due to short staffing in VS for sickness.			
MINUTES			
Assign Note Taker for today's meeting: Heather Macdonald			
1. Review draft QIC team charter; discuss revisions & finalize (need to complete by 8/31/16)			
a. Kim Campbell asked the question "How will a tie vote be handled?". It was decided to talk it out until an agreement is reached			
b. Kim Campbell had grammatical revisions. Kim C has been assigned to make all her recommended revisions to finalize the team charter document.			
c. The group had no significant revisions to the team charter except specified above and approved the team charter with those revisions.			
2. Review of QI Plan and its listed QIC responsibilities; discussion and Q&A			
a. Group did not require discussion of plan. Only one question from the group (below).			
b. Completed with detailed discussion on who would be on the QIPT (Quality Improvement Project Team)			
i. Consultant-advanced skills			
ii. Someone with a fresh perspective			
iii. Subject matter expert			
iv. A critical/opinionated person			
c. Suggestion to put together a calendar of events/deadlines since the deadlines in the plan are spread throughout, so it would be easier to track and not miss one.			
i. This is a good suggestion. In the interim, Terri is making sure to review the plan and write the upcoming items in the agenda so they don't get lost.			
3. Review QI Project Proposal form in detail (so QIC members can provide guidance to staff)			
a. Completed with a simulation project from Nursing Immunization Clinic line by line			
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.			



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Minutes

- 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. Kim K will save PDF of raw results.
 - 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?
54 of 63 (86%) of CCHD Employees responded. This is a good response rate for our first survey.
 - 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
 - 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 (is this number only from the month or a rolling total? Is there a way to separate out CCHD staff views versus outside views? Can we get views for a specific page or only for the CCHD website as a whole?), 1378 likes on Twitter, 38 followers on Facebook
Are able get data of total views of a specific post on facebook/twitter, but not total views overall.
More definition needed such as numbers from a specific page
Should create a new page under Special Projects for QI or under HD for QI to measure an increase in views. Terri will get this added to website.
 - 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 content and Kim Koons will work on format (similar to HD101 ppt)



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Minutes

- 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
 - a. None
- 7. Assign action items
 - a. See below
- 8. 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? Yes, part of LGEP grant consultants.
 - 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. Several of the alternative dates included in the agenda didn't work for everyone. WIC is available on Mondays and Wednesdays after 2:30 now.
 - b. It was decided that Terri will send Doodle Web Link to schedule dates when everyone was available.
 - c. Virtual meetings to be utilized as needed when not everyone is available to attend.



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Minutes

ACTION ITEMS		
Item	Person Responsible	Deadline
Setup and send doodle web link for date/time options for remaining 2016 QIC meetings to group. Decide which date/times work best for everyone and schedule remaining 2016 meetings.	Terri Dzienis	8/31/16
Save raw data from QI maturity survey into QIC folder. Enter data into summary spreadsheet and get final maturity number for our baseline. Save spreadsheet in QIC folder.	Kim Koons	9/21/16
Refine Collected CCHD & social media website view data from Patty/George. Get information of what type of data is available from CCHD & social media websites so we can decide what data makes the most sense to collect for baseline and ongoing measurement.	Janet Copeland	9/21/16
Revise electronic draft Team Charter document as discussed during meeting to make it the final approved version. Electronic version located at: \\health-win\health\public\ALL\Staff Committees\Quality Improvement\Team Charter\	Kim Campbell	8/31/16
Get QI link to dedicated QI page on CCHD website	Terri Dzienis	9/21/16
Complete QIC meeting minutes	Heather Macdonald	9/1/16
Develop format of BOH meeting packet QI progress written report	Terri Dzienis	9/31/16
Put together PPT for training on CCHD QI plan content that can be presented during 10/28/16 all staff meeting	<ul style="list-style-type: none"> • Terri Dzienis Content • Kim Koons formating 	<ul style="list-style-type: none"> • 10/14/16 • 10/27/16
LeanOhio LGEP Grant for training & QI project	Terri Dzienis	9/15/16
NACCHO Accreditation readiness grant	Terri Dzienis & Rob Knight	8/31/16



Public Health
Prevent. Promote. Protect.

Canton City Health District

Meeting Minutes

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	9/1/16
Meeting minutes approved by:	Terri Dzienis	9/20/16

