



Meeting Minutes

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 09/21/2016	Start Time: 3:00	Date: 09/21/2016
Location: Board Room	Facilitator: Terri Dzienis	
Division: n/a		
Attendees: See attached sign-in sheet; Not present: Janet Copeland for sickness.		
MINUTES		
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting: Debbie Mazzocca 2. Status of QI Project Proposal submissions <ol style="list-style-type: none"> a. Chris Henning submitted an IT suggestion. b. Proposal submissions from Jim Adams, Terri Dzienis and Diane Thompson. Terri will get these. 3. Review Status of action items (not already included elsewhere in agenda): <ol style="list-style-type: none"> a. Kim Koons compiled QI Maturity survey results. Went over results from Survey Monkey. <ol style="list-style-type: none"> i. Beginning stages of maturity. There were a lot of "I don't know answers" ii. How to improve the results? Group discussed that the completion of the QI Plan activities is to help improve the results. If no improvement is realized as seen with the 12/31/2017 survey, then we know we need to conduct other activities. Providing training should hopefully help the I don't know answer issue. iii. Talked about whether to summarize for the Board. Group decided it should be summarized in the BOH meeting package report. b. Janet was not here to go over data available regarding CCHD & social media website views from Patty/George. c. Nothing additional d. QI link on CCHD website. <ol style="list-style-type: none"> i. Jim has approved and Rob is to complete. e. Nothing additional f. Format of BOH meeting packet QI progress written report will be in the October Board Packet. Terri will email to group. g. Nothing additional h. Ohio Train QI plan training. <ol style="list-style-type: none"> i. Terri will follow up with Jim Adams on status of this. i. QI grants have been applied for by Terri Dzienis. Two at \$55,000 each. <ol style="list-style-type: none"> i. One for Immunization Clinics and one for Attendance and Payroll projects. 		

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- ii. NACCHO Accreditation readiness grant was submitted.
- 4. Activities with near future deadlines and plans on how to accomplish them.
 - a. Develop/find QI skill assessment and conduct assessment.
 - i. No work planned until we know if grants have been approved.
 - b. Development of QIPT PDCA implementation structure.
 - i. No work planned until we know if grants have been approved.
 - c. Free QI 101 training & conduct training.
 - i. There have been 12 employees who have completed Boot Camp.
 - ii. Possibilities and locations for offering future Boot Camps.
 - iii. LGEP consultants could train and have all Division leaders attend and extend to all other city employees other than Health Department employees.
- 5. Member topics discussed.
 - a. Kim Campbell asked 'what should we do with submitted project proposals that aren't completed'?
 - i. All proposals will be ranked. Those that aren't ranked high to be selected as the first projects to be completed will be kept to do in the future when we need to complete additional projects. They don't get thrown away; it is an ongoing list.
- 6. Action items assigned
 - a. Heather volunteered to try to set up outlook calendars by 11/21/16. She can get help from Rob Knight
 - b. Terri will make Team Charter changes/updates for new meeting schedule.
- 7. Future Meeting topic a: to be completed in November meeting.
- 8. Next Meetings:
 - a. All members agreed that the standard meeting schedule will be for third Wednesday of the month starting in 2017.

ACTION ITEMS

Item	Person Responsible	Deadline
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
Get QI link to dedicated QI page on CCHD website	Terri Dzienis	9/21/16
Complete QIC meeting minutes	Debbie Mazzocca	9/28/16
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 	<ul style="list-style-type: none"> • 10/14/16 • 10/27/16



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	formatting	
Proposal submissions from Jim Adams, Terri Dzienis and Diane Thompson.	Terri Dzienis	10/19/16
Ohio Train QI plan training status; followup with Jim Adams	Terri Dzienis	10/19/16
Set up outlook calendars for QI activity deadlines	Heather Macdonald	11/21/16
Team Charter changes/updates for new meeting schedule	Terri Dzienis	10/19/16
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:	Debbie Mazzocca	9/28/16
Meeting minutes approved by:	Terri Dzienis	10/19/16



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Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 09/21/2016	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
HEATHOL WARE	LAB	
Kim Campbell	EH	
Robbie Morrison	Vital	
Terri Dzienis	WIC	
Terri Dzienis	APC	

Invited but not in attendance:		
Janet Copeland - out sick		