



Meeting Minutes

Meeting Name: QIC Meeting	Location: Board Room	
Date: 10/19/2016	Start Time: 3:00	Stop Time: 3:45
Note Taker: Debbie Mazzocca	Facilitator: Terri Dzienis	
Division: n/a		
Attendees: See attached sign-in sheet		
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. No new proposals were submitted. b. Proposal submissions from Jim Adams, Terri Dzienis and Diane Thompson. Terri will get these completed by 11/16/16 (extended deadline from 10/19/16). 3. Review Status of action items (not already included elsewhere in agenda): <ol style="list-style-type: none"> a. Janet e-mailed George Lazarides in IT, but did not get a response as of today's meeting. Still trying to find out if data is available regarding CCHD & social media; i.e., how many followers, can we check views such as whether they are internal or external? <ol style="list-style-type: none"> i. Janet was able to get # of followers on facebook (1378) and twitter (38), but group isn't sure this is useful data. ii. Janet stated that we can get specific # of views per post on facebook and twitter. Since there hasn't been a QI post yet, group decided to send out an initial QI post to serve as a baseline post. This QI post will talk about the selected QI projects (once selected). iii. Janet will followup with George on these additional questions to get final answers by 10/31/16. iv. After the meeting, Terri requested that Janet prepare a summary report of the information that she has gathered by 11/16/16 to share with the group. b. Robert Knight completed putting the QI link on the CCHD's website and Terri added the QIC members list to the page. The group discussed what else should be put on this page. It was discussed if the Team Charter and meeting minutes and agenda's of the QIC meetings should also be on the CCHD's website. The group thought that was a good idea but also thought it would be most useful to put our selected project proposals on the website, and list the QIPT members and link to the QI Plan. <ol style="list-style-type: none"> i. Terri will make updates to the website once the projects are selected, but no later than 12/31/16. c. Minutes of the 9/21/16 were completed by Debbie Mazzocca. d. Terri developed a QIC Board report for the October 24, 2016 Board meeting to be included in the Board packet. The group reviewed it together and had no revisions to format/content. e. Terri will complete the content of the PPT for the all staff meeting by October 21, 2016 (extended from 10/14). Kim will format the PPT by October 27, 2016. f. Jim & Terri will remind the staff at the all staff meeting to complete courses on Ohio Train. Terri will then send a reminder email after the all staff meeting (no later than 11/4/16). 		

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- g. Two LeanOhio LGEP grants were submitted on September 19, 2016, but have not heard back yet if the CCHD was awarded these grants. The CCHD was notified that the NACCHO Accreditation readiness grant application submitted on August 31, 2016 was not awarded.
- h. The QI skill assessment and conduct assessment was due on October 31, 2016, but was delayed and the new deadline was pushed back to December 31, 2016.
- i. Heather created the QI Group and Outlook calendar on October 11, 2016 which has a shared calendar and the QIC members should have received an e-mail notification.
 - i. Need to use the online version of email access to see the group. Terri did a demonstration during meeting.
 - ii. Heather still has until 11/21/16 to complete entering the QI activity deadlines.
4. Review activities with near future deadlines and make plans on how to accomplish them.
 - a. There were no additional updates.
 - b. The free QI 101 training is delayed until the CCHD knows if they were awarded the LGEP grant.
5. Member topics – none.
6. Assign action items – see update to action items list below.
7. Future meeting topic.
 - a. The selection of QI projects are on hold until the CCHD knows if they were awarded the LGEP grant. In the meantime, the QI projects will be prioritized using the selection criteria forms during the November meeting.
 - i. Will create tracking spreadsheet at that time.
8. Next meeting is Wednesday, November 16, 2016.

ACTION ITEMS

Item	Person Responsible	Deadline
Proposal submissions from Jim Adams, Terri Dzienis and Diane Thompson. Terri to enter on forms.	Terri Dzienis	11/16/16 ext (org 10/19/16)
<ul style="list-style-type: none"> • 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. • Prepare summary report of information gathered. 	Janet Copeland	<ul style="list-style-type: none"> • Info: 10/31/16 ext (org 9/21/16) • Rpt: 11/16/16
Send Patty QI post about the selected QI projects (once selected) for her to post of facebook and twitter. This will serve as the baseline post.	Terri Dzienis	12/31/16
Update QI CCHD website with QI projects, QIPT members, meeting minutes and agendas, QI Plan link and Team Charter link after the QI projects are	Terri Dzienis	12/31/16



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selected.		
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 formatting 	<ul style="list-style-type: none"> • 10/21/16 ext (org 10/14) • 10/27/16
Send email reminder to staff that haven't completed the OhioTrain QI Plan review to complete it	Terri Dzienis	11/4/16
Complete QIC meeting minutes	Debbie Mazzocca	10/26/16
Set up outlook calendars for QI activity deadlines	Heather Macdonald	11/21/16
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	10/26/16
Meeting minutes submitted by:	Terri Dzienis	11/1/16



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Meeting Sign-in Sheet

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 10/19/2016	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	
Nobilia Maggiora	VS	
Rini Campbell	EH	
Janet Copeland	NSg	
Heather Moore	WTC	
Heather Moore	CAB	

Invited but not in attendance:
