



**Minutes of the BOH Quality Committee Meeting
Tuesday, July 16, 2024 at 5:30 p.m.
WCHD, Room 115**

Members Present: Bob McCreath (Ex-Officio), Patricia Lewis (chair), Dr. Minore; Dr. Williams; Jim Powers

Members Absent: Dr. Halversen

WCHD Staff: Dr. Sandra Martell-Public Health Administrator, Patrick Ngum Quality and Data Director; Katherine O’Toole, Director of Communications; Cheryl Floyd Director of Health Promotions; Todd Marshall, Director Environmental Health; Rebecca Lyons, Director of Emergency Preparedness; Todd Kisner, Director of Health Protection; Tiffany Levine, Director of Personal Health Services, James, Keeler, Director of Finance; Michael Jarvis, Director of Policy; Cynthia Hall, Director of Strategic Initiatives; **Stephanie Bahling, Executive Assistant (Recorder).**

Patricia Lewis determined that a quorum was present and called the meeting to order at 5:30.

1. **Approval of Agenda – July 16, 2024** – Patricia Lewis entertained a motion to approve the July 16, 2024 meeting agenda which was provided by Jim Powers, seconded by Dr. Minore, all were in favor and the meeting agenda was approved Ayes (4), Nays (0), Absent (2).
2. **Approval of June 18, 2024 Meeting Minutes:** Patricia Lewis entertained a motion to approve the June 18, 2024 meeting minutes which was provided by Jim Powers, seconded by Dr. Minore, all were in favor and the June 18, 2024 meeting notes were approved. Ayes (4), Nays (0), Absent (2).
3. **Quality Committee Update:** Patrick reported that WCHD continues to review QI goals and objectives indicating that there are 14 QI projects in place which are currently in the “plan” or “do” stage.
4. **Quality Improvement Initiatives Update**
 - a. **Emergency Preparedness – Access & Functional Needs (AFN)** – Patrick reported that approximately 10-20% of Winnebago County residents are living with a disability. Using Qualtrics a survey will be sent to gather data on disability for emergency planning purposes. The goal of the QI project is to increase participation in voluntary self-reporting of access and functional needs in a non-institutional setting in Winnebago County by 50% an increase from 28 participants to 42 participants. The initiative will enable WCHD to message these individuals in the event of an emergency.
 - b. **HPW: WIC – Increase breastfeeding participation** – Cheryl reported that during fiscal year 2023 the Winnebago County WIC program breastfeeding participation rate was 11% compared to the state’s goal of 15%. The WIC breastfeeding QI project goal is to increase the participation rate to 13% in Winnebago County by December 31, 2024. Cheryl indicated that changes have been implemented that enables the breastfeeding peer counselor to meet with the clients in person immediately following their WIC visit rather than a telephone call at a later time. The intent is to encourage women to breastfeed and provide them with education, information and support. Cheryl reported that using the fishbone diagram they determined that the goal would be provide more education for the WIC staff and clients to encourage participation.
5. **Executive Session - none**
6. **Additions - none**
7. **Adjournment** – With no further business to discuss, Patricia Lewis entertained a motion to adjourn the July 16, 2024 Quality Committee Meeting which was provided by Dr. Williams, seconded by Jim Powers, all were in favor and the meeting adjourned at 5:58 p.m.