



**Minutes of the BOH Quality Committee Meeting
Tuesday, August 20, 2024 at 6:00 p.m.
WCHD, Room 115**

Members Present: Patricia Lewis (chair), Dr. Williams, Dr. Halversen, Dr. Minore

Members Absent: Jim Powers, Bob McCreath (Ex-Officio)

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 6:00.

1. **Approval of Agenda – August 20, 2024** – Patricia Lewis entertained a motion to approve the August 20, 2024 meeting agenda which was provided by Dr. Halversen, seconded by Dr. Williams, all were in favor and the meeting agenda was approved Ayes (4), Nays (0), Absent (2).
2. **Approval of July 16, 2024 Meeting Minutes:** Patricia Lewis entertained a motion to approve the July 16, 2024 meeting minutes which was provided by Dr. Halversen, seconded by Dr. Williams, all were in favor and the July 16, 2024 meeting notes were approved. Ayes (4), Nays (0), Absent (2).
3. **Quality Committee Update:** Patrick reported that WCHD continues to advance its QI goals and objectives for the 14 QI projects currently in place. He indicated 75% of the projects now include members from outside their center or program to serve as a “disrupter”. Patrick also reported that new employee orientation will incorporate the required QI trainings that are to be completed within the first 90 days of onboarding. WCHD continues to advance QI projects using the Plan-Do-Study-Act (PDSA) methodology.
4. **Quality Improvement Initiatives Update**
 - a. **Data & Quality: Data requests – Reduce Turnaround Time** – Patrick reported that the team is working on the QI project to reduce the response time for data requests. He indicated that the data is stored in different software systems including external sources. Patrick reported that the team has identified the data sources as well as issues causing delays in the process. The goal is to have data requests responded to within 11 days with an overall goal to reduce the number of business days to respond to data requests by 30% by December 31, 2024. Patrick reported that they are currently working on a survey using Qualtrics to track the data requests.
 - b. **HP: Rabies Post Exposure Prophylaxis** – Todd reported that Rabies is active in bats and WCHD has partnered with Animal Services in an effort to reduce the unnecessary treatment of PEP from 26% to 10% by December 31, 2024. Todd indicated that each Animal Service Officer has a “Rabies PEP Assessment Decision Tree” to reference when encountering potential exposure in the field. Animal Service also shares the information gathered with WCHD when a bat is being sent for testing. WCHD created a “report the bite or exposure” post card that Animal Services provides to community residents in the event that they were exposed to rabies. This post card encourages residents to contact WCHD providing an opportunity to gauge the exposure risk and determine if PEP should be given or if they should wait the 72 hours while they test the bat.
5. **Executive Session - none**
6. **Additions - none**
7. **Adjournment** – With no further business to discuss, Patricia Lewis entertained a motion to adjourn the August 20, 2024 Quality Committee Meeting which was provided by Dr. Williams, seconded by Dr. Halversen, all were in favor and the meeting adjourned at 6:24 p.m.