



**Minutes of the BOH Quality Committee Meeting  
Tuesday, September 17, 2024 at 6:00 p.m.  
WCHD, Room 115**

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

**Members Absent:** 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 – September 17, 2024** – Patricia Lewis entertained a motion to approve the September 17, 2024 meeting agenda which was provided by Dr. Halversen, seconded by Jim Powers, all were in favor and the meeting agenda was approved Ayes (4), Nays (0), Absent (2).
2. **Approval of August 20, 2024 Meeting Minutes:** Patricia Lewis entertained a motion to approve the August 20, 2024 meeting minutes which was provided by Dr. Halversen, seconded by Dr. Williams, all were in favor and the August 20, 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 reported that the 75% of the projects include a member from outside their center/program to serve as a “disrupter”. Patrick also indicated that 80% of the projects have utilized at least one QI tool to identify changes that need to be made in the process. Patrick reported as of August, eight of the fourteen QI projects have been presented to the BOH. QI training information has been added to WCHD’s new hire orientation process. The communications team has added a pop-up survey on the website seeking feedback from users. Strategic workgroup coordination is being reviewed for efficiencies and an action plan is being developed to improve efficiencies amongst all the workgroups. A Qualtrics survey is being implemented to identify individuals with access and functional needs.
4. **Quality Improvement Initiatives Update**
  - a. **Finance: Opioid Response Utilization Rate QI Project** – Jim Keeler reported that the QI project is intended to maximize the utilization rate of funds associated with the Opioid Response Grant with a goal to utilize at least 90% of funds allocated by June 30, 2025. Monthly review of the grants will provide the directors & program managers information to ensure the awarded grant funds are being spent accordingly within the funding periods.
  - b. **HPW: Youth Leadership Council Nominations QI Project** – Chery Floyd reported that the project is intended to increase and diversify student nominations for the Chairman & Mayor’s Youth Leadership Council. The goal is to collect 7 student nominations for FY2025 an increase from the average of 4 in both FY2023 and FY2024. The process was reviewed and it was determined that students & adults are not aware of the program. This year the Substance Use Prevention Staff promoted the program at events including “Bookerfest”, Youthbuild/Comprehensive Community Solutions Back to School Backpack Giveaway event, and pop-up events at the YMCA which resulted in the increase of nominations. Nominations will be accepted until end of day, Friday, September 20<sup>th</sup>.
5. **Executive Session - none**
6. **Additions - none**
7. **Adjournment** – With no further business to discuss, Patricia Lewis entertained a motion to adjourn the September 17, 2024 Quality Committee Meeting which was provided by Dr. Williams, seconded by Jim Powers, all were in favor and the meeting adjourned at 6:28 p.m.