



**Minutes of the BOH Quality Committee Meeting**  
**Tuesday, November 19, 2024 at 6:00 p.m.**  
**WCHD, Room 115**

**Members Present:** Bob McCreath (Ex-Officio), Patricia Lewis (chair), Dr. Williams, Dr. Halversen, Dr. Minore (co-chair)

**Members Absent:** Jim Powers

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 – November 19, 2024** – Patricia Lewis entertained a motion to approve the November 19, 2024 meeting agenda which was provided by Dr. Halversen, seconded by Bob McCreath, all were in favor and the meeting agenda was approved Ayes (3), Nays (0), Absent (2).
2. **Approval of October 15, 2024 Meeting Minutes:** Patricia Lewis entertained a motion to approve the October 15, 2024 meeting minutes which was provided by Dr. Minore, seconded by Dr. Halversen, all were in favor and the October 15, 2024 meeting minutes were approved. Ayes (3), Nays (0), Absent (2).
3. **Quality Improvement Plan Update:** Patrick reported that WCHD continues to make progress on QI projects goals & objectives and provided the following updates:
  - **Leadership and Systems Thinking:** Patrick reported that WCHD met its target for inclusion of QI disrupters with 85% of QI teams now including members from different centers. He reported that the QI initiatives will be presented to WCHD at the December 13, 2024 All-Staff Meeting. They will also be working on the QI project storyboards which will also be presented at the All-Staff Meeting.
  - **Quality Improvement Initiatives:** Approximately 90% of projects have identified or drafted a process flow, and 90% have used at least one QI tool. 70% have implemented improvements, with 35% of the QI initiatives assessing the impact of their QI project and determining next phase which involves adopting, adapting or abandoning the implemented change. Patrick reported that two of QI projects are in the “plan” stage, six are in the “do” phase, three are in the “study” phase and three are in the “act” phase. In the “act” phase they will be reviewing the data gathered and determine if the project improved the process.
  - **Workforce Development:** Integrating QI training into the New Employee Orientation has been completed. Updating the Workforce Development Plan to ensure accessible, web-based training has been completed.
  - **Communication:** 12 of 14 QI projects have been presented to the Board of Health Quality Committee. Final reports and storyboards are scheduled to be presented at the December 13 2024 All-Staff meeting, with posting on WCHD’s website in January 2025.
4. **Quality Improvement Initiatives Update**
  - a. **Finance - Grant Management Efficiency:** Jim Keeler presented the 13<sup>th</sup> QI project to the Quality Committee regarding grant management efficiency. Jim reported that approximately 18 months ago several staff received training on grant management which included disrupters and finance staff. The goal was to determine specific deliverables that apply to the grants. Dr. Martell reminded the committee that the “strategic scholars” completed a project that focused on financial grant management to ensure that WCHD grant deliverables are being met. Jim indicated that he will be developing a training program on grant management. Once the training program has been developed, they will train program managers so they



understand which expenses are reimbursable by the grant and which are not. The training program should ensure program managers can appropriately manage their grants with a goal of at least 97% utilization.

5. **Executive Session - none**
6. **Additions** – Dr. Martell indicated with Pat Lewis being replaced on the board Dr. Minore will be the chair of the Quality Committee.
7. **Adjournment** – With no further business to discuss, Patricia Lewis entertained a motion to adjourn the November 19, 2024 Quality Committee Meeting which was provided by Bob McCreath, seconded by Dr. Williams, all were in favor and the meeting adjourned at 6:17 p.m.