



**Minutes of the BOH Quality Committee Meeting
Tuesday, May 20, 2025 at 6:00 p.m.
WCHD, Room 115**

Members Present: Jim Powers, Dr. Halversen, Bob McCreath

Members Absent: Dr. Minore (Chair), Dr. Williams (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)**.

Dr. Halversen determined that a quorum was present and called the meeting to order at 6:06.

1. **Approval of Agenda – May 20, 2025** – Dr. Halversen requested a motion to approve the May 20, 2025 meeting agenda which was provided by Jim Powers, seconded by Bob McCreath, all were in favor and the amended meeting agenda was approved Ayes (3), Nays (0), Absent (2).
2. **Approval of March 18, 2025 Meeting Minutes:** Dr. Halversen entertained a motion to approve the March 18, 2025 meeting minutes which was provided by Jim Powers, seconded by Bob McCreath, all were in favor and the March 18, 2025 meeting minutes were approved. Ayes (3), Nays (0), Absent (2).
3. **Quality Improvement Update:** Patrick provided an update on the QI projects. He reported that one of the goals for Quality Improvement is to have several WCHD staff involved in quality improvement initiatives. During the last all-staff meeting staff were able to volunteer to participate on QI initiatives resulting in over 50% staff actively involved in QI initiatives. Patrick referenced the Leadership and Systems Thinking table which reflected that four of the objectives have been completed. He indicated that team leads will ensure that their charters, process flow and QI tools are uploaded in KMS the emergency management tracking system so all staff will have access to the documents. Patrick reported that one of the QI initiatives is to utilize at least one QI tool and 65% of the projects have implemented at least one change in their project. For example, the data request QI project has been streamlined and requests are now submitted through the website utilizing a ticketing process which has improved the response time for data requests. In regards to workforce development all new employees will receive quality improvement training with in their first 90 days of employment. Patrick also reported that the Communication QI projects are all ongoing or scheduled later in the year and into 2026. In regards to center level QI projects, Patrick indicated that most of them are in the “Do” stage with a couple in the “study” or “act” phase.
4. **Strategic Plan**
 - a. Strategic Refresh 2025-2030: Cynthia Hall provided the board a copy of the 2024 Strategic Plan Annual Report indicating that the strategic plan within the report needed to be reviewed/revised every five years. Cynthia indicated that every WCHD employee works on strategic initiatives twice a month. The strategic plan includes three goals with eight objectives, focus on core public health, develop and enhance systems to support core public health and advance a culture of quality. Cynthia reported that for the strategic refresh, WCHD staff were assigned to one of their top 3 workgroup choices. In April, WCHD staff were asked to review the vision, mission and values. The vision, “Healthy people in a health community that promotes health equity”. The Mission, “prevent diseases,



promote health and engage the community to ensure the health of Winnebago County". The Values: "responsiveness, community resource, expertise, collaboration". The suggested changes for the vision, "healthy people in a healthy community that promotes optimal health for all". The suggested changes for the Mission, "engage the community to promote conditions for all residents to achieve optimal health". The suggested changes for the Values, responsiveness, community resource, expertise, collaboration, trustworthy". Other changes were suggested by WCHD staff which included changing "advocate for policies that promote population health" to "engage community stakeholders in public health policy". Changing "Assess health status of the population" adding "and current trends". It was also suggested to change "engage with community partners to address health priorities" to, "engage with community partners to address systems that promote health priorities". WCHD staff also suggested changing "maintain or surpass national public health accreditation standards" to include, "by using emerging best practices to address health priorities". During the discussion it was determined that suggested changes to the strategic plan would be tabled until a document could be provided that highlight the changes for the quality committee to consider in June.

5. Executive Session - None

6. Additions - None

7. Adjournment – With no further business to discuss, Dr. Halversen entertained a motion to adjourn the May 20, 2025 Quality Committee Meeting which was provided by Jim Powers, seconded by Bob McCreath, all were in favor and the Quality Committee meeting adjourned at 6:27 p.m.