



**Minutes of the BOH Quality Committee Meeting
Tuesday, January 20, 2026 at 6:00 p.m.
WCHD, Room 115**

Members Present: Jim Powers, Penelope Lechtenberg

Members Absent: Dr. Minore (Chair)

WCHD Staff: Dr. Sandra Martell-Public Health Administrator, Patrick Ngum Quality and Data Director; Stephanie Bahling, Executive Assistant (Recorder).

Jim Powers determined that a quorum was present and called the meeting to order at 6:07.

1. **Approval of Agenda – January 20, 2026:** Jim entertained a motion to approve the January 20, 2026 meeting agenda which was provided by Penny Lechtenberg, Jim seconded, all were in favor and the January 20, 2026 meeting agenda was approved Ayes (2), Nays (0), Absent (1).
2. **Approval of the July 15, 2025 meeting minutes:** Jim entertained a motion to approve the July 15, 2026 meeting minutes which was provided by Penny Lechtenberg, Jim seconded, all were in favor and the July 15, 2025 meeting minutes were approved. Ayes (2), Nays (0), Absent (1).
3. **Approval of the August 19, 2025 informational meeting minutes (no quorum):** Jim entertained a motion to approve the August 19, 2025 informational meeting minutes acknowledging that a quorum had not been established, which was provided by Penny Lechtenberg, Jim seconded, all were in favor and the August 19, 2025 informational meeting minutes were approved. Ayes (2), Nays (0), Absent (1).
4. **Approval of the September 16, 2025 informational meeting minutes (no quorum):** Jim entertained a motion to approve the September 16, 2025 informational meeting minutes acknowledging that a quorum had not been established which was provided by Penny Lechtenberg, Jim seconded, all were in favor and that September 16, 2025 informational meeting minutes were approved. Ayes (2), Nays (0), Absent (1).
5. **Quality Improvement Plan 2025 report out:** Patrick reviewed the 2025 QI Plan included in the meeting packet reporting that in November & December WCHD leadership & staff reflected on accomplishments from the implementation of the 2025 QI Plan including goals/objectives and center/program level projects. Patrick reported that the storyboards were presented during the December All-Staff meeting and have also been posted on WCHD's website.
6. **Quality Improvement Plan 2026:**
 - a. **QI Plan Goals and Objectives:** Patrick reported that the 2026 QI Plan is similar to last years with minimal changes reflecting that WCHD's Quality Improvement vision is committed to healthy people in a health community that promotes optimal health for all through continuous quality improvement at all levels of the organization. Patrick also noted that language has been updated in the strategic plan and the quality improvement goals and objectives align with the strategic plan as well.
 - b. **QI Initiatives:** Patrick reviewed the center level 2026 QI initiatives with the committee indicating that some are new QI projects for 2026 and others are continuation projects from 2025.

Jim Powers entertained a motion to approve advancing the 2026 Quality Improvement Plan to the BOH which was provided by Penny Lechtenberg, Jim seconded and the 2026 Quality Improvement Plan will advance to the BOH for approval. Ayes (2), Nays (0), Absent (1).

7. **PHAB Annual Report Development Update:** Patrick advised the committee that WCHD is required to report annually to PHAB and they are currently working on the report which is due on March 31, 2026.
8. **Executive Session**
9. **Additions** - none
10. **Adjournment** – With no further business to discuss, Jim Powers entertained a motion to adjourn the January 20, 2026 Quality Committee Meeting which was provided by Penny Lechtenberg, Jim seconded and the meeting adjourned at 6:30 p.m.