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**Minutes of the BOH Quality Committee Meeting  
Tuesday, February 17, 2026 at 6:00 p.m.  
WCHD, Room 115**

**Members Present:** Jim Powers, Penelope Lechtenberg, Dr. Williams (Ex-Officio)

**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 6:00.

1. **Approval of Agenda – February 17, 2026:** Jim entertained a motion to approve the February 17, 2026 meeting agenda which was provided by Penny Lechtenberg, seconded by Dr. Williams, all were in favor and the February 17, 2026 meeting agenda was approved Ayes (3), Nays (0), Absent (1).
2. **Approval of the January 20, 2026 meeting minutes:** Jim entertained a motion to approve the January 20, 2026 meeting minutes which was provided by Penny Lechtenberg, seconded by Dr. Williams, all were in favor and the January 20, 2026 meeting minutes were approved. Ayes (3), Nays (0), Absent (1).
3. **Quality Improvement Plan Update:**
  - a. **QI Plan Goals and Objectives:** Patrick informed the Quality Committee that the 2026 QI Plan was shared with WCHD staff during the January all-staff meeting and staff participated in a table exercise using a Force Field Analysis to better understand the driving and restraining forces influencing QI initiatives. Patrick reported that 50% of QI projects have utilized at least one formal QI tool to identify process improvement opportunities, 30% have implemented improvement changes and 10% have progressed into the PDSA cycle to evaluate impact and determine next steps.
  - b. **Center/Program Level Initiatives:** Patrick reported that center directors develop center level QI projects and identify members to serve on their QI team. Patrick referenced the 2026 QI projects listed in the meeting packing acknowledging that some projects are new projects in the “plan” phase while others are continuation projects from last year and are in the “do” or “study” phase.
4. **Executive Session - none**
5. **Additions - none**
6. **Adjournment –** With no further business to discuss, Jim Powers entertained a motion to adjourn the February 17, 2026 Quality Committee Meeting which was provided by Penny Lechtenberg, seconded by Dr. Williams, all were in favor and the meeting adjourned at 6:12 p.m.