

MINUTES OF MEETING

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Date of Meeting	May 21, 2008
Called to Order - Adjourned	3:00 pm 4:45 pm
Location :	YSC 6300 Chimney Rock Road
Type of Meeting :	Scope Setting; Status Review and Action Planning
Present :	Team Members : Pam Shaffer (SOH) ; Eileene Chappelle (SOH) ; Linda Courtney (CPS) ; Co-leaders John Prior (CPS) and Rebecca Johansson (SOH) Guests : Lane Coco (Depelchin) ; [] and [] (Evaluation)
Minutes completed by :	Rebecca Johansson

Agenda Item #	MINUTES OF MEETING	Action	
		Name	Due Date

1.	Minutes from November 2007 meeting were not reviewed.		
2.	<p>Introductions. Discussed: Who's on the CQIT. Decided/Voted: None</p> <p>Action Items: Approach the Governing Board about this team reporting to the board rather than the SOH program.</p>	Pam Shaffer Co-Leaders and Stephen Williams	July 23rd
3.	<p>Guest Speaker, Lane Coco "From Quality Improvement to Outcome Based Performance Evaluation" Discussed: Orientation to CQI; see Powerpoint slides issued 5/21/08. Team agreed this is a viable framework for our path forward. Decided/Voted: None Action Items: None</p>		
4.	<p>Development of the SOH CQI Plan. See Powerpoint slides issued 5/21/08. Synopsis: CQI is an ongoing, systemic process that provides a measurable account of programs and services provided. Discussed: CQI must consider our logic model; our Systems Policies and Protocol; National Evaluation data; and our own metrics that identify opportunities for improvement. This should form the basis of the CQI Plan for SOH.</p>	John Prior	
5.	<p>Action Planning A look back at items from November 2007</p> <p>5.1 This team committed to facilitate a grievance process. Two members issued sample from other organizations, but no further action has occurred to date.</p> <p>5.2 Some members volunteered to find models of CQI Plans from other sites and organizations that we could use as go-bys, none has been distributed to date.</p> <p>Actions for next meeting:</p> <p>5.3 The team needs a status update on the SP&P.</p> <p>5.4 From the SP&P the team can then figure out all the processes in the referral lifecycle and identify areas for measurement and improvement.</p> <p>5.5 Work can begin on the Plan once we have all items noted in 4 above.</p> <p>5.6 Co-leaders will discuss roles and responsibilities off line.</p>	Rebecca Johansson & John Prior	
6.	Next Meeting: June 12, 4-6 pm.		