

## Appendix C- Charter



**Public Health**  
Prevent. Promote. Protect.

### Quality Council Charter

November 2017

<b>Purpose</b>		
To support, nurture and maintain a culture at the Youngstown City Health District that fosters and values improvement.		
<b>Scope</b>		<b>Membership and Meetings</b>
<p><b>In Scope:</b></p> <ul style="list-style-type: none"> <li>Provides oversight to monitor implementation of the agency's critical plans and formal processes, such as, the Strategic Plan, Quality Improvement Plan, Workforce Development Plan, Strategic Communications Plan, and performance management processes.</li> <li>Supports Quality Improvement (QI) teams by providing technical support/training as needed; Acts as quality champions by recognizing and celebrating QI efforts among divisions and teams.</li> <li>Tracks quality improvement projects across all divisions with progress notes, timelines with completion dates, and type (administrative or programmatic), per PHAB requirements.</li> <li>Implements improvements based on critical plan progress and performance. Recommendations for QI projects may be identified based on review/analysis of audit findings and deficiencies, corrective action plans, state/national surveys, or other performance data.</li> </ul> <p>In addition to specific assignments and responsibilities, members should commit to ongoing and focused environmental scanning – identifying the strategic position of the agency in regard to external factors and in comparison to relevant best practices in areas of expertise.</p> <p><b>Out of Scope:</b></p> <ul style="list-style-type: none"> <li>Nonmaterial task-oriented quality activities</li> <li>Members will oversee and provide guidance to support QI projects to teams, but teams will ultimately implement projects.</li> </ul>		<p>Meets on a monthly basis; Meeting Duration: 1-1.5 hours</p> <p>Membership:</p> <ul style="list-style-type: none"> <li>Facilitated by the Accreditation Coordinator, the Council consists of a cross-functional, cross-divisional team of 6-10 staff who are appointed by the Health Commissioner and/or leadership team members. Members are capable of committing up to 4 hours monthly of effort, inclusive of monthly meetings.</li> <li>Members shall serve terms of 24 months on a rotating schedule ensuring no more than 25% replacements in a six month timeframe.</li> </ul>
<b>Key Members</b>	<b>Role</b>	<b>Responsibilities</b>
Accreditation Coordinator	Emily Frantz (Interim Chair)	Ensure council is sustained and active to foster a culture of quality while remaining within scope.
Erin Bishop	Health Commissioner	As a Quality Council member, participates in ongoing quality improvement activities, reviews and refines QI project plans, and monitors the progress of our Agency's strategic initiatives. All quarterly meetings will be two hours in duration. Quality Council members will agree to a standing meeting day and time (e.g., the third Wednesday of every month) and be expected to attend all meetings in their entirety.
Environmental Health	Tara Cioffi	
Vital Statistics	Toni Tell	
Minority Health	Leigh Greene	
Nursing	Anthea Mickens	
<b>Expectations</b>		

Effective planning, data-driven decision making, strategy monitoring & timely response, up-to-date status reporting, effective project management, appropriate collaboration and coordination among members, strategic workgroups and the senior leadership team.

Meeting Etiquette:

- Agenda and prior meeting' minutes with action items distributed at least 48 hours in advance
- Members review and prepare in advance
- Avoid use of electronic devices for purposes unrelated to meeting/agenda
- Respect meeting schedule and individual input

Quality Council meeting minutes will be included in the leadership team meeting packets.