



SETRAC Neonatal & Maternal Program Managers Subcommittee

Tuesday, November 7, 2023
Virtual Meeting

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TOPIC	DISCUSSION/RECOMMENDATION	ACTION/FOLLOW-UP
Presenters: Kate Drone/Audrey Barnett/Theresa Walters/Alice Gonzalez Topic: Call to Order and Approval of Minutes	Audrey welcomed everyone to the meeting. Kate wasn't in attendance. Attendance will now be tracked by going to www.setrac.org/perinatal . This is where you will also enter your code words. The minutes from the last meeting on October 3, 2023, were approved.	The committee has no further recommendations
Presenter: Audrey Barnett Topic: New Business 2024 Smart Goals	Audrey led the members with discussion about the 2024 Smart Goals. There was a question asked if SETRAC has something already written on what's required for Program Managers that the committee can review and evaluate to build their smart goals from. Melanie discussed the turnover and the changes in titles at all the facilities makes it a little challenging. One of the goals would be to get an accurate list of Medical Directors, Program managers and Coordinators. There was open discussion on the idea of having a Charter set up for this Subcommittee. However, Dr. Weisoly stated that a charter is not required for a Subcommittee, as it is required for Committee. This committee needs Mission and Purpose. There was open discussion on establishing structure in this committee to set and reach goals. There was a suggestion to form a workgroup that's willing to work on the structure and establish a starting point. Audrey stated a good starting point is to define the problem we are trying to solve in this committee. The purpose of this workgroup is to come together and create a purpose statement to then create the 2024 Smart Goals. Melanie asked for any volunteers that's interested in being in part of forming a workgroup to please leave name in chat.	The recommendation is to form a workgroup to establish a purpose statement to create the smart goals.
Presenter: Audrey Barnett Topic: Old Business Designation Guidelines	Audrey mentioned the last meeting presentation from Jorie (DSHS). She opened the floor to the members for any questions or feedback. There was a suggestion to have Jorie present again, specifically for those who missed it, as it was very informative and helpful to the members. Audrey stressed the importance of the Designation Guidelines, and how it's a great resource to start with.	The committee has no further recommendations



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Topic: Open Discussion	There was open discussion on the difference between action plan completion and the loop closure process. Audrey asked the member to present at the next meeting on her experience and her process in learning. There was continued discussions on different processes in the different facilities. There was open discussion on different resources and lots of suggestions and helpful changes. Melanie mentioned SETRAC will be publishing an education introductory to quality improvement. Once completed, there will be links sent out for tools and resources that could be used. There was a question about data. Dr. Weisoly reminded the members of the importance of submitting data. There was open discussion on surveys. Congratulations were given out to some of the facilities that did great on their surveys.	The recommendation is to have Tabi to present at the next meeting.
Adjourned/Next Meeting	There being no other items for discussion, the meeting was adjourned. Next meeting will be Wednesday, December 5, at 9:00am-10:00pm	Code Words Maternal/ Survey