



**MYI Design Team Meeting 3
November 30, 2023**

MYI Design Team and HITEC advisors

Meeting Intent: This meeting intends to review the Fishbone Diagram / Root Causes Analysis Step 1 Worksheet completed in the last meeting.

The DT members will start to create solutions to address the health, safety, and well-being concern (low staff morale) using the root causes analysis.

Desired Outcomes:

1. A shared understanding of the Sub-issues and Contributing Factors of low staff morale.
2. Turn “Low Staff Morale” into a Health, Safety, and Well-being objective.
3. Clarity on the relation between IDEAS Steps 1 and 2, and the differences between the Steps.
4. Develop solutions and specific activities to achieve the objective.

Facilitators: Eric Tokarzewski and Scott Eaton

Advisors: Matt Brennan, Janet Caldwell Cover

Agenda

Time	What	How	Who
5 min	Introduction	Icebreaker	All
5 min	Intent /outcomes	Review of meeting intent and desired outcomes	Eric
20 min	recap	Review of last meeting (fishbone activity) <ol style="list-style-type: none"> 1. DT members share COs feedback on the fishbone/Worksheet 2. Review each sub-issue and its contributing factors, edit as needed 3. When exercise is complete Facilitator asks: <i>Do we feel that these sub-issues and contributing factors accurately reflect the root causes of the HSWC?</i> <ul style="list-style-type: none"> - Round-robin to respond. 	Eric
10 min	IDEAS process. Clarity on the relation between IDEAS Steps 1 & 2	<ul style="list-style-type: none"> - Facilitator reads the definition of Major Health & Safety Objective handout - Facilitator explains the relationship between Steps 1 & 2 - Facilitator introduces concept of creating solutions with activities that will help achieve solutions, using the Indoor Air Quality example as needed <ul style="list-style-type: none"> o Solutions often come from paraphrasing the sub-issues identified in Step 1 o Important to be specific with activities - 	Eric

45 min	Shared understanding of solutions and activities	<ol style="list-style-type: none"> 1. Brainstorm: Solutions and activities to achieve the Major Health and Safety Objective <ol style="list-style-type: none"> a. Anything goes, no idea is a bad idea b. Volunteer note taker records ideas on flip chart <p>Clarifying questions, if needed</p>	ALL
5 min	Next steps	<ol style="list-style-type: none"> 1. Facilitator reviews preparation for next meeting <ol style="list-style-type: none"> a. ? 	Eric
5 min	Wrap up	Next meeting date:	

SAMPLE