

DRAFT Work Plan 2018 2019

Goal #1: Build awareness of the council's roles and responsibilities to the public.

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
Organize public forums/events to: <ul style="list-style-type: none"> • broaden public awareness of the HAC • network with key stakeholders • provide opportunities to engage with and gather public feedback about local health services – e.g. host a Municipal Leaders Forum 	Work with AHS communications and community engagement (CE) to develop communication pieces that change/improve the dynamic of current conversations about health services: <ul style="list-style-type: none"> • Opinion editorials in local newspapers (with a link embedded to a survey, where applicable) • TV news interviews • Advertise in free publications/Facebook groups • Combine communications, CE and HAC resources to develop good news stories • Consider how to increase involvement with younger demographic (e.g. social media 'boosts') • Work with AHS communications and CE to create an opinion editorial for Medicine Hat News (et al.) as another avenue for sharing good news stories 	Council Members Coordinator Community Engagement	One event between April 1, 2018- November 30, 2018 One event between November 30, 2018- March 31, 2019	Council hosted two (minimum) public events prior to March 31, 2019. Post-survey results indicate minimum 80% of participants are satisfied with the event and that it was useful and purposeful. Increased public attendance at HAC meetings. Increased outreach from public to members, coordinator or community engagement enquiring about opportunities with the Health Advisory Council (HAC) – tracked who reached out, for what reason and follow up that occurred.
Connect with local communities	Members to find opportunities	Council	Monthly or bi-	Subcommittee created and

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to do consistent outreach.	<p>and costs for outreach within their community and share with council for approval. (e.g. spring/fall trade show in Medicine Hat; Medicine Hat Regional College, HUTV, CHAT TV and CHAT radio, service clubs, etc.).</p> <p>Create a subcommittee that organizes ideas brought forth, co-organizes member attendance and tracks outcomes.</p>	<p>Members</p> <p>Coordinator</p>	<p>monthly updates</p> <p>March 31, 2019</p>	<p>maintained a database of community events within east side of South Zone.</p> <p>Subcommittee helped organize member participation at local community outreach opportunities.</p> <p>Members attended two community outreach events.</p> <p>Tracking of attendance and outcomes from each event.</p> <p>Post survey indicates 80% of those the HAC engaged found the interaction worthwhile or satisfying and will engage in the future.</p> <p>Increased public attendance at HAC meetings.</p> <p>Increased outreach tracked from public to members, coordinator or community engagement enquiring about opportunities with the HAC.</p>
<p>Connect with extended healthcare organizations to:</p> <ul style="list-style-type: none"> • learn about the work they do • promote the HAC • share health programs/service information 	<p>Develop a list of organizations (Diane has an email list of various groups); (e.g. Parkinson's, Alzheimer's Healthy Living, ECD groups, Palliative/Hospice Societies, et</p>	<p>Council Members</p> <p>Coordinator</p> <p>Community</p>	<p>Monthly or bi-monthly updates</p> <p>March 31, 2019 and beyond.</p>	<p>HAC created a database of organizations it connected with, plans to connect with and followed up with.</p> <p>Members attended or</p>

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<ul style="list-style-type: none"> gather public feedback. 	<p>al.).</p> <p>Various members attend organization meetings to inform and network.</p> <p>Share annual report and work plan with groups.</p> <p>Invite email list to public engagement events.</p>	Engagement		<p>connected with two extended healthcare organizations</p> <p>HAC tracked the information it shared and received from public.</p> <p>Coordinator tracked information HAC shared and received in meeting minutes.</p> <p>Coordinator and/or members tracked public attendance at HAC-hosted engagement events.</p>

Goal #2: Gather community input, validate it and provide challenges and opportunities in your council area to the AHS local leadership and AHS Board.

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
Members to connect with their local community to gather its feedback about health services.	<p>Council members provide roundtable reports</p> <p>Members submit written reports when possible to identify top public concerns and/or good news stories</p> <p>Survey public attendees at HAC-hosted forums/events.</p> <p>Share top-three concerns with AHS Zone leadership.</p> <p>Gather feedback from decisions</p>	<p>Council Members</p> <p>Coordinator</p> <p>Communications</p> <p>Community Engagement</p>	<p>Monthly or bi-monthly updates</p> <p>March 31, 2019</p>	<p>HAC created a database of communities connected with, plans to connect with and followed up with.</p> <p>Coordinate or members tracked the number and names of community members.</p> <p>Survey results indicate 80% satisfaction at HAC-hosted events.</p> <p>Number of communications</p>

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	<p>made by AHS to share with public as good news stories.</p> <p>Work with communications and CE to create an opinion editorial for the Medicine Hat News (et al.) as another avenue for sharing good news stories – link a survey (Survey Monkey) to it and on digital media platforms.</p> <p>Obtain reports from various health groups to share the information with members and Zone leads (provide written report or roundtable discussion back to AHS).</p>			<p>pieces written re: good news stories.</p> <p>Members gathered two reports to share with members and Zone leads.</p>

Goal #3: Provide opportunities for AHS to work with councils to share information about AHS healthcare programs and services with communities.

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<p>Manage time on agenda more efficiently to ensure zone leads have adequate time to share information with members and public.</p> <p>Ensure time for work plan updates</p>	<p>Monthly or bi-monthly meeting with Chief Zone Officer, chairs and coordinator to plan following months' meeting.</p> <p>Council and coordinator to work with AHS to determine opportunities for the HAC.</p> <p>Members to ask questions they have of ZELs <i>prior</i> to HAC meeting so ZELs have time to</p>	<p>Council Members</p> <p>Coordinator</p> <p>Zone leadership</p>	<p>Begins May, 2018 through to March 31, 2019 (and ongoing)</p>	<p>ACC to track monthly or bi-monthly meeting with chairs and CZO.</p> <p>Agenda and meeting minutes reflect fulsome ZEL updates.</p>

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	<p>respond and in turn members have a fulsome response to share with community.</p> <p>Members to request a written South Zone update from ZELs <i>prior</i> to HAC meeting, with highlights from the zone (e.g. operational plan).</p> <p>Move ZEL updates up in the agenda so they have time to present information.</p>			
<p>HAC to host an open house within its region that builds awareness of the HAC and provides an opportunity for AHS to share information (e.g. HPBP, operational plan, et al.) [supporting goal #1]</p>	<p>Create op eds in local news media.</p> <p>Invite public to attend, beginning three weeks in advance.</p> <p>Members to invite people within their networks.</p> <p>Advertise in local media, social media, posters in local community sites.</p> <p>Develop communication materials/information pieces about local health services.</p>	<p>Council Members</p> <p>Coordinator</p> <p>Community Engagement</p> <p>Communications</p> <p>AHS Zone Leads</p>	<p>March 31, 2019</p>	<p>Council hosted two open houses within its region.</p> <p>Track number of attendees and their purpose for attending.</p> <p>Post survey indicates 80% of attendees are satisfied with the information provided/outcome of the event.</p>
<p>Ensure consistent follow up on meeting action items (timely manner).</p>	<p>Monthly or meeting with chairs, Chief Zone Officer and Advisory Council Coordinator.</p>	<p>Chairs</p> <p>HAC members</p> <p>Coordinator</p>	<p>Monthly or bi-monthly.</p> <p>Ongoing.</p>	<p>Meeting minutes reflect action items completed, in progress or outstanding.</p>

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		Zone leads		

Goal #4: Provide input to healthcare programs, services or emerging initiatives.

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<p>Increase understanding about relevant health topics within our communities such as:</p> <ul style="list-style-type: none"> Addiction & mental health (as per priority #1 in 2017/18 work plan) Aging in place (as per priority #2 in 2017/18 work plan) Prevention & promotion (as per priority #3 in 2017/18 work plan) 	<p>Coordinator to review minutes from prior two to three years to determine what presentations have been made.</p> <p>Council to determine areas it needs more information about and invite presenters accordingly.</p> <p>Council to connect with Provincial Advisory Councils to determine its priorities and how it can work with them to further or align their efforts.</p> <p>Council to request information about roles and responsibilities of PACs vs. Zone Addiction and Mental Health.</p>	<p>Council Members</p> <p>Coordinator</p> <p>Zone leads</p>	<p>ACC – April 30, 2018.</p> <p>May 30, 2018</p> <p>PAC – June 30, 2018</p> <p>September 30, 2018</p> <p>Every meeting invite one relevant presentation to the HAC meeting.</p>	<p>Council outlines areas it wishes to learn about and plots one presentation per meeting, accordingly.</p> <p>Meeting minutes reflect presentations and information shared throughout the year.</p>