

## 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
Make a connection with at least 70% of local governments within David Thompson Health Advisory Council (DTHAC) to outline our role and gather feedback/questions related to health and health services (to be used in planning a Municipal Forum).	<p>Members will:</p> <ul style="list-style-type: none"> <li>attend the Central Zone Mayors and Reeves Meeting for formal and informal interaction;</li> <li>contact municipalities in their respective communities / areas to offer presentations or discussions at their council meetings with the goal to raise awareness of DTHAC roles;</li> <li>invite elected leaders to regular DTHAC meetings and gather feedback / questions / issues;</li> <li>bring feedback from elected officials to AHS for response where appropriate / necessary; and</li> <li>share any interactions so that it can be captured in meeting summaries.</li> </ul>	All Council Members	October 2018	<p>Number of interactions and % of municipalities contacted are tracked</p> <p>Geographic representation of contacted municipalities is tracked</p> <p>Summary of feedback from municipalities is developed</p> <p>The number of presentations / meetings and responses from the elected officials is tracked.</p>
Hold a Municipal leadership Forum (jointly planned with Yellowhead East Health Advisory Council (YEHAC) and Zone Leadership) focusing on the feedback from the municipality interactions and provide input into Zone Healthcare Plan and the AHS Health and Business Plan.	<p>Select dates, times, community, venue, meal and refreshments.</p> <p>Finalize content and agenda (hosts, MC, presenters).</p> <p>Send invites out with RSVP.</p>	<p>Planning Committee:</p> <p>Bob Long Sandy Doze Marie Cornelson Janice Lockhart (YEHAC) Pat Johnston</p>	Early October (preferably) or mid November 2018	<p>Number of Council members and % of municipalities represented are tracked.</p> <p>Evaluations show that 80% of participants found the forum a good use of their time and they had a chance to provide</p>

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	<p>Do some stakeholder engagement prior to these sessions to determine the best approach. Think about what would be an effective model to use in these sessions that would meet Council and Zone objectives.</p> <p>Participate in engagement activities hosted by AHS for the Zone plan or Health Plan and Business Plan to represent the community voice.</p>	<p>Zone leadership: Kerry Bales</p> <p>Communications Central Zone: Heather Kipling</p> <p>Advisory Coordinator: Maya Atallah</p>		<p>feedback.</p> <p>Evaluations from Zone Leadership show that 80% felt forum was useful in building relationships and was effective in sharing AHS Health Plan and Business Plan and Zone plan.</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
Host an interactive information session on Addiction and Mental Health Services jointly with AHS and the YEHAC for council members and targeted community members across Central Zone to increase knowledge of services (including AHS and Zone Health and Business Plan objectives) and gather public input.	<p>Determine content (Completed in 2017-18)</p> <p>Develop agenda</p> <p>Identify MC</p> <p>Determine date</p> <p>Arrange room and telehealth video conferencing sites</p> <p>Send out invites</p> <p>Identify note takers and materials required for interactive component</p>	<p>Planning Committee: Debra Murphy Sandy Doze (YEHAC) Pat Johnston (YEHAC) Sarah Hissett</p> <p>Other council committee members</p> <p>Zone Leadership: Kerry Bales and Dwight Hunks</p> <p>Advisory Coordinator: Maya Atallah</p>	Fall 2018	<p>Track % of council members who attended.</p> <p>Track number of public and geographic area of those who attended.</p> <p>Summary of questions / community priorities / feedback circulated to attendees.</p> <p>Information shared with Zone Health Service planning and for input into HAC council of chairs.</p> <p>Copy of the presentation will be</p>

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
	<p>(one hours AHS presentation, 30 minutes of questions and feedback)</p> <p>Partner with AHS where appropriate to focus on current AHS initiative</p> <p>Confirm how to record the video conference session yet retain the interaction with local participants and building relationships</p>			<p>archived or video posted.</p> <p>A summary of evaluations is prepared.</p> <p>Evaluate how community individuals heard about the meetings to measure effectiveness of promotion/advertising</p>
<p>Hold an interactive information session on continuing care services including the AHS “Enhancing Care in the Community” initiatives jointly with AHS and the YEHAC for council members and community members across Central Zone to increase knowledge of services (including AHS and Zone Health and Business Plan objectives) and gather public input.</p>	<p>Determine content completed in 2017-18</p> <p>Develop agenda</p> <p>Identify MC</p> <p>Determine date</p> <p>Arrange room and telehealth video conferencing sites</p> <p>Send out invites</p> <p>Identify note takers and materials required for interactive component (2 hours AHS presentation, 1 hour questions and feedback)</p> <p>Identify ways of advertising for the public</p>	<p>Planning Committee: Carole Tkach Sandy Doze (YEHAC) Pat Johnson Deb McMann</p> <p>Zone Leadership: Kerry Bales and Lori Sparrow</p> <p>Advisory Coordinator: Maya Atallah</p>	<p>April 25, 2018</p>	<p>% of council members who attended is tracked</p> <p>Number of public and geographic area of those who attended is tracked</p> <p>Summary of questions / community priorities / feedback circulated to attendees.</p> <p>A summary of the evaluations is developed.</p> <p>Evaluate how community individuals heard about the meetings to measure effectiveness of promotion/advertising.</p>
<p>Connect regularly with AHS Zone</p>	<p>Monthly meetings with Chief Zone</p>	<p>Zone Leadership:</p>	<p>Ongoing</p>	<p>The Chair shares a summary of</p>

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<p>Leadership and the DTHAC and YEHAC to provide two-way information sharing in an ongoing and informal way to ensure there is continuous real time feedback on local programs and services.</p> <p>Explore opportunities for HAC members to participate on Zone committees relevant to the HAC work plan</p>	Officer and various Zone leadership.	<p>Kerry Bales</p> <p>(YEHAC) Pat Johnston</p> <p>(DTHAC) Sandy Doze</p> <p>Advisory Coordinator: Maya Atallah</p>		the monthly meeting is shared at the next regular HAC meeting.

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

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
Partner with the zone and engage the public in discussions about the council and AHS and Zone current objectives and initiatives at two public events (trade fairs, agricultural events, Passion for Health events, etc.) across the council area each year.	<p>Determine appropriate events across the council area and develop a 3-year plan to cover the zone geographically.</p> <p>Partner with AHS leadership</p> <p>Obtain booth materials.</p> <p>Develop discussion format to solicit input as well as inform on council roles and responsibilities and work plan</p>	Council Members Coordinator (Maya Atallah)	Fiscal years 2018, 2019 and 2020	<p>Track number and location of events.</p> <p>Track numbers stopping at booth</p> <p>A summary of feedback received is developed and shared with zone.</p> <p>Zone initiatives are profiled.</p>
Increase public attendance at council meetings through local invites to groups who might have an interest in the scheduled presentations ( <i>topics that relate to work plan or zone or provincial</i> )	Develop an annual council meeting calendar that identifies the presentations for each meeting (from our work plan or AHS priorities)	Council Members Coordinator (Maya Atallah)	A presentation is at each meeting during the year for 2018-19	<p>There is a 25% increase from numbers who attended in the 2017/18 year.</p> <p>The topics that generated the</p>

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<i>plans such as connect care, primary care networks, cannabis, enhancing care in the community, etc.)</i>	Develop a list of community members who may be interested and invite them personally.  Ensure appropriate room size for extra community members.			most interest are identified.  A summary of any community feedback is prepared.
Actively participate in the implementation phase of the Zone Healthcare Plan in collaboration with Zone Leadership and Community Engagement.	Process to be identified through interactions with Zone Leadership and Community Engagement to identify a meaningful role for HAC members.		2018 and ongoing	% of members who felt participation in the process was meaningful is tracked.  % of AHS executive leadership team that felt our participation was helpful is tracked.

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

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
Participate in Zone Operational Plan development	Participate in sessions with Planning and Performance Complete preliminary conversations with communities where requested	All HAC Members		# of HAC members participating in the session is tracked.  # of community interactions if requested is tracked.
Respond to requests for input from AHS or Zone Leadership on programs / services or emerging issues.	Respond when requested  Track topic and community input  Track circulation of information to the community	Advisory Coordinator: Maya Atallah  All HAC Members  Zone Leadership and Community Engagement to ensure requests are	2018 to 2020	Track the topic that the HAC provided input on.  Track the # of council members and / or public involved in request / response.

Objectives	Actions	Responsibility	Timeline (1-3 years)	Measures of Success
		communicated		
Identify and record council members participation on AHS initiatives, councils and links to Zone community organizations ensuring reports from involvement is shared with HAC to facilitate informed communication	Track the following list and keep current. Memberships provincially include membership on Connect Care Patient Advisory Groups, Cancer Care Patient Advisory Group, Integrated Housing and Health Services Strategic Plan. Zone area includes HAC member (as public member) on Zone PCN Committee HAC members on local RhPAP, and Involvement in Local Zone Medical Advisory Forums, Foundation Membership etc.		Full list to be developed by Dec 2018 and updated quarterly	Evidence of participation on emerging issues that relate to HAC Work Plan and AHS / Zone priorities.  Record of communication at HAC meetings and follow-up as required