



WOODSTOCK HOSPITAL

BOARD OF TRUST

DATE: Tuesday, May 28, 2024

In the Boardroom

TIME: 5:00 p.m.

PRESENT: Ms. P. Hilderley (Chair), Ms. M. Ross (Pt. Advisor), Mr. R. Mitchell, Ms. L. Symons, Ms. J. Soden, Ms. P. Wettlaufer, Ms. B. Taylor, Mr. P. Lang, Ms. K. Lavelle, Ms. C. Smart, Ms. T. Crockford, Ms. D. Westcar, Dr. K. Green, Ms. A. Fortin, Dr. P. Howatt, Ms. C. Lauder (City Rep), Dr. I. Hons, Dr. M. MacLeod, Mayor J. Acchione (County Rep)

REGRETS: Mr. E. Andreola, Ms. C. Wilson

Recorder: Ms. H. Scherer (Executive Assistant)

AGENDA ITEMS	DISCUSSION
CALL TO ORDER	The meeting was called by Ms. Hilderley, Chair at approximately 5:00 p.m.
PRESENTATION	<p><u>Strategic & Tactical Plan Update:</u> Ms. J. Lynch, Director of Strategic Planning, Community Engagement and Patient Experience presented on the Strategic and Tactical Plan and highlighted the following:</p> <ul style="list-style-type: none"> • <u>Tactical Scorecard 2023/24:</u> • There are 83 initiatives. • 91% of the initiatives have been implemented or are on track. • Caring – 55% implemented; 35% on track; 5% minor deviation and 5% not started. • Empowering – 66% implemented; 30% on track; 4% not started. • Growing – 59% implemented; 28% on track; 7% minor deviation; 6% not started. • Connecting – 40% implemented; 60% on track. • Minor deviations are: <ul style="list-style-type: none"> ○ Installation of Burlodge equipment to accommodate tray delivery to M300/2100. ○ Implement new EMR for Woodstock Rehab Clinic – this will be carried over to the 2024/25 tactical plan. ○ Implement Omni Assistant to improve documentation, quality management and support accreditation.

	<ul style="list-style-type: none">● Not Started are:<ul style="list-style-type: none">○ Colposcopy quality framework – this will not carry over to the 2024/25 tactical plan.○ Revamp bipolar education videos for patients and families.○ Financial analysis of fit-out and renovation options of new professional building – reliant on RPG recommendations.○ Investigate renovating the waiting room space to accommodate one day stay area – awaiting new professional building plans.● <u>2024/25 Tactical Plan:</u>● There are 85 initiatives.● Some of the tactical initiatives they will be focusing on are:<ul style="list-style-type: none">○ Implement armbands and consent for identification for hearing/visual impairment.○ Design and create the new 3-year strategic plan.○ Attain Blood Wisely certification.○ Implement aphasia friendly signage on M300 and provide educational materials to stroke survivors.○ Implement CBORD patient bedside meal ordering.○ Update What to Expect patient videos on hospital website, social media, etc.○ Implement safety huddles throughout the organization.○ Standardize process for staff recognition.○ GroWH Learning Program.○ Offer high fidelity simulation training.○ Implement monthly organization wide mock codes.○ Roll out new chart completion process.○ Renovate endoscopy, oncology space and old pharmacy site to accommodate new clinic space.○ Explore a closed model for CCU.○ OneChart Phase II outpatient expansion.○ Recruitment to address areas of high need/succession planning.○ Host Community Connection Town Hall events.○ Patient Flow and Access Committee – Let’s Go Home (LEGHO), Smoking Cessation, Weekly Collaboration HSCC (ALC).○ Work with community partners to develop Wellness and Recovery Centre for Addictions and Mental Health.○ Expand collection of demographic data to understand how the social determinants of health effect our patients access to equitable care.○ Develop Belonging, Equity, Diversity and Inclusion framework.
--	---

	<ul style="list-style-type: none"> ● Next Steps: <ul style="list-style-type: none"> ○ Continue to meet internally on a quarterly basis to review tactical initiatives. ○ Executive Team to update Board quarterly. ○ Increase frontline staff awareness of strategic plan at All Staff Town Hall meeting. ○ Host engagement sessions for the new strategic plan (Board of Trust, Management Group, front line staff and community). <p>Ms. Hilderley thanked Ms. Lynch for her presentation.</p>
DECLARATION – CONFLICT OF INTEREST	No one declared a conflict of interest.
ADOPTION OF AGENDA	<p>Ms. Hilderley noted that she would like to add Other Business and the May 24, 2024 Executive Committee minutes to the agenda.</p> <p>MOVED by Mr. Mitchell to adopt the agenda as amended, seconded by Ms. Wettlaufer. CARRIED.</p>
HUDDLE	There was no huddle this month.
PREVIOUS MINUTES – April 30, 2024	MOVED by Ms. Lauder, seconded by Ms. Symons to approve the previous minutes of April 30, 2024. CARRIED.
Joint Health and Safety Committee	MOVED by Ms. Taylor, seconded by Mr. Acchione to approve the previous minutes of April 16, 2024. CARRIED.
Finance Committee	<p><u>Revised March Operating Statement:</u> Ms. Westcar noted that there were minor changes to the ONA pay equity accrual in salaries/wages and benefits, late invoices that were accrued after the audit began in supplies, other expenses and drugs and the depreciation of equipment which was also booked prior to the audit. The difference in the bottom line was \$481K.</p> <p><u>Cybersecurity Update:</u> Ms. Westcar reviewed the scorecard for Q4. She noted that although the percentage is low for fully implemented items, a number have been largely implemented and the number for not started is relatively low.</p>
City Report	Ms. Lauder noted that she volunteered at the Dairy Capital Run. It was another great event, despite the weather and having to cancel the 2K run due the storm. She commended Jocelyn and Rebecca for all the work they do each year organizing this wonderful event.

County Report	There was no county report.
Foundation Report	<p>Ms. Wettlaufer gave the following highlights:</p> <ul style="list-style-type: none">❖ The Foundation will be receiving \$23K from Klaas Werkema’s estate. This is the first installment of the estate.❖ The Spring Direct mail went to mail boxes last week. Proceeds will support the purchase of the CORI Robot Hip software. Dr. Petis and Ms. Slabon were featured in the article.❖ April’s 50/50 winner was Cara Vanmeer who took home \$51,830. The hospital’s proceeds for the month was just over \$34K and the overall net proceeds is \$1.9M.❖ The Dairy Capital Run was another successful event for the Foundation. There was 330 registered runners and a sponsorship of \$14,500.❖ The Golf Tournament is sold out with 228 golfers and a sponsorship of \$114,500.❖ The Foundation is hoping to feature the chemo donors in the fall newsletter.
Correspondence	There was no correspondence to report.
Adjournment	The meeting adjourned to LPP on motion at 5:25 p.m. CARRIED.

Ms. P. Hilderley, Chair

Ms. L. Symons, Secretary