

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 Yellowhead East Health Advisory Council (YEHAC) to outline our role and gather feedback/questions related to health and health services (to be used in planning Municipal Forum).	<p>Members shall:</p> <ul style="list-style-type: none"> attend the Central Zone Mayors and Reeves meeting for formal and informal interaction; contact municipalities in their respective communities / areas to offer presentations or discussions at their council meetings with the goal to raise awareness of YEHAC roles; invite elected leaders to regular YEHAC meetings and gather feedback; bring feedback from elected officials to AHS for response where appropriate or necessary; and share any interactions so that it can be captured in meeting summaries. 	All Council Members	October 2018	<p>Number of interactions and % of municipalities contacted is tracked.</p> <p>Geographic representation of contacted municipalities is tracked.</p> <p>Summary of feedback from municipalities is tracked.</p> <p>A summary document is prepared and shared back.</p> <p>The number of presentations / meetings held with elected officials is tracked.</p>
<p>Hold a Municipal Leadership Forum jointly planned with DTHAC and Zone Leadership focusing on the feedback from the municipality interactions.</p> <p>Provide input into Zone Healthcare Plan and the AHS Health and Business Plan objectives and</p>	<p>Select dates, times and location, site room, meal and refreshments.</p> <p>Finalize content and agenda (Hosts, MC, presenters).</p> <p>Send invites out with RSVP.</p> <p>Do some stakeholder engagement</p>	<p>Planning Committee: (DTHAC) Bob Long (DTHAC) Sandy Doze (DTHAC) Marie Cornelson (DTHAC) Janice Lockhart (YEHAC) Pat Johnston</p>	Early October (preferably) or mid November 2018	<p>Number of Council members and % of municipalities represented is 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 feedback.</p>

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initiatives.	<p>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 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>		Evaluations from Zone Leadership show that 80% felt forum was useful in building relationships and was effective in sharing Business Plan Objectives.

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 DTHAC 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 emcee.</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 (one hour AHS presentation, 30 minutes for questions and feedback).</p>	<p>Planning Committee: (DTHAC) Debra Murphy (DTHAC) Sandy Doze (YEHAC) Pat Johnston (YEHAC) Sarah Hissett Other council committee members</p> <p>Zone Leadership: Kerry Bales and Dwight Hunks</p> <p>Advisory Coordinator: Maya Atallah</p>	Fall 2018	<p>% of council members who attended.</p> <p>Number of public and geographic area of those who attended.</p> <p>Summary of questions, community priorities, or feedback circulated to attendees.</p> <p>Recorded for use in Zone Health Service planning discussions, and for input into HAC council of chairs.</p> <p>Copy of the presentation will be archived or video posted.</p>

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	<p>Partner with AHS where appropriate to focus both on current AHS initiative (may be promotional materials available).</p> <p>Confirm how to record the video conference session yet retain the interaction with local participants and building relationships.</p>			<p>Summary of and evaluations from individuals who attended.</p> <p>Identify how community individuals heard about the meetings to measure effectiveness of promotion /and advertising.</p>
<p>Host an interactive information session on Continuing Care Services including the enhancing care in the community initiatives jointly with AHS and the DTHAC 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>	<p>Determine content.</p> <p>Completed in 2017-18.</p> <p>Develop agenda.</p> <p>Identify emcee.</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 (one hour AHS presentation, 30 minutes for questions and feedback).</p> <p>Identify ways of advertising public sessions.</p>	<p>Planning Committee: (DTHAC) Carole Tkach (DTHAC) Sandy Doze (YEHAC) Pat Johnson (YEHAC) 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 in attendance is tracked.</p> <p>Number of public and geographic area of those who attended is tracked.</p> <p>Summary of questions / community priorities / feedback is circulated to attendees.</p> <p>Summary of and evaluations from individuals who attended is tracked.</p> <p>Summary of where community individuals heard about the meetings to measure effectiveness of promotion or advertising is tracked.</p>

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
Engage the public in discussions about the council and AHS and Zone current objectives and initiatives in collaboration with Zone Leadership in at least two public events (manned displays at trade fairs, agricultural events, Passion for Health events, etc.) across the region during each year.	<p>Determine appropriate events across region and develop a 3 year plan to cover zone geographically.</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 Community Engagement	Fiscal years 2018, 2019 and 2020	<p>Number and location of events is tracked.</p> <p>Numbers stopping at booth is tracked.</p> <p>Summary of any feedback received is developed.</p> <p>Relevant topics or initiatives are profiled.</p>
Increase public attendance at council meetings through local invites to groups who might have an interest in the scheduled presentations (topics that relate to work plan or zone or provincial plans such as connect care, primary care networks, cannabis, enhancing care in the community and what this means etc.)	<p>Develop an annual council meeting calendar that identifies the information sessions (on work plan priorities or AHS priorities) that will be presented at each meeting.</p> <p>Develop list of community members who may be interested and invite personally.</p> <p>Ensure appropriate room size for extra community members.</p>		Information sessions at each meeting during the year for 2018-19	<p>The number of attendees increases from the 2017/18 year.</p> <p>Identification of topics that generated the most attendance is tracked.</p> <p>Summary of any community feedback received is developed.</p>
Connect regularly with AHS Zone Leadership and the DTHAC 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.	Monthly meetings with Zone Director and various Zone Leadership members when there are programs to report on or concerns to be clarified.	<p>Planning Committee: (DTHAC) Sandy Doze (YEHAC) Pat Johnson</p> <p>Zone Leadership: Kerry Bales</p>	Ongoing	Records of meetings and information shared with council members are tracked in the YEHAC minutes.

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Explore opportunities for HAC members to participate on Zone committees relevant to the HAC work plan.		Advisory Coordinator: Maya Atallah		

Goal #4: Provide input to 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 Policy and Planning.	Council members Ken McNeil DTHAC members	Waiting for decision on when this will be shared publicly	The number of sessions is tracked.
Participate in the validation or implementation phase of the Zone Healthcare Plan where requested by Zone leadership.	Offer assistance on getting on agendas for local municipal councils and attend sessions wherever possible.	Will need to respond to Zone Leadership related to our participation	Not identified yet late 2018 or in 2019 TBD based on timelines set by Alberta Health	Number of municipal meetings attended by council is tracked.
Respond to requests for input from AHS or Zone Leadership on programs/services or emerging issues (i.e.: Connect Care, cannabis legislation, mental health).	Participate on Connect Care planning sessions. Attend local information sessions on Cannabis legislation and local municipal events around this topic.	All members Sarah Hissett on committee	2018 -	Track type and topic of input requested. Number of participating council members is tracked.
Provide input to AHS from a public perspective with respect to the bilateral programming challenges in Lloydminster with the Saskatchewan/Alberta ministries.	Attend where possible partnership related meetings to provide input and share council perspectives.	YEHAC and Lead Glynnis Reeves.	ongoing	Number of sessions that council participates in is tracked. A summary of concerns or issues is developed.