



BOARD OF TRUST

DATE: Tuesday, April 26, 2022

Via WEBEX

TIME: 5:00 p.m.

PRESENT: Ms. B. Taylor (Chair), Ms. P. Hilderley, Mr. D. McKay Mr. R. Shaheen, Ms. P. Wettlaufer, Ms. D. Westcar, Ms. C. Wilson, Ms. C. Smart, Mr. P. Lang, Ms. K. Lavelle, Dr. A. Bigham, Mr. R. Murthi, Mr. E. Andreola, Ms. T. Crockford, Ms. M. Ross (Pt. Advisor), Mr. R. Mitchell, Dr. M. MacLeod, Ms. L. Symons, Ms. J. Soden

REGRETS: Dr. K. Green, Mayor T. Birtch

Recorder: Ms. H. Scherer, Executive Assistant

AGENDA ITEMS	DISCUSSION	RESPONSIBILITY	ACTION
CALL TO ORDER	The meeting was called by the Chair at approximately 5:00 p.m.	Chair	
PRESENTATION	<p><u>Diversity & Inclusion Committee:</u> Ms. Ziegler highlighted the following:</p> <ul style="list-style-type: none"> • WH recognized the changing demographic of staff and community and wanted to ensure all individuals from all different backgrounds were welcome. • WH wanted to be recognized as an all-inclusive employer. • The Diversity and Inclusion Committee was developed in February 2021 and held its first meeting on May 27, 2021. • Members of the Diversity and Inclusion Committee volunteered and all interested were accepted. There is a total of 19 members, all from diverse backgrounds and different roles within the hospital. The CEO and a Patient Rep from the Patient Safety and Advisory Committee are also members. • Senior Team supported Ms. Ziegler in pursuing a certificate program with the University of British Columbia. 		

	<ul style="list-style-type: none"> • The purpose of the committee is “to facilitate and promote a fulfilling and healthy work environment which is inclusive to all cultures and people from a patient care perspective and from a Human Resources perspective when recruiting candidates. To stimulate awareness within the organization among existing staff members”. • Projects to Date are: <ul style="list-style-type: none"> ○ Celebrating PRIDE and the LGBTQIA+ community ○ National Day of Truth and Reconciliation ○ Development of a Land acknowledgement for use in meetings ○ Black History month ○ Diversity Awareness calendar shared with all staff ○ Acknowledgement email sent to all staff in March to show support for the Ukrainian community ○ International Women’s Day ○ Partnership with Oxford County to share information • What’s Next?: <ul style="list-style-type: none"> ○ Provide LGBTQIA+ training for all staff ○ Gender neutral washrooms/locker rooms ○ Gender neutral signage ○ Increased visibility on social media ○ Continued partnership with Patient Advisory Committee ○ Develop a summary to support patient care needs for Indigenous patients ○ Develop a smudging policy for hospital. This is the burning of a sacred herb or resin and is traditionally a ceremony for purifying or cleansing the soul of negative thoughts. The smoke, which heals the mind, heart and body is wafted over the person. We have had smudging performed prior to a MAID procedure. 		
--	---	--	--

	<p><u>Wellness Committee Initiatives & Action Plan:</u></p> <p>Ms. Ziegler highlighted the following:</p> <ul style="list-style-type: none">• The Wellness Committee has been in existence for a number of years.• The COVID-19 pandemic has placed an incredible strain on the health and well-being of staff and a number of staff have chosen to leave the profession.• We have seen a higher rate of absenteeism as many staff are burnt out.• During the pandemic, a number of initiatives were implemented, including a Wellness Retreat Room located in L246, developed Wellness Kits for all staff and posted signage with words of encouragement in the stairwells.• In February, a Wellness Survey was sent to all staff requesting their feedback to identify actions/initiatives that would effectively increase wellness, satisfaction and morale among hospital staff.• A total of 222 responses from staff was received – this is approximately 20% of the staff.• Responses were reviewed with the Wellness Committee on March 24th.• The Wellness Survey Results:<ul style="list-style-type: none">○ 98% indicated that in the past twelve months, they found most workdays to be at least somewhat stressful; 68% finding most days to be quite or extremely stressful.○ Learning a new skill and enjoying a private hobby were the most popular answers when staff were asked what activities would increase their sense of wellness.○ When asked what types of initiatives would be most beneficial, the most popular answer was on-site staff		
--	--	--	--

	<p>event/activity and on-site staff/department challenges or contests</p> <ul style="list-style-type: none"> ○ 58% preferred on-site/in-person events versus virtual ● The Wellness Committee developed an action plan to roll out initiatives in 2022/23: <ul style="list-style-type: none"> ○ Continue quizzes, contests and games ○ Continue celebrating holidays with themed clothing ○ Launch corporate “Perkopolis” account for all staff – this is for discounted concert tickets, attraction tickets, hotels, etc. ○ Purchased three massage chairs for staff to use ○ Introduce Spin the Wheel on the units for a chance for staff to get a small prize during huddles ○ Hospital wide staff fitness challenge and encourage staff to share openings on sports teams ○ Live cooking classes for staff, which will be saved on the Artery ○ Give 5 free meals or Tim’s gift cards to staff each month who have been identified as going above and beyond ○ Expand our annual WH branded merchandise at a discounted rate <p>Ms. Taylor thanked Ms. Ziegler for her presentation and the work she has done to implement a Diversity & Inclusion Committee at Woodstock Hospital.</p>		
<p>DECLARATION – CONFLICT OF INTEREST</p>	<p>No conflicts of interest were declared.</p>	<p>All</p>	<ul style="list-style-type: none"> ● Information
<p>ADOPTION OF AGENDA</p>	<p>Ms. Hilderley asked that 12.5 Medical Professional Building be added to the agenda.</p> <p>MOVED by Ms. Westcar, to adopt the Agenda as amended, seconded by Ms. Hilderley. CARRIED.</p>	<p>All</p>	<ul style="list-style-type: none"> ● MOTION

<p>PREVIOUS MINUTES – March 29, 2022</p>	<p>MOTION by Mr. Mitchell, seconded by Mr. Andreola to approve the previous minutes of March 29, 2022. CARRIED.</p>	<p>All</p>	<ul style="list-style-type: none"> • MOTION
<p>Finance Committee</p>	<p><u>COVID-19 Pandemic Financial Impact:</u> Ms. Hilderley reported on the COVID-19 Pandemic Financial impact and highlighted the following:</p> <ul style="list-style-type: none"> • The operating expenses have been consistent over the four quarters. • The Ministry has committed to funding Q1 incremental expenses for 2022/23. • The Assessment Centre volumes have continued to decrease in Q4 and incurred a loss of \$44,318. • Additional capital expense of \$151,533 was submitted in March. • No additional medical staff expenses were incurred in March. The hospital received \$1.5M from the Ministry but has only used \$1.3M; the difference will be paid back, which is reflected in the financial statements. <p><u>Foundation Audited Statements:</u> Ms. Hilderley presented the Foundation Audited Statements as of December 31, 2021. She reported that the Foundation had a very successful year with the monthly 50/50 draw, virtual Dairy Capital Run and Golf Tournament.</p> <p>In 2021, the Foundation donated \$392K to WH and an additional \$521K was transferred in March.</p> <p><u>2021/22 Year-End Capital Equipment Status:</u> Ms. Hilderley presented the 2021/22 year-end capital equipment list and noted the patient entertainment, AV upgrade, anesthetic gas machines and solar project have been carried over to the 2022/23 capital equipment list.</p> <p><u>Cybersecurity – Q4 Scorecard:</u> Ms. Hilderley reported that I.T. has implemented or in the process of implementing the following initiatives:</p> <ul style="list-style-type: none"> • 14 character passwords for all staff 		<ul style="list-style-type: none"> • Information

	<ul style="list-style-type: none"> • Cyber security education for all staff and Board members • New Ontario Health NIST standards • To date, WH has not had any cyber issues to report 	
City Report	No City report	• Information
County Report	Mr. McKay reported that County Council would be reviewing applications from Woodingford Lodge, Woodstock, PeopleCare in Tavistock and a private facility in Tillsonburg for expansion of their facilities. Mr. McKay was mindful of the fact that the impact would be greater for taxpayers for the expansion at Woodingford Lodge than the other two private facilities.	• Information
Foundation Report	<p>Ms. Wettlaufer reported the following:</p> <ul style="list-style-type: none"> • <u>Estate Giving:</u> <ul style="list-style-type: none"> ○ The Foundation was notified through Marion Mason’s estate that WH Foundation was named a beneficiary. ○ WH Foundation received another \$42,000 from John R Young’s estate. ○ WH Foundation received \$5,000 from Gene Rooke’s estate. Mr. Rooke was also a monthly donor for many years. • The annual staff WE CARE campaign raised \$19,136. • The March 50/50 was another success. William Young and Rosemary Hominick were the grand prize winners of \$68,912. The Foundations take-in was \$43,450; with a grand total of \$731,613. • The virtual Dairy Capital Run is scheduled for May 30 – June 30, 2022. To date, there is 136 runners registered. A number of hospital departments have challenged other departments to increase staff participation. • The Golf Tournament is scheduled for June 16th at Craigowan. To date, there is 76 golfers and \$49,800 in sponsorship. • Due to the COVID pandemic, the In Memorial evening did not take place. Instead, the Foundation mailed thank you cards and a small memorial gift (flower seeds) to the families that would have been invited. A list of memorial 	• Information

Board of Trust – April 26, 2022

	donations will shared quarterly through social media instead of an ad in the Woodstock Sentinel Review.	
Correspondence	There was no correspondence.	• Information
Adjournment	The meeting adjourned to LPP on motion of at 5:39 p.m. CARRIED.	

Ms. B. Taylor, Chair

Ms. D. Westcar, Secretary