WOODSTOCK HOSPITAL

BOARD OF TRUST
DATE: Tuesday, June 28, 2022
Via WEBEX
TIME: 12:00 p.m.

PRESENT: Ms. B. Taylor (Chair), Ms. P. Hilderley, Mr. D. McKay, Ms. P. Wettlaufer, Ms. D. Westcar, Ms. C. Smart, Mr. P. Lang, Ms. K. Lavelle, Ms. T. Crockford, Ms. M. Ross (Pt. Advisor), Mr. R. Mitchell, Dr. M. MacLeod, Ms. J. Soden

REGRETS: Mr. R. Shaheen, Ms. C. Wilson, Mr. R. Murthi, Ms. L. Symons, Dr. A. Bigham, Mr. E. Andreola, 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 12:00 p.m.	Chair	

PRESENTATION	<u>Team Engagement and Communication Framework</u>:
	Ms. Lynch gave an overview on the Team Engagement and Communication Framework. The purpose of this framework is to standardize knowledge sharing throughout the organization. Each huddle will review the Mission, Vision and Values; announcements/recognitions; discuss patient/staff safety issues; metrics, strategic plan/tactical initiatives. In addition, some huddles may discuss code reviews, employee incident reports, etc. She highlighted the following Huddles:
	• **Departmental:**
	  o Led by: Director/Manager
	  o Participants: front line staff
	  o Occurrence: daily/weekly (depending on the area)
	• **Management Group:**
	  o Led by: Directors (rotational)		

	- o Participants: members of Management Group, 1 Board Member (rotational) – **the Board member will start in the fall** - o Occurrence: weekly **Executive Team:** - o Led by: CEO - o Participants: Executive Team - o Occurrence: weekly - o Members of the Executive Team will also go around to the clinical and non-clinical areas (approx. 4 times per month) to speak to front line staff to get feedback on challenges they are facing, accomplishments, etc. **Board of Trust:** - o Led by: Board Chair - o Participants: Board members/Executive Team - o Occurrence: monthly **All staff:** - o Led by: Executive Team - o Participants: All staff - o Occurrence: three times a year (February/June/October) - o This will be in-person and virtual (recorded). **Back to the Board:** - o Participants: Any previous Board member that has served 12 years - o Occurrence: annually (June) - o Invited for a lunch and will receive hospital updates **Retiree Return:** - o Participants: Any retired hospital staff - o Occurrence: annually (June) - o Invited for a lunch and will receive email updates (press releases, news and campaigns)		

	Community: - Participants: Oxford County and surrounding residents - Receives hospital updates through newsletters, Twitter and Facebook. **Patient Centred Care**: - Patient experience interviews are being completed monthly (approx. 30) - Patient representatives sit on hospital committees, teams and projects - Patient and Family Advisory Committee - Patients attending departmental huddles ****coming soon**** - In response to a question, Ms. Lynch noted that surveys can be sent to staff for feedback on the huddles. - It was also noted that attendance would be taken to track the usefulness of the huddles. Ms. Taylor thanked Ms. Lynch for her presentation.		
DECLARATION – CONFLICT OF INTEREST	No conflicts of interest were declared.	All	Information
ADOPTION OF AGENDA	MOVED by Mr. Mitchell, to adopt the Agenda, seconded by Ms. Westcar. **CARRIED**.	All	**MOTION**
PREVIOUS MINUTES – May 31, 2022	**MOTION** by Ms. Soden, seconded by Ms. Wettlaufer to approve the previous minutes of May 31, 2022. **CARRIED**.	All	**MOTION**
Finance Committee	<u>COVID-19 Pandemic Financial Impact</u>: Ms. Crockford reported that the only change is that the swab funding through the Assessment Centre will transition to a cost recovery funding model vs hospitals receiving $38/swab.		Information

	Cybersecurity Update: Ms. Crockford highlighted the following: - Ontario Health has transitioned from Deloitte ISO27001 to NIST 800 Security Framework. NIST 800 security framework is based on 108 security controls covering 5 domains and Deloitte was 71 security controls covering and 4 domains. - A new baseline security audit was conducted. WH scored 409/1000 and was the second highest in the region. A re-assessment will be completed next year. - The TDMH pilot where they use our security platform has been underway for a couple of months and will continue into 2022/23 as they feel it has been beneficial. - Hypercare was launched and is being used for secure messaging and will begin to be used for scheduling. - I.T. continues to work on server upgrades, patching antivirus upgrades and cyber education for all staff. - The Business Impact Assessment/Data Classification will be the focus over the summer and fall, and will be presented to the Board in the new year.	
City Report	No City report	• Information
County Report	In response to a question related to the proposed transitional beds at Woodingford Lodge, Mr. McKay reported that this was not approved; however, PeopleCare is exploring developing two new sites in Tavistock, Ingersoll and Tillsonburg. This is great news for the County.	• Information
Foundation Report	Ms. Wettlaufer reported the following: - The 50/50 continues to be a huge success. May's winner took home $75,035. - To date, the hospital has raised $1.7M through the 50/50 draw. - Dairy Capital Run raised $22,000, which is a decrease of $4,000 from last year. Registration was lower by 74 registrants. With moving back to in-person next year, it is hoped participation will increase. - The Golf Tournament had 176 golfers and raised $84,700. This is a significant increase from last year of $71,500.	• Information

	• The Foundation is excited to be the recipient of the Sutton Group Golf Tournament this year. The sold out event will take place on October 1st at Oxford Hills.	
Correspondence	Ms. Taylor read aloud a thank you card from the Health Records Department thanking the Board of Trust for the staff appreciation lunch held on June 1st.	• Information
Adjournment	The meeting adjourned to LPP on motion of at 12:32 p.m. CARRIED.	

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Ms. B. Taylor, Chair   Ms. D. Westcar, Secretary