

## Meeting Minutes Endorsed

DATE: Wednesday 12 May 2021  
 TIME: 1.15pm - 6:00pm  
 VENUE: Kempsey District Hospital  
 Education Centre Lecture Room

Item / Description	
<b>Attendance and Declarations</b>	
<b>Welcome:</b> Warren Grimshaw AM, Chair. The Governing Board and MNCLHD acknowledges the traditional custodians of the lands upon which this meeting is held and pays its respects to elders past, present and future.	
<b>Present:</b> Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Janine Reed (JR), Dr Jennifer Beange (JBeange), Dr Joanna Sutherland (JS), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NP), Dr Tim Francis (TF), Susan McGinn OAM (SM), Dr Alison Seccull (AS)	
<b>Apologies:</b> David Kennedy (DK)	
<b>In Attendance:</b> Chief Executive Stewart Dowrick (SD), Manager Corporate Governance Delwyn Kruk (DKR), Tania Ellis Minutes In attendance for Items 3.3.1 and 3.4.1, People for Life Melanie Fitzgerald via dial in	
<b>Observer:</b> Dr Peter Ackerley - Chair Kempsey District Hospital Medical Staff Council, departed meeting 3:42pm	
Declaration of Pecuniary Interest Conflict of Interest and Related Transactions: Nil	
<b>Confidentiality:</b> Nil	
<b>Item 1: Confidential In Camera Session</b>	
1.1	Confidential In-Camera Session 2:00 – 2:30pm
<b>Item 1.2 Presentations</b>	
1.2	<p><b>Presentation:</b> RCA Mental Health            Penny Jones, Director Integrated Mental Health, Alcohol and other Drug Services            Dr Richard Tranter, District Clinical Director for Mental Health, both departed meeting 3:40pm</p> <p>Following the presentation, the Board noted and discussed:</p> <ul style="list-style-type: none"> <li>• Continual development of local Aboriginal workforce</li> <li>• Safe in Our Care, creating a safe space in Community with ZERO discrimination</li> <li>• Further develop our Peer Workforce</li> <li>• Care planning for delivery of appropriate access and support patient and families</li> <li>• Congratulated the progress that has been made to date</li> </ul>

1.3	<p><b>Update:</b> Dr Peter Ackerley - Chair of the Kempsey District Hospital Medical Staff Council</p> <p>Dr Ackerley and Board discussed:</p> <ul style="list-style-type: none"> <li>• Recruitment VMO Opportunities for improvement</li> <li>• Increasing demands on GP Anaesthetist</li> <li>• Importance of succession planning for the future</li> </ul>
<b>Item 2: Minutes and Action Table</b>	
2.1	<p>Minutes:</p> <p>2.1.1 Minutes of Meeting held 14 April 2021</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p> <p>1. <b>Endorsed:</b> The Minutes of Meeting 14 April 2021</p>
2.2	<p>Actions:</p> <p>2.2.1 Action Table: May 2021</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p> <p>1. <b>Noted:</b> The Action Table</p>
2.3	<p>Action: Chair provided letter of thanks to Presenters Governing Board 14 April 2021</p> <p>2.3.1 District Surgical Services Project Manager, Deanne Portelli</p> <p>2.3.2 District Manager Community Services Reform, Jill Wong</p> <p>2.3.3 A/Director Nursing, Midwifery, HSFAC &amp; Service Reform, Janette Mills</p> <p>2.3.4 MNCLHD Disaster Management Nurse Manager, Merise Blackam</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p> <p>1. <b>Noted:</b> The Board received, read and acknowledged letter to each presenter</p>
<b>Item 3: Strategic Items for endorsement and/or discussion</b>	
3.1	<p>Chief Executives' Report</p> <p>3.1.1 Chief Executive's Report Governing Board May 2021</p> <p>3.1.2 Attachment 1 - MNCLHD Summary April 2021</p> <p>3.1.3 Attachment 2 - MNCLHD COVID-19 Summary April 2021</p> <ul style="list-style-type: none"> <li>• Future Health Strategy in final phase of consultation</li> <li>• Parliamentary Inquiry – update on Rural Health</li> <li>• Elective Surgery - Sound progress with collaborations between arrange of Health Partners</li> <li>• Vaccination program commenced in March</li> <li>• Community members will have access to hospital vaccination clinics from 24 May 2021</li> <li>• Port Macquarie Hastings Council will poll in September "Water fluoridation"</li> <li>• Service agreement updates will be shared with Governing Board</li> </ul> <p><b>Resolution:</b> <u>That the MNCLHD Governing Board:</u></p> <p>1. <b>Noted:</b> and discussed Chief Executive's Reports including:</p>

	<p>2. <b>Action:</b> The Governing Board Request Business Paper Coffs Harbour - update on expansion</p> <p>3. <b>Note:</b> Dr Sutherland to co-author with district research analysis into Surgery activity</p> <p>4. <b>Action:</b> Requested Business Paper Models of Care BRDH</p>
3.2	<p>3.2.1 Business Paper: Organisational Performance Report March 2021</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <p>1. <b>Noted:</b> The Organisational Performance Report and read and discussed:</p> <ul style="list-style-type: none"> <li>• Emergency department performance</li> <li>• Emergency department Mental Health presentations admitted to ED. Afterhours psychiatrist registrar coverage commenced in February 2021, assisting with inpatient reviews and discharges</li> </ul>
<b>Item 3.3 – 3.6 Confidential In Camera Session</b>	
3.7	<p>3.7.1 Business Paper: Serious Adverse Event Review (SAER) - Report April 2021 Formerly Root Cause Analysis (RCA)</p> <p>3.7.2 (Resources) Report 1 SAER Coroner Recommendation April 2021</p> <p>3.7.3 (Resources) Attachment 2 MNCLHD RCA Summary for 2018</p> <p>3.7.4 (Resources) Attachment 3 MNCLHD RCA Summary for 2019</p> <p><b>Resolution:</b> The MNCLHD Governing Board</p> <p>1. <b>Action:</b> Governing Board requested further information - BRDH</p> <p>2. <b>Noted:</b> No outstanding recommendations</p>
3.8	<p>3.8.1 Business Paper: FOAM DNR 25.1 2020 - 2021 Submission Brief</p> <p>3.8.2 (Resources) HSSG - DNR Submissions CE Sign Off Letter 25.1</p> <p>3.8.3 (Resources) DNR - RND25.1 Additional Analysis on Costing</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <p>1. <b>Noted:</b> The FOAM Business Paper and supporting documents</p>
3.9	<p>3.9.1 Business Paper: Health Entity Asset Management &amp; Capital Investment</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <p>1. <b>Endorsed:</b> The Business Paper Health Entity Asset Management</p> <p>2. <b>Noted:</b> Discussed the LHD will commence Clinical Services Plan for MNCCI</p>
3.10	<p>3.10.1 Business Paper: FOAM Capital Works Health Infrastructure</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <p>1. <b>Noted:</b> The Foam Business Paper Capital Works Health Infrastructure paper</p>
3.11	<p>3.11.1 Business Paper: FOAM Coffs Harbour Redevelopment Operational Funding</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <p>1. <b>Endorsed:</b> The Business Paper Coffs Harbour Redevelopment Operational Funding</p>

	<p>2. <b>Action:</b> Request additional information re: expansion implications</p>
3.12	<p>3.12.1 Business Paper: 2021/2022 Final Budget Guidelines</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Endorsed:</b> The Business Paper 2021/2022 Final Budget Guidelines</li> <li>2. <b>Noted:</b> Transition of 6 Governing Board members, with Finance and Performance 2 Governing Board members on this committee tenures expire June 30</li> </ol>
3.13	<p>3.13.1 BP PMBH Battery Energy Storage System (BESS)</p> <p>In 2020 grant funding was applied for and received for a Battery Energy Storage System (BESS) for Port Macquarie Base Hospital. The objectives of the project are to help MNCLHD to:</p> <ul style="list-style-type: none"> <li>• Achieve operational savings by reducing expenditure on electricity, which can be returned into service delivery</li> <li>• Reduce reliance on grid electricity, and reduce PMBH’s demand on the electricity network</li> <li>• Comply with policy obligations under the NSW Government Resource Efficiency Policy (GREP)</li> <li>• Contribute to the achievement of energy reduction targets in the Health Resource Efficiency Strategy (HRES) 2016-2023</li> <li>• Position MNCLHD to be a leader in sustainability and environmentally responsible services and, reduce MNCLHDs carbon footprint</li> </ul> <p>This is the largest Battery Energy Storage System (BESS) on a NSW state government building and the largest in Australia on a hospital</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Noted:</b> The Business Paper PMBH Battery Energy Storage System</li> </ol>
3.14	<p>3.14.1 Business Paper: Delegations Manual</p> <p>3.14.2 (Resources) Attachment 1 - Schedule 21 April 2021</p> <p>3.14.3 (Resources) Attachment 2 - Schedule 21 Changes Tracked</p> <p>3.14.4 (Resources) Attachment 3 - Schedule 21 Summary of Schedule 21 April 2021</p> <p>An update to the Delegations Manual Schedule 21 was submitted for endorsement. The MNCLHD Delegations Manual is updated every two years, with Schedule 21 updated 6-monthly to support currency in the management of Delegations within the LHD</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Endorsed:</b> The Business Paper Delegations Manual</li> <li>2. <b>Noted:</b> Attachments 1, 2 and 3 Schedule 21</li> </ol>
<p><b>Item 4: Operational Items for endorsement and/or discussion</b></p>	

4.1	<p>4.1.1 Business Paper: MNCLHD Risk Identification Report</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The MNCLHD Risk Identification Report</li> <li><b>Noted:</b> Review of the Risk Report, remove completed items off the report</li> </ol>
4.2	<p>4.2.1 Business Paper: Gap Analysis Accreditation Governing Board Members</p> <p>The Governing Board and its sub committees are receiving information required in readiness of the safety and quality of the organization according to the checklist issued by the Australian Commission for Safety &amp; Quality in Health Care (ACSQHC)</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <p><b>Action:</b> The Business Paper Gap Analysis Governing Board requested on-going progress update</p>
4.3	<p>4.3.1 Business Paper: Future Health Strategy</p> <p>4.3.2 (Resources) Attach 1 – Strategy Themes Overview</p> <p>4.3.3 (Resources) Attach 2 – Poll Data Future Health Strategy</p> <p>Final Phase Consultation on the NSW Health Future Health Strategy (FHS) was held in the MNCLHD on 28 April 2021. Over 250 people were invited, with around 70 people attending. The Workshop used a human-centred approach in selecting Participant “Top 3” Strategic Themes to workshop in detail</p> <p>Themes explored included:</p> <ol style="list-style-type: none"> <li>Elevating the Human Experience</li> <li>Supporting our Staff</li> <li>Managing for a Sustainable Business</li> </ol> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The Business Paper Future Health Strategy paper provided and attachments</li> <li><b>Noted:</b> Final Phase Consultation was held on 28 April 2021</li> </ol>
4.4	<p>4.4.1 Business Paper: Security Master Licence Key Responsibilities</p> <p>4.4.2 (Resources) TAB A Master Licence Responsibilities</p> <p>MNCLHD undertakes a bi-annual internal security audit to ensure compliance with relevant legislation and associated NSW Health policies and procedures</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The Business Paper Security Master Licence Key Responsibilities paper and supporting document provided</li> </ol>
4.5	<p>4.5.1 Business Paper: Coffs Harbour Health Campus Whole Hospital External Review</p> <p>4.5.2 (Resources) Coffs Harbour Health Campus Whole Hospital External Patient Flow Recommendations</p> <p>The review has 4 Broad groups. A Steering Committee and Operational Committee have been established to progress the completion and implementation of the recommendations</p>

	<p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The Business Paper Coffs Harbour Health Campus Whole Hospital External Review</li> <li><b>Action:</b> The Governing Board seek further information Coffs Harbour Health Campus Whole Hospital External Patient Flow Recommendations</li> </ol>
<b>Item 5: Governance Items – Board Sub-Committees and Associated Reporting</b>	
5.1	<p><b>Board Sub-Committee: Community Engagement</b></p> <p>5.1.1 Chair’s Summary 15 March 2021</p> <p>Report covered discussion at Community Engagement Sub Committee meeting on 15.03.21</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Community Engagement paper</li> </ol>
5.2	<p><b>Board Sub-Committee: People and Culture</b></p> <p>5.2.1 Meeting Minutes 19 March 2021</p> <p>5.2.2 Chair’s Summary April 2021</p> <p>5.2.3 PAC Report April 2021</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the People and Culture Sub-Committee papers</li> </ol>
5.3	<p><b>Board Sub-Committee: Medical and Dental Appointments Advisory Committee</b></p> <p>5.3.1 Endorsed Minutes 11 March 2021</p> <p>5.3.2 Chair’s Summary 8 April 2021</p> <p>5.3.3 (Diligent) CACD (Critical Actions Compliance Declaration)</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the MDAAC Sub-Committee papers</li> </ol>
5.4	<p><b>Board Sub-Committee: Integrating Allied, Community and Cancer Care Services</b></p> <p>5.4.1 Chair’s Summary 20 April 2021</p> <p>5.4.2 Meeting Minutes 20 April 2021</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Integrating Allied, Community and Cancer Care Services Sub-Committee papers</li> </ol>
5.5	<p><b>Board Sub-Committee: Health Care Quality</b></p> <p>5.5.1 Endorsed Minutes 22 March 2021</p> <p>5.5.2 Chair’s Summary 26 April 2021</p> <p>The Report noted preparations for June accreditation visit in place There will be 11 assessors, likely most/all from NSW</p>

	<p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Health Care Quality Sub-Committee papers</li> </ol>
5.6	<p><b>Board Sub-Committee: Research, Innovation &amp; Health Service Development</b></p> <p>5.6.1 Chair's Summary 9 April 2021</p> <p>The RIHSD committee continues to work towards enhancing linkages between research, innovation and health service development</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Research, Innovation &amp; Health Service Development paper</li> </ol>
5.7	<p><b>Board Sub-Committee: Finance and Performance</b></p> <p>5.7.1 Financial &amp; Performance Report Update March 2021</p> <p>5.7.2 Endorsed Minutes 30 March 2021</p> <p>5.7.3 Chair's Summary 27 April 2021</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Finance and Performance papers</li> <li><b>Action:</b> Letter of appreciation to Chair Finance and Performance Sub-Committee</li> </ol>
5.8	<p><b>Board Sub-Committee: Audit and Risk</b></p> <p>5.8.1 Endorsed Minutes December 2020</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Audit and Risk paper</li> <li><b>Action:</b> Governing Board request standing item per month one-page Audit and Risk update</li> </ol>
5.9	<p><b>Board Sub-Committee: Closing the Gap</b></p> <p>5.9.1 Endorsed Minutes 16 February 2021</p> <p>5.9.2 Chair's Summary 20 April 2021</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Closing the Gap Sub-Committee paper</li> </ol>
Date	Event Details
9 June	<p><b>Port Macquarie Community Health Campus</b></p> <p><b>Presentation:</b> Emergency Departments Director PMBH Emergency, Dr Digby Hone Chair HMCN Medical Staff Council, Dr Fiona Leslie A/Director of HMCN Emergency, Dr Dawn Martin</p>
10 June	<p><b>MNCLHD Health Innovation Awards</b></p> <p>Pacific Bay Resort, Coffs Harbour</p>
July Date to be confirmed	<p><b>Governing Board</b> - Venue to be confirmed</p> <p>Welcome new Governing Board members and introduction to existing members</p>

14 July	<b>Governing Board</b> - Venue to be confirmed Presentation – to be discussed
28 July – Budget	July Budget Board Meeting - MS Teams
11 August	<b>Coffs Harbour Health Campus</b> – Venue to be confirmed <b>Proposed Presentation</b> NMW Vicki Simpson Virtual Care to be discussed/confirmed
15 September	<b>Macksville District Hospital</b> – Venue to be confirmed <b>Proposed Presentation</b> Renal Training Facility to be discussed/confirmed
13 October	<b>Dorrigo Multi-Purpose Service</b> - to be confirmed pending new Chair and COVID-19 Future proposal/recommendations for presentation
10 November	<b>Bellinger River District Hospital</b> - to be confirmed pending new Chair and COVI-19 Future proposal/recommendations for upcoming board meetings
8 December	12:30 - 1:30pm <b>Annual Public Meeting</b> , Port Macquarie Glass House 2:30 - 6:00pm <b>Governing Board Meeting</b> , Port Macquarie Community Health Campus
There being no further business the meeting closed 5:59pm	