

MEETING MINUTES ENDORSED

DATE: Wednesday 10 March 2021

TIME: 2:00 – 6:00pm

VENUE: Port Macquarie Community Health Campus - Morton Street, Port Macquarie
Video dial in via Skype

Item / Description	
Attendance and Declarations	
Welcome: 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.	
Present: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Dr Jennifer Beange (JBeange), Dr Joanna Sutherland (JS), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NPorter), Susan McGinn OAM (SM) Via Skype: Janine Reed (JR), Dr Alison Seccull (AS), Dr Timothy Francis	
Apologies: David Kennedy (DK)	
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Manager Media and Corporate Communications Lynn Lelean (LL), Tania Ellis Minutes Note: Lynn Lelean departed meeting 4.30pm	
Observer: Dr Fiona Leslie Chair HMCN Medical Clinical Council	
Presenter: Simon Joice, Health and Safety Wellbeing – District Manager Via Skype: Rebekah Florence Director, People and Culture	
Declaration of Pecuniary Interest Conflict of Interest and Related Transactions 1. Neil Porter appointed as a non-Rotary member of the Rotary Lodge of Port Macquarie	
Confidentiality:	
Item 1: Presentations/Discussion	
1.	Confidential In-Camera Session 2:00 – 2:30pm
1.1	Presentation: Safety Culture, Simon Joice District Manager Health Safety and Wellbeing 1. People and Culture Health Safety and Wellbeing 2. People and Culture Health Safety Improvement Plan 3. Noted Schwarz rounds program due to commence and further information to be distributed by District Manager Health Safety and Wellbeing 4. Governing Board congratulated Simon Joice on his work and the presentation 5. Action: Letter of thanks from Chair, to Simon Joice
1.2	Update – Chair HMCN Medical Clinical Council • Dr Fiona Leslie Discussion: 1. Presentations in Emergency Department 2. Emergency Department - Triage categories 4 and 5 saw increases in presentations 3. Availability to access to GP's

	Board Chair acknowledges, and recognises the significant work of the Emergency Staff across the District
Item 2: Minutes and Action Table	
2.1	Minutes: Minutes of Meeting – 10 February 2021 2.2 Endorse Confidential File Note Resolution: That the MNCLHD Governing Board: 1. Endorsed the Minutes of Meeting 10 February 2021
2.3	Action Table: Resolution: That the MNCLHD Governing Board: 1. Noted the Action Table
Item 3: Strategic Items for endorsement and/or discussion	
3.1	Chief Executives' Report 3.1.1 Summary February 2021 Resolution: That the MNCLHD Governing Board: 1. Discussed and noted the Chief Executives' Report and Analysis Presentation 2. Noted Parliamentary Inquiry and progress 3.1.2 COVID Summary February 2021 Resolution: That the MNCLHD Governing Board: 1. Noted Acknowledge the tremendous work, and congratulate the staff and health care teams across the region 3.1.3 Draft Analysis Presentations to ED January 2019, January 2020 and January 2021 Resolution: That the MNCLHD Governing Board: 1. Noted Governing Board requested to be kept informed on outcomes of the systematic review of studies relating to ED Demands, understanding and addressing growth in Emergency Department and the importance of links with the Primary Health Care sector in addressing the issues identified were noted 3.1.4 PwC Workshop. Right Care, Right Time Resolution: That the MNCLHD Governing Board: 1. Noted Recent meeting attended by the CE's of the MNCLHD & NNNSW, Professor from the University of Sydney and the team at PwC discussed opportunity for a Commonwealth funded project to invest in mental health services.
3.2	Business Paper: Organisational Performance Report Resolution: That the MNCLHD Governing Board: Received and noted well-presented Organisational Performance Report

3.3	<p>Business Paper: Performance Report December 2020</p> <p>Resolution: That the MNCLHD Governing Board: Received and noted the Performance Report December 2020</p>
3.4	<p>Business Paper: Telehealth Virtual Care Attachment: Telehealth Equipment Costs</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the Business Paper and attachment Telehealth Virtual Care 2. Action Governing Board request analysis report identifying key areas including impediments to progress
3.5	<p>Business Paper: Staff Skillsets Virtual Care Attachment: Pexip Survey Summary</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper and attachment Virtual Care Staff Skillsets and Pexip Survey Summary 2. Action: Commentary to be updated in CE Report bi-monthly 3. Presentation: Schedule for June: Vicki Simpson Director Nursing and Midwifery - Staff Skillsets
3.6	<p>Business Paper: Maternity Cardiotocograph Report Attachment: Perinatal Safety Education Program Implementation Attachment: Perinatal Safety Education Compliance Rates Feb 2021</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper and attachments Maternity Cardiotocograph Report, Perinatal Safety Education Program Implementation and Education compliance rate 2. Noted Perinatal Safety Education for implementation over 2020/2021. The new program consists of fetal and Maternal pathways including online and face to face components. 3. Action: Board seek report upon completion of the roll out
3.7	<p>Business Paper: Macksville Hospital, Recognition of Support</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Discussed the information provided in the Business Paper Macksville Hospital Recognition of Support 2. Noted Governing Board agreed and supports the Recognition of Support plan implemented across all sites in 2022
3.8	<p>Business Paper: Parliamentary Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Received the information provided in the Business Paper Parliamentary Inquiry papers 2. Action Seek advice on themes and issues which have been identified in the inquiry

Item 4: Operational Items

4.1	<p>Business Paper: Premier's Priorities Progress Report Attachment: Premier's Priorities Progress Master Report</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Note the information provided in the Business Papers Premier's Priorities Progress Report and attachment Premier's Priorities Progress Master Report 2. Resolution: Work is underway on several strategies to ensure we are on target within clinically recommended timeframes
4.2	<p>Business Paper: Seclusion Rates and Coffs Harbour MH Facility Upgrade Attachment: Mental Health Initiative 17.11.2020 Attachment: Seclusion Restraint Report</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the extensive information provided in Business Paper Seclusion and attachments Mental Health Initiative, and Seclusion Restraint Report
4.3	<p>Business Paper: Aboriginal Patient Access to Services Attachment: Aboriginal Patient Access data</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper Aboriginal Patient access to services and attachment Aboriginal Access Date Resolution: Refer to Close the Gap Committee
4.4	<p>Business Paper: Pacemaker Analysis Attachment: Pacemaker Analysis Summary</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper Pacemaker Activity Review and attachment Pacemaker Analysis Summary also noted considerations are continuing
4.5	<p>Business Paper: Accreditation and National Standards Update</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper Accreditation and National Standards update
4.6	<p>Business Paper: Root Cause Analysis Update Attachment: Coroner Resolution Report February 2021</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Received and noted the information provided in Business Paper RCA Update and attachment Coroner Resolution Report February 2021
4.7	<p>Business Paper: Secondary Employment</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper Secondary Employment 2. Noted New Policy Procedure for Secondary Employment has been implemented

4.8	<p>Business Paper: Risk Identification</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in Business Paper Risk Identification 2. Noted mitigation of risks associated with the establishment of the Vaccination clinics
Item 5: Governance Items – Board Sub Committees and associated reporting	
5.1	<p>Board Sub-Committee: Community Engagement Appendix STOC Consumer Working Group Appendix Leyshas Patient Story to CRG Feb 2021</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Community Engagement Sub-Committee papers and Appendix 1 Safe Transition of Care Appendix 2 Patient Story submitted 2. Endorsed Governing Board have supported the engagement of volunteers for patient story and sought further advice on progress 3. Action Presentation future Governing Board meeting on Renal Training Facility
5.2	<p>Board Sub-Committee: People and Culture 5.2.1 Endorsed Minutes December 2020</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the People and Culture Sub-Committee paper
5.3	<p>Board Sub-Committee: Medical and Dental Appointments Advisory Committee 5.3.1 Endorsed Minutes December 2020</p> <p>Resolution: That the MNCLHD Governing Board: Noted the information provided in the MDAAC Sub-Committee Endorsed Minutes</p>
5.4	<p>Board Sub-Committee: Integrating Allied, Community and Cancer Care Services 5.4.1 Endorsed Minutes 16 February 2021 5.4.2 Chair’s Summary February 2021</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the IACCC Sub-Committee Endorsed minutes and Chair’s Summary 2. Noted Presentation of Planned Care Better Health initiative for future Governing Board meeting
5.5	<p>Board Sub-Committee: Health Care Quality 5.5.1 Endorsed Minutes January 2021 5.5.2 Chair’s Summary February 2021</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Health Care Quality Sub-Committee minutes and Chair’s summary

5.6	<p>Board Sub-Committee: Research, Innovation & Health Service Development 5.6.1 Chair's Summary February 2021</p> <p>Resolution: That the MNCLHD Governing Board: Noted the information provided in the Research, Innovation & Health Service Sub-Committee Chair's Summary</p>	
5.7	<p>Board Sub-Committee: Finance and Performance 5.7.1 Endorsed Minutes February 2021 5.7.2 Chair's Summary February 2021 5.7.3 Finance and Performance update January 2021</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the information provided in the Finance and Performance Sub-Committee papers Endorsed Advancing the budget – end of June 2. Noted COVID-19 and Immunisation program and Governing Board to consider early Budget review</p>	
5.8	Board Sub-Committee: Audit and Risk	Next due April
5.9	<p>Board Sub-Committee: Close the Gap 5.9.1 Endorsed Minutes December 2020 5.9.2 Chair's Summary February 2021</p> <p>Resolution: That the MNCLHD Governing Board: Noted the information provided in the Close the Gap Sub-Committee papers</p>	
Item 6: General Business, Confidential Correspondence and Business without notice		
6.1	<p>Confidential Item: Refer to Confidential File Note - Item 6.1</p>	
6.2	<p>Confidential Item: Refer to Confidential File Note – Item 6.2</p>	
6.3	<p>Clinical Governance for Boards in the Aged Care Sector</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the information provided in the paper provided</p>	
6.4	<p>Letter of thanks to Sarajane Hansen</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted Letter to Sarajane Hansen</p>	
6.5	<p>Letter of thanks to Debbie Bradley</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted Letter to Debbie Bradley</p>	
6.6	<p>Accreditation date change 28 June – 2 July</p> <p>Resolution: That the MNCLHD Governing Board:</p>	

	1. Noted Accreditation date change
6.7	Chair's Update:
Item 8: Upcoming Events and Proposed Presentations	
Date	Event Details
14 April	Coffs Harbour Health Campus Proposed Presentation: Deanne Portelli, District Manager for Surgical Services
12 May	Port Macquarie Base Hospital Presentation: Dr Richard Tranter, District Clinical Director for Mental Health
9 June	Wauchope District Hospital Governing Board - future proposal/Resolutions for upcoming board meetings Vick Simpson presentation Staff Skillsets Virtual Care
July	Governing Board Transition Day New Governing Board members, and former members Date and Venue to be confirmed
14 July	Port Macquarie Base Hospital Governing Board - future proposal/Resolutions for upcoming board meetings
28 July – Budget	July Budget Board Meeting - MS Teams
11 August	Coffs Harbour Health Campus Governing Board - future proposal/Resolutions for upcoming board meetings
15 September	Macksville District Hospital Governing Board - future proposal/Resolutions for upcoming board meetings
13 October	Dorrigo District Hospital (pending COVID-19) Governing Board - future proposal/Resolutions for upcoming board meetings
10 November	Bellinger River District Hospital (pending COVID-19) Governing Board - future proposal/Resolutions for upcoming board meetings
8 December	12.30 – 1.30pm Annual Public Meeting - Port Macquarie Glass House 2.30 Port Macquarie Community Health campus
There being no further business the meeting closed at 6.10pm	