

## MEETING MINUTES

DATE: Wednesday, 14 April 2021  
 TIME: 2:00pm – 6:00pm  
 VENUE: Coffs Harbour Health Campus  
 Meeting room ME025  
 Video dial in via Skype

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)	
<b>Apologies:</b> David Kennedy (DK), Dr Alison Seccull (AS)	
<b>In Attendance:</b> Chief Executive Stewart Dowrick (SD), Manager Corporate Governance Delwyn Kruk (DKr), Tania Ellis Minutes	
<b>Observer:</b> NA	
Declaration of Pecuniary Interest Conflict of Interest and Related Transactions	
<ol style="list-style-type: none"> <li><b>Noted:</b> Conflict of Interest - Sue McGinn StateCover Mutual Board Member</li> <li><b>Noted:</b> Conflict of Interest - PHN Warren Grimshaw Chair, AM and Dr Joanna Sutherland</li> </ol>	
<b>Confidentiality:</b> Nil	
<b>Item 1: Presentations/Discussion</b>	
1.1	Confidential In-Camera Session 2:00pm – 2:30pm
1.2	<p><b>Presentation:</b> Surgical Services Deanne Portelli, District Surgical Services Project Manager</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> District's surgical performance and expressed support of the Chief Executive regarding actions taken. Note the issues raised by Dr Joanna Sutherland.</li> </ol>
1.3	<p><b>Presentation:</b> Community, Allied Health and Integrated Care Service Reform Jill Wong – District Manager Community Services Reform</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p>

	<ol style="list-style-type: none"> <li><b>Noted:</b> the value of the presentation and work undertaken to date.</li> <li><b>Requested:</b> further consultation with community and staff regarding future planning.</li> <li><b>Action:</b> Governing Board to kept up to date on reform process.</li> </ol>
1.4	<p><b>Presentation:</b> Vaccination Program Janette Mills - A/Director Nursing, Midwifery, HSFAC &amp; Service Reform</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> Presentation and discussion regarding vaccinated/non-vaccinated staff treating patients in compliance with Clinical Excellence Commission guidelines.</li> </ol>
1.5	<p><b>Presentation:</b> Flood Update Merise Blackam – MNCLHD Disaster Management Nurse Manager</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> Governing Board acknowledged and appreciated the enormous challenge and congratulated all staff for their tireless work during the extreme weather event.</li> <li><b>Noted:</b> Need for centralised communications and identification of strategic roles in operation centres during major events.</li> </ol>
<b>Item 2: Minutes and Action Table</b>	
2.1	<p>Minutes: 2.1.1 Minutes of Meeting 10 March 2021</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Endorsed:</b> Minutes of Meeting 10 March 2021 with amendments.</li> </ol>
2.2	<p>Actions: 2.2.1 Action Table:</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> Action Table</li> </ol>
	<p>2.2.2 <b>Action:</b> Chair provided letter of thanks to District Manager Health Safety and Wellbeing Presentation to Governing Board Presentation 10 March 2021</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> Letter of acknowledgement to District Manager Health Safety and Wellbeing.</li> </ol>
	<b>Noted:</b> Confidential File Note - Item 6.1 - 10 March 2021
<b>Item 3: Strategic Items for endorsement and/or discussion</b>	
3.1	<p>Chief Executive's Report 3.1.1 Chief Executive's Governing Board Report April 2021</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> Chief Executive's detailed report.</li> <li><b>Noted:</b> ED activity continues to increase, and Chief Executive continues to work with the PHN.</li> </ol>

	<p>3. <b>Resolution:</b> Governing Board members to engage with local GPs through various mechanisms to participate in the GP Integration Project.</p> <p>4. <b>Noted:</b> NNSWLHD and MNCLHD will submit joint EOI for funding.</p>
3.2	<p>3.2.1 Business Paper: Organisational Performance Report</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Noted:</b> Organisational Performance Report and discussion regarding mental health readmissions.</p>
3.3	<p>3.3.1 Business Paper: Capital Works Health Infrastructure</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <p><b>Noted:</b> Business Paper Capital Works and the large number of infrastructure projects.</p>
3.4	<p>3.4.1 Business Paper: Accreditation update April 2021</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Endorsed:</b> The Business Paper Accreditation update.</p> <p>2. <b>Action:</b> Gap analysis is currently being conducted, Governing Board will be briefed next meeting.</p>
3.5	<p>3.5.1 Business Paper: FOAM Final Budget Briefing 2021/2022</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Noted:</b> The Business Paper Budget Briefing and noted the funding challenges.</p> <p>2. <b>Noted:</b> Special Budget meeting will be held in June, date to be advised.</p> <p>3. <b>Endorsed:</b> The recommendation presented by the Finance and Performance Committee.</p>
3.6	<p>3.6.1 Business Paper: FOAM Brief Process</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Noted:</b> The Business Brief Process.</p>
3.7	<p>3.7.1 Business Paper: Procurement Advisory Committee Report</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Endorsed:</b> The Business Paper Procurement Advisory Committee Report.</p>
<b>Item 4: Operational Items</b>	
4.1	<p>4.1.1 Paper: MNCLHD Risk Identification Report</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Noted:</b> The paper Risk Identification Report.</p>

4.2	<p>4.2.1 Business Paper: Preventative Health Framework Progress</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Endorsed:</b> The Business Paper Preventative Health Framework.</li> </ol>
4.3	<p>4.3.1 Business Paper: Serious Incident Event Review update</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The Business Paper Serious Incident Review update.</li> </ol>
4.4	<p>4.4.1 Business Paper: Flood update March 2021</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The Business Paper Flood update March 2021.</li> <li><b>Resolved:</b> To ensure additional flood information, regarding Kempsey and Nambucca, is included with the Business Paper regarding evacuation centres.</li> </ol>
4.5	<p>4.5.1 Business Paper: Review of Community Health and Allied Health Services across the MNCLHD</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The Business Paper Review of Community and Allied Health Services.</li> </ol>
<p><b>Item 5: Governance Items – Board Sub Committees and associated reporting</b></p>	
5.1	<p><b>Board Sub-Committee: Community Engagement</b></p> <p>3.1.1 Endorsed Minutes 18 January 2021</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Community Engagement Meeting Minutes.</li> </ol>
5.2	<p><b>Board Sub-Committee: People and Culture</b></p> <p>5.2.1 Endorsed Minutes 15 February 2021</p> <p>5.2.2 Chair’s Summary March 2021</p> <p><b>Recommendation:</b> That 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> <li><b>Noted:</b> Date change now bi-monthly.</li> <li><b>Noted:</b> The team continues to strengthen recruitment activities.</li> <li><b>Noted:</b> Anderson Report Item 11 advises that “each Board of a Local Health District or Specialty Network is accountable for the security and safety of staff, patients and visitors”. It is recommended that consideration is given to having security/staff as a standing agenda item for each Board meeting. The Board endorse this recommendation and note the CE report will include updates to this meeting.</li> <li><b>Action:</b> The Anderson Report – Item 12 provide Governing Board commentary via People and Culture Sub-committee.</li> </ol>

5.3	<p><b>Board Sub-Committee: Medical and Dental Appointments Advisory Committee</b> 5.3.1 Endorsed Minutes 11 February 2021. 5.3.2 Chair's Summary March 2021.</p> <p><b>Recommendation:</b> That 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>	Due July 2021
5.5	<p><b>Board Sub-Committee: Health Care Quality</b> 5.5.1 Endorsed Minutes February 2021 5.5.2 Chair's Summary March 2021</p> <p><b>Recommendation:</b> That 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> 5.6.1 Chair's Summary April 2021</p> <p><b>Recommendation:</b> That 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 papers.</li> </ol>	
5.7	<p><b>Board Sub-Committee: Finance and Performance</b> 5.7.1 Endorsed Minutes 23 February 2021 5.7.2 Chair's Summary March 2021 5.7.3 F&amp;P Report Update February 2021</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Finance and Performance Sub-Committee papers.</li> <li><b>Noted:</b> Budget timeline to be reviewed and endorsed for new Board members in July.</li> <li><b>Noted:</b> Current challenges due to COVID-19 and vaccination program.</li> <li><b>Noted:</b> February and March favourable outcomes.</li> <li><b>Noted:</b> Progress on surgery.</li> </ol>	
5.8	<p><b>Board Sub-Committee: Audit and Risk</b></p>	Due May 2021
5.9	<p><b>Board Sub-Committee: Close the Gap</b></p>	Due May 2021
5.10	<p><b>Board Sub-Committee: Procurement Advisory Committee</b> 5.10.1 Endorsed Minutes 16 December 2020</p> <p><b>Recommendation:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Procurement Advisory Committee Minutes.</li> </ol>	
<b>Item 6: Directorate Dashboard and Summary Updates</b>		
6.1	Integrated Mental Health, Alcohol & Other Drugs	

6.2	North Coast Public Health Unit	
6.3	Aboriginal Health and Primary Partnerships	
6.4	Nursing, Midwifery and Services Reform	
6.5	Clinical Governance and Information Services	
6.6	Finance and Performance	
6.7	Communications and Strategy	
6.8	Coffs Clinical Network	
6.9	Hasting Macleay Clinical Network	
6.10	People and Culture	
6.11	Research and Knowledge Translation	
6.12	Internal Audit, Risk and Compliance	NA
6.13	Integrating Allied, Community and Cancer Care Services	
	<p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Noted:</b> the valuable information provided in the Directorate Dashboard and Summary Updates</p>	
<b>Item 7: General Business and Business without notice</b>		
7.1	Noted correspondence from Dr Andrew Heslop - Bellinger River District Hospital	
7.2	Discussion regarding ECT services	
7.3	<p>All Staff Communication - Weather Event</p> <p><b>Action:</b> Formal communication from Chair regarding flood and rain event for staff distribution via CE</p>	
7.4	Noted letter to Mayor Nambucca Valley Council regarding recognition of community members	
7.5	Draft Governing Board orientation manual and transition plan to be distributed to members for review	
<b>Item 8 Confidential Items and Actions</b>		
8.1	Noted	
8.2	Noted	
8.3	Noted	
<b>Item 9: Upcoming Events and Proposed Presentations</b>		
<b>Date</b>	<b>Event Details</b>	
12 May	<p><b>Kempsey District Hospital</b></p> <p>Confirmed Presentation: Ms Penny Jones, District Clinical Director for Mental Health</p>	

9 June	<b>Port Macquarie</b> Proposed presentation: Vicki Simpson, Director Nursing, Midwifery & Service Reform Staff Skillsets Virtual Care Pexip Survey Summary
10 June	<b>MNCLHD Health Innovation Awards</b> Pacific Bay Resort, Coffs Harbour
July	<b>Governing Board Transition Day</b> New Governing Board members, and former members Date and Venue to be confirmed
14 July	<b>Port Macquarie Base Hospital</b> Proposed presentation Renal Training Facility
28 July	<b>Budget Meeting</b> Via MS Teams
11 August	<b>Coffs Harbour Health Campus</b> Governing Board - future proposal/recommendations for upcoming board meetings
15 September	<b>Macksville District Hospital</b> Governing Board - future proposal/recommendations for upcoming board meetings
13 October	<b>Dorrigo Multi Purpose Service</b> (pending COVID-19) Governing Board - future proposal/recommendations for upcoming board meetings
10 November	<b>Bellinger River District Hospital</b> (pending COVID-19) Governing Board - future proposal/recommendations for upcoming board meetings
8 December	12:30pm - 1:30pm Annual Public Meeting <b>Port Macquarie Glass House</b> 2:30pm - 6:00pm <b>Port Macquarie Community Health Campus</b>

There being no further business, the meeting closed at 17:50 hours.