

MEETING MINUTES

Wednesday, 10 September 2014

Commencing 3:00pm

Strategic Focus – People & Culture

Coffs Harbour Health Campus – ME025

& Videoconference: PMCHC, NCCI, Lismore - Mental Health

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT No.
A Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw, Chair.				
Present: Warren Grimshaw Chair (WG), Stephen Begbie (SB), Richard Buss (RB), David Kennedy (DK), Neville Parsons (NParsons), Neil Porter (NPorter), Jo Sutherland (JS), Janine Reed (JReed), Jan Ryan (JRyan), John Barrett (JB),		For Noting	Chair	
Apologies: Elizabeth Ruthnam		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Vanessa Edwards, (VE), John Leary (JL), Conrad Groenewald & for Item 5.11 Theresa Beswick, Bronwyn Chalker and Pam Johnson		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <u>Continuing:</u>				
<ul style="list-style-type: none"> • Neville Parsons in relation to possible Credit Union Investment/s. • Richard Buss in relation to ICT review for both NNSW and MNCLHDs and Aboriginal Mental Health. • Neil Porter in relation to employment with HCCU. • Elizabeth Ruthnam in relation to Baringa Private Hospital • Janine Reed – Nambucca Valley Care 				
ACTION: An updated form will be distributed for the disclosure of new and continuing Pecuniary Interest/Conflict of Interest and Related transactions.				
B Presentations				
Item 1	Presentations/Guests			
	1.1	Patient Story:	No items	
	1.2	Conrad Groenewald, CE HealthShare NSW <ul style="list-style-type: none"> • Provided an overview of the operations of HeathShare. <u>Discussion:</u> <ul style="list-style-type: none"> • Is there really Strategic Procurement through the economies of scale? Local individual store discounts can appear better value. CG acknowledged the level of maturity currently in Health procurement is low but savings on individual items is not the sole benefit of streamlined process. HS working towards a more strategic focus to deliver increased benefits in savings, delivery timeframes and standardised items. • Finance systems – noted HS had underestimated the change management requirements. Now starting to improve and reach expected targets with the new system. • Linen savings – increasing transport costs may offset the savings. CG advised now exploring the option to reduce the number of deliveries and increasing the volume of linen per delivery. • Complaints about the difficulty to open sealed packages on food trays. HS has noted and is working to improve this. Working with Arthritis Australia around improved packaging. • Opportunities to liaise with HeathShare in relation to specifics – eg purchasing and concerns in payroll errors. 		

ITEM / DESCRIPTION			ACTION REQUIRED	CARRIAGE	ATT NO.
		<p>ACTION: Copy of presentation and Strategic plan to be provided to members.</p> <p>ACTION: Chair to write to Conrad extending thanks.</p> <p>Resolution: That the Governing Board thanked Conrad Groenewald for his attendance and information provided.</p> <p>CONFIRMED WITHOUT DISSENT</p>			
	1.3	<p>Presentation: Mental Health Education Program - John Leary, Director Mental Health and Drug & Alcohol Services</p> <p>Resubmit of Consumer Engagement Paper (e-copy only)</p> <ul style="list-style-type: none"> Warren Grimshaw to sit in temporary capacity while permanent nominee is considered. <p>Discussion:</p> <ul style="list-style-type: none"> Noting there is a survey of participants following the course – also suggest survey of direct reports regarding ongoing improvement in the workplace. CE noted there are now Clinical and Executive leadership development programs in place. Would expect to see benefits in the workplace as a result of providing this style of workplace training. Refer to Workforce Committee for further discussion. Noted Mental Health lends itself to District wide approach however other groups from Networks may benefit from alliance with the local University in that Network. <p>ACTION: Copy of presentation to be provided to members.</p> <p>Resolution: That the Governing Board thanked John Leary for his attendance and information provided.</p> <p>CONFIRMED WITHOUT DISSENT</p>			
C Minutes of Governing Board					
Item 2	2.1	Minutes of previous Meeting - 13 August 2014	For Endorsement	Chair	2.1
		<p>Resolution: That the Minutes of the Governing Board's meeting of 13 August 2014 be confirmed as a true and accurate record.</p> <p>CONFIRMED WITHOUT DISSENT</p>			
D Business Arising					
Item 3	Action Table and follow up				
	3.1	Action Table Add Aged Care to Action table.	For Noting		3.1
		<p>Resolution: That the Governing Board note the update.</p>			
E Chief Executive's Report					
Item 4	4.1	Chief Executive's Report for July 2014 (and attachments)	For Discussion		4.1
	4.2	Chief Executive's Traffic Light Report	For Noting		4.2
	4.3	Chief Executive's Performance Indicator Report (July 2014)	For Noting		4.3
		<p>Discussion:</p> <ul style="list-style-type: none"> Noted transition continuing at PMBH into the new areas. Some minor issues which are being addressed as they arise. Aged Care Planning - has met with Medicare Local and propose to undertake a joint plan for the region. Collaboration with Primary Health Care providers essential for this work. Noted ability to meet Category B as a result of issues with the relocation of theatres at PMBH. Performance report submitted for information – most indicators are good. Medical overtime continues to decrease. Tenders for Cardiac Catheterisation Lab due to be considered – will be provided to Board. 			

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<ul style="list-style-type: none"> CE site visits have been undertaken. BHI report reflected positive for MNCLHD. <p>ACTION: Add to MNCLDH Intranet site.</p> <ul style="list-style-type: none"> Kempsey Radiology - considering the privatisation of services in line with operator at PMBH. <p>Resolution: That the Governing Board note the report from Paxton's. Board to consider further when additional information is available.</p> <p>CONFIRMED WITHOUT DISSENT</p> <ul style="list-style-type: none"> Preparing paper to MoH regarding Revenue targets. Expect MNCLDH will not meet these targets. Noting population with 34% private health insurance rate. <p>ACTION: Add to action table. Board considers this to be maintained as a high priority.</p> <p>Resolution: That the Governing Board receive the information noting the need to further consider the revenue targets. Board to invite Ken Whelan to attend the November meeting to discuss.</p> <p>CONFIRMED WITHOUT DISSENT</p>					
F Strategic Matters for discussion and/or endorsement					
Item 5	Standing Items				
	5.1	Budget <ul style="list-style-type: none"> Correspondence from Mary Foley and Executed copy of the 2014/15 Service Agreement Brief: EOY Financial Statements 2013 2014 & Analysis 	For Discussion	Chair	5.1 5.1a 5.1b 5.1c
	<p>Discussion:</p> <ul style="list-style-type: none"> Would like to see quarterly reporting for facilities - to be submitted to Finance Committee for ongoing review and monitoring. Will note to Finance team – focus on KDH. <p>Resolution: That the Governing Board note the correspondence and final Service Agreement</p> <p>CONFIRMED WITHOUT DISSENT</p>				
	Other items				
	5.2	6 Monthly Performance Review – Letter from, Ken Whelan <ul style="list-style-type: none"> Minutes - Health Service Performance Review meeting 	For Discussion		5.2 5.2a
	<p>Discussion:</p> <ul style="list-style-type: none"> Noted the positive feedback. <p>Resolution: That the Governing Board note the correspondence from Ken Whelan.</p> <p>CONFIRMED WITHOUT DISSENT</p>				
	5.3	CHHC Car Park Project – Update and Media	For Discussion	Chair	5.3
	<p>Discussion:</p> <ul style="list-style-type: none"> CE noted the CHHC car parking – strategy worked very well. The inclusion of fee structure in media allowed public to balance the need for increase in parking with minimal cost. <p>Resolution: That the Governing Board note the update on CHHC car park project.</p> <p>CONFIRMED WITHOUT DISSENT</p>				
	5.4	Correspondence re NSW Health Research Collaborative.	For Discussion	Chair	5.4
	<p>Resolution: That the Governing Board note the correspondence from Minister.</p> <p>CONFIRMED WITHOUT DISSENT</p>				
5.5	People Matters Survey results <ul style="list-style-type: none"> Survey 	For Discussion	Chair	5.5 5.5a	
Discussion:					

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<ul style="list-style-type: none"> Queries relating to the cultural validity of the process – is there any breakdown to specific areas which may be of concern. Noted MNCLHD is close to the State average. <p>Resolution: That the Governing Board note the Survey results in relation to MNCLDH CONFIRMED WITHOUT DISSENT</p>			
5.6	Work Health Safety Report – June 2014	For Discussion	Chair Brief 5.6
<p>Resolution: That the Governing Board note the information update. CONFIRMED WITHOUT DISSENT</p>			
5.7	2014/15 Insurance Renewal – presentation documents	For Noting	Chair Brief 5.7 5.7a 5.7b
<p>Discussion:</p> <ul style="list-style-type: none"> Generally positive presentation. Hindsight deficit continues to decline. Potential to be in surplus within two years. Need to review impacts on increasing percentage of psychological claims. Commend the work of Dianne Sales and the team – preparation of excellent reports are now being provided. <p>ACTION: Chair to write to Dianne Sales commending the team.</p> <p>Resolution: That the Governing Board note the insurance renewal presentation CONFIRMED WITHOUT DISSENT</p>			
5.8	Mid North Coast Mental Health Integrated Care Collaborative (MHICC) and Draft Strategic Discussion paper	For Endorsement	Chair 5.8 5.8a
<p>Discussion:</p> <ul style="list-style-type: none"> Noted the possibility of including Endeavour Clubhouse in the list of groups to be consulted. <p>Resolution: That the Governing Board endorse the request for a grant of \$100,000 to the MHICC. CONFIRMED WITHOUT DISSENT</p>			
5.9	Brief: Amended Internal Audit Plan 2014/15	For Endorsement	Chair 5.9
<p>Discussion:</p> <ul style="list-style-type: none"> Neville Parsons endorsed the report for adoption by the Board. <p>Resolution: That the Governing Board endorse the Amended Internal Audit Plan 2014/15 CONFIRMED WITHOUT DISSENT</p>			
5.10	Mental Health Workplace Culture - Project	For Endorsement	Chair 5.10
<p>Discussion:</p> <ul style="list-style-type: none"> Will be undertaking a workplace culture project. Raised following a serious complaint about an admission to the Mental Health Unit. <p>Resolution: That the Governing Board endorse the development of a Mental Health Workplace Culture project to be trialed in the PMBH MHIP. CONFIRMED WITHOUT DISSENT</p>			
5.11	Integrated Care Planning Workshop	For Discussion	Chair 5.11
<p>Presentation was provided by Theresa Beswick, Bronwyn Chalker and Pam Johnson in relation to preparations of the submission. Overview as follows:</p> <ul style="list-style-type: none"> a key strategic direction of the NSW State Health Plan improve patient experience, health outcomes and quality of life, reduce avoidable or unnecessary 			

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	<p>hospitalisations, less duplication through information sharing and better use of health resources</p> <ul style="list-style-type: none"> 120 million investment in Integrated Care; State wide Enablers, 3 LHD Demonstrators, Planning and Innovation Funding Innovation Fund Briefing August 8th- LHD proposals to be submitted to MoH by October 3rd. Must be developed in partnership with other primary and community health organisations. <p>Service Level:</p> <ul style="list-style-type: none"> An Integrated Care Centre (Health One) Integrated Care Coordinator (linker) position/s Assertive follow up of patients to effectively link them in to services and support they require, and follow up to ensure appropriate outcomes. The Integrated Care Centre aligned to primary health care after hours service through a private/public partnership, reducing unnecessary health service usage and improving the patient experience and outcomes Discussion: Yet to explore the financial options for external partners to contribute. Will review options for community to be involved in decisions as to services for specific community. Single door (“no wrong door”) Lead insurance agency for whole pilot. Communication – state wide investment in place to support this program. <p>Resolution: That the Governing Board endorses the current concepts and work being developed for the submission relating to Integrated Care and request a copy of the final submission to be provided for information at the October meeting (noting it will be after the submission has been provided to MoH). CONFIRMED WITHOUT DISSENT</p>			
G Directorate Updates				
Item 6	Directorate Updates			
	6.1	Mental Health & Drug and Alcohol	For Noting	6.1
	6.2	Allied Health & Hosted Clinical Services	For Noting	6.2
	6.3	Public Health	For Noting	6.3
	6.4	Aboriginal Health & Primary Partnerships <ul style="list-style-type: none"> Note update requested in regards to the Aboriginal Accord and Plan ACTION: Presentation on the Aboriginal Health Plan to be provided to Board. Add to Action table	For Noting	6.4
	6.5	Nursing, Midwifery & Workforce	For Noting	6.5
	6.6	Clinical Governance & Information Services	For Noting	6.6
	6.7	Financial Operations	For Noting	6.7
	6.8	Executive Support & Strategic Relations	For Noting	6.8
	Capital Works (no items)			
Resolution: That the Governing Board receive and note the information provided in Item 6.				
H Recommendations from Governance Committees				
Item 7	Finance and Performance Committee			
	7.1	Minutes of Meeting <ul style="list-style-type: none"> 31 July 2014 Minutes to be submitted to next meeting. 	No Items	-

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7.2	Chair – Summary <ul style="list-style-type: none"> Need to identify where there are pockets of excellent – these could be adopted across the District. The learnings which were experienced during the current year allocation process need to inform the process next year to ensure clear process. Additional considerations to be scheduled into the Board meeting schedule. 	For Noting		7.2
Health Care Quality Committee				
7.3	Confirmed Minutes of Meeting 28 July 2014	For Noting		7.3
7.4	Chair – Summary July <ul style="list-style-type: none"> Item which has been outstanding for some months is now with the CE. In regards to unplanned readmissions – the Committee endorsed the project to address this. 	For Noting		7.4
MDAAC				
7.5	Minutes of Meeting – 10 July 2014	For Noting		7.5
7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations and Draft Minutes from 14 August 2014	For Noting		7.6
7.7	Chair – Summary <ul style="list-style-type: none"> Noted significant difficulties in recruiting a haematologist. Submitted for noting: <ul style="list-style-type: none"> MDAAC Terms of Reference – revised Aug 2014 Scope of Practice Monitoring Sub Committee TOR Credentials (Clinical Privileges) Subcommittee 	For Noting		7.7 7.7a 7.7b 7.7c
Workforce, Health & Safety Committee				
7.8	Draft Minutes of Meeting 18 August 2014	No Items		7.8
7.9	Chair – Summary <ul style="list-style-type: none"> Noted need for security review across facilities. Annual audit being conducted and results will be submitted when available. Number of mental stress claims being monitored. Have commenced the process for identifying greater risks. 	No Items		7.9
Health Services Development & Innovation Committee (late papers)				
7.10	Minutes of Meeting – 8 August 2014	For Noting		7.10
7.11	Chair – Summary <ul style="list-style-type: none"> Possible review of the meeting structure for the next year. Big Ideas project has been valuable in workforce culture. 	For Noting		7.11

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
Close the Gap Committee				
7.13	Minutes of meeting	No items		-
7.14	Chair – Summary	No items		-
Community Engagement Committee				
7.15	Confirmed Minutes of Meeting – July 2014	For Discussion		7.15
7.16	Community Reference Group	No items		-
7.17	Community Connections Report	No items		-
7.18	Chair – Summary <ul style="list-style-type: none"> Concerns that patient Centred Care and Community Engagement are not beneficially combined ACTION: CESC to continue the work on progressing ACTION: Follow up on attendance of GMs to present to Board.	For Discussion		7.18
Resolution: That the Governing Board receive and note the information provided in Item 7.				
I (Item 8) Workplace Culture Action Plan (No Items)				
J Quality & Safety				
Item 9	RCA Reporting			
9.1	RCA Summary report	For Noting	Chair	9.1
Resolution: That the Governing Board receive and note the information provided in Item 9.				
K (Item 10) For Information of the Board (Discussion by exception)				
Item 10	Correspondence			
10.1	Media Release – Organ Donation	For Noting	Chair	10.1
10.2	Deb Hyland re location of Ministers Skinner and Rowell	For Noting	Chair	10.2
10.3	ACI – redevelopment of Human Services Directory Website (HSNET)	For Noting	Chair	10.3
10.4	Annual Report Submission for 2013/14	For Noting	Chair	10.4
Resolution: That the Governing Board receive and note the information provided in Item 10.				
L General Business				
Item 11	General Business & Questions on Notice			
11.1	Confidentiality (Standing item)	For Noting	Chair	-
11.2	CONFIDENTIAL: Chief Executive Performance Review Board agreed with proposed process as presented by WG and delegated to WG final preparation and submission of correspondence to Mary Foley.	For Discussion	Chair	-
11.3	CE Annual Presentation and discussion with Staff – site visits: <ul style="list-style-type: none"> Coffs Harbour (e copy only) Macksville (e copy only) 	For Discussion	CE	11.3 11.3a

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11.4	Application for Elsa Dixon – noting successful applications.	For Noting		
Resolution: That the Governing Board receive and note the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2014			
	Board meeting – 8 October (Bellinger River District Hospital) - no presentations			
	Official Opening of Port Macquarie Base Hospital Expansion Project (TBA –24 October or 14 November)			
	Board meeting – 12 November (Port Macquarie Base Hospital) – Nigel Lyons, ACI			
	Board meeting – 10 December (Coffs Harbour Health Campus) – Barry Shepherd, Chair Audit & Risk			
There being no further business the meeting closed at 6.30pm				