

Date: Wednesday 8 March 2023 **Time:** 11.30am – 3.30pm
Venue: Kempsey District Hospital

ITEM / DESCRIPTION	
Attendance and Declarations	
Welcome: Prof H. Cavanagh Acknowledgement of Country: Prof H. Cavanagh	
Attendance: Prof H. Cavanagh, Dr J. Beange Mr M. Coulter, Hon L. Hartsuyker, Mrs S. McGinn, Mr N. Porter, Dr S. Salindera, Mrs T. Singleton, Mr P. Treseder, Mrs J. Zirkler, Mr G. Humphreys	
Apologies: NIL	
Observers: Mr S. Dowrick, Ms D. Kruk, Mrs L. Lawrence, Ms C. Death, Ms L. Dennett	
Declarations of Interest: NIL	
ITEM 0. IN-CAMERA SESSION FOR DISCUSSION/PRESENTATIONS	
0.1	Refer to In-Camera Minutes
ITEM 1. MINUTES AND ACTION TABLE	
1.1	Minutes of Governing Board Meeting 8 February 2023 Resolution(s): The Mid North Coast Local Health District (MNCLHD) Governing Board endorsed Minutes of the meeting 8 February 2023.
1.2	Action Table March 2023 Resolution(s): The MNCLHD Governing Board accepted progress against action items.
ITEM 2. PATIENT / STAFF STORY	
2.1	NIL
ITEM 3. FOR DISCUSSION	
3.1	Chief Executive's Summary The Chief Executive provided an update on: <ul style="list-style-type: none"> • District Finance and Performance rating • Access Targets and Surgery • Rural Health Workforce Incentive Scheme • Leadership Transformation Resolution(s):



	<ul style="list-style-type: none"> • The MNCLHD Governing Board accepted the Chief Executive’s Summary and attachments • Governing Board discussed Port Macquarie Base Hospital (PMBH) and Kempsey District Hospital (KDH) bed numbers and congratulated the Hastings Macleay Clinical Network (HMCN) Coordinator for steps taken to address this, including having a visible and accessible Director of Medical Services (DMS) onsite <p>Action(s):</p> <ol style="list-style-type: none"> a) Congratulate Jessica Trembath on receiving the Allied Health Professional of the Year Award b) Congratulate finalists Sarah Fox, Koby Old and Jennifer Pitt for their nomination c) Provide update on Macksville District Hospital CT Scanner (noted Action Item 3.2a from February meeting, scheduled for April Board meeting) d) Include summary from MNCLHD Organisational Report in Chief Executive’s Report to provide key performance and operational metrics e) Provide update on Joint Mental Health Strategy Plan
3.2	<p>MNCLHD Organisational Report (Service Agreement)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> • The MNCLHD Governing Board discussed and noted the MNCLHD Organisational Report (Service Agreement). <p>Action(s): Request data to determine the number of patients who identify as Aboriginal Torres Strait Islander (ATSI) within those of readmission in less than 28 days</p>
3.3	<p>Performance Development Review Biannual Report</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> • The MNCLHD Governing Board noted the Performance Development Review Biannual Report • Governing Board highlighted the steady progress of completed Staff Performance Reviews <p>Action(s): Complete a risk analysis for staffing across all positions</p>
3.4	<p>Price Waterhouse Cooper (PwC) Report Recommendations update</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> • The MNCLHD Governing Board accepted the PwC Report Recommendations update and looks forward to seeing outcomes, noting recent improvement in Coffs Harbour Health Campus (CHHC) patient flow metrics
3.5	<p>Research Governance Metrics Report (OHMR)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> • The MNCLHD Governing Board discussed and accepted the Research Governance Metrics Report (OHMR) • Governing Board thanked Andrew Bailey for the comprehensive report



	<ul style="list-style-type: none"> The Chair highlighted the consistency of ongoing research
3.6	<p>Aboriginal Health Engagement Plan – Emergency Department attendances (Action Item 4.4b October 2022 meeting)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board noted the paper
3.7	<p>Governing Board Review update – Close the Gap (CTG) Sub-Committee (Action Item 5.4e November 2022 meeting)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed and noted the paper Governing Board seeking to ensure Aboriginal health outcomes are a priority across all Committees including Close the Gap targets and initiatives Discussion regarding “The Voice” referendum
3.8	<p>Hospital in the Home (HITH) Key Performance Indicators (Action Item 5.3a October 2022 meeting)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board noted the paper, appreciating the planned progress and acknowledging the long history of the service <p>Action(s): Provide update on HITH at Macksville District Hospital</p>
3.9	<p>MNCLHD Changes to Patient forms: Patient Story (Action Item 3.12 November 2022 meeting)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed and noted the paper <p>Action(s): Provide update as to how the code ‘T’ is captured</p>
3.10	<p>Elsa Dixon – Trainee Graduates and Scholarship opportunities for Refugee Communities (Action Item 3.2 November 2022)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board noted the paper and highlighted this was a great initiative
3.11a	<p>ICT Rural/eHealth Business Case (Action Item 1.2a December 2022 meeting)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed and noted the paper



3.11b	<p>Digital Health and ICT Operating Model (Action Item 1.2b December 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board had a robust discussion around the ICT Operating Model, with members raising concerns regarding current operating risks and requesting the possibility of separating the local matters for urgent attention. It was decided a follow up action was needed and submission requested</p> <p>Action(s): Meeting to be organised to discuss ICT Operating Model with Chief Information Services Director</p>
3.12	<p>Aboriginal KPI Mental Health 7-day follow up (Action Item 4.10 December 2022 meeting)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed and noted the paper <p>Action(s): Provide update at September 2023 meeting</p>
3.13	<p>Oral Health Vouchers (Action Item 6.1.1 December 2022 meeting)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed and noted the paper <p>Action(s): Provide location and number of private providers on the Mid North Coast that honour the Oral Health vouchers</p>
3.14	<p>HMCN Pathology's Service update – Kempsey District Hospital Staff (Action Item 6.1.2 December 2022)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed and noted the paper
3.15	<p>Voluntary Assisted Dying (VAD)</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed and noted the paper <p>Action(s): Provide update on Voluntary Assisted Dying process and model at August 2023 meeting</p>
3.16	<p>McGrath Breast Care Nurse</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed noted the paper Governing Board highlighted that obtaining a Breast Care Nurse was fantastic news and are excited to have this service in our District
3.17	<p>Performance and Talent update</p> <p>Resolution(s):</p>



- The MNCLHD Governing Board discussed and noted the paper

ITEM 4. FOR ENDORSEMENT

4.1 NIL

ITEM 5. STANDING ITEMS

5.1 Governing Board Chair's Report – verbal update

- Remarkable Humans in NSW booklet was created as a way for NSW Health Secretary, Susan Pearce, to say thank you to every staff member across NSW Health for their efforts during the COVID-19 pandemic. Booklet was printed entirely using donations.
- Every paper that is submitted to the Governing Board must show explanation of each acronym that is within the document
- Submissions to Governing Board must be sent to the 'Supporting Board Member' (if applicable) in the first instance for their approval

Action(s): Advise Senior Leadership Team and sub-committee contacts, outlining change in process and requirements for submission papers to the Governing Board

5.2 Board Member Staff Meetings

The Governing Board noted the meetings with staff and the update provided.

Resolution(s):

- The MNCLHD Governing Board discussed and noted the paper

5.3 Enterprise Risk Report

Resolution(s):

- The MNCLHD Governing Board discussed and noted the paper

Action(s): ERM Report to include ALL Extreme Risks

5.4 Consumer Feedback Report

Resolution(s):

- The MNCLHD Governing Board discussed and noted the paper
- Governing Board highlighted the random audit of consumer compliments and complaints was very good practice and positive to see there was only a single outstanding action.

ITEM 6. PRESENTATIONS

6.1 Lydia Dennett, Coordinator Coffs Clinical Network General Manager

	<p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board noted the Directorate paper and thanked Lydia for her comprehensive report
6.2	<p>Catharine Death, Coordinator Hastings Macleay Clinical Network General Manager</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board noted the Directorate paper and thanked Catharine for her thorough report
6.3	<p>Kirsty Baxter, MNCCI Nurse Practitioner, Care Services</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board noted the presentation and thanked Kirsty for her enthusiasm and dedication in ensuring the Nurse Practitioner role was supported and successfully implemented in Port Macquarie Governing Board was delighted to hear Expressions of Interest (EOI) for Coffs Harbour Nurse Practitioner is in process
<p>ITEM 7. SUB-COMMITTEES AND CLINICAL COUNCILS – TO BE TAKEN AS READ</p>	
7.1	<p>Board Sub-Committee: Finance and Performance</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board accept the Chair’s Summary February 2023, Endorsed Minutes January 2023, FOAM Report January 2023 and Budget timeline update 2023/24
7.2	<p>Board Sub-Committee: Health Care Quality</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board accept the Chair’s Summary November 2022; and Endorsed Minutes November 2022
7.3	<p>Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board accept the Chair’s Summary February 2023; Endorsed Minutes February 2023
7.4	<p>Board Sub-Committee: Close the Gap</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board accept the Endorsed Minutes February 2023 <p>Action(s): Governing Board Member, Jenny Zirkler, volunteered to be sponsoring Board Member for the CTG Sub-Committee</p>
7.5	<p>Board Sub-Committee: People and Culture</p> <p>Resolution(s):</p>





Mid North Coast Local Health District

- The MNCLHD Governing Board accept the Chair's Summary February 2023; Endorsed Minutes December 2022

ENDORSED



ITEM 8. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)

	Correspondence to Governing Board
8.1	<p>Resolution(s):</p> <ul style="list-style-type: none"> The MNCLHD Governing Board discussed and noted the correspondence
8.2	<p>Medical and Dental Appointments Advisory Committee (MDAAC) Sub-committee</p> <p>Action:</p> <ul style="list-style-type: none"> A new Governing Board Member to be selected to assist Michael Coulter with this Sub-committee due to Neil Porter's retirement
8.3	<p>Thanks to Neil Porter</p> <ul style="list-style-type: none"> Governing Board Chair thanked retiring Board Member, Neil Porter for his 10 years of service and commitment to the MNCLHD and Board duties throughout his tenure

ITEM 9. GOVERNING BOARD REFLECTIONS

9.1	The Governing Board had considered discussions and reflected on the presentations and information provided.
-----	---

ITEM 10. CLOSE AND NEXT MEETING

10.1	The meeting closed at 3.30pm
10.2	Next Meeting - 12 April 2023, Coffs Harbour Base Hospital

MID NORTH COAST LOCAL HEALTH DISTRICT GOVERNING BOARD MEMBERSHIP

Professor Heather Cavanagh	Chair
Mr Luke Hartsuyker	Deputy Chair
Dr Jennifer Beange	
Michael Coulter	
Gary Humphreys	
Susan McGinn OAM	
Neil Porter	
Dr Shehnarz Salindera	
Tracy Singleton	
Peter Treseder AO	
Jennifer Zirkler	

Secretariat

Laney Lawrence

Right of Audience and Debate

Stewart Dowrick	Chief Executive
Delwyn Kruk	Corporate Governance Manager

DECLARATION OF INTEREST

Governing Board members are responsible for disclosing circumstances that give rise or may give rise to actual, potential or perceived conflicts of interest.

Declarations are to be submitted to the Board Secretary in writing prior to the meeting. The Board will determine the appropriate course of action, which may include the member leaving the meeting for the duration of the item or abstaining from discussion and/or decision.

IT IS NOTED THAT ALL GOVERNING BOARD PAPERS AND DISCUSSION ARE CONFIDENTIAL

ROLES AND RESPONSIBILITIES OF THE GOVERNING BOARD

The Board provides governance oversight for the local health district, not day-to-day management, or operations. The Board is focused on leading, directing and monitoring the activities of the local health district and driving overall performance. The specific functions of the Board are outlined in the Board Charter (available here) and in Section 28 of the Health Services Act 1997. The Board Chair also has an oversight role in respect of the Chief Executive, in relation to appointment, annual performance agreement and annual performance review as provided for under the Health Executive Service Framework.

GOVERNING BOARD REFLECTION

1. Did we spend the most time on the most important things?
2. Did we add value?
3. How could we have done things better?
4. Any feedback for management?