

GOVERNING BOARD

MEETING MINUTES - ENDORSED

Wednesday, 14 October 2015

Commencing 3.00pm

Strategic Focus: Governance

Kempsey District Hospital – Community Health (Small Group room)

& Videoconference: CHHC 019, MNCCI

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
A Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw AM, Chair				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Janine Reed (JReed), Neville Parsons (NParsons), John Barrett (JB), Gail Whiteford (GW), Jan Ryan (JRyan), Stephen Begbie (SB), Jo Sutherland (JS), David Kennedy (<i>from through item 1.2</i>) (DK)		For Noting	Chair	
Apologies: Elizabeth Ruthnam (ER)		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Lynn Lolean (LL), Mary Malouf (MM)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: • As per previous declarations. Quarterly submission of Register - see Item 5.5		For Noting	Chair	
B Presentations				
Item 1	Presentations/Guests			
	1.1	Patient Story: Robin Norton KDH DoN	For discussion	Chair
	<ul style="list-style-type: none"> • Patient was an aboriginal female presenting to Kempsey ED tired and vomiting. Following test patient was flow to Sydney and spent the next 2 months in a serious condition refer renal failure. • Her young children remained at home with limited support. • After returning back to the District she had no home visits, there were multiple medications involved and blood pressure was a concern • Presentations to the ED continued and patient was eventually the recipient of a transplant. • Two days after surgery the patient’s appetite had returned. • The patient’s mother thought it would be a valuable service if there had been someone who could have assessed their needs for care and helped with the arrangements to receive those services • The patient wasn’t connected to services that could have provided financial support in these situations and those services would have greatly assisted the family • Members expressed appreciation to Robyn for a very important story which has long term implications for the welfare of children. <p>Resolution: That the Governing Board:</p> <ol style="list-style-type: none"> 1. Write to MoH re the coordination of services to young/child patients 2. Discuss further with NCPHN to develop a program/plan 3. Investigate other ways to deal with the children in the District overall and the way resources are distributed 4. Regularly advise the Board of the progress of these considerations. <p>CONFIRMED</p>			
1.2	Strategic Discussion: Future Direction	For discussion	Chair	
<ul style="list-style-type: none"> • The Chair, in his opening remarks, referred to the increased emphasis and the concern of Government in terms of performance, and the need to meet emerging targets particularly in the area of emergency 				

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	<p>admissions and the whole of hospital program</p> <ul style="list-style-type: none"> The Chair also referred to the issue of budget noting the demographics within the District and slowing population growth The question of budget support will be under increasing pressure SB noted patient demanding to have their 'rights' met even if budgetary constraints make this difficult ie 91 yr old male wanting IVF with younger wife Funding for items such as prosthetics is challenging and we need to improve efficiency of cost in this area There is further discussion with NCPHN and GP's in relation to funding Discussion in relation to mental health and the Your Say Survey. Noted also issues in relation to clinical variation and unplanned readmissions Further strategic discussion in relation to providing services of care in the increasing aging population The above items will be included in future Strategic Discussion workshops The question of quality is ever present in formulating the way forward. <p>Resolution: That the MNCLHD Governing Board note the information contained in the presentations.</p> <p>CONFIRMED</p>				
C Minutes of Governing Board					
Item 2	2.1	Minutes of previous Meeting - 9 September 2015 Confidential File Note Item 5.2	For Endorsement	Chair	2.1 2.1a
		Resolution: That the Minutes of the Governing Board's meeting of 12 August 2015 be confirmed as a true and accurate record.			
		CONFIRMED			
D Business Arising					
Item 3	Action Table and follow up				
	3.1	Action Table <ul style="list-style-type: none"> Item: Fire Break Protection - email 	For Noting	Chair	3.1 3.1a
		Resolution: That the Governing Board receive and note the information provided in Item 3.			
		CONFIRMED			
ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
E Chief Executive's Report					
Item 4	4.1	Chief Executive's Report for July 2015	For Discussion		4.1
		<ul style="list-style-type: none"> Noted that further discussion is required in relation staffing of Bellingen and Macksville Hospitals The issue of the GP self-support could be of growing concern Further discussion is also required in relation to services for patients from outside the MNCLHD. In this regard issues relating to Grafton and the question of replanning ophthalmology (eyes) were discussed in some detail The Board supported the CE's proposition that further dialogue with the northern region be deferred pending clarification of outstanding issues. 			
	4.2	Chief Executive's Key Performance Indicator Report	For Discussion		4.2
		Resolution: That the Governing Board receive and note the information provided in Item 4.			
		CONFIRMED			
F Strategic Matters for discussion and/or endorsement					
	Standing items				
	5.1	Budget:	No Items	Chair	

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ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
Other items				
5.2	Confidential Item. Board members only	For Discussion	Chair	
In camera – refer to Confidential File note 5.2				
Resolution: That the Governing Board note the discussion.				
CONFIRMED				
5.3	Brief: Implementation of Service Check Register requirements <ul style="list-style-type: none"> Process: SCR 	For Endorsement	Chair	5.3 5.3a
Resolution: That the Governing Board note the advice and information and also that SET will closely monitor investigations to improve reporting of risk assessment.				
CONFIRMED				
5.4	Clinical Engagement Strategy – Feedback Opportunity	For Discussion	Chair	5.4
<ul style="list-style-type: none"> The Board wishes to be kept abreast of developments in this regard. 				
Resolution: That the Governing Board note the Clinical Engagement Framework tabled for the Board's information.				
CONFIRMED				
5.5	Brief: Quarterly Submission of MNCLHD Registers <ul style="list-style-type: none"> Conflicts of Interest Declarations Gifts and Benefits 	For Noting	Chair	5.5
Resolution: That the Governing Board note the registers.				
CONFIRMED				
5.6	Proposed Dates for Governing Board meetings 2016	For Endorsement	Chair	5.6
Resolution: That the Governing Board review and approve the meeting scheduled for 2016.				
CONFIRMED				
5.7	Brief: Your Say Survey Results	For Discussion and Noting	Chair	5.7
<ul style="list-style-type: none"> The Your Say Survey Results were discussed in some details by the Board, noting in particular some results that tended to suggest problems in the culture of the organisation The Board is keen to be kept abreast of considerations through the Executive in relation to expected improvements The potential impact of the car park at CHHC was noted. 				
Resolution: That the Governing Board seeks further information through the Executive in relation to pursuing issues raised in the Survey.				
CONFIRMED				
5.8	Brief: MNCLHD Culture and Wellbeing Fund <ul style="list-style-type: none"> Culture and Wellbeing Fund Draft Guidelines Culture and Wellbeing Fund Application Form 	For Discussion and Endorsement	Chair	5.8 5.8a 5.8b
<ul style="list-style-type: none"> There is to be an 'outcomes' focused strategy put in place in relation to this and provided to the Board. 				
Resolution: That the Governing Board endorse the governance model for the Mid North Coast Local Health District Culture and Wellbeing Fund, to be implemented in the financial year 2015/2016.				
CONFIRMED				
5.9	Brief: Mental Health Clinical Services Plan Addendum <ul style="list-style-type: none"> Mental Health Clinical Services Plan Addendum 	For Discussion and Endorsement		5.9 5.9a

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	Resolution: That the Governing Board endorse the Mid North Coast Mental Health Clinical Services Plan Addendum 2015. CONFIRMED				
	5.10	Confidential Item. Board members only	For Noting	CE	-
	In camera – refer to Confidential File note 5.2				
	Resolution: That the Governing Board note the discussion. CONFIRMED				
G Directorate Updates					
Item 6	Directorate Updates				
	6.1	Mental Health & Drug and Alcohol	For Noting		6.1
	6.2	Allied Health & Integrated Care <ul style="list-style-type: none"> Brief: Palliative Care service enhancement Issues paper: Child Protection Service – current status for MNCLHD Issues Paper: Out of Home Care – MNCLHD 	For Noting		6.2
			For Noting		6.2a
			For Noting		6.2b
			For Noting		6.2c
	6.3	Public Health <ul style="list-style-type: none"> Research – Project Update 	For Noting		6.3 6.3a
	6.4	Aboriginal Health & Primary Partnerships	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 and Asset Management <ul style="list-style-type: none"> Procurement Advisory Board update 	For Noting		6.7
			For Noting		6.7a
	6.8	Communications & Strategic Relations	For Noting		6.8
6.9	Coffs Clinical Network Report	For Noting		6.9	
6.10	Hastings Macleay Clinical Network Report	Nil 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	Endorsed Minutes of Meeting - 25 August 2015	For noting		7.1
	7.2	Chair – Summary	For Discussion		7.2
	Health Care Quality Committee				
	7.3	Confirmed Minutes of Meeting – 27 July 2015 <ul style="list-style-type: none"> HCQC Data Report Summary 	For Noting		7.3 7.3a
			For Discussion		7.4
	7.4	Chair – Summary of August meeting	For Discussion		7.4
	MDAAC				
	7.5	Confirmed Minutes of Meeting – 13 August 2015	For Noting		7.5
7.6	VMO/VDO reappointments timetable 2018-2023	For Noting		7.6	
<ul style="list-style-type: none"> The Chair of MDAAC raised the issue of staggered appointments and objections that have been raised in this regard 					

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<ul style="list-style-type: none"> The Board confirmed its desire to have the best possible timetable in place and asked the Chair to continue his work in this regard. 				
7.7	Chair – Summary of August meeting	For Discussion		7.7
Workforce, Health & Safety Committee				
7.8	Confirmed Minutes of Meeting – 15 June 2015	For Noting		7.8
7.9	Chair – Summary	For Discussion		-
Health Services Development & Innovation Committee				
7.10	Draft Minutes of Meeting	No Items		-
7.11	Chair – Summary	No Items		7.11
Close the Gap Committee				
7.13	Draft Minutes of meeting	No items		-
7.14	Chair – Summary <ul style="list-style-type: none"> Brief: MNC Aboriginal Health Plan MNC Aboriginal Health Plan January to June 2015 	For Discussion		7.14 7.14a 7.14b
Community Engagement Committee				
7.15	Endorsed Minutes of Meeting – 31 August 2015	For Noting		7.15
7.16	Community Reference Group	No items		-
7.17	Community Connections	No items		-
7.18	Chair – Summary	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 <ul style="list-style-type: none"> RI 15 / 439 	For Noting	Chair	9.1 9.1a
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	Email: Message from the Chief Executive 28/9/15		Chair	10.1
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	-
Resolution: That the Governing Board receive and note the information provided in Item 11.				
11.2 CHHC Par Park				
Write letter of congratulations to Naomi Laing for the successful implementation of the paid parking at CHHC				

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ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
	11.3 CE – Waiting Times for Surgery			
	<ul style="list-style-type: none"> The Board noted that the District is meeting its targets but waiting times could be further improved. Funding to pursue this has been allocated in the 2015/16 budget Outcomes in this regard are important in the way we go forward as a District. 			
M Upcoming visits and events				
Item 12	2015			
	Board Meeting – 11 November (CHHC)			
	Annual Public meeting – 2 December (Port Macquarie)			
	Board Meeting – 9 December (PMBH) and dinner			
There being no further business the meeting closed at 6.35pm				