

MEETING MINUTES

Wednesday, 8 October 2014

Commencing 3:00pm

Strategic Focus – CE Update

Bellinger River District Hospital

& 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), Neville Parsons (NParsons), Neil Porter (NPorter), David Kennedy (DK), Jo Sutherland (JS), Janine Reed (JReed), Jan Ryan (JRyan), John Barrett (JB), Elizabeth Ruthnam (ER) | | For Noting | Chair | |
| Apologies: Nil | | For Noting | Chair | |
| In Attendance: Stewart Dowrick (SD), Vanessa Edwards (VE), Mary Malouf (MM) | | For Noting | Chair | |
| Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <u>Continuing:</u> | | For Noting | Chair | |
| <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. • Janine Reed – Nambucca Valley Care. • Elizabeth Ruthnam in relation to Baringa Private Hospital. • Elizabeth Ruthnam – (October 2014 meeting only) regarding revenue from private patient and public / private partnerships re radiation. | | | | |
| B Presentations | | | | |
| Item 1 | Presentations/Guests | | | |
| | 1.1 | Patient Story: BRDH | For discussion | |
| <p>Jennifer Gerdes, Acting NUM Sub-Acute Unit presented the Patient Story</p> <p>A sick self employed builder had previously been diagnosed with bowel cancer. He had had extensive surgery 15 years earlier. His wife subsequently also had bowel cancer and passed away.</p> <p>Patient had had a fall and broken his hip. This required surgery and a screw in his hip.</p> <p>At this time the patient was diagnosed with a chronic infection of his pelvic bone and a bone disease in his pelvis.</p> <p>The patient was subsequently admitted as a palliative patient to Bellinger Hospital to pass away.</p> <p>During his time there he stated that he felt cared for, safe, respected and very well cared for.</p> <p>The patient proceeded to make a complete recovery and return to his home. He felt that this was due to the care he received and this contributing to his wellbeing and overall attitude to his health.</p> <p>Action Item: 1. Promote the opportunities to remain in CHHC for possibly palliative patients and this be made into a video to promote the system.</p> <p>2. The Chair is to write to the presenter of each Patient Story to thank them for making the presentation at the Board Meeting.</p> | | | | |

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| <p>Resolution: That the Governing Board endorse/note the information provided in Item 1.</p> <p>The Chair noted the success of the morning tea held at Bellingen today and the successful hand over of \$48000 to the CE being funds raised from the Bellingen community.</p> | | | | | |
| C Minutes of Governing Board | | | | | |
| Item 2 | 2.1 | Minutes of previous Meeting - 10 September 2014 | For Endorsement | Chair | 2.1 |
| | <p>Resolution: That the Minutes of the Governing Board's meeting of 10 September 2014 be confirmed as a true and accurate record.</p> | | | | |
| D Business Arising | | | | | |
| Item 3 | Action Table and follow up | | | | |
| | 3.1 | Action Table (to be provided to next meeting) | For Noting | | |
| | <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) | For Discussion | | 4.1 |
| | 4.2 | Chief Executive's Traffic Light Report | For Noting | | 4.2 |
| | 4.3 | Chief Executive's Performance Indicator Report | No Items | | - |
| | <ul style="list-style-type: none"> The petition, along with a letter from Gerard Hayes of the HSU were tabled. Discussion in relation to radiology arrangements at Port Macquarie/Kempsey. It was noted that discussions were planned with the affected staff and that a full report would be submitted to the Board. <p>Action Item: Seek a report from the CE regarding the matters raised for consideration at the November Board Meeting.</p> <ul style="list-style-type: none"> Noted CE's position on the HUB Research Council. Communications relating to the terrorism alert as were the actions taken by the District in response to this issue. Noted that the upgrade of PMBH is continuing. It is proposed that this will be completed in November 2014. Discussion regarding the proposed car park for CHHC and the costing impacts to staff. The issue of cash reserves was discussed, noting the ongoing increase in available cash. The Board further noted that this growth is essential in the context of their replacement of aging assets and the ongoing need for new assets to support the delivery of health services in the District. The Chair recommended that members of the Finance Committee review the budget situation and advise the Board, at the November Meeting, where we are heading in terms of the budget. This was agreed by the Board and the Chair of the Finance Committee. Concerns were expressed regarding the lack of certainty in our overall financial position. It was also noted that the lead indicators were generally supportive of a stable position. NParsons noted however, in relation to the finance situation, that MNCLHD is growing cash and we are consistently working towards being in a position ourselves to be able to benchmark the two networks. NParsons confirmed for the Chair that the end of September quarter results will be presented to the November Board Meeting. General discussion took place in relation to the other reports included with the Agenda. <p>Action Items: 1. Requested a presentation to the board in relation to the upgrading of the IT system currently used. This is to include a timetable regarding the implementation.</p> | | | | |

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| <p><i>2. The members of the finance committee are to meet with members of the Board and advise where the budget situation is up to and provide a recommendation on the way forward.</i></p> <p><i>3. A report is to be presented to Board in relation to staffing resources and the subsequent funding impacts.</i></p> <p><i>4. The issue of the increase in terrorism alert is to be added to the developing Risk Register. This is also to be referred to the Audit and Risk Committee.</i></p> <p>Resolution: 1. That the Governing Board receive and note the information provided in Item 4.</p> | | | | |
| F Strategic Matters for discussion and/or endorsement | | | | |
| Item 5 | Standing Items | | | |
| | 5.1 | Budget | No Items | Chair |
| | Resolution: That the Governing Board note items raised for discussion. | | | |
| | Other items | | | |
| | 5.2 | National Terrorism Alert – Brief National terrorism alert advice for staff | For Noting | 5.2 5.2a |
| | Resolution: That the Governing Board note the advice. | | | |
| | 5.3 | Capacity Assessment Project: Activity Based Funding Component | For Noting | Chair 5.3 |
| | Resolution: That the Governing Board note the information. | | | |
| | 5.4 | MNCLHD Action Plan for NSW Organ and tissue Donation Service | For Endorsement | Chair 5.4 5.4a |
| | <ul style="list-style-type: none"> Chair noted the results of NSW results in relation to Organ Donation. Also noted was the performance of the MNCLHD in relation to this. Noted the referral of a video on the results to the Organ and Tissue Donation Committee for information. Noted that the Action Plan (included with this Agenda) is to be submitted to the Organ and Tissue Donation Committee for information. | | | |
| | Resolution: That the Governing Board endorse the attached Action Plan. | | | |
| | 5.5 | Performance Agreement | For Discussion | Chair - |
| | Resolution: That the Governing Board note the receipt of the Performance Agreement of the CE. | | | |
| | 5.6 | Meeting of Chairs | For Discussion | Chair - |
| | Resolution: That the Governing Board note information provided by the Chair. | | | |
| | 5.7 | KDH Medical Imaging (LATE PAPER electronic copy only) | For Discussion/ Endorsement | Chair 5.7 |
| Resolution: That the Governing Board note the option analysis and proposed next steps as detailed. | | | | |
| 5.8 | Integrated Care Submission (LATE PAPER electronic copy only) | For Discussion | Chair 5.8 5.8a 5.8b 5.8c | |
| <ul style="list-style-type: none"> Approved for reference to Ministry. | | | | |
| Resolution: That the Governing Board note the submission content for Integrated Care. | | | | |
| G Directorate Updates | | | | |
| Item 6 | Directorate Updates | | | |

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|---|--|-----------------|----------|---|
| 6.1 | Mental Health & Drug and Alcohol <ul style="list-style-type: none"> The Board discussed the issue of available resources in Mental Health and in particular the outcomes of the discharge of patients from the unsatisfactory Acute Care Mental Health Ward, and outcomes. | For Noting | | 6.1 |
| 6.2 | Allied Health & Hosted Clinical Services <ul style="list-style-type: none"> RBCO Performance Report RBCO Report – Appendices (e-copy only) | For Noting | | 6.2 6.2a 6.2b |
| 6.3 | Public Health | For Noting | | 6.3 |
| 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 Brief: Awards Expo and Awards Evening | For Noting | | 6.6 6.6a |
| 6.7 | Financial Operations | For Noting | | 6.7 |
| 6.8 | Executive Support & Strategic Relations | For Noting | | 6.8 |
| <ul style="list-style-type: none"> VE provided an update on Executive Support and Strategic Relations Noted the proposed date/s and venue for the APM <p>Resolution: That the Governing Board receive and note the information provided in Item 6.</p> | | | | |
| H Recommendations from Governance Committees | | | | |
| Item 7 | Finance and Performance Committee | | | |
| 7.1 | Confirmed Minutes of Meeting - August 2014 | No Items | | 7.1 |
| 7.2 | Chair – Summary (late paper TO BE TABLED) | For Noting | | 7.2 |
| Health Care Quality Committee (to be submitted to next meeting) | | | | |
| 7.3 | Minutes of Meeting | No items | | |
| 7.4 | Chair – Summary July <ul style="list-style-type: none"> JS noted that the September report will be tabled with the next Board Meeting documents. JS further noted that further discussion in relation to unplanned admissions will be undertaken at subsequent meetings. | No items | | |
| MDAAC | | | | |
| 7.5 | Minutes of Meeting – 14 August 2014 | For Noting | | 7.5 |
| 7.6 | MDAAC Recommendations, Approval & Critical Action Compliance Declarations | No Items | | |
| 7.7 | Chair – Summary <ul style="list-style-type: none"> Report on non-medical credentialing | For Noting | | 7.7 7.7a |
| Workforce, Health & Safety Committee (to be submitted to next meeting) | | | | |
| 7.8 | Minutes of Meeting | No Items | | |
| 7.9 | Chair – Summary | No Items | | |

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| Health Services Development & Innovation Committee (to be submitted to next meeting) | | | | |
| 7.10 | Minutes of Meeting | No items | | |
| 7.11 | Chair – Summary Notice of resignation – Jo Sutherland | For Noting | | |
| Close the Gap Committee (next meeting 4 November) | | | | |
| 7.13 | Minutes of meeting | No items | | - |
| 7.14 | Chair – Summary | No items | | - |
| Community Engagement Committee | | | | |
| 7.15 | Confirmed Minutes of Meeting - August 2014 | For Noting | | 7.15 |
| 7.16 | Community Reference Group | For Noting | | |
| 7.17 | Community Connections Report – August PMQ NCCI Community Connections Report – September CHHC MHU | For Noting | | 7.17 7.17a |
| 7.18 | Chair – Summary | For Noting | | 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 – Food in NSW Hospitals | For Noting | 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. | | | | |
| M Upcoming visits and events | | | | |
| Item 12 | 2014 | | | |
| | Official Opening of Port Macquarie Base Hospital Expansion Project (awaiting final confirmation 24 October) | | | |
| | Board meeting – 12 November (Port Macquarie Base Hospital) | | | |
| | Board meeting – 10 December (Coffs Harbour Health Campus) – Barry Shepherd, Chair Audit & Risk | | | |
| There being no further business the meeting closed at 5.55pm | | | | |