

# MEETING MINUTES (confirmed)

Wednesday, 11 November 2015

Commencing 3.00pm

*Strategic Focus: HealthShare*

**CHHC**

& Videoconference: PMCHC, MNCCI

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
<b>A Attendance and Declarations</b>				
<u>Welcome:</u> Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Janine Reed (JReed), Neville Parsons (NParsons), John Barrett (JB), Jan Ryan (JRyan), Elizabeth Ruthnam (ER), Stephen Begbie (SB), Jo Sutherland (JS), Gail Whiteford (GW)		For Noting	Chair	
Apologies: David Kennedy (DK)		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Lynn Lelean (LL), Vanessa Edwards (VE), Dan Hunter, HealthShare (Items 1.1 and 1.2), Theresa Beswick (TB) (Items 1.1 and 1.2), Alan Tankel (AT)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: • As per previous declarations. Quarterly submission of Register due Dec		For Noting	Chair	
<b>B Presentations</b>				
<p>The Chair congratulated the Mid North Coast Local Health District Chief Executive Stewart Dowrick who was among the winners at the University of Newcastle's 2015 Alumni Awards, taking home the coveted Regional Leadership.</p> <p>The award for Regional Leadership is presented to a graduate who has achieved outstanding success and made a significant contribution as a leader in business, commerce, industry or public service and where leadership is demonstrated in locality or region.</p>				
<b>Item 1</b>	<b>Presentations/Guests</b>			
	1.1	<b>Patient Story:</b> Theresa Beswick	For discussion	Chair
	<ul style="list-style-type: none"> <li>• Current patient – female, late 70s with high blood pressure and heart monitor.</li> <li>• Presented to ED with dizzy spells . She had various visits to her GP before being referred to the hospital.</li> <li>• As she had been unable to secure an early appointment with a heart specialist she visited the heart failure nurse at CHHC who thought she may be able to secure an appointment for our patient – this was unsuccessful.</li> <li>• Noted that she was in a 4 bedroom ward with 3 males..</li> <li>• Patient said that the nurses were very caring.</li> <li>• Ward was noisy of an evening and you could hear nursing staff talking.</li> <li>• Noted that there have been other reports of noise on wards from patients. This includes patients who are confused calling out and agitated, banging in store rooms etc. This can cause some patients to feel unsafe.</li> <li>• Noted that a policy has now come from Ministry of Health in respect to gender beds. Patients will only be placed in a mixed gender ward if there are no other options available and this is to be corrected at the earliest possible opportunity.</li> </ul> <p><u>Action</u> - engage with PHN providers to identify needs and better support integrated care.</p>			
1.2	<b>Strategic Discussion:</b> HealthShare NSW – Dan Hunter CE	For discussion	Chair	<a href="#">1.2</a>

ITEM / DESCRIPTION			ACTION REQUIRED	CARRIAGE	ATT No.
					<a href="#">1.2a</a>
		<ul style="list-style-type: none"> <li>Dan Hunter provided information on HealthShare and the work being undertaken.</li> <li>Noted that MNCLHD is a large customer of HealthShare and takes up a considerable amount of our budget.</li> <li>Dan Hunter noted the upcoming challenges for HealthShare.</li> <li>It was noted that an improvement on the food provided to patients at the hospital is being considered with other suppliers being investigated.</li> <li>It was further noted that Dan Hunter will provide annual updates to the Board from HealthShare.</li> </ul>			
		<b>Resolution:</b> That the MNCLHD Governing Board note the information contained in the presentations.			
<b>C Minutes of Governing Board</b>					
Item 2	2.1	Minutes of previous Meeting - 14 October 2015 Confidential File Note Item 5.2	For Endorsement	Chair	<a href="#">2.1</a> <a href="#">2.1a</a>
	<b>Resolution:</b> That the Minutes of the Governing Board's meeting of 12 August 2015 be confirmed as a true and accurate record.				
<b>D Business Arising</b>					
Item 3	<b>Action Table and follow up</b>				
	3.1	Action Table	For Noting	Chair	<a href="#">3.1</a>
<b>Resolution:</b> That the Governing Board note the update.					
ITEM / DESCRIPTION			ACTION REQUIRED	CARRIAGE	ATT No.
<b>E Chief Executive's Report</b>					
Item 4	4.1	Chief Executive's Report	For Discussion		<a href="#">4.1</a>
	4.2	Chief Executive's Key Performance Indicator Report	For Discussion		<a href="#">4.2</a>
		<ul style="list-style-type: none"> <li>The CE presented his report which was provided with the Agenda.</li> <li>Noted that SD has spoken to the mayor of Nambucca Shire in relation to some issues associated the capital development of the Macksville District Hospital. The invitation to attend a meeting of Council was noted and the approach adopted by the CE in this matter was endorsed.</li> <li>Noted that a decision has been made to hold the Quality Awards in Coffs Harbour as currently there are no suitable venues in Port Macquarie as many are undergoing refurbishment.</li> <li>It was further noted that following next year's awards the event will be alternated between Coffs Harbour and Port Macquarie.</li> </ul>			
		<b>Action</b> - SD noted that appreciation was expressed toward Bronwyn Chalker (Acting as CE for three months) for her work putting the executive / governing board workshop together and the success of the event. The Board also congratulated all staff involved in making this a success.			
		<b>Action</b> - Seek further advice in relation to the recommendations with the clinicians on site.			
		<b>Resolution:</b> 1. That the Governing Board receive and note the information provided in Item 4.			
<b>F Strategic Matters for discussion and/or endorsement</b>					
	<b>Standing items</b>				
	5.1	Budget:	No Items	Chair	
	<b>Resolution:</b>				
	<b>Other items</b>				
	5.2	Brief: Project Governance Structure proposed by Health Infrastructure for the expansion of the PMBH Mental Health	For Discussion	Chair	<a href="#">5.2</a>

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
	Inpatient Unit.			
<b>Resolution: That the Governing Board endorse the Project Governance Structure proposed by Health Infrastructure for the expansion of the PMBH Mental Health Inpatient Unit</b>				
5.3	White Ribbon Day – Workplace Accreditation program	For Discussion	CE	<a href="#">5.3</a>
<b>Resolution: That the Governing Board endorse the proposed participation of MNCLDH in the program</b>				
5.4	MNCLHD NSW Health State Awards	For Discussion	Chair	<a href="#">5.4</a>
<b>Resolution: That the Governing Board provide formal congratulations to all members of the successful teams.</b>				
5.5	NSW Making it Happen - State Priorities and Election Commitments	For Discussion	Chair	<a href="#">5.5</a> <a href="#">5.5a</a>
<b>Resolution: That the Governing Board note the discussion.</b>				
5.6	Proposed Dates for Governing Board meetings 2016 Revised and Final	For Noting	Chair	<a href="#">5.6</a>
<b>Resolution: That the Governing Board note the final dates.</b>				
5.7	Closing the Gap – Summit (Feedback)	For Discussion	Chair	-
<b>Resolution: That the Governing Board note the discussion and to congratulate all involved in a very successful day.</b>				
5.8	Joint Meeting with Primary Health Network	For Discussion	Chair	-
<b>Resolution: That the Governing Board note the discussion.</b>				
<b>G Directorate Updates</b>				
<b>Item 6</b>	<b>Directorate Updates</b>			
6.1	Mental Health & Drug and Alcohol	For Noting		<a href="#">6.1</a>
<ul style="list-style-type: none"> <li>AT noted that the data being reported is currently only 50% complete. This is an ongoing challenge to improve.</li> </ul>				
6.2	Allied Health & Integrated Care	For Noting		<a href="#">6.2</a>
6.3	Public Health <ul style="list-style-type: none"> <li>Research – Project Update</li> </ul>	For Noting		<a href="#">6.3</a> <a href="#">6.3a</a>
6.4	Aboriginal Health & Primary Partnerships	For Noting		<a href="#">6.4</a>
6.5	Nursing, Midwifery & Workforce	For Noting		<a href="#">6.5</a>
6.6	Clinical Governance & Information Services	For Noting		<a href="#">6.6</a>
6.7	Financial Operations and Asset Management	For Noting		<a href="#">6.7</a>
6.8	Communications & Strategic Relations	For Noting		<a href="#">6.8</a>
6.9	Coffs Clinical Network Report	For Noting		<a href="#">6.9</a>
6.10	Hastings Macleay Clinical Network Report (report to be provided in December)	Nil Items		-
<b>Resolution: That the Governing Board receive and note the information provided in Item 6.</b>				
<b>H Recommendations from Governance Committees</b>				
<b>Item 7</b>	<b>Finance and Performance Committee</b>			
7.1	Endorsed Minutes of Meeting	For noting		<a href="#">7.1</a>

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	Endorsed Minutes of Meeting			<a href="#">7.1a</a>
7.2	Chair – Summary	For Discussion		<a href="#">7.2</a>
<b>Health Care Quality Committee</b>				
7.3	Confirmed Minutes of Meeting <ul style="list-style-type: none"> <li>HCQC Data Report Summary</li> </ul>	For Noting		<a href="#">7.3</a> <a href="#">7.3a</a>
7.4	Chair – Summary of September meeting	For Discussion		<a href="#">7.4</a>
	<ul style="list-style-type: none"> <li>Note to SD the importance of having DCS's and the current risk of not having these positions adequately filled.</li> <li>The Board noted some of the reasons (as viewed by AT) that filling these positions is so difficult.</li> </ul> <p><b>Action: Advice to be sought from CE regarding options for filling these positions.</b></p>			
<b>MDAAC</b> (Noting these were late papers at October meeting but Chair Summary was held over for discussion)				
7.5	Confirmed Minutes of Meeting (NB was submitted as late item at October meeting)	Nil Items		
7.6	VMO/VDO reappointments timetable 2018-2023 (NB was submitted as late item at October meeting)	Nil Items		
7.7	Chair – Summary of October meeting	For Discussion		<a href="#">7.7</a>
	The Board noted issues relating to the timing of contract renewals and agreed to seek further advice in relation to this issue through MDAAC.			
<b>Workforce, Health &amp; Safety Committee</b>				
7.8	Confirmed Minutes of Meeting	For Noting		<a href="#">7.8</a>
7.9	Chair – Summary	For Discussion		-
<b>Health Services Development &amp; Innovation Committee</b>				
7.10	Draft Minutes of Meeting –	No Items		-
7.11	Chair – Summary	For Discussion		<a href="#">7.11</a>
<b>Close the Gap Committee</b>				
7.13	Draft Minutes of meeting	No items		-
7.14	Chair – Summary Attachment 1 – Report Card (September 2015 Qtr)	For Discussion		7.14 7.14a
<b>Community Engagement Committee</b>				
7.15	Endorsed Minutes of Meeting	No Items		<a href="#">7.15</a>
7.16	Community Reference Group	No items		-
7.17	Community Connections	No items		-
7.18	Chair – Summary	For Discussion		<a href="#">7.18</a>
	<ul style="list-style-type: none"> <li>JRyan noted the challenges and difficulties associated with remote participation from Ballina in the work of the Community Engagement Committee. Although it was really important that the PHN be part of the overall process and be a partner in this, local representation was an important component in future processes.</li> <li>The Board noted the work that had been undertaken by the Community Engagement Committee and agreed that the overall functioning be further discussed with the PHN.</li> </ul>			
<b>Resolution: That the Governing Board receive and note the information provided in Item 7.</b>				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
<b>I (Item 8) Workplace Culture Action Plan (No Items)</b>					
<b>J Quality &amp; Safety</b>					
<b>Item 9</b>	<b>RCA Reporting</b>				
	9.1	RCA Summary report	For Noting	Chair	<a href="#">9.1</a>
	<b>Resolution: That the Governing Board receive and note the information provided in Item 9.</b>				
<b>K (Item 10) For Information of the Board (Discussion by exception)</b>					
<b>Item 10</b>	<b>Correspondence</b>				
	10.1	Letter: CE to Karen Crawshaw – Implementation of the NSW Health Aboriginal Workforce Strategic Framework 2011-2015	CE	Chair	<a href="#">10.1</a>
	<b>Resolution: That the Governing Board receive and note the information provided in Item 10.</b>				
<b>L General Business</b>					
<b>Item 11</b>	<b>General Business &amp; Questions on Notice</b>				
	11.1	Confidentiality (Standing item)	For Noting	Chair	-
	11.2	Bacchus Marsh Hospital	For Discussion	Chair	<a href="#">11.2</a>
	<ul style="list-style-type: none"> <li>Note the discussion in relation to concerns about the procedures in the health service and the reporting of negligence (non-reporting) amongst peers and the risk of not knowing if negligent actions/practices are currently being undertaken.</li> </ul> <p><b>Action: Approach CEC in relation to process in relation to the incidences of Bacchus March.</b>  <b>Action: Write to the Vic Health Board to ask for advice on what we should be looking for.</b>  <b>Action: Consolidate discussion in relation to permanent DCS's in the LHD.</b></p>				
	<b>Resolution: That the Governing Board receive and note the information provided in Item 11.</b>				
<b>M Upcoming visits and events</b>					
<b>Item 12</b>	<b>2015</b>				
	<b>Annual Public meeting – 2 December (Port Macquarie)</b>				
	<b>Board Meeting – 9 December (PMBH) and dinner</b>				
<b>There being no further business the meeting closed at 6.10pm</b>					