

**MEETING MINUTES**

**Wednesday, 12 November 2014**

**Commencing 3:00pm**

*Strategic Focus – Organisational Preparedness*

**Port Macquarie Base Hospital – Conference Room**

& Videoconference: CHHC ED020, Lismore - Mental Health

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
<b>A Attendance and Declarations</b>				
<u>Welcome:</u> Warren Grimshaw, Chair.				
Present: Warren Grimshaw Chair (WG), Stephen Begbie (SB), Richard Buss (RB), David Kennedy (DK), Neville Parsons (NParsons)(from item 1.2), Neil Porter (NPorter), Janine Reed (JReed), Jan Ryan (JRyan), John Barrett (JB), Elizabeth Ruthnam (ER)		For Noting	Chair	
Apologies: Jo Sutherland (Nov-Dec meetings), John Roberts (Chair of MSC, Port Macquarie)		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Vanessa Edwards, (VE)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <ul style="list-style-type: none"> <li>• RBuss declared conflict of interest regarding Medicare Local discussions.</li> </ul> <u>Continuing:</u> <ul style="list-style-type: none"> <li>• Neville Parsons in relation to possible Credit Union Investment/s.</li> <li>• Richard Buss in relation to ICT review for both NNSW and MNCLHDs and Aboriginal Mental Health.</li> <li>• Janine Reed in relation to Nambucca Valley Care.</li> <li>• Neil Porter in relation to employment with HCCU.</li> <li>• Elizabeth Ruthnam in relation to Baringa Private Hospital.</li> </ul>		For Noting	Chair	
Chair noted the successful launch of the MNC Aboriginal Health Accord and the MNC Aboriginal Health Plan. <i>Action Item: Chair to write to managers and congratulate them on the progress of the MNC Aboriginal Health Accord and the MNC Aboriginal Health Plan.</i>				
<b>B Presentations</b>				
<b>Item 1</b>	<b>Presentations/Guests</b>			
	1.1	Patient Story: Transport for Renal patient Julie Dodds, Area Manager Transport Services	For discussion	Chair
Julie Dodds, Area Manager Transport Services presented the Patient Story and noted the high frequency of renal failure amongst the Aboriginal population. The patient was an Aboriginal gentlemen from Frederickton who travels to Port Macquarie for dialysis. This has been underway for the past 4 years. Each treatment takes 5 hours and is required 3 times each week. Travel is approximately 50 mins each way. MNCLHD is one of the few health districts that provide renal dialysis transport. Providing transport is considered a vital part of the treatment as many patients cannot afford the fuel to attend treatment and are often too tired to drive following treatment. Noted the support patients receive and provide to each other during the transportation to and from treatment.				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
1.2	Presentation: Organisational Preparedness – Ebola Paul Corben, Director North Coast Public Health	For discussion	Chair	<a href="#">1.2</a> <a href="#">1.2a</a>
<ul style="list-style-type: none"> <li>Noted the major countries currently affected by the Ebola virus in Africa.</li> <li>Information was relayed in relation to National and State response systems in place.</li> <li>Patient Risk Assessments are now displayed and in practice in all Hospital Emergency Departments.</li> <li>The Board noted the very low risk of Ebola infection within MNCLHD.</li> <li>Ongoing training is underway in relation to the correct application and removal of PPE.</li> <li>The Board noted their satisfaction that appropriate processes are in place in relation to any risk of an Ebola case presenting and any of the locations within the MNCLHD.</li> </ul>				
<b>Resolution:</b> That the Governing Board endorse/note the information provided in Item 1.				
<b>C Minutes of Governing Board</b>				
Item 2	2.1 Minutes of previous Meeting - 8 October 2014	For Endorsement	Chair	<a href="#">2.1</a>
<b>Resolution:</b> With an amendment to Action Item 1 of 1.1, that the Minutes of the Governing Board's meeting of 8 October 2014 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		<a href="#">3.1</a>
<b>Resolution:</b> That the Governing Board note the updates.				
<b>E Chief Executive's Report</b>				
Item 4	4.1 Chief Executive's Report for October 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 (September)	For Noting		<a href="#">4.3</a>
<p><b>Action Item: Note to Mary Foley – Research</b>  <b>Further explore the options for Performance Reviews across the Board, noting the opportunities / examples currently available.</b></p> <p>Macksville Hospital – Noted that options for redevelopment are being investigated with a view to funding of an appropriate upgrade of the facility. Funding, while promising, is not final.  Noted the charges for parking as released in the newspaper.  Noted that revenue targets are a key strategic issue from Board perspective.  Noted that hospital food was still a matter of concern by many.  Noted the comments made in relation to NSW Ageing Strategy –in particular JReed's comments in relation to her concerns regarding standards of care.  <b>MNCLHD Performance</b> - Noted that we are behind target but that remedial action is in place.  <b>Action Item: CE to continue his efforts to enhance our position regarding surgery performance, particularly for categories 2 and 3.</b></p> <p>In this regard the Board noted the particular difficulties caused by the transition to the new facilities at Port Macquarie. The particular strategies outlined by the CE in addressing this issue were also noted.  Need to review the process / priority of recommending projects for state awards.  The Board noted the information presented in the CE report.</p>				
<b>Resolution:</b> That the Governing Board receive and note the information provided in Item 4.				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
<b>F Strategic Matters for discussion and/or endorsement</b>					
<b>Item 5</b>	<b>Standing Items</b>				
	5.1	Budget	No Items	Chair	
	<b>Other items</b>				
	5.2	Brief: Annual Public Meeting – 26 November 2014	For Noting	<a href="#">5.2</a>	
	<b>Resolution: That the Governing Board noted the date and time of the APM.</b>				
	5.3	Brief: Strategic Planning Session (21 January 2015) – identify priorities for Agenda	For Discussion	Chair	<a href="#">5.3</a>
	Some brief discussion regarding topics for the Strategic Planning Session and the allocation of time/prioritising of topics. Noted that Patient Centered Care is separate from community involvement. The Board agreed for Sue Carter to again be the facilitator of the Session. <b>Action Item: Seek a report on each of the areas identified as priorities for the Planning Session. (VE)</b>				
	<b>Resolution: That the Governing Board noted the date and time of the Strategic Planning Session.</b>				
	5.4	Brief: Progress Plan for Smoke-Free workplace	For Endorsement	Chair	<a href="#">5.4</a>
	<b>Resolution: That the Governing Board:</b> <ol style="list-style-type: none"> <li>Approve the progress towards enforceable smoke-free campuses across MNCLHD</li> <li>Endorse establishment of a working group to develop an implementation plan with view to enactment of by-laws and associated actions in 2015.</li> <li>Agreed to the formation of a working group that would report its findings for consideration by the Board.</li> </ol>				
	5.5	Brief: CHHC Car Park Project – Proposed eligibility for concessional rates	For Endorsement	Chair	<a href="#">5.5</a>
	<b>Resolution: That the Governing Board endorse the proposed concession base.</b>				
	5.6	Brief: Audit Office of NSW Report – Excessive Overtime & Annual Leave Review	For Discussion	Chair	<a href="#">5.6</a>
	<b>Resolution: That the Governing Board That the Governing Board receive the information and note that:</b> <ol style="list-style-type: none"> <li>Directorate for a collated submission to the Ministry, and</li> <li>Directorates have been requested to review the data and provide strategies for management of excessive overtime / callbacks and annual leave.</li> <li>Data to be referred to the Finance Committee quarterly.</li> </ol>				
	5.7	Radiology Services at KDH – industrial action by HSU <ul style="list-style-type: none"> <li>Letter from Michael Kearns, Organiser HSU</li> <li>Brief</li> <li>Email for Danny Cameron – hearing outcome</li> <li>Opening address of hearing</li> </ul>	For Endorsement	Chair	<a href="#">5.7</a> <a href="#">5.7a</a> <a href="#">5.7b</a> <a href="#">5.7c</a>
	<b>Resolution: That the Governing Board note the information provided and the position of MNCLDH in relation to protest action by HSU.</b>				
	5.8	Governing Board meeting Scheduled for 2015	For Noting	Chair	<a href="#">5.8</a>
<b>Resolution: That the Governing Board note the schedule for 2015</b>					
5.9	Brief: Cancer Care – Reporting of Better Health Outcomes <ul style="list-style-type: none"> <li>Report &amp; Appendices (e-copy only)</li> </ul>	For Discussion	Chair	<a href="#">5.9</a> <a href="#">5.9a</a> <a href="#">5.9b</a>	
<b>Resolution: That the Governing Board note the Report.</b>					

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
	5.10 Medicare Local	For Discussion	Chair	-	
	<p>Noted that the boundaries for Districts have now been determined and MNCLHD remains in the North Coast area.</p> <p>Discussion in relation to NCML seeking support from the MNCLHD Governing Board in relation to their application during the tender process.</p> <p>It was noted that MNCLHD are not able to express a view in this regard.</p> <p>Discussion in relation to whether MNCLHD Board had an opinion as to whether Districts may now want to partner with other providers or remain with Medicare Local.</p> <p>Noted that the MNCLHD are keen to explore all options regarding potential providers.</p> <p><b>Resolution:</b> That the Governing Board explore all options in relation to identifying an appropriate service provider.</p>				
<b>G Directorate Updates</b>					
Item 6	<b>Directorate Updates</b>				
	6.1	Mental Health & Drug and Alcohol	For Noting	<a href="#">6.1</a>	
	6.2	Allied Health & Hosted Clinical Services	For Noting	<a href="#">6.2</a>	
	6.3	Public Health	For Noting	<a href="#">6.3</a>	
	6.4	Aboriginal Health & Primary Partnerships	For Noting	<a href="#">6.4</a>	
	6.5	Nursing, Midwifery & Workforce <ul style="list-style-type: none"> <li>Brief: Workers Compensation &amp;</li> <li>Workers Compensation Report</li> </ul>	For Noting	<a href="#">6.5</a> <a href="#">6.5a</a> <a href="#">6.5b</a>	
	<p>Noted concerns regarding the lack of availability of security after hours.</p> <p>Recommended that the CE investigate options into the provision of a more suitable service.</p>				
	6.6	Clinical Governance & Information Services	For Noting	<a href="#">6.6</a>	
	6.7	Financial Operations <ul style="list-style-type: none"> <li>Brief: Capital Works update</li> </ul>	For Noting	<a href="#">6.7</a> <a href="#">6.7a</a>	
	6.8	Executive Support & Strategic Relations	For Noting	<a href="#">6.8</a>	
	<p><b>Resolution:</b> That the Governing Board receive and note the information provided in Item 6.</p> <p><b>Action Item:</b> Board Members to note options for on line training and advise VE of their intentions to undertake training.</p>				
	<b>H Recommendations from Governance Committees</b>				
	Item 7	<b>Finance and Performance Committee</b>			
7.1		Confirmed Minutes of Meeting - 30 September 2014	No Items	<a href="#">7.1</a>	
7.2		Chair – Summary Narrative to MoH (e-Copy only – Excel Spreadsheet)	For Noting	<a href="#">7.2</a> <a href="#">7.2a</a>	
<p>Noted the overall progress of the budget, which on present indications, is favorable, however the issue of revenue targets is of continuing concern with little prospect, if any, of making significant progress in this regard.</p> <p>The Board noted the low SES of it's communities and the low participation in private health insurance.</p>					
<b>Health Care Quality Committee (meeting held 27/10)</b>					
7.3	Minutes of Meeting	No items			

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
7.4	Chair – Summary October	No items		<a href="#">7.4</a>
<b>MDAAC</b>				
7.5	Minutes of Meeting	For Noting		
7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations	For Noting		<a href="#">7.6</a>
7.7	Chair – Summary Report of Central West Specialist Physician	For Noting		<a href="#">7.7</a> <a href="#">7.7a</a>
Media reports regarding an on-call specialist in the Central West LHD (Orange) and potential implications for the MNCLHD were discussed.				
<b>Workforce, Health &amp; Safety Committee</b>				
7.8	Endorsed Minutes of Meeting: 15 September 2014 Draft Minutes of Meeting: 20 October 2014	No Items		<a href="#">7.8</a> <a href="#">7.8a</a>
7.9	Chair – Summary	No Items		<a href="#">7.9</a>
<b>Health Services Development &amp; Innovation Committee</b>				
7.10	Confirmed Minutes of Meeting – 14 August 2014	For Noting		<a href="#">7.10</a>
7.11	Chair – Summary (to be provided following meeting 31 Oct)	No items		
<b>Close the Gap Committee</b> (meeting held 6 November)				
7.13	Minutes of meeting	No items		-
7.14	Chair – Summary	No items		-
DK noted an officer is seeking support to engage an aboriginal community room for aboriginal members to come and do people business and sorry business when aboriginal people are in hospital. The Board is requested to note this approach and list it for consideration and include in future discussion.				
<b>Community Engagement Committee</b>				
7.15	Confirmed Minutes of Meeting – 29 September 2014	For Noting		<a href="#">7.15</a>
7.16	Community Reference Group	No items		
7.17	Community Connections Report	No items		
7.18	Chair – Summary <ul style="list-style-type: none"> <li>• Brief – TORs</li> <li>• Revised TORs</li> </ul>	For Noting		<a href="#">7.18</a> <a href="#">7.18a</a> <a href="#">7.18b</a>
<b>Resolution:</b> That the Governing Board receive and note the information provided in Item 7.				
<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:</b> That the Governing Board receive and note the information provided in Item 9.				
<b>K (Item 10) For Information of the Board</b> (Discussion by exception)				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
<b>Item 10</b>	<b>Correspondence</b>				
	10.1	Media Release – NSW Number one for Emergency Care	For Noting	Chair	<a href="#">10.1</a>
	10.2	Correspondence – Primary Health Network Boundary	For Discussion	Chair	<a href="#">10.2</a>
	10.3	NSW Mental Health Commission – Living Well (e-copy only)	For Noting	Chair	<a href="#">10.3</a>
	10.4	Media Release – NSW Leading the Nation in Elective Surgery	For Noting	Chair	<a href="#">10.4</a>
	10.5	Media Release – Flexi Fleet for Ambulance	For Noting	Chair	<a href="#">10.5</a>
	10.6	Media Release - SNW Hospital - cleanliness	For Noting	Chair	<a href="#">10.6</a>
	10.7	Correspondence re Patients Wellness Garden at BRDH	For Noting	Chair	<a href="#">10.7</a>
	10.8	Visits to health sites by MPS	For Noting	Chair	<a href="#">10.8</a> <a href="#">10.8a</a>
	10.9	Media Release –NSW Aboriginal Health Awards Finalists	For Noting	Chair	<a href="#">10.9</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	Submission of Quarterly Claims - Process	For Discussion	Chair	
	<p><u>Aboriginal Cultural Awareness Training:</u> There was brief discussion in relation to the current delivery format of Aboriginal Cultural Awareness Training for staff within the MNCLHD.</p> <p><u>Notice of Motions:</u> The Board noted the Notice of Motions tabled by NPorter.</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>2014</b>				
	<b>Official Opening of Port Macquarie Base Hospital Expansion Project – 10 December</b>				
	<b>Board meeting – 10 December</b> (Coffs Harbour Health Campus) – Barry Shepherd, Chair Audit & Risk				
	<b>2015</b>				
	<b>Strategic Planning Session</b> (Wed 21 January – Coffs Harbour) 2-6pm followed by Dinner				
	<b>Board meeting – 11 February</b> (Port Macquarie Community Health Campus)				
	<b>Board meeting – 11 March</b>				
<b>There being no further business the meeting closed at 6.30pm</b>					