

MEETING MINUTES

Wednesday, 10 December 2014

Commencing 3:00pm

Strategic Focus – Audit & Risk

Coffs Harbour Health Campus – ME025

& Videoconference: PMCHC, PMQ 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), David Kennedy (DK), Neville Parsons (NParsons), Neil Porter (NPorter), Janine Reed (JReed), Jan Ryan (JRyan), John Barrett (JB), Elizabeth Ruthnam (ER)		For Noting	Chair	
Apologies: Jo Sutherland		For Noting	Chair	
In Attendance: Stewart Dowrick (SD) from item 4.1, Vanessa Edwards, (VE), Lynn Lelean (LL), Steve Rodwell (SR)(For item 1.1), Barry Shepherd (BS), Mary Malouf (MM – Minutes)		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. Janine Reed in relation to Nambucca Valley Care Neil Porter in relation to employment with HCCU. Elizabeth Ruthnam in relation to Baringa Private Hospital 				
<u>For this meeting:</u>				
<ul style="list-style-type: none"> Elizabeth Ruthnam in relation to Item 5.3 				
B Presentations				
Item 1	Presentations/Guests			
	1.1	Patient Story: Steve Rodwell	For discussion	Chair
<p>This story came from a motor bike rider who had badly fractured and dislocated both of his ankles during a riding accident. There were some areas of improvement identified due to:</p> <ul style="list-style-type: none"> The patient had a history of high alcohol consumption and drug use which was not identified during admission. The patient was surprised that no follow up questions were asked to more clearly identify his drug and alcohol use upon admission. This patient experienced considerable drug and alcohol withdrawal however due to the fact that his usual consumption had not been identified, the withdrawal was also not identified during his stay in hospital. Patient sought out someone from the Drug and Alcohol Unit for support and speaks very highly of that department. 15 days after the accident he was in considerable pain and collapsed on the bathroom floor at his home. There was a bleeding gastric ulcer identified. 				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
<p>Actions undertaken: feedback to go back to the GPs to pass on to staff about the importance of collecting additional information.</p>				
1.2	Presentation: Audit & Risk Committee Barry Shepherd, Chair A&R Committee	For discussion	Chair	1.2
<p>Audit and Risk Report for 6 months at December 2014. Noted the improved and satisfying result from 2013/14. Noted that the Auditor General passed congratulations to the managers of the finance team and is conscious of the considerable effort made by the health district to achieve targets. The Board discussed the planned development of a consolidated Risk Register for the MNCLHD. There was discussion in relation to the level of risk needed for it to be reported/recorded.</p>				
<p>Resolution: That the Governing Board endorse/note the information provided in Item 1.</p>				
C Minutes of Governing Board				
Item 2	2.1 Minutes of previous Meeting - 12 November 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 (Will be distributed as late paper)	For Noting		3.1
<p>Amend action referred to Bellingen that is listed as Coffs Harbour on the Action List.</p>				
<p>Resolution: That the Governing Board note the update.</p>				
E Chief Executive's Report				
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 (October)	For Noting		4.3
<p>Discussion in relation to current activities. Noted the current challenges but positive future for Macksville hospital. Noted that MNCLHD will not meet our NEST targets this year. The Minister of Health is aware of this.</p>				
<p>Action Item: A session on risk is to be incorporated into a planning session in early 2015.</p>				
<p>Resolution: 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	
<p>Resolution: That the Governing Board</p>				
Other items				
5.2	Brief: Asbestos in Health facilities	For Noting		5.2Brief 5.2 5.2a

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
				5.2b 5.2c
Noted CE report that MNCLHD correctly handles any work associated with asbestos.				
Resolution: That the Governing Board				
5.3	Brief: PMBH Cardiac Catheter Laboratory	For Endorsement	Chair	5.3
ER left the room for this item. Provided an update to the Board on progress so far. At this stage no recommendation has been prepared but will be anticipated for presentation in January 2015.				
Resolution: That the Governing Board authorize the CE (in consultation with the MCNLHD Governing Board Chair) to finalise the tender process including:				
<ul style="list-style-type: none"> a) A final decision as to whether MNCLHD shall pursue a public-private partnership with the Preferred Proponent or instead operate the Cardiac Catheterisation Laboratory publically; and b) Notification of the unsuccessful tenderer(s). c) SB be involved in advising of the processes. 				
If this is a clear path forward Chair will progress with CE, otherwise will hold over for the next meeting.				
5.4	Brief: NSW Health Community Consumer Engagement Framework	For Noting	Chair	5.4
Resolution: That the Governing Board note Draft document which, once endorsed, will guide future directions for engagement.				
5.5	Brief: Fitness Passport	For Noting	Chair	5.5
Resolution: That the Governing Board is aware of the introduction and proposed benefits of the Fitness Passport initiative.				
5.6	Notice of Motion (3) tabled at Meeting 12 November	For Noting	Chair	5.6
Noted work will commence in relation to the security situation. <i>Include these motions on the Action Plan.</i>				
Resolution: That the Governing Board accept and request advice be prepared by CE.				
5.7	Brief: NSW Health Data Quality and Assurance Program (DQAAP) and Overview – Two Year Summary	For Discussion	Chair	5.7 5.7a
Noted the statewide review/report is underway.				
Resolution: That the Governing Board note the outcomes of the DQAAP				
G Directorate Updates				
Item 6	Directorate Updates			
	6.1	Mental Health & Drug and Alcohol	For Noting	6.1
	6.2	Allied Health & Hosted Clinical Services	For Noting	6.2
	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	For Noting	6.6
	6.7	Financial Operations	For Noting	6.7
	6.8	Executive Support & Strategic Relations	For Noting	6.8
	Resolution: That the Governing Board receive and note the information provided in Item 6.			

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
H Recommendations from Governance Committees				
Item 7	Finance and Performance Committee			
	7.1	Confirmed Minutes of Meeting - 31 July 2014 Confirmed Minutes of Meeting – 28 October 2014 October Monthly Narratives	No Items	7.1 7.1a 7.1b
	7.2	Chair – Summary	For Noting	7.2
	Health Care Quality Committee (meeting held 27/10)			
	7.3	Confirmed Minutes of Meeting – 27 October 2014	No items	7.3
	7.4	Chair – Summary	No items	7.4
	MDAAC			
	7.5	Confirmed Minutes of Meeting – 9 October 2014	For Noting	7.5
	7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations	No Items	7.6
	7.7	Chair – Summary	For Noting	7.7
	Workforce, Health & Safety Committee			
	7.8	Draft Minutes of Meeting:	No Items	7.8
	7.9	Chair – Summary	No Items	7.9
	Board to identify relevant training programs. VE to follow up on 'Recognising the Differences' training for Board members that is available.			
	Health Services Development & Innovation Committee			
	7.10	Confirmed Minutes of Meeting – 31 October 2014	For Noting	7.10
	7.11	Chair – Summary	No items	-
	Close the Gap Committee			
	7.13	Confirmed Minutes of meeting 26 May 2014 Drat Minutes of meeting 6 November 2014	No items	7.13 7.13a
	7.14	Chair – Summary	No items	-
Community Engagement Committee				
7.15	Confirmed Minutes of Meeting – 27 October 2014	For Noting	7.15	
7.16	Community Reference Group	No items	-	
7.17	Community Connections Report	No items	-	
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

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
	RCA Report 14.15			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	Media Release – \$1Billion ‘Rebuilding NSW’ Windfall for Health	For Noting	Chair	10.1
10.2	Report: State of the NSW Pubic Sector	For Information	Chair	10.2
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	-
11.2	At the commencement of the meeting, following the Patient Story, the Chair noted the continuing service of members of the Board of MNCLHD.	For Discussion	Chair	
11.3	SB: Fee for service and attachment to Medicare Rebates (FFS) Noted the impact means that VMO’s and medical officers face not having their income increased for the next 4 years. Action Item: <i>Raise the issue of impacts of Medicare Rebates Fee For Service with Ministry of Health.</i>			
11.4	Chair - Congratulate all involved in the APM			
11.5	Opening at Port Macquarie and function at Kempsey Noted the success this morning. Kempsey was also welcomed by the community.			
11.6	Chair – appreciation to Richard Buss RB spoke to his experience on the Board and reasons for not continuing.			
Resolution: That the Governing Board receive and note the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2015			
	Strategic Planning Session (Wed 21 January – Coffs Harbour) 2-6pm followed by Dinner			
	Board meeting – 11 February (Port Macquarie Community Health Campus)			
	Board meeting – 11 March			
There being no further business the meeting closed at 5.45pm				