

MEETING MINUTES (CONFIRMED)

DATE: Wednesday, 15 February 2017

TIME: Commencing 3.00pm

VENUE: Port Macquarie Community Health Centre: Large VCN (CHHC – ED020)

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT	
Attendance and Declarations				
Welcome: Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Jo Sutherland (JS), Gail Whiteford (GW), Janine Reed (JR), Neville Parsons (NParsons), Elizabeth Ruthnam (ER), Stephen Begbie (SB), John Barrett (JBarrett), Neil Wendt (NW), Jennifer Beange (JBeange)				
Apologies: David Kennedy (DK) Stewart Dowrick (SD), Vanessa Edwards (VE)				
In Attendance: Stephen Rodwell (SR), Lynn Lelean (LL), Scheree Jones (SJ), Brie Matthew (BM)				
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions				
Item 1: Presentations (1 hour)				
Presentations/Discussions				
1.1 3.05 – 3.15	<p>Patient Story – End of Life – Aboriginal Patient Journey Presenter:</p> <ul style="list-style-type: none"> Ro Stirling-Kelly (Consumer Engagement Coord) Kerry Bartlett (Clinical Nurse Consultant – Project Head Quality End of Life Care) <p>Ro shared with the Board the outcomes of the culturally intimate process that was undertaken with the end of life journey for Uncle Bill Morrison. Board noted the advice that other facilities are looking at areas where a cultural reflection room can be established.</p> <p>Patient Centred Care was raised with the broader issue of sending palliative care patients out of their home town for further clinical assessment/treatment only to find out it is not suitable, return back to facility – it can be traumatic on the patient and their family.</p> <p>Chair thanked Kerry and Ro for their presentation.</p> <p>Ro advised sharing this with ACI Patient Centre Care Symposium.</p>	For discussion	Chair	1.1
1.2 3.15 – 3.30	<p>Presentation – Empowering our People and Improving Culture Presenter: Stephen Rodwell, Executive Director Workforce Health & Safety</p> <p>The material provided below is for reading prior to the meeting:</p> <ul style="list-style-type: none"> Brief – Progress Report Key Initiatives Implemented in response to People Matter/Your Say Survey Results MNCLHD Leadership & Talent Development Strategy 2016-19 Implementation Plan MNCLHD Leadership & Talent Development Strategy 2016-2019 Program Map <p>SR presented to the Board on the projects and work around improving culture and empowering the staff within MNCLHD and advised the Board of the current update with Bullying and Harassment training. Discussion occurred around grievances and education and how this is being perceived by staff.</p> <p>Chair noted the work done and are aware of the challenges also.</p>	For discussion	Chair	1.2 1.2a 1.2b 1.2c

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
	<p>SR informed the Board of the recruiting KPI and what data he is able to see – he can see that we complete all recruitment entered, however cannot measure those positions where a manager decides not to recruit. The Board is supportive of having the right people in the right positions working to their qualifications.</p> <p>The Board discussed the issue with uniforms and push to have all staff in uniforms – as much as possible. The process around applying for exemption from this was noted.</p>		
<p>1.3</p> <p>3.30 – 3.45</p>	<p>Presentation – Out of Home Care Health Pathway Program Presenter: Janet Cormick, District Manager Integrated Child & Family Wellbeing</p> <p>JC presented to the board information regarding the importance of the Out of Home Care Health Pathway Program.</p> <p>JC noted that in the last financial year of 2015/16 there was a 70% increase in referrals to the program. The increase in the ATSI referral figures was also noted this could be due to a new reporting line reflecting accurate data.</p> <p>JC noted that domestic violence is a significant contributing factor for referrals into the program.</p> <p>The importance of working on the issues now and breaking the cycles was discussed as it is common for the cycle to be repeated as the children grow up.</p> <p>The importance of maintaining the program was discussed and how we as an LHD could ensure the funding stays with the program so that children who enter the system get the best appropriate health care.</p> <p>The Board thanked JC for her dedication to the program as she left the meeting.</p> <p>The Board discussed possible options to resolve the funding matter. It was suggested to write a letter to Government outlining the importance of the program.</p> <p>WG agreed to write a letter expressing the concerns outlined however the issues need to be discussed further.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Write a letter to NSW Health expressing the importance of maintaining the funding for the program. • Write a letter to the Minister for Health to highlight the impending issue • SD to advise of the financial aspect for funding of FTE or Pilot Project • Hold further discussions regarding the program and the issues surrounding Child protection within our LHD. 	For Discussion	1.3
<p>Resolution: That the Governing Board received and noted the information provided in Item 1.</p> <p>4 possible outcomes to assist in resolving the above discussed matter.</p> <ul style="list-style-type: none"> • Write a letter to NSW Health expressing the importance of maintaining the program for funding • Write a letter to the Minister for Health to highlight the impending issue • SD to advise of the financial aspect for funding of FTE or Pilot Project • Hold further discussions regarding the program and the issues surrounding Child protection within our LHD. 			
Item 2: Minutes of Governing Board			
2.1	Minutes of Meeting 18 January 2017	For Endorsement	Chair 2.1

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
Resolution: That the Minutes of the Governing Board meeting of 18 January 2017 be confirmed as an accurate record and be made publicly available on the MNCLDH website. Minutes endorsed.				
Item 3: Business Arising				
Action Table and follow up				
3.1	Action Table	For Noting	Chair	3.1
3.2	Report on grievance handling and management, to include analysis of key issues and resulting recommendations. Steve Rodwell to attend to lead discussion	For Discussion	Chair	5.2.4
3.4	Chronic Conditions & OOHC - further information to be provided to the Governing Board	For Discussion	Chair	1.1
3.5	Strategies to address the outcomes of the People Matter Survey to be submitted to the Governing Board	For Discussion	Chair	1.2a
Resolution: That the Governing Board note the update on Action items. Items finalised with no further actions will be removed from the Action Table. Note Business arising 3.1, 3.2, 3.3, 3.4				
Item 4: Chief Executive's Report				
4.1	<p>Chief Executive's Report and Attachments</p> <p>Discussion occurred and some key points noted in the Chief Executive's report:</p> <ul style="list-style-type: none"> Bowraville Brokerage Solution Discussion around the PMCHC carpark Recurring fortnightly meeting are being held to discuss the PMBH Mental Health Expansion Dates set for WIFI 3 UNSW enrolments 2018 – 2023 Clinical Services Plan – Richard Gilbert Previous agreement with NCPHN. CE's report noted work with NCPHN and primary health providers. Explore the possibility of taking note of Primary Health and opportunities that may become apparent. <p>ACTION: Paper on NDIS for next meeting and where we are, implications and financial impacts.</p>	For Discussion	CE	4.1
4.2	<p>Chief Executive's Key Performance Indicators</p> <p>ACTION: Discuss at meeting with CE how do we articulate the KPI as it appears and reflects on the Board.</p> <p>Discuss what actions and funding are required to assist with meeting KPI.</p>	For Discussion	CE	4.2
Resolution: That the Governing Board received and noted the information provided in Item 4.				
Item 5: Strategic Matters (as per the MNCLHD Strategic Directions 2017-2021) - for discussion and/or endorsement				
5.1 People, Patients and the Community				
We deliver patient-centred care informed by patients, their families and the community				
5.1.1	<p>Board Sub-Committee: Community Engagement</p> <ul style="list-style-type: none"> Minutes Chair Summary JR noted it was welcome NWendt to the CESC Committee. Spoke with Robyn Martin and Andrew Bailey and bringing Health Promotion to the community committee. 	For Discussion	Chair CESC	5.1.1a 5.1.1b
5.1.2	<p>Brief – BHI Maternity Care Patient Survey</p> <ul style="list-style-type: none"> Maternity Care Survey Report MNCLHD Maternity Care Patient Survey 2015 results 	For Noting	NMW	5.1.2a 5.1.2b 5.1.2c

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
ACTION: Future BHI reports with covering brief (1-2 pg) to come to the Board.			
Identification of Risks for Item 5.1 (if applicable): List risks identified in the papers and referring to risk register if not already there.			
Resolution/s confirmed by the Board relating to Item 5.1:			
<ol style="list-style-type: none"> That the Board members promote the Community Engagement Register in their sub committee meetings. The District considers a review of ante-natal care and services in response to the survey results. <ol style="list-style-type: none"> No Aboriginal data That the Governing Board received and noted the information provided in Item 5.1. 			
5.2 Leadership, Workforce and Culture			
We support the development of our workforce through learning and development, with a culture that supports everyone to be their best			
5.2.1	Board Sub-Committee: Workforce, Health & Safety <ul style="list-style-type: none"> Minutes Chair Summary NP noted apology for incorrect figure for Aboriginal employment – should be 3.6%. ACTION: Will seek stories of the aboriginal trainee journey. Confirmation to be sought from MoH regarding Grievance timeframe including when staff are on workers comp and are unobtainable – how do we pursue this to resolve grievance in a timely manner. Efficiency strategies for Performance appraisals: it was confirmed that CE has escalated follow up directly with managers.	For Discussion	Chair WHS 5.2.1a 5.2.1b
5.2.2	Board Sub-Committee: MDAAC <ul style="list-style-type: none"> Minutes CACD Recommendations Chair Summary Chair Summary - 9 February 2017 Noted Christmas/Summer services plan – specifically ENT, Urologist and Vascular. Quinquennial process discussed. JRoberts noted at PMBH now have Cardiologist on call 24/7.	For Discussion	Chair MDAAC 5.2.2a 5.2.2b 5.2.2c 5.5.2d
5.2.3	Brief – Culture and Wellbeing Fund <ul style="list-style-type: none"> Brief Culture and Wellbeing Fund Project Bids Culture and Wellbeing Fund Recommendations Culture and Wellbeing Fund – Not Included 	For Noting	5.2.3a 5.2.3b 5.2.3c 5.2.3d
5.2.4	Brief – MNCLHD Grievance and Investigation Report	For Discussion	5.2.4
Identification of Risks for Item 5.2 (if applicable):			
Resolution/s confirmed by the Board relating to Item 5.2:			
1. That the Governing Board received and noted the information provided in Item 5.2.			
5.3 Integrated Care			
We have strong partnerships with healthcare providers across the Mid North Coast to ensure we can deliver truly integrated healthcare			
5.3.1	(NEW) Board Sub-Committee: Integrated Care <ul style="list-style-type: none"> Minutes Chair Summary Recommendation that the revised Terms of Reference as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017 	For Noting For Discussion	Chair INTC
5.3.2			

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
Identification of Risks for Item 5.3 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.3:				
1. That the Governing Board noted the committee has not been established as yet.				
5.4 Safety and Quality				
The safety of our staff, patients and the community is at the core of everything we do. We use data, research and evidence to inform the delivery of quality care.				
5.4.1	Board Sub-Committee: Health Care Quality <ul style="list-style-type: none"> Minutes Chair Summary Recommendation that the revised Terms of Reference as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017 JS noted the reliance on network chairs to relay new and significant risks at which neither was raised.	For Noting For Discussion	Chair HCQC	5.4.1a 5.4.1b
5.4.2	Risk Management Progress (Accreditation)			Nil
5.4.3	Risk Management (Appetite Statement and Tolerance)			Nil
Identification of Risks for Item 5.4 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.4:				
1. That the Governing Board received and noted the information provided in Item 5.4.				
5.5 Innovation and Research				
We evaluate our outcomes against best practice. We collaborate with academic partners to ensure research is part of our culture				
5.5.1	Board Sub-Committee: Health Service Development & Innovation <ul style="list-style-type: none"> Minutes Chair Summary Recommendation that the revised Terms of Reference as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017 SB noted Chairs Summary. KDH ED can now access 24/7 with Newcastle to discuss Mental Health presentations. This will be rolled out at Macksville and Bellingen over the next few months. Noted for the health of our mental health patients, we need not take away the value of having a clinician on site at our major facilities. Maybe option for after hours. ACTION: report through system to review and moving forward around the recruitment and retention of psychiatrist and the challenges in this area. ACITON: Seek further advice on strategies for creative recruitment such as College of Psychiatry has a rural strategy.	For Noting For Discussion	Chair HSDI	5.5.1a 5.5.1b
Identification of Risks for Item 5.5 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.5:				
1. That the Governing Board received and noted the information provided in Item 5.5				
5.6 Value and Accountability				
We drive value by delivering the best patient outcomes within a level of expenditure that is sustainable				
5.6.1	Board Sub-Committee: Finance and Performance <ul style="list-style-type: none"> Minutes Chair Summary NParsons noted outcomes of the meeting. Noted monthly reporting on recruitment and have resolved that if a position is not recruited then the funding for the position will be reallocated.	For Noting For Discussion	Chair F&P	5.6.1a 5.6.1b

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
5.6.2 Brief Finance and Performance Quarter 2 2016/17 Report to the Board <ul style="list-style-type: none"> Report Discussion occurred around allocation of funds and how the LHD establishes itself to enable to meet budget and being prepared for the unknown.	For Noting		5.6.2 5.6.2a
Identification of Risks for Item 5.6 (if applicable):			
Resolution/s confirmed by the Board relating to Item 5.6:			
1. That the Governing Board received and noted the information provided in Item 5.6.			
5.7 Closing the Gap			
We will continue to work towards closing the gap of health disparities between Aboriginal and non-Aboriginal people			
5.7 Board Sub-Committee: Close the Gap <ul style="list-style-type: none"> Minutes Chair Summary Recommendation that the revised Terms of Reference as per Item 1.1 be presented to the Sub-Committee at its first meeting of 2017 	For Noting For Discussion	Chair CTG	
Identification of Risks for Item 5.7 (if applicable):			
Resolution/s confirmed by the Board relating to Item 5.7:			
1. That the Governing Board receive and note the information provided in Item 5.7.			
Item 6: Other Operational Items for Discussion			
6.1			
6.2			
Item 7: Directorate Updates			
Directorate Updates			
7.1	Mental Health & Drug and Alcohol JB noted the announcement for PMBH Mental Health.	For Noting	7.1
7.2	Allied Health & Integrated Care	For Noting	7.2
7.3	Public Health	For Noting	7.3
7.4	Aboriginal Health & Primary Partnerships	For Noting	7.4
7.5	Nursing, Midwifery & Workforce	For Noting	7.5
7.6	Clinical Governance & Information Services	For Noting	7.6
7.7	Financial Operations and Asset Management	For Noting	7.7
7.8	Communications & Strategic Relations	For Noting	7.8
7.9	Coffs Clinical Network Report	For Noting	7.9
7.10	Hastings Macleay Clinical Network Report	For Noting	7.10
Resolution: That the Governing Board received and noted the information provided in Item 6.			
Item 8: For Information of the Board (Discussion by exception)			
Correspondence, General Business & Questions on Notice			
8.1	Confidentiality (Standing item)	For Noting	Chair -
8.2	Correspondence from Jillian Skinner regarding resignation ACTION: Chair to write to the new Minister and invite them to MNCLHD Innovation Awards.	For Noting	Chair 8.2
8.3	Board Sub Committees – Board Member Representation Board resolved to endorse Sub-Committee Chairs and representatives as below:	For Endorsement	Chair 8.3



ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
	<p><u>Community Engagement</u> Chair: Janine Reed Board Rep: Neil Wendt (Alternate Rep – Neville Parsons)</p> <p><u>Workforce Health & Safety</u> Chair: Neil Porter Board Rep: Elizabeth Ruthnam (Alternate Rep – Janine Reed)</p> <p><u>Integrated Care</u> Chair: Gail Whiteford Board Rep: Jenny Beange (Alternate Rep –Jo Sutherland)</p> <p><u>Health Care Quality</u> Chair: Jo Sutherland Board Rep: Jenny Beange (Alternate Rep – Janine Reed)</p> <p><u>MDAAC</u> Chair: John Barrett Board Rep: Neil Porter (Alternate Rep – TBA)</p> <p><u>Health Service Development & Innovation</u> Chair: Stephen Begbie Board Rep: Jenny Beange (Alternate Rep –TBA)</p> <p><u>Finance & Performance</u> Chair: Neville Parsons Board Rep: John Barrett (Alternate Rep – Neil Porter)</p> <p><u>Audit & Risk</u> Chair: Ken Barker Board Rep: Neil Wendt (Alternate Rep – TBA)</p> <p><u>Closing the Gap</u> Chair: David Kennedy Board Rep: Gail Whiteford (Alternate Rep – Elizabeth Ruthnam)</p>			
8.4	<p>Governing Board Chair Report to the Board</p> <p>General matters of complaints regarding complaints – question governance of reporting of complaints to committees – noted earlier resolution to present 6 monthly report to the Board.</p> <p>Noted WIFI on 3 March 2017 and DPC has advised this event to be promoted across government organisations.</p>	For Noting	Chair	8.4
Resolution: That the Governing Board received and noted the information provided in Item 8.				
Item 9: 2017 - Upcoming visits and events (for information)				
Date		Event Details		
17 February		Council of Board Chairs (WG)		
3 March		WIFI Forum (Women in Future Innovation) – Slim Dusty Centre		
6 March		MNCLHD & NCPHN Combined Board meeting (TBC) NOW MAY		
8 March		Board Meeting		
21 March		Harmony in Health Expo (Coffs Harbour)		
8 June		MNCLHD Health Innovation Awards (Port Macquarie)		
19-23 June		District Accreditation		
There being no further business the meeting closed at (please complete at end of meeting)				