

MEETING MINUTES

Wednesday, 11 February 2015

Commencing 3:00pm

Service Access & Patient Flow

Port Macquarie Community Health Campus

& Videoconference: CHHC EDU020, PMQ NCCI

ITEM / DESCRIPTION	
A Attendance and Declarations	
<u>Welcome:</u> Warren Grimshaw, Chair.	
Present: Warren Grimshaw Chair (WG), Stephen Begbie (SB), David Kennedy (DK), Neville Parsons (NParsons), Neil Porter (NPorter), Janine Reed (JReed), Jan Ryan (JRyan), John Barrett (JB), Elizabeth Ruthnam (ER), Gail Whiteford (GW), Joanna Sutherland (JS)	
Apologies: Nil	
In Attendance: Stewart Dowrick (SD), Vanessa Edwards, (VE), Lynn Lelean (LL), Nick de Groot (NdG), Kathleen Ryan (KR), Mary Malouf (MM), Kerrie Ryan, Director Rural eHealth Program (for item 1.2), Craig Burke, Program Manager Rural Strategy, eHealth NSW (for item 1.2)	
The Chair paid his Congratulations to Citizen of the Year, Neville Parsons.	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions:	
<u>Continuing:</u>	
<ul style="list-style-type: none"> • Neville Parsons in relation to possible Credit Union Investment/s. • Janine Reed in relation to Nambucca Valley Care • Neil Porter in relation to employment with HCCU. 	
Elizabeth Ruthnam in relation to Baringa Private Hospital	
B Presentations	
Item 1	Presentations/Guests
1.1	Patient Story: Nick de Groot
<p>The patient story this month was from a patient who had had kidney failure.</p> <ul style="list-style-type: none"> • The patient had felt positive about the communication and all interactions with/from Doctors and nurses and stated that the food at PMBH better than the Sydney hospitals. • The patient did comment that he would like to have had access to wi-fi. • He was very dismissive of anyone who complained about the services provided at the hospital. • Patient further stated that he was overwhelmed by the high quality of the services. • This feedback has been passed back to the NUM of the ward. <p>Action: <i>A copy of the monthly letter to the presenter of the patient story is also to be forwarded to the NUM on the ward to.</i></p>	
1.2	<p>Presentation: Rural eHealth Kerrie Ryan, Director Rural eHealth Program Craig Burke, Program Manager Rural Strategy, eHealth NSW</p>
<ul style="list-style-type: none"> • Details were presented in relation to the collaboration of 6 LHD's to deliver electronic healthcare across rural areas of NSW. • Each of the LHD's has identified their key priorities. A budget of \$65M is available to implement priorities across the LHD's. • The Board noted the progress and achievements to date as well as the next steps moving forward. 	

ITEM / DESCRIPTION	
	<ul style="list-style-type: none"> There was brief discussion in relation to how training and education will be provided to relevant staff.
	Resolution: That the Governing Board endorse/note the information provided in Item 1.
C Minutes of Governing Board	
Item 2	2.1 Minutes of previous Meeting - December 2014
	Resolution: That the Minutes of the Governing Board's meeting of 10 December 2014 be confirmed as a true and accurate record.
D Business Arising	
Item 3	Action Table and follow up
	3.1 Action Table
	<ul style="list-style-type: none"> The suggestion was raised by NP that items should only be included on the Action Table if they align to the Strategic Priorities. There was no decision made in relation to this and will be further considered.
	Resolution: That the Governing Board note the update.
E Chief Executive's Report	
Item 4	4.1 Chief Executive's Report for January 2015 (and attachments for discussion)
	4.2 Chief Executive's Traffic Light Report
	4.3 Chief Executive's Performance Indicator Report
	<p>There was some brief discussion in relation to capital works at Macksville Hospital.</p> <ul style="list-style-type: none"> The CE raised the issue of capital funding for Macksville and Coffs Harbour. He briefed the Board on the present position and a general outline of the timetable for action. The Board noted this report were, in particular were pleased with the proposed funding to upgrade Macksville. The need for the development of a Clinical Services Plan involving both Macksville and Coffs Harbour was noted. <p>Board conducted "in camera" discussion concerning funding commitments for capital projects. Reference (Confidential Item 4.3 Funding)</p> <p>There was discussion in relation to staffing challenges at Macksville Hospital.</p> <ul style="list-style-type: none"> The Board noted the lack of availability of Dr's to attend Macksville Hospital ED on various shifts. The Board noted the staffing proposals presented and the development of a Clinical Services Plan. Note there are to be further discussions with clinical staff at Macksville in relation to the proposals. The Board to meet with the MSC in May to show their commitment to improving the staffing situation at Macksville. The Board to note and list the initiatives to take place at Macksville and reiterate the \$20M in investment in the hospital. <p>Action: 1. Time to be spent on the Performance Indicator Report at the March 2015 Governing Board Meeting.</p> <p>2. Chair to write to GM's in relation to NEAT results.</p>
	Resolution: That the Governing Board receive and note the information provided in Item 4.
F Strategic Matters for discussion and/or endorsement	
	Standing items
	5.1 Budget
	Resolution: Nil
	Other items

ITEM / DESCRIPTION		
5.2	Brief: Community Engagement & Consumer Participation Framework and attachment	
Resolution: That the Governing Board endorse the Framework		
5.3	Letter to the Editor - Nambucca Guardian	
Resolution: That the Governing Board note the letter and update to be provided		
5.4	CHHC Car park project Update: <ul style="list-style-type: none"> Fact Sheet for Community Fact Sheet for Staff 	
Resolution: That the Governing Board note progress.		
5.5	Brief: Strengthening Mental Health	
Resolution: That the Governing Board note the information.		
5.6	Brief: Mental health Performance Report	
Resolution: That the Governing Board note the information.		
5.7	Procedure – Liquidity and Investment Management	
Resolution: That the Governing Board endorse the procedure.		
G Directorate Updates		
Item 6	Directorate Updates	
	6.1 Mental Health & Drug and Alcohol <ul style="list-style-type: none"> Strategic Plan Summary Mental Health Brochure	
	6.2 Allied Health & Hosted Clinical Services	
	6.3 Public Health	
	6.4 Aboriginal Health & Primary Partnerships <ul style="list-style-type: none"> DK will investigate the under achievements of KPI's and discuss further at 'Close the Gap' Committee. Action Item: A report is to be presented to the March 2015 Board Meeting in relation to KPI's associated with 'Close the Gap'.	
	6.5 Nursing, Midwifery & Workforce	
	6.6 Clinical Governance & Information Services	
	6.7 Financial Operations	
	6.8 Executive Support & Strategic Relations (and media report)	
	Resolution: That the Governing Board receive and note the information provided in Item 6.	
	H Recommendations from Governance Committees	
Item 7	Finance and Performance Committee	
	7.1 Confirmed Minutes of Meeting December Monthly Narratives	
	7.2 Chair – Summary	
	Resolution: The Board to note and endorse the resolution contained within the Finance and Performance Committee report.	
	Health Care Quality Committee	

ITEM / DESCRIPTION	
7.3	Confirmed Minutes of Meeting – November 2014
7.4	Chair – Summary
	<ul style="list-style-type: none"> The Board noted that GW is now a member of HCQC
MDAAC (next meeting 12 February 2015)	
7.5	Confirmed Minutes of Meeting
7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations
7.7	Chair – Summary
	<ul style="list-style-type: none"> The Board noted that GW is now a member of MDAAC.
Workforce, Health & Safety Committee (next meeting February 2015)	
7.8	Draft Minutes of Meeting:
7.9	Chair – Summary
Health Services Development & Innovation Committee	
7.10	Confirmed Minutes of Meeting
7.11	Chair – Summary
Close the Gap Committee (next meeting April 2015)	
7.13	Confirmed Minutes of meeting
7.14	Chair – Summary
Community Engagement Committee	
7.15	Confirmed Minutes of Meeting – 24 Nov 2014
7.16	Community Reference Group
7.17	Community Connections Report
7.18	Chair – Summary
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 RCA Report
	<ul style="list-style-type: none"> The Board noted that all RCA Reports are forward to the NSW Ministry of Health for information.
	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 – CHHC Car Park construction
	10.2 Letter from Richard Buss
	Resolution: That the Governing Board receive and note the information provided in Item 10.

ITEM / DESCRIPTION	
L General Business	
Item 11	General Business & Questions on Notice
11.1	Confidentiality (Standing item)
	<ul style="list-style-type: none"> The Chair reminded Board Members of their confidentiality obligations. <p>Resolution: That the Governing Board receive and note the information provided in Item 11.</p>
M Upcoming visits and events	
Item 12	2015
	Risk Workshop - TBA
	Board meeting – 11 March (Coffs Harbour Health Campus)
	Board Meeting – 15 April (Dorrigo MPS)
	Board Meeting – 13 May (PMCHC)
	Board Meeting – 10 June (CHHC)
	Board Meeting – 15 July (PMCHC)
	Special Budget meeting – 29 July (VC)
There being no further business the meeting closed at 6.15pm	