



## MEETING MINUTES Endorsed

**DATE:** Wednesday 9 December 2020

**TIME:** 2pm to 6pm

**VENUE:** Video Conference: Coffs Harbour Health Campus ME025

Item / Description	Action	Att
<b>Attendance and Declarations</b>		
Welcome: Neville Parsons Deputy Chair		
Present: Neville Parsons - Acting Chair (NParsons), Dr Alison Seccull (AS), David Kennedy (DK), Janine Reed (JR), Dr Joanna Sutherland (JS), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NP), Dr Tim Francis (TF), Susan McGinn OAM (SM)		
Apologies: Dr Jennifer Beange (JBeange), Warren Grimshaw AM (WG) (attended part sessions)		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Manager Corporate Governance Delwyn Kruk (DKr), Tania Ellis - Minutes.		
Observers: Nil		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <b>Noted:</b> Neil Porter, appointed to Rotary Lodge Board. <b>Noted:</b> Dr Timothy Francis, no longer Chair of PHN. <b>Noted:</b> Dr Joanna Sutherland, appointed to Medical Advisory Council. <b>Minutes endorsed with the following amendments:</b> Dr Timothy Francis resigned Chair of North Coast Primary Health Network Dr Timothy Francis resigned Director of North Coast Primary Health Board Dr Joanna Sutherland appointed to Medical Advisory Council Dr Joanna Sutherland appointed to the Medical Services Advisory Committee.		
Confidentiality: Noted		
<b>Item 1: Presentations/Discussion</b>		
1.1	<b>Confidential In-Camera Session was held</b>	
1.2	<b>Presentation - NSW RHP Health Economist Presentation</b> <ul style="list-style-type: none"> <li>• Associate Professor Kenny Lawson</li> <li>• Professor Christine Jorm</li> <li>• Dr Andrew Bailey</li> </ul> Regional Health Partners developed the Embedded Economist national initiative to provide skills and support to LHDs, focussed on local priorities. <ul style="list-style-type: none"> <li>• <b>Noted:</b> Presentation noted and thanked Associate Professor Kenny Lawson and Professor Christine Jorm</li> </ul> <b>ACTION:</b> Consider for January Strategic Planning Day agenda	
1.3	<b>Update – Chair of the Coffs Harbour Medical Staff</b>	

	NIL
1.4	<p><b>Presentation – Ken Barker</b> Audit and Risk, ½ Yearly Update</p> <p>Ken Barker provided update noting changes to Governing Board membership in 2021.</p> <ol style="list-style-type: none"> <li><b>Noted:</b> Changes by the Ministry to the Risk Framework and Reporting format.</li> <li><b>Noted:</b> Finance team congratulated on their efforts.</li> </ol>
<b>Item 2: Minutes and Action Table</b>	
2.1	<p><b>Minutes</b></p> <p>2.1.1 Minutes of Meeting – 11 November 2020</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Endorsed:</b> The Minutes of Meeting 11 November 2020 with the amendment to 2.2.4.</li> </ol>
2.2	<p><b>Actions</b></p> <p>2.2.1 Action Table</p> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The Action Table.</li> <li><b>Resolved:</b> Action items be referred to Governing Board Sub-Committee Agendas.</li> </ol> <p><b>2.2.2 Action: Letter to Dr Theresa Beswick</b></p> <ul style="list-style-type: none"> <li>WG to write to Dr Theresa Beswick with thanks for her service and commitment to MNCLHD.</li> </ul> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted: Letter to Dr Theresa Beswick</b></li> </ol> <p><b>2.2.3 Action: Workers’ Compensation Arrangements</b></p> <ul style="list-style-type: none"> <li>Board requested advice on QBE Change Room Connect program.</li> </ul> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> Information provided by Simon Joice regarding program.</li> </ol> <p><b>2.2.4 Action: Funding for Referral Hospital</b></p> <ul style="list-style-type: none"> <li>Board requested information on how referral hospitals are funded for providing higher acuity care for MNCLHD patients.</li> <li>Refer item 4.4</li> </ul> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> Item 4.4 For discussion at Strategic Planning Day in January 2021</li> </ol>

	<p><b>2.2.8 Action: MNCLHD Grant Expenditure</b></p> <ul style="list-style-type: none"> <li>Board requested further background information on District grants, including how we assess the outcomes from the programs.</li> </ul> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in CE's report.</li> </ol>
	<p><b>2.2.9 Action: Gayed Action Plan Update Nov 2020.</b></p> <ul style="list-style-type: none"> <li>Board requested information on what other LHDs are doing regarding governance of Recommendation 2 – Gayed Inquiry.</li> <li>Refer item 4.7.</li> </ul> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> </ol>
	<p><b>2.2.10 Action: Board Schedule</b></p> <ul style="list-style-type: none"> <li>Board requested consideration of revised meeting location schedule for 2021. Advice and feedback to be sought from Dr Alison Seccull.</li> </ul> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted:</b> Board walkarounds to recommence 2021. February meeting to be held in person at Macksville District Hospital and will include meeting with staff and tour.</li> </ol>
	<p><b>2.2.11 Action: Cyber Security Plan</b></p> <ul style="list-style-type: none"> <li>Board sought advice on timing of roll out - Cyber Security Plan (MNCLHD Operational Plan Status Report).</li> <li>Refer Item 3.14</li> </ul> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> </ol>
<p><b>Item 3: Strategic Items for endorsement and/or discussion</b></p>	
<p>3.1</p>	<p>Chief Executive's Report</p> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted</b> the Chief Executive's Report and verbal update.</li> </ol>
<p>3.2</p>	<p>Report: MNCLHD Organisational Performance Report</p> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted:</b> Performance of the MNCLHD Key Performance Indicators.</li> <li><b>Noted:</b> The Performance Report.</li> </ol>

3.3	<p>Business Paper: MNCLHD FOAM Capital Works HI 2020</p> <p><b><u>Resolution:</u></b> <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided Business Paper.</i></li> </ol>
3.4	<p>Business Paper: MNCLHD FOAM Budget Briefing</p> <p><b><u>Resolution:</u></b> <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Endorsed:</b> <i>SD and WG signed 2020-21 Service Agreement between MNCLHD and Secretary, NSW Health.</i></li> </ol>
3.5	<p>Business Paper: MNCLHD FOAM Surgical Report November 2020</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> </ol>
3.6	<p>Business Paper: MNCLHD Performance Report September 2020</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> </ol>
3.7	<p>Business Paper: MNCLHD AH &amp; PP Healthy Food and Drink</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> </ol>
3.8	<p>Business Paper: MNCLHD AH &amp; PP Healthy Communities Innovation Fund</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> <li><b>Noted:</b> <i>Acknowledgement of a great program.</i></li> </ol>
3.9	<p>Business Paper: MNCLHD AH &amp; PP Childhood Obesity Prevention and Management</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> </ol>
3.10	<p>Business Paper: MNCLHD MHIC Disability Sector COVID-19 Plan</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> </ol>
3.11	<p>Business Paper: MNCLHD MHIC Cancer Strategy 2020 – 2025</p>

	<p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> </ol> <p><b>ACTION:</b> MHIC Sub Committee to respond with strategic analysis March</p>
3.12	<p>Business Paper: MNCLHD MHIC Clinical Service Plan Bellingen and Wauchope</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> <li><b>Endorsed:</b> By Governing Board.</li> <li><b>Noted:</b> Thanks those who contributed to the brief.</li> </ol> <p><b>ACTION:</b> Pilot program for State funding solution – Strategic Planning day.</p>
3.13	<p>Business Paper: MNCLHD MHIC RACF</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> </ol>
3.14	<p>Business Paper: MNCLHD CGIS Cyber Security Plan</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> </ol> <p><b>ACTION:</b> Board requested Chief Technology Officer to present to February Board meeting.</p>
<b>Item 4: Operational Items</b>	
4.1	<p>Business Paper: MNCLHD NMR Virtual Care</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> </ol> <p><b>ACTION:</b> PAC Sub-Committee progress update and review staff skill sets for February Board meeting.</p>
4.2	<p>Business Paper: MNCLHD NMR COVID-19 Response</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> </ol>
4.3	<p>Business Paper: MNCLHD MHIC LBVC Report update</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Noted:</b> The information provided in the Business Paper.</li> </ol>

4.4	<p>Business Paper: MNCLHD MHIC Patient Flow November 2020</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> </ol>
4.5	<p>Business Paper: MNCLHD CGIS Accreditation</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> <li><b>Noted:</b> <i>Ensure engagement and accreditation processes are standard practice for MNCLHD.</i></li> </ol>
4.6	<p>Business Paper: MNCLHD CGIS RCA</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted</b> <i>the information provided in the Business Paper.</i></li> </ol> <p><b>ACTION:</b> <i>RCA process referred to HCQC Sub Committee</i></p>
4.7	<p>Business Paper: MNCLHD CGIS Gayed Inquiry Recommendations</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> <li><b>Noted:</b> <i>Matters identified are being managed.</i></li> </ol>
4.8	<p>Business Paper: MNCLHD Internal Audit, Risk &amp; Compliance ERM DEC 2020</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted</b> <i>the information provided in the Business Paper.</i></li> </ol>
4.9	<p>Business Paper: MNCLHD PAC ATF Time Frames</p> <p><b><u>Resolution:</u></b> <i>That the MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Business Paper.</i></li> </ol>
<b>Item 5: Governance Items – Board Sub Committees and associated reporting</b>	
5.1	<p>Board Sub-Committee: Community Engagement</p> <ol style="list-style-type: none"> <li>5.1.1 Endorsed Minutes 22 September 2020</li> <li>5.1.2 Chair’s Summary December 2020</li> </ol> <p><b><u>Resolution:</u></b> <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> <li><b>Noted:</b> <i>The information provided in the Community Engagement Sub-Committee papers.</i></li> </ol>

	<p>2. <b>Noted:</b> Concierge – Patient Experience Officers well received by patients and noted enthusiasm of volunteers and how they are valued by SET, staff and patients.</p>
5.2	<p>Board Sub-Committee: People and Culture Committee</p> <p>5.2.1 Endorsed Minutes 19 October 2020</p> <p>5.2.2 Chair’s Summary November 2020</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p> <p>1. <b>Noted:</b> The information provided in the People and Culture Sub-Committee papers.</p>
5.3	<p>Board Sub-Committee: MDAAC</p> <p>5.3.1 Endorsed Minutes October 2020</p> <p>5.3.2 Chair’s Summary November 2020</p> <p>5.3.3 MDAAC CACD November 2020</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p> <p>1. <b>Noted:</b> The information provided in the MDAAC Sub-Committee papers.</p>
5.4	<p>Board Sub-Committee: Integrating Care</p> <p>5.4.1 Chairs Summary December 2020</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p> <p>1. <b>Noted:</b> The information provided in the Integrated Care Sub-Committee papers.</p>
5.5	<p>Board Sub-Committee: Health Care Quality</p> <p>5.5.1 Endorsed Minutes 26 October 2020</p> <p>5.5.2 Chair’s Summary 26 October 2020</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p> <p>1. <b>Noted:</b> The information provided in the Health Care Quality Sub-Committee papers.</p>
5.6	<p>Board Sub-Committee: Research, Innovation &amp; Health Service Development</p> <p><b>NIL tabled</b></p>
5.7	<p>Board Sub-Committee: Finance and Performance.</p> <p>5.7.1 FOAM Endorsed Minutes 20 October 2020</p> <p>5.7.2 Chair’s Summary November 2020</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p> <p>1. <b>Noted:</b> The information provided in the Finance and Performance Sub-Committee papers.</p>
5.8	<p>Board Sub-Committee: Audit and Risk</p> <p><b>Resolution:</b> <u>The MNCLHD Governing Board:</u></p>

	<b>1. Noted:</b> Next meeting 3 December 2020
5.9	Board Sub-Committee: Close the Gap 5.9.1 Endorsed Minutes 18 August 2020 5.9.2 Chair's Summary 20 October 2020  <b>Resolution:</b> <i>The MNCLHD Governing Board:</i> <b>1. Noted:</b> <i>The information provided in the Close the Gap Sub-Committee papers.</i>
<b>Item 6: Directorate Dashboard and Summary Updates</b>	
6.1	Mental Health Alcohol and Other Drugs
6.2	Public Health Unit
6.3	Aboriginal Health and Primary Partnerships
6.4	Nursing Midwifery and Services Reform
6.5	Clinical Governance and Information Services
6.6	Finance and Performance
6.7	Communications
6.8	Coffs Clinical Network
6.9	Hasting Macleay Clinical Network
6.10	People and Culture
6.11	Research and Knowledge Translation
6.12	Internal Audit and Risk
6.13	Integrated Care
<b>Item 6</b>	<b>All items above Noted</b>
<b>Item 7: General Business, Correspondence and Business without notice</b>	
7.1	Confidential Items <b>NIL Tabled</b>
7.2	7.2.1 <b>Correspondence:</b> From NSW Minister for Health and Medical Research The Hon. Brad Hazzard MP, regarding the reappointment of Neil Porter and Dr Joanna Sutherland members.
7.3.1	Chair's Update (presented by WG): 7.3.1 Premier's Priorities: Health Report will be forwarded once received. 7.3.2 Thank you to Neville Parsons Deputy Chair, for chairing the meeting. 7.3.4 Recognised the contribution of the Health Care workforce for remarkable progress made and thank the Board for contribution over the last 12 months. 7.3.5 The Board acknowledged the outstanding achievement of two MNCLHD staff in the 2020 NSW Health Excellence in Nursing and Midwifery Awards and congratulated:





# Health

## Mid North Coast Local Health District

**GOVERNING BOARD**

Amelia Bolt – Aboriginal Nurse/Midwife of the Year  
Trish Lemin – joint Nurse of the Year

<b>Item 8: Large Attachments and additional information</b>	
NIL tabled	
<b>Item 9: Upcoming Events</b>	
Date	Event Details
20 Jan	Planning Day - MNCLHD Board Strategic Session (1pm lunch/1:30pm start) Venue to be advised
10 Feb	February Board Meeting – Macksville District Hospital
<b>There being no further business the meeting closed at 17.40</b>	