

MEETING MINUTES

DATE: Wednesday, 14 July 2021
 TIME: 11:00am – 3:30pm
 VENUE: Port Macquarie Community Health Campus Meeting Room 4

Item / Description	
Attendance and Declarations	
Welcome: Chair, Professor Heather Cavanagh	
The Governing Board and MNCLHD acknowledges the traditional custodians of the lands upon which this meeting is held and pays its respects to Elders past, present and future.	
Present: Professor Heather Cavanagh (Chair), Neil Porter, Susan McGinn OAM, Dr Alison Seccull, Dr Tim Francis, Dr Jennifer Beange, The Hon. Luke Hartsuyker	
Apologies: Nil	
In Attendance: Stewart Dowrick (Chief Executive), Delwyn Kruk (Corporate Governance Manager) Tania Ellis (Secretariat) - Minutes	
Declarations: No Pecuniary Interest, Conflict of Interest and Related Transactions Declared exception meeting was in accordance with COVID Safe Workplace guidelines.	
Item 1: Introductions	
1.1	<p>Governing Board Welcome and Mid North Coast Local Health District Overview Chief Executive and Board members welcomed newly appointed Governing Board Chair and member.</p> <ul style="list-style-type: none"> • Governing Board Chair and new member provided Executive summary. • Existing Board Members provided brief biography and background on expertise. • Noted current Governing Board consists of 7 members was previously 12 members. • Agreed the Governing Board membership remains active on the risk register. • Chair to review Governing Board term duration and consider appointment plan. • Discussed possible areas of expertise to strengthen engagement and strong governance which may include: <ul style="list-style-type: none"> ○ Nursing representative ○ Allied Health representative ○ Indigenous representative ○ Consumer representative ○ Financial Accountant ○ Business Innovation ○ Corporate Governance ○ Information Technology Analyst ○ Risk Management ○ Visiting Medical Officers • The Board agreed to optimise the agenda format.

- Nomination put forward for Acting Deputy Chair to be reviewed when full membership attained
Neil Porter nominated and appointed Acting Deputy Chair

Resolution(s): The MNCLHD Governing Board:

Accepted Nomination and appointment of Acting Deputy Chair accepted by Governing Board.

Accepted The Hon Luke Hartsuyker agreed to Chair, Finance and Performance Sub-Committee meeting and attend as member for Audit and Risk Sub-Committee.

Action(s):

1. Chief Executive to seek information on Ministry of Health's Board Expressions of Interest.
2. Formulate annual calendar- Key Agenda items.
3. Optimise Board papers and meeting format including addition of special topics.

1.2

COVID-19 Strategy and Response

Director Nursing, Midwifery and Service Reform
Director North Coast Public Health Unit
Director Clinical Governance and Information Services
Director Communication and Corporate Strategy

- MNCLHD COVID-19 Emergency Leads discussed pandemic strategy and response.
- Strategies are in place in preparation of potential regional COVID-19 cases.
- Noted the collaboration between PHN, local GPs and other external partners in coordination of vaccination and testing clinics and providing support to consumers in our region.
- MNCLHD has 127 FTE currently supporting COVID-19 response.
- The current spike saw 987 consumers tested at our clinics in one day.
- Working towards vaccinating 3,000 consumers per week, ensuring every consumer eligible will be vaccinated by late December 2021.
- 66% of our workforce has received either full or first dose of vaccination.
- Over 7 million COVID-19 tests undertaken in NSW and over 100,000 on Mid North Coast.
- MNCLHD is supporting the state with contact tracing.
- Chair on behalf of Board expressed sincere gratitude to all staff supporting COVID-19 pandemic.

1.3

Senior Executive Leaders' Key Priorities for 2021-2022

1.3.1 Attachments: Senior Executive Biographies and Directorate Overviews

- 13 Senior Executives provided Directorate overviews and brief biography and now included in Diligent Resource Centre.
- Chair on behalf of the Board, expressed appreciation for the discussion and content provided, noting the key priorities of each Directorate.
- Senior Executives departed the meeting at 1:00pm.
- Board agreed to have this as an annual event timing to be decided.

Welcome Lunch:

The Hon Leslie Williams MP, Member for Port Macquarie, Deputy Speaker and Mr Pat Conaghan MP, Member for Cowper, attended lunch with Governing Board Chair, Board Members and Senior Executive Leaders.

Item 2: Governing Board Meeting

- 2.1 Presentation: Strategic Directions
Health Strategy Consultant (with Executive Assistant to Chief Executive)
(Noted District Planning and Service Manager an apology due to COVID-19 restrictions)

Resolution(s): The MNCLHD Governing Board:

Noted information and detail provided during strategic directions discussion.

Action(s):

1. Presentation to be distributed to Governing Board for further consultation. Secretariat to collate feedback.
2. Future Strategy Planning day for Governing Board scheduled for 25 August 2021.
3. Meeting of the Board to review material generated from 25 August 2021 prior to endorsement.

Health Strategy Consultant and Executive Assistant to Chief Executive departed meeting 2.40pm

Item 3: Strategic Items for endorsement and/or discussion

- 3.1 Minutes of Meeting 9 June 2021
- Board noted Action Table held over to August due to inaugural meeting of new Board Chair and Board member.
 - Noted Community Engagement future strategy and planning.

Resolution(s): the MNCLHD Governing Board:

Endorsed: Minutes of Meeting held 9 June 2021

Action(s):

1. Board member raised Birth Registration Kempsey, Chief Executive to provide update at August Board meeting.

3.2 **Chief Executive's Governing Board Report July 2021**

- 3.2.1 (Resource Centre) Flood Reflections Report
 - 3.2.2 (Resource Centre) Public Health Network - Health Service Demand Fact Sheet
 - 3.2.3 (Resource Centre) Public Health Network - Health System Demand Management
 - 3.2.4 (Resource Centre) Whole of Hospital – Regional Movers Index Report
 - 3.2.5 (Resource Centre) Whole of Hospital – Port Macquarie Base Hospital Ministry of Health Workshop Presentation
- Chief Executive provided verbal update on strategic and high-level operational matters.

	<ul style="list-style-type: none"> • Chief Executive met with representatives to discuss commissioning review into local surgery activity. • Chief Executive attended June workshop focusing on Port Macquarie Base Hospital patient flow. Awaiting final report. • Coffs Harbour External Review conducted in March 2021 identified 48 recommendations, 48% of which have progressed to completion. • Update on COVID-19 vaccination clinics. • Discussion regarding MNCLHD service challenges including increased presentations and births, patient flow and discharge practices. • Kempsey District Hospital cafeteria included on capital works project list. • Accreditation postponed for third time due to recent COVID-19 restrictions. MNCLHD working with Accreditation Council to determine preparations for the next proposed date. <p><u>Resolution(s): the MNCLHD Governing Board:</u> Accepted Chief Executives Business Paper July 2021.</p> <p><u>Action(s):</u> 1. Chief Executive to provide report on Emergency Department demands</p>
3.3	<p>Business Paper: Corporate Governance Framework</p> <p>3.3.1 Attachment – Corporate Governance Framework</p> <ul style="list-style-type: none"> • The Mid North Local Health District Corporate Governance Framework combines responsibilities, policies, guidelines, and accountability for the administration of corporate governance across the MNCLHD. <p><u>Resolution(s): the MNCLHD Governing Board:</u> Endorsed Corporate Governance Framework Business Paper</p> <p><u>Action(s):</u> 1. Governing Board Chair to extend invitation to rural LHD Governing Board Chairs for them or members to attend MNCLHD Board meeting for education and communication.</p>
3.4	<p>Business Paper: Finance Operations Asset Management (FOAM) Budget Brief</p> <p><u>Resolution(s): the MNCLHD Governing Board:</u> Accepted Finance Operations Asset Management Budget Brief Business Paper.</p>
3.5	<p>Business Paper: Asset Management and Capital Investment (Updated following June Governing Board Meeting)</p> <ul style="list-style-type: none"> • Discussed variances between original estimates and final capital investment costs. <p><u>Resolution(s): the MNCLHD Governing Board:</u></p>

	Accepted with action Asset Management and Capital Investment Business Paper Action(s): 1. Chief Executive to provide Governing Board with additional information regarding variances.
3.6	Organisational Performance Report <ul style="list-style-type: none"> Noted infrastructure for delivery of telehealth services completion date in June 2021. Resolution(s): the MNCLHD Governing Board: Accepted with action Organisational Performance Report Action(s): 1. Chief Executive to provide update regarding telehealth services infrastructure.
Item 4: Operational Items	
4.1	Business Paper: MNCLHD Risk Identification Report <ul style="list-style-type: none"> Paper noted and taken as read. Resolution(s): the MNCLHD Governing Board: Accepted with action Risk Identification Report Action(s): 1. Chief Executive to provide update on reporting trends and add to risk register is appropriate.
4.2	Business Paper: Macksville Maternity Service – June 2021 4.2.1 Macksville Timeline Service Model <ul style="list-style-type: none"> Paper noted and taken as read. Resolution(s): the MNCLHD Governing Board: Accepted with action Macksville Maternity Service June 2021 Business Paper Action(s): 1. Chief Executive meeting with consumer representative and will provide update at August Board meeting.
Item 5: Governance Items – Board Sub Committees	
5.1	Board Sub-Committee: Community Engagement Not Submitted

5.2	<p>Board Sub-Committee: People and Culture: Chair's Summary June 2021</p> <p>5.2.1 Endorsed Minutes 16 April 2021 5.2.2 PAC Enterprise Risk Report</p> <p>Resolution(s): That the MNCLHD Governing Board: Minutes and Summary was noted and taken as read. Discussion meeting organised with Risk and Compliance Manager and other key stakeholders.</p> <p>Action(s):</p> <ol style="list-style-type: none"> 1. Chief Executive to provide medical workforce update at August Board meeting. 2. Standing Item: (Anderson recommendation) <i>security / staff safety</i> added to Governing Board and Board Sub-Committees agendas. 	
5.3	Board Sub-Committee: Medical and Dental Appointments Advisory Committee	Not Submitted
5.4	<p>Board Sub-Committee: Integrating Allied, Community and Cancer Care Services: Chair's Summary</p> <p>5.4.1 Chair Approved Minutes 15 June 2021</p> <p>Resolution(s): That the MNCLHD Governing Board: Minutes and Summary noted and taken as read.</p>	
5.5	Board Sub-Committee: Health Care Quality	Not Submitted
5.6	Board Sub-Committee: Research, Innovation & Health Service Development	Not Submitted
5.7	<p>Board Sub-Committee: Finance and Performance: Endorsed Minutes 25 May 2021</p> <p>Resolution(s): That the MNCLHD Governing Board: Minutes and Summary noted and taken as read.</p>	
5.8	Board Sub-Committee: Audit and Risk	Not Submitted
5.9	<p>Board Sub-Committee: Closing the Gap: Chair's Summary Report June 2021</p> <p>5.9.1 Endorsed Minutes 20 April 2021</p> <p>Resolution(s): That the MNCLHD Governing Board: Minutes and Summary noted and taken as read. Noted Closing the Gap Annual Report to come to August meeting.</p>	
5.10	Board Sub-Committee: Procurement Advisory Committee	Not Submitted
Item 6: General Business, Confidential Correspondence and Business without notice		
6.1	Nil business without notice.	

There being no further business the meeting closed at 3.40pm.

Date	Event Details
28 July	Budget Meeting Via MS Teams
11 August	Coffs Harbour Health Campus 11.00am -1.00pm – Commence Board Meeting 1.00pm – 1.30pm - Lunch 1.30pm – Strategic Session <ul style="list-style-type: none"> • Review Governance and Board process • Optimise Board papers and meeting format including addition of special topics.
15 September	Macksville District Hospital <ul style="list-style-type: none"> • Emergency department strategies and patient flow
13 October	Dorrigo Multi-Purpose Service Governing Board - future proposal/recommendations for upcoming board meetings
10 November	Bellinger River District Hospital Governing Board - future proposal/recommendations for upcoming board meetings
8 December	12:30pm - 1:30pm Annual Public Meeting Port Macquarie Glass House 2:30pm - 4:00pm Port Macquarie Community Health Campus