

MEETING Minutes Endorsed

DATE: Wednesday, 10 February 2021

TIME: 13:30 to 18:00 hours

VENUE: Macksville District Hospital

100 Darruya Road, North Macksville NSW 2447

Item / Description	Action	Att
Attendance and Declarations		
Welcome: Warren Grimshaw AM Chair. 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: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Dr Alison Seccull (AS), David Kennedy (DK), Janine Reed (JR), Dr Jennifer Beange (JBeange), Dr Joanna Sutherland (JS), Rev. Dr John Barrett OAM (JBarrett), Dr Tim Francis (TF), Susan McGinn OAM (SM)		
Apologies: Neil Porter (NP), Observer - Dr David Wong, Chair Macksville District Hospital Medical Staff Council		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Manager Corporate Governance Delwyn Kruk (DKR), Tania Ellis – Minutes		
Declaration of Pecuniary Interest Conflict of Interest and Related Transactions: Nil		
Confidentiality: In Camera file notes		
Item 1: Presentations/Discussion		
1.1	Presentation: MNCLHD Cyber Security Plan Sarajane Hansen, A/Chief Technology Officer	
1.2	Business Paper: MNCLHD CGIS Cyber Security Plan Status Update Resolution: The MNCLHD Governing Board: 1. Noted the information provided in the Business Paper. 2. Action: Requested quarterly updates on Cyber Security. 3. Action: Letter of thanks Sarajane Hansen for her comprehensive presentation.	
Item 2: Minutes and Action Table		
2.1	Minutes 2.1.1 Minutes of Meeting – 10 February 2021 Resolution: The MNCLHD Governing Board: 1. Endorsed the Minutes of Meeting 10 February 2021 with following amendments: Dr Timothy Francis resigned Chair of North Coast Primary Health Network	

	<p>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.</p>
2.2	<p>Actions 2.2.1 Action Table</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the Action Table.</p>
<p>Item 3: Strategic Items for endorsement and/or discussion</p>	
3.1	<p>Chief Executives' Report</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the Chief Executives' Report and verbal update. 2. Refer Confidential file note. (Item 7.1.3 included in March papers).</p>
3.2	<p>MNCLHD Organisational Performance Report</p> <p>Resolution: That the MNCLHD Governing Board: 1. Received and noted report. Action Letter of thanks to Debbie Bradley for her outstanding efforts.</p>
3.3	<p>MNCLHD Quarterly Performance Meeting Minutes 25 November 2020</p> <p>Resolution: That the MNCLHD Governing Board: 1. Received and noted the Quarterly Performance meeting minutes.</p>
3.4	<p>Report: 2020-21 Service Agreement letter from Secretary</p> <p>Resolution: That the MNCLHD Governing Board: 1. Received and noted Service Agreement letter.</p>
3.5	<p>Business Paper: Coffs Harbour – Analysis unplanned re-admissions</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the information provided in the Business Paper and appreciation for the well prepared document. 2. Noted progress and trend for unplanned readmissions.</p>
3.6	<p>Business Paper: CGIS IM (Incident Management) Policy</p> <p>Resolution: That the MNCLHD Governing Board: 1. Received and noted the information provided in the Business Paper. 2. Received and noted the new terminology in incident management. 3. Noted changes to serious incident management policy directive.</p>

3.7	<p>Business Paper: Immunisation Strategy and COVID-19 Vaccination Clinics update</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper. 2. Noted advanced planning commenced to ensure preparedness to respond once vaccines arrive. 3. Noted the decision to locate distribution Hub at Coffs harbour which will facilitate distribution of vaccine for all the MNCLHD.
3.8	<p>Business Paper: MNCLHD Finance and Performance Business Brief Process</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper. 2. Noted the process template in the Business Paper. 3. Action. Request for Director of Research and Knowledge Translation to further research and evaluate on this process to ensure it is robust enough to embrace the views of clinicians.
3.9	<p>Business Paper: MNCLHD Cancer Strategy 2020 - 2025</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Endorsed the information provided in the Business Paper.
3.10	<p>Business Paper: MNCLHD Board January Strategy Planning Report</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the overview paper. 2. Governing Board recognise the facilitator's outstanding work. 3. Next meeting scheduled for 1 March 2021.
3.11	<p>Business Paper: MNCLHD Mental Health Productivity Commission Inquiry</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper and attachments. 2. Action: District Clinical Director for Mental Health and Director Integrated Mental Health, Alcohol and other Drug Services to present to Governing Board May 2021 meeting.
Item 4: Strategic Items for endorsement and/or discussion	
4.1	<p>Business Paper: Macksville Maternity Model</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper, progress and ongoing commitment being made since 2020 commencement.
4.2	<p>Business Paper: (HITH) Hospital in the Home Update</p> <p>Resolution: That the MNCLHD Governing Board:</p>

	<ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper. 2. Action Review difference/s across district regarding HITH performance and possible need to review the program. The board believes that HITH is valuable in the provision of Health Services to the district. 	
4.3	<p>Report: MNCLHD Governing Board Risk Report</p> <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Report 	
Item 5: Governance Items – Board Sub Committees and associated reporting		
5.1	Board Sub-Committee: Community Engagement	Next meeting 18 January 2021
5.2	<p>Board Sub-Committee: People and Culture Committee</p> <ol style="list-style-type: none"> 5.2.1 Endorsed Minutes 16 November 2020 5.2.2 Chair’s Summary December 2020 <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the People and Culture Sub-Committee papers. 2. Noted “You make a difference campaign” has been well received. 3. Action Workforce Planning day. Planning skillset in MNCLHD (NP) will respond to (CE) for inclusion in CE Report, next Governing Board – March. 	
5.3	<p>Board Sub-Committee: MDAAC</p> <ol style="list-style-type: none"> 5.3.1 Endorsed Minutes 12 November 2020 5.3.2 Chair’s Summary December 2020 <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the MDAAC Sub-Committee papers 	
5.4	<p>Board Sub-Committee: Integrating Allied, Community and Cancer Care Services</p> <ol style="list-style-type: none"> 5.4.1 Endorsed Minutes 24 November 2020 <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the minutes provided in the Integrated Allied, Community and Cancer Care Services Sub-Committee papers. 2. Noted the proposal of a greater committee HNC and MNC to develop new initiatives and will be in addition to the IACCCS Committee. Chair to be included in progress. 	
5.5	<p>Board Sub-Committee: Health Care Quality</p> <ol style="list-style-type: none"> 5.5.1 Endorsed Minutes 23 November 2020 5.5.2 Chair’s Summary January 2021 <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the Health Care Quality Sub-Committee papers. 	

5.6	<p>Board Sub-Committee: Research, Innovation & Health Service Development</p> <p>5.6.1 Endorsed Minutes 2 October 2020 5.6.2 Chair's Summary December 2020</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the information provided in the Research, Innovation & Health Service Development Sub-Committee papers.</p>
5.7	<p>Board Sub-Committee: Finance and Performance</p> <p>5.7.1 Endorsed Minutes 24 November 2020 5.7.2 Endorsed Minutes Special Budget Meeting 8 December 2020 5.7.3 Endorsed Minutes 15 December 2020 5.7.4 Chair's Summary December 2020</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the information provided in the Finance and Performance Sub-Committee papers.</p>
5.8	<p>Board Sub-Committee: Audit and Risk</p> <p>5.8.1 Endorsed Minutes 3 September 2020</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the information provided in the Audit and Risk Sub-Committee papers.</p>
5.9	<p>Board Sub-Committee: Close the Gap</p> <p>5.9.1 Endorsed Minutes 20 October 2020 5.9.2 Chair's Summary December 2020</p> <p>Resolution: That the MNCLHD Governing Board: 1. Noted the information provided in the Close the Gap Sub-Committee papers.</p>
Item 6: Directorate Dashboard and Summary Updates	
6.1	Integrated Mental Health, Alcohol & Other Drugs
6.2	North Coast 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 and Strategy
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, Risk and Compliance
6.13	Integrated Allied, Community and Cancer Care Services
Resolution: MNCLHD Governing Board:	
Noted the valuable information provide in the February Directorate reports	
Item 7: General Business, Correspondence and Business without notice	
7.1	Confidential Items In Camera: Confidential file note Re: February 10 Board Item 3.2.1 (Note: Refer attachment 7.1.3 March Board Papers)
7.2	Chair's Update: 7.2.1 All Governing Board correspondence to be tabled at Governing Board meetings (no paper)
7.3	Council Board of Chairs: 2021 NSW Health Board Members Conference 15 March 2021 Members Dr Alison Seccull and Dr Timothy Francis - confirmed attendance Sue McGinn to advise.
7.4	Reappointment of Mr Neil Porter, 1 January 2021 - 31 March 2023
7.5	Reappointment of Dr Joanna Sutherland, 1 January 2021 - 30 June 2021
Item 8: Upcoming Events and Proposed Presentations	
Date	Event Details
10 March	March Board Meeting - Port Macquarie Community Health Campus Presentation: Safety Culture Survey
15 March	NSW Health Board Members Conference
14 April	April Board Meeting - Coffs Harbour Health Campus Proposed Presentation: Deanne Portelli, District Manager for Surgical Services
12 May	May Board Meeting - Port Macquarie Base Hospital Proposed Presentation: District Clinical Director for Mental Health Director Integrated Mental Health, Alcohol and other Drug Services.
9 June	June Board Meeting - Wauchope District Hospital Governing Board - future proposal/Resolutions for upcoming board meetings
July	Governing Board Transition Day New Governing Board members, and former members Date and venue to be confirmed
14 July	July Board Meeting - Port Macquarie Base Hospital Governing Board - future proposal/resolutions for upcoming board meetings
28 July – Budget	July Budget Board Meeting - MS Teams
11 August	August Board Meeting - Coffs Harbour Health Campus Governing Board - future proposal/resolutions for upcoming board meetings
15 September	September Board Meeting - Macksville District Hospital

	Governing Board - future proposal/resolutions for upcoming board meetings
13 October	October Board Meeting - Dorrigo District Hospital Governing Board - future proposal/resolutions for upcoming board meetings
10 November	November Board Meeting - Bellinger River District Hospital Governing Board - future proposal/resolutions for upcoming board meetings
8 December	12.30 - 13.30 Annual Public Meeting - Port Macquarie Glasshouse 14.30 December Board Meeting - Port Macquarie Community Health Centre Governing Board - future proposal/resolutions for upcoming board meetings
There being no further business, the meeting closed 17:35 hours.	
Note Janine Reed departed the meeting 17:15 hours	