

MEETING MINUTES

Wednesday, 9 March 2016

Commencing 3.00pm

Strategic Focus: Coffs Clinial Network and FACS

Coffs Harbour Health Campus: Education Room 25

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT No.
A Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw AM, Chair				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Janine Reed (JReed), John Barrett (JB), Gail Whiteford (GW), Elizabeth Ruthnam (ER) Items 1.1 and 1.2, Jo Sutherland (JS), Stephen Begbie (SB), Neville Parsons (NParsons)		For Noting	Chair	
Apologies: David Kennedy (DK), Jan Ryan (JRyan)		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Theresa Beswick (TB), Kathleen Ryan (KR), Steve Rodwell (SR), Vanessa Edwards (VE), Lynn Lelean (LL), Nick de Groot (NdG), Brian Whitefield, Representatives from FACS (5-6pm) Members of the Executive were present for Items 1.1 and 1.2 only		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions		For Noting	Chair	
B Presentations (1 hour)				
Item 1	Presentations			
1.1	Patient Story – Speech Pathology, “Swallow – Dysphagia” Melissa Parish, Speech Pathology and Mark Wilson, Manager Community & Allied Health	For Discussion	Chair	
<p>There was a video presentation to the Board which showed the impact on peoples’ lives who suffer from Dysphagia.</p> <p>The Board noted that around 25% of people in hospital experience Dysphagia to some degree. 15% of people in the general community experience Dysphagia.</p> <p>This condition is notably unreported and underdiagnosed.</p> <p>TB noted that during a review of deaths in the hospital some years ago, the final end to life of patients in the hospital was due to some degree of an aspiration event. This is a significant and recurrent feature of end of life which needs to be improved.</p> <p>The Chairman noted that the Board is now aware of the area and increasing needs in this area and thanked the Melissa and Mark for the powerful presentation.</p>				
1.2	Risk Workshop: Part 2 – Kathleen Ryan and Brian Whitefield	For Discussion	Chair	1.2
<p>The Board reviewed the Risk Appetite Statement.</p> <p>There was discussion on each of the priority areas and the corresponding statement.</p> <p>It was agreed that some changes were to be made in relation to the statements. Board comments were noted by Brian Whitefield to update the Statement accordingly for further development.</p> <p>It was noted that the next version of this Statement to be presented to the Board will be as close as possible to the final draft.</p>				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
1.3	<p>Strategic Discussion: FACS (5-6pm)</p> <p>In attendance:</p> <ul style="list-style-type: none"> • Sue West, District Director Mid North Coast, • Kathy Brown, Director Disability Mid North Coast and • Brian Woods, Director, NDIS Design and Transition. <p>Sue West introduced the team accompanying her to the Board Meeting. Information was provided to the Board in relation to the rollout of the National Disability Insurance Scheme in NSW and lessons learned during the rollout in the Hunter Valley District.</p> <p>There was a report/presentation circulated in hard copy to Board Members.</p> <p>SB noted his concern in relation to delayed funding for children with disabilities receiving required treatment under the new Scheme.</p> <p>The Board was reassured that timelines and budgets were on track in relation to full state transition from July 2016 to July 2018 for the Scheme in NSW.</p> <p>Resolution: That the Governing Board receive and note the information provided in Item 1.</p>	For discussion	Chair	1.3 1.3a
C Minutes of Governing Board				
Item 2	2.1 Minutes of Meeting 20 January 2016	For Endorsement	Chair	2.1
Resolution: The Minutes of the Governing Board's meeting of 20 January 2016 were confirmed as a true and accurate record.				
D Business Arising				
Item 3	Action Table and follow up			
	3.1 Action Table	For Noting	Chair	3.1
Resolution: That the Governing Board note the update.				
E Chief Executive's Report				
Item 4	4.1 Chief Executive's Report and Attachments:	For Discussion		4.1
<p>SD presented the CE's report.</p> <p>The Board noted that a report in relation to Childhood Obesity is scheduled to be presented to the Board in April 2016.</p> <p>In relation to Mental Health – it was noted that the LHD is aiming to have a 24 bed Mental Health Unit.</p> <p>The Board noted Jane Evan's appointment to the position of General Manager PMBH and Macleay Hastings Network Coordinator.</p> <p>There was some discussion in relation to current and future services provided at some of the more remote/smaller hospitals within the District.</p> <p>Resolution: That the Governing Board receive and note the information provided in Item 4.</p>				
F Strategic Matters for discussion and/or endorsement				
Standing items				
	5.1 Budget:		Chair	
<ul style="list-style-type: none"> • Brief: Development of the 2016/2017 Service Agreement and proposed activity targets • Budget Planning Overview <p>Resolution: That the Governing Board note the current status of negotiations between the Ministry of Health and Mid North Coast Local Health District around the development of the 2016/2017 Service Agreement and proposed activity targets.</p>				
				5.1 5.1a

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
5.2	Premier's Priorities for Health: <ul style="list-style-type: none"> Improving service levels in hospital NEAT NEST Tackling Childhood Obesity Reducing Domestic Violence 		Chair/CE	-
The Board noted that representatives from Health Promotion are scheduled to attend April Board Meeting for information in relation to this matter.				
5.3	Quarterly Risk Reporting (to be submitted April, July, October, January)	No items	Chair	-
Resolution:				
Other items				
5.4	Brief: NSW Health Pathology Regional Service Analysis Project	For Discussion	CE	5.4
Resolution: That the Governing Board notes the proposed NSW Health Pathology Regional Service Analysis and provides guidance with respect to the next steps to be undertaken by MNCLHD				
5.5	Presentation: RCA Reporting (Kathleen Ryan and Donna Dorrington)	For Discussion	Chair	5.5
Donna Dorrington informed the Board of the processes involved in investigating an incident and the completion of the RCA Report.				
The Board noted the processes and how recommendations are recorded and followed up for actioning.				
Resolution: That the Governing Board notes the presentation.				
5.6	Delegations Manual – Update to Schedule 21	For Endorsement	Chair	5.6
The Board noted that delegations have not changed in a significant way from previous years and are in line compared to similar LHD's.				
Resolution: 1. That the Governing Board endorse the update to Schedule 21.				
2. That the Audit and Risk Committee include the review of the Delegations Manual as part of their work schedule.				
5.7	Report: Audit & Risk Management Committee – Annual Self-Assessment 215	For Discussion	Chair	5.7
Resolution: That the Governing Board note the report on the Self-Assessment of Committee Members and the Chair for the year ended 31 December, 2015 and that there has been a continued improvement in the ratings for 2015 over the ratings for 2014.				
5.8	Brief: SmokeFree By Laws <ul style="list-style-type: none"> Guidance Document SFHC By Laws Implementation Plan 	For Endorsement	Chair	5.8 5.8a 5.8b
Resolution: This item be held over and the Brief is to come back to the Board for endorsement.				
5.9	Brief: Update – Bowraville Working Group <ul style="list-style-type: none"> Revised Draft Report 	For Noting	Chair	5.9 5.9a
Resolution: That the Governing Board note the update.				
G Directorate Updates				
Item 6	Directorate Updates			
6.1	Mental Health & Drug and Alcohol <ul style="list-style-type: none"> Brief: Mental Health Performance Report Jan–Jun 15 Brief: Commonwealth Mental Health Reform Review of Mental Health Programs and Services 	For Noting		6.1 6.1a 6.1b 6.1c

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
	<ul style="list-style-type: none"> Mental Health Change management 			6.1d
This item was held over to allow for more in depth discussion.				
6.2	Allied Health & Integrated Care	For Noting		6.2
6.3	Public Health	For Noting		6.3
6.4	Aboriginal Health & Primary Partnerships <ul style="list-style-type: none"> One Deadly Step MNCAHA – 6 monthly progress report 	For Noting		6.4 6.4a 6.4b
6.5	Nursing, Midwifery & Workforce	For Noting		6.5
6.6	Clinical Governance & Information Services	For Noting		6.6
6.7	Financial Operations and Asset Management <ul style="list-style-type: none"> Brief: Audit recommendations Status June 2015 Brief: Culture and Wellbeing Fund Brief: Asset Refurbishment Replacement Program Auditor-General's Report – e-copy only 	For Noting		6.7 6.7a 6.7b 6.7c 6.7d
6.8	Communications & Strategic Relations <u>Quarterly Reporting:</u> <ul style="list-style-type: none"> Board Member Declarations (for review) 2015 Governing Board Endorsement Register 	For Noting		6.8 6.8a 6.8b
6.9	Coffs Clinical Network Report	For Noting		6.9
6.10	Hastings Macleay Clinical Network Report	For Noting		6.10
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	Endorsed Minutes of Meetings: <ul style="list-style-type: none"> November 2015 December 2015 January 2016 	For noting		7.1 7.1a 7.1b
7.2	Chair – Summary	For Discussion		7.2
Health Care Quality Committee				
7.3	Confirmed Minutes of Meeting (to be submitted - April) <ul style="list-style-type: none"> HCQC Data Report Summary 	For Noting		- 7.3a
7.4	Chair – Summary	No items		-
MDAAC				
7.5	Endorsed Minutes of Meeting	For Noting		7.5
7.6	Recommendations	For Noting		7.6
7.7	Chair – Summary	No items		-
The Board noted that MDAAC will be presenting the recommendations for the quinquennial appointments at the April Board Meeting.				
Workforce, Health & Safety Committee				
7.8	Confirmed Minutes of Meeting (Nov 2015)	For Noting		7.8
7.9	Chair – Summary	For Discussion		7.9
Health Services Development & Innovation Committee				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
7.10	Minutes of Meeting	No Items		-
7.11	Chair – Summary	For Discussion		7.11
Close the Gap Committee (No items)				
7.13	Confirmed Minutes of meeting	For Noting		-
7.14	Chair – Summary	For Discussion		-
Community Engagement Committee				
7.15	Endorsed Minutes of Meeting: <ul style="list-style-type: none"> October 2015 November 2015 	For Noting		7.15 7.15a
7.16	Community Reference Group – Draft Minutes <ul style="list-style-type: none"> Endorsed TOR Article – Zoe Murray 	For Noting		7.16 7.16a 7.16b
7.17	Community Connections	For Noting		7.17
7.18	Chair – Summary	For Discussion		7.18
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 <ul style="list-style-type: none"> RI15/911 RI15/914 	For Noting	Chair	9.1 9.1a 9.1b
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 (NIL)			
Resolution: That the Governing Board receive and note the information provided in Item 10.				
L General Business				
Item 11	General Business & Questions on Notice			
11.1	Confidentiality (Standing item)	For Noting	Chair	-
11.2	PHN Board Appointment	For Discussion	Chair	-
The Chair advised the Board of his appointment to the Board of the PHN.				
Resolution: That the Governing Board receive and note the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2016			
13 April	Governing Board Meeting – Port Macquarie (venue to be confirmed) – commencement 2pm			
11 May	Governing Board Meeting - Nambucca HealthOne			
8 June	Governing Board Meeting - Port Macquarie CHC			
There being no further business the meeting closed at 7.00pm				