

# MINUTES

Wednesday, 15 April 2015

Commencing 3:00pm

*Strategic Focus: People and Culture*

## Port Macquarie Community Health Campus - VCN

& Videoconference: PMQ NCCI, CHHC 020

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
<b>A Attendance and Declarations</b>				
<u>Welcome:</u> Warren Grimshaw, Chair.				
Present: Warren Grimshaw Chair (WG), Stephen Begbie (SB), Neville Parsons (NParsons), Neil Porter (NPorter), Janine Reed (JReed), Jan Ryan (JRyan), Elizabeth Ruthnam (ER), Jo Sutherland (JS)		For Noting	Chair	
Apologies: Stewart Dowrick, David Kennedy, Gail Whiteford, John Barrett		For Noting	Chair	
In Attendance: John Leary (JL), Acting CE, Stephen Rodwell (SR), Vanessa Edwards (VE), Sharon Fuller (SF), Rod Peadon (Item 1.3)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <u>Continuing:</u>		For Noting	Chair	
<ul style="list-style-type: none"> <li>Neville Parsons in relation to possible Credit Union Investment/s.</li> <li>Janine Reed in relation to Nambucca Valley Care</li> <li>Neil Porter in relation to employment with HCCU.</li> <li>Elizabeth Ruthnam in relation to Baringa Private Hospital</li> </ul>				
Granted leave of Absence: John Barrett, 21 April – 9 June 2015.				
<b>B Presentations</b>				
<b>Item 1</b>	<b>Presentations/Guests</b>			
	1.1	Patient Story: Maureen McGovern, Manager Community & Allied Health Hastings Macleay	For discussion	Chair
<ul style="list-style-type: none"> <li>The patient (female 60+) who had had a repair to her bladder some years ago.</li> <li>Booked in for exploratory surgery.</li> <li>Surgery took 3 hours however the surgeon was not able to carry out the entire amount of work planned.</li> <li>Patient had to remain in hospital overnight even though she was scheduled for day only surgery.</li> <li>Patient still has concerns about her treatment, why a 20min procedure took 3 hours and why she subsequently ended up so seriously ill following what should have been a relatively straight forward procedure.</li> <li>Patient had positive feedback in relation to most of the nursing staff.</li> </ul> <p>Board Comments:</p> <ul style="list-style-type: none"> <li>Noted that poor communication can cause a lot of confusion as well as cost the District money.</li> <li>A disappointing outcome for the patient.</li> <li>Noted that this patient story is being presented to the Quality and Safety Committee at PMBH and will be fed back to the medical team involved with this patient.</li> </ul> <p><b>Action:</b> The outcomes/improvements from this patient story are to be presented back to the Board so the Board can be assured of the systems in place to address the issues raised.</p>				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
1.2	<b>Strategic Discussion: Redevelopment of MNCLHD website</b>	For discussion	Chair	
Presentation by VE detailing the lack of functionality of the current website and how it is being improved. The Board noted the progress in relation to this.				
1.3	<b>Respecting the Difference Training – Board Members</b>	For discussion	Chair	
Presented by Rod Peadon. <ul style="list-style-type: none"> <li>• HETI on line mandatory training requirements.</li> <li>• All Board members have been granted access to the website and given a log in number.</li> <li>• HETI on line can be accessed from any computer.</li> <li>• Board Members must complete ‘Respecting the Difference’ and ‘Code of Conduct’ training.</li> <li>• Noted that these are mandatory programs through NSW Health.</li> <li>• The Board will consider completing the training programs as a group – this is to be advised after an initial look at the training course.</li> <li>• The Board noted that this is mandatory training and all Board members will complete the training. Either individually on line or as an extension to a Board Meeting.</li> </ul>				
<b>Resolution: That the Governing Board endorse/note the information provided in Item 1.</b>				
<b>C Minutes of Governing Board</b>				
Item 2	2.1 Minutes of previous Meeting - 11 March 2015	For Endorsement	Chair	<a href="#">2.1</a>
<b>Resolution: That the Minutes of the Governing Board’s meeting of 11 March 2015 be confirmed as a true and accurate record.</b>				
<b>D Business Arising</b>				
Item 3	<b>Action Table and follow up</b>			
	3.1 Action Table	For Noting		<a href="#">3.1</a>
<b>Resolution: That the Governing Board note the update.</b>				
<b>E Chief Executive’s Report</b>				
Item 4	4.1 Chief Executive’s Report for March 2015 (& attachments)	For Discussion		<a href="#">4.1</a>
	4.2 Chief Executive’s Performance Indicator Report	No items		4.2
<ul style="list-style-type: none"> <li>• The Chair noted that there is now a coordinator role in relation to the Aged Care program.</li> <li>• There will be a July briefing in relation to this.</li> <li>• The Chair noted the issue of radiology / interventional suite as detailed in the CE report.</li> <li>• The Board note that Port Macquarie is the lowest 3 in the Country. Quality Committee to follow up and report back to the Board.</li> <li>• The Board seek assurances from the CE that strategies are in place to cover the issues in relation to staffing over the Easter break period.</li> <li>• Copies of the CAP report are to be provided to all Board Members.</li> </ul>				
<b>Resolution: That the Governing Board receive and note the information provided in Item 4.</b>				
<b>F Strategic Matters for discussion and/or endorsement</b>				
<b>Standing items</b>				
	5.1 Budget: Brief re process and timeline for completion of budget allocation for FY 2015/14.	For Discussion	Chair	<a href="#">5.1</a>
<ul style="list-style-type: none"> <li>• The Board noted the process as it is being advanced.</li> </ul>				
<b>Resolution: That the Governing Board note the approach to the budget allocation for the FY 2015-2016.</b>				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
<b>Other items</b>				
5.2	Brief: Allied Health Workforce Action Plan 2015-2018	For Noting	Chair	<a href="#">5.2</a>
<b>Resolution: That the Governing Board note that this will be referred to the Workforce Committee.</b>				
5.3	Brief: ABM and funding	For Discussion	Chair	<a href="#">5.3</a>
<b>Resolution: That the Governing Board note the above information</b>				
5.4	Brief: Update on Risk Top Fives – Board	For Discussion	Chair	<a href="#">5.4</a>
<ul style="list-style-type: none"> <li>The Board noted the risks that have been identified.</li> <li>Note that these have been provided by the Board Committees and now need to be reduced down to 10 major risks of the business.</li> </ul>				
<b>Resolution: That the Governing Board is informed</b>				
5.5	Brief: LinkMind Pilot for Adult Mental Health & 24/7 Telehealth Emergency Assessment Hub	For Noting	Chair	<a href="#">5.5</a>
<b>Resolution: That the Governing Board note the above information</b>				
5.6	Brief: MNCCI – change of name	For Noting	Chair	<a href="#">5.6</a>
<b>Resolution: That the Governing Board note the change of name to MNCCI</b>				
5.7	Brief: Your Say Survey - commenced	For Discussion	Chair	<a href="#">5.7</a>
<b>Resolution: That the Governing Board note the commencement of the Your Say Survey for 2015</b>				
5.8	Brief: Development of Asset Strategic Plan	For Endorsement	Chair	<a href="#">5.8</a>
<b>Resolution: That the Governing Board note the development of this ASP for 2015/16 and endorse the Major Capital Projects priorities for the MNCLHD as outlined. This is to be further considered through the Finance Committee. Minor works and maintenance to form part of their considerations.</b>				
<b>G Directorate Updates</b>				
<b>Item 6</b>	<b>Directorate Updates</b>			
	6.1	Mental Health & Drug and Alcohol	For Noting	<a href="#">6.1</a>
	6.2	Allied Health & Hosted Clinical Services	For Noting	<a href="#">6.2</a>
	6.3	Public Health	For Noting	<a href="#">6.3</a>
	6.4	Aboriginal Health & Primary Partnerships	For Noting	<a href="#">6.4</a>
	6.5	Nursing, Midwifery & Workforce	For Noting	<a href="#">6.5</a>
	6.6	Clinical Governance & Information Services	For Noting	<a href="#">6.6</a>
	6.7	Financial Operations	For Noting	<a href="#">6.7</a>
	6.8	Executive Support & Strategic Relations	For Noting	<a href="#">6.8</a>
	6.9	Coffs Clinical Network Report	For Noting	<a href="#">6.9</a>
	6.10	Hastings Macleay Clinical Network Report Attachment – Medical Governance Sexual Assault Services	For Noting	<a href="#">6.10</a> <a href="#">6.10a</a>
Recommended that the issue of readmissions being referred back to the CE for further comment. Noted that the Clinical Network Reports should be in a consistent format (CCN and HMN).				
<b>Resolution: That the Governing Board receive and note the information provided in Item 6.</b>				
<b>H Recommendations from Governance Committees</b>				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
Item 7	<b>Finance and Performance Committee</b>			
	7.1	Endorsed Minutes of Meeting - February 2015	For Noting	<a href="#">7.1</a>
	7.2	Chair – Summary	For Discussion	<a href="#">7.2</a>
	<b>Health Care Quality Committee</b>			
	7.3	Confirmed Minutes of Meeting	For Noting	<a href="#">7.3</a>
	7.4	Chair – Summary of February meeting	For Discussion	<a href="#">7.4</a>
	<b>MDAAC</b>			
	7.5	Confirmed Minutes of Meeting – February 2015	For Noting	<a href="#">7.5</a>
	7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations	-	-
	7.7	Chair – Summary	For Discussion	<a href="#">7.7</a>
	<b>Workforce, Health &amp; Safety Committee</b>			
	7.8	Endorsed Minutes of Meeting – February 2015	For Noting	<a href="#">7.8</a>
	7.9	Chair – Summary	No Items	-
	<b>Health Services Development &amp; Innovation Committee (next meeting April 2015)</b>			
	7.10	Confirmed Minutes of Meeting – 6 February 2015	No Items	-
	7.11	Chair – Summary	No Items	-
	<b>Close the Gap Committee (next meeting April 2015)</b>			
	7.13	Confirmed Minutes of meeting	No items	
	7.14	Chair – Summary	No items	
	It was noted that the Board views the importance of the “Close the Gap” Committee highly and asks that the Committee consider meeting monthly or bi monthly.			
	<b>Community Engagement Committee</b>			
	7.15	Confirmed Minutes of Meeting – Feb 2015	For Noting	<a href="#">7.15</a>
	7.16	Community Reference Group	No items	-
7.17	Community Connections Report Community Connections: Pain Clinic – PMBH 12/11/2014	No items	<a href="#">7.17</a> <a href="#">7.17a</a>	
7.18	Chair – Summary	For Discussion	<a href="#">7.18</a>	
The Board noted the positive processes now in place in regard to the running of the Community Engagement Committee. This is due to additional staffing support being provided.				
<b>Resolution: That the Governing Board receive and note the information provided in Item 7.</b>				
<b>I (Item 8) Workplace Culture Action Plan (No Items)</b>				
<b>J Quality &amp; Safety</b>				
Item 9	<b>RCA Reporting</b>			
	9.1	RCA Summary report	For Noting	Chair <a href="#">9.1</a>
<b>Resolution: That the Governing Board receive and note the information provided in Item 9.</b>				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
<b>K (Item 10) For Information of the Board</b> (Discussion by exception)					
<b>Item 10</b>	<b>Correspondence</b>				
	10.1	Letter from Dr Paton (Confidential)	For Discussion	Chair	<a href="#">10.1</a>
	<b>Resolution: That the Governing Board receive and note the information provided in Item 10.</b>				
<b>L General Business</b>					
<b>Item 11</b>	<b>General Business &amp; Questions on Notice</b>				
	11.1	Confidentiality (Standing item)	For Noting	Chair	-
	11.2	Noted correspondence that the tender for North Coast Primary Health Network has been awarded to North Coast Medicare Local.	For Noting	Chair	
	11.3	Neville Parsons noted he will be taking a leave of absence 9/7 – 4/8 Further noted that Holiday Coast are sponsors of the Innovation Awards	For Discussion	Chair	-
	<b>Resolution: That the Governing Board receive and note the information provided in Item 11.</b>				
<b>M Upcoming visits and events</b>					
<b>Item 12</b>	<b>2015</b>				
	Board Meeting – <b>13 May Macksville Health Campus – 2.30pm start: Meeting With MSC – 5.30pm</b>				
	Board Meeting – 10 June (CHHC)				
	Board Meeting – <b>7 July (PMCHC) – John Mattick attending – dinner following meeting</b>				
	Special Budget meeting – 29 July (VC – host site PMCHC)				
	Board Meeting – 12 August (CHHC)				
	Board Meeting – 9 September (CHHC)				
	Board Meeting – October (Kempsey District Hospital)				
	Board Meeting – November (CHHC)				
	Board Meeting – 9 December (PMBH)				
There being no further business the meeting closed at 6.05pm					