

MEETING MINUTES - *ENDORSED*

Wednesday, 13 May 2015

Commencing 2.30pm

Strategic Focus: Planning

Macksville Health Campus – Community Health Building

& Videoconference:, PMQ NCCI, PMCHC, CHHC EDU 020

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT No.
A Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw, Chair.				
Present: Warren Grimshaw Chair (WG), Stephen Begbie (SB), Neil Porter (NPorter), Janine Reed (JReed), Elizabeth Ruthnam (ER), Gail Whiteford (GW), Joanna Sutherland (JS)		For Noting	Chair	
Apologies: Jan Ryan (Leave of Absence – May), John Barrett (Leave of Absence 21 April-9 June), David Kennedy (DK), Neville Parsons (NParsons)		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Vanessa Edwards, (VE), Lynn Lelean (LL), Mary Malouf (MM)		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"> • Neville Parsons in relation to possible Credit Union Investment/s. • Janine Reed in relation to Nambucca Valley Care • Neil Porter in relation to employment with HCCU • Neil Porter Chair of Life Line Mid Coast • Neil Porter on the Charles Sturt University Advisory Committee • Elizabeth Ruthnam in relation to Baringa Private Hospital • Elizabeth Ruthnam is on the Council for Southern Cross University • Stewart Dowrick is on the Charles Sturt University Advisory Committee 				
B Presentations				
Item 1	Presentations/Guests			
1.1	Patient Story: Karen Atkins, Maternity Unit Manager MDH Kath Bowman, Executive Officer Macksville/Bellingen	For discussion	Chair	
	<ul style="list-style-type: none"> • This month's patient story was from a 23 year old pregnant woman, preparing for the birth of her baby. • It was her first pregnancy. Baby was delivered in April. • The patient felt that Macksville provided a great service and that all her questions were answered. • She thought the service was very valuable. • The patient had participated in the hospital's anti-natal program. • She felt she had a good experience and that the midwives were helpful, awesome and supporting. A Doctor also attended the birth. • The patient valued the additional support of being able to phone the hospital when she had any problems from home ie mastitis. • The patient felt that she had lots of support via the hospital services. • Patient noted that there is very positive attitude towards the hospital within the community. • The only negative comment was in relation to the physical space and access to bathrooms on the ward. 			

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
1.2	Strategic Discussion: Macksville – Redevelopment Planning Update – Patricia Hetherington, Health Services Planner Brief and Draft Consultation Stakeholder report	For discussion	Chair	1.2 1.2a
<ul style="list-style-type: none"> There has been a review undertaken of the clinical services required for people of the Nambucca Valley. This was carried out by way of workshops the community members could attend. The outcome of this workshop was for all the clinical services to be prioritised. Noted the number of mental health patients at Macksville hospital (note that some of these have caught the train and fallen asleep, and not gotten off the train to go to Kempsey). The Board were advised that the Executive Summary of the Clinical Services Plan should be complete in the coming weeks and will be provided to the Board. There was discussion in relation to the challenges and limitations of the Macksville hospital building. This is linked to higher falls rates than at other hospitals. Palliative Care services were seen as a priority for continued provision. Aboriginal Health and Aboriginal Medical Services are a priority. The Emergency Department was noted as a priority – there are no dedicated rooms for pediatric, or mental health services. Noted that no GP services are available at Scott’s Head. There is limited transport and services in those areas. 				
<p>Resolution: That the MNCLHD Governing Board receive the information provided in Item 1 noting:</p> <ol style="list-style-type: none"> The Draft Consultation Stakeholder Report Progress to date on the Macksville Clinical Services Plan The initial workings for identifying the strategic priorities for the Macksville redevelopment The Board to be kept informed of the development of the Clinical Services Plan and its implications The Chair is to write to Patricia Hetherington and Kath Boman on the work that they have completed to develop the Clinical Services Plan. 				
C Minutes of Governing Board				
Item 2	2.1 Minutes of previous Meeting - 15 April 2015	For Endorsement	Chair	2.1
<p>Resolution: That the Minutes of the Governing Board’s meeting of 15 April 2015 be confirmed as a true and accurate record.</p>				
D Business Arising				
Item 3	Action Table and follow up			
	3.1 Action Table	For Noting		3.1
<ul style="list-style-type: none"> SD provided an update on the development of the Aged Care Plan. <p>Resolution: That the Governing Board note the update.</p>				
E Chief Executive’s Report				
Item 4	4.1 Chief Executive’s Report for April 2015 (& attachments)	For Discussion		4.1
	4.2 Chief Executive’s Key Performance Indicator Report	No items		4.2
<ul style="list-style-type: none"> Noted that there will be an update on Integrated Care and the ongoing working relationship between MNCLHD and newly established Primary Health Care Network Provider, at the June 2015 Board Meeting Noted issues around reporting of Staphylococcus Bloodstream Infection and the need to clarify with BHI. There was some discussion in relation to considering the appropriateness of having a palliative care specialist in the southern part of the District. <p>Action Item: The Board is to consider what actions are being undertaken to follow up the results of the</p>				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
<p>Medical Engagement Survey that was completed by medical staff across District and the need the ongoing development of strategies to enhance our engagement with Clinicians</p> <p>Action Item: SD to give a presentation in relation to the development of medical services internationally (following his education/training trip to USA). Invite MSC to the June Meeting for this presentation.</p>				
<p>Resolution: That the Governing Board receive and note the information provided in Item 4.</p>				
<p>F Strategic Matters for discussion and/or endorsement</p>				
<p>Standing items</p>				
5.1	<p>Budget – Process Update (Nick de Groot)</p> <ul style="list-style-type: none"> Brief: Ken Barker review 	For Discussion	Chair	5.1
<ul style="list-style-type: none"> Nick de Groot presented the reports to the Board and detailed the process for continued development and completion of the Budget The process and principals around the preparation of Budget was discussed and noted. Noted that the Board is to be kept up to date of the budget and future decisions and reports to the Ministry. 				
<p>Resolution: That the Governing Board note the work carried out by Ken Barker Consulting Pty Ltd and endorse the vote of thanks minuted by the Finance & Performance Committee.</p>				
<p>Other items</p>				
5.2	Brief: CHHC Car park – fee structure update	For Noting	Chair	5.2
<p>Resolution: That the Governing Board note the issue of parking fees for Cancer and Renal patients attending CHHC for ongoing treatment and:</p> <ol style="list-style-type: none"> Confirm agreement with the proposed fee structure (no charge) for renal patients and patients undergoing current active treatment for cancer i.e. chemotherapy and radiotherapy. Note there will be loss of some revenue (approx. \$10,000) from these patients which the LHD would need to cover if necessary. 				
5.3	<p>Brief: Development of Research Strategic Plan</p> <ul style="list-style-type: none"> Background paper Final MNCHRC Research Strategy 	For Discussion	Chair	5.3 5.3a 5.3b
<p>Resolution: That the Governing Board review and endorse the ‘Research Strategic Plan’ and list of Research Priorities.</p>				
5.4	<p>Brief: Delegations Manual – 2015 Update</p> <p>Delegations Manual – version May 2015</p>	For Endorsement	Chair	5.4 5.4a
<p>Resolution: That the Governing Board endorse the update of the MNCLDH Delegations Manual</p>				
5.5	National Health Performance Authority Report	For Discussion	Chair	5.5
<p>Resolution: That the Governing Board note the report.</p>				
5.6	<p>Brief: Medical Engagement Survey (and attachments)</p> <ol style="list-style-type: none"> Medical Engagement Survey MNCLHD Clinician Engagement Frame work 2015 Self-Assessment 	For Discussion	Chair	5.6 5.6a 5.6b 5.6c
<p>Resolution: That the Governing Board</p> <ul style="list-style-type: none"> promote the clinician engagement framework 2015 -16 note the existing forums advise of any additional strategies the Board would like to see implemented The Board is to be regularly informed on this important issue. 				
5.7	<p>Brief: Operational Plan – update</p> <ul style="list-style-type: none"> Draft MNCLHD Operation Plan 	For Discussion	Chair	5.7 5.7a

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
	Resolution: That the Governing Board note the Draft Operation Plan.			
G Directorate Updates				
Item 6	Directorate Updates			
	6.1	Mental Health & Drug and Alcohol	For Noting	6.1
	6.2	Allied Health & Integrated Care	For Noting	6.2
	6.3	Public Health	For Noting	6.3
	6.4	Aboriginal Health & Primary Partnerships	For Noting	6.4
	6.5	Nursing, Midwifery & Workforce • Brief: HETI activities update (period Jul-Dec 2014)	For Noting	6.5 6.5a
	6.6	Clinical Governance & Information Services	For Noting	6.6
	6.7	Financial Operations	For Noting	6.7
	6.8	Communications & Strategic Relations	For Noting	6.8
	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 Meeting - March 2015	For Noting	7.1
	7.2	Chair – Summary	For Discussion	7.2
	Note that SD is informed and keeping track of the issues in relation to finance at Port Macquarie.			
	Health Care Quality Committee			
	7.3	Confirmed Minutes of Meeting	For Noting	7.3
	7.4	Chair – Summary of February meeting	For Discussion	7.4
	MDAAC			
	7.5	Confirmed Minutes of Meeting – March 2015	For Noting	7.5
	7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations	-	-
	7.7	Chair – Summary	For Discussion	7.7
	Workforce, Health & Safety Committee			
	7.8	Minutes of Meeting	No items	-
	7.9	Chair – Summary	No Items	-
	Health Services Development & Innovation Committee			
	7.10	Draft Minutes of Meeting – 17 April 2015	No Items	7.10
	7.11	Chair – Summary	No Items	7.11
Close the Gap Committee (April minutes to be submitted to next meeting)				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
7.13	Confirmed Minutes of meeting	No items		
7.14	Chair – Summary	No items		
Community Engagement Committee				
7.15	Confirmed Minutes of Meeting – Mar 2015	For Noting		7.15
7.16	Community Reference Group	No items		-
7.17	Community Connections Report	No items		-
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"> RCA Report RI15 041 RCA Report RI15 075 	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			
10.1	NSW Health Analytics Strategy – Survey		Chair	10.1
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	Meeting/Discussions with the Macksville MSC	For Noting	Chair	
Attendees: Rob Paton, Danny Ryan				
Three issues were raised for discussion by the MSC:				
<ul style="list-style-type: none"> Infrastructure Workforce – the need to attract GP's and/or VMO's Workforce – why we are having trouble attracting GP's and VMO's and the flow of work and the workload 				
There was some discussion in relation to future planning and possibilities to secure future GP's and VMO's.				
Resolution: That the Governing Board receive and note the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2015			
	Board Meeting – 10 June (CHHC)			
	Board Meeting – 7 July (PMCHC) – John Mattick attending – dinner following meeting			
	Special Budget meeting – 29 July (VC – host site PMCHC)			
	Board Meeting – 12 August (CHHC)			

ITEM / DESCRIPTION	ACTION REQUIRED	CARRIAGE	ATT NO.
	Board Meeting – 9 September (CHHC)		
	Board Meeting – October (Kempsey District Hospital)		
	Board Meeting – November (CHHC)		
	Board Meeting – 9 December (PMBH)		
<p>There being no further business the main part of the Board Meeting closed at 5.30pm Discussions with the Macksville Medical Staff Meeting (Item 11.2) commenced at 5.30pm and concluded at 6.05pm</p>			