

**MEETING MINUTES CONFIRMED**

Wednesday, 11 May 2016

Commencing 3.00pm

Nambucca HealthOne: Meeting Room

*Strategic Focus:  
Macksville Redevelopment*

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT No.
<b>A Attendance and Declarations</b>				
Welcome: Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Janine Reed (JReed), John Barrett (JB), Jan Ryan (JRyan), Elizabeth Ruthnam (ER), Stephen Begbie (SB), Neville Parsons (NParsons), David Kennedy (DK), Jo Sutherland (JS), <i>Note a Leave of absence has been approved for John Barrett for period 26 August 2016 to 29 October 2016.</i>		For Noting	Chair	
Apologies: Gail Whiteford (GW)		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Lynn Lelean (LL), Mary Malouf (MM), Theresa Beswick (TB)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions		For Noting	Chair	
<b>B Presentations (1 hour)</b>				
<b>Item 1</b>	<b>Presentations</b>			
<b>1.1</b>	<b>Coffs Harbour Clinical Services Plan</b> Lee Krahe, Mental Health Richard Gilbert, Consultant Presentation	For Discussion	Chair	<a href="#">1.1</a>  <a href="#">1.2</a>
The Coffs Harbour Clinical Services Plan 2016-2026 was presented to the Board. Points for noting included: <ul style="list-style-type: none"> <li>- The process undertaken in developing the Plan</li> <li>- Service gaps</li> <li>- Key findings</li> <li>- Recommendations to increase service capacity</li> <li>- Recommendations to address service gaps and functionality; and</li> <li>- Next steps</li> </ul> The Chair noted the importance of proceeding with the Clinical Services Plan and congratulated the parties who have worked to develop it to date.				
<b>1.2</b>	<b>Patient Story – Coffs Clinical Network (5-10 Minutes),</b> Mark Tyler, A/EO, Macksville District Hospital	For discussion	Chair	
This month's story is in relation to a 63 year old female patient who was admitted in February 2016 suffering from acute pancreatitis. The Patient Story questions were put to this patient and responses were: <ul style="list-style-type: none"> <li>- The patient didn't feel safe with one of the patients who walked around the ward – this male patient is being managed with regard to where he can be located for appropriate treatment</li> <li>- The patient was happy with the level of care and treatment, but felt that staff didn't fully understand her issues.</li> <li>- In this regard it was noted that some statements from staff had been misinterpreted by the patient and taken in a negative context</li> </ul>				

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	<ul style="list-style-type: none"> <li>- The patient noted the quality of young nurses coming through and how friendly they were</li> <li>- The patient did pass on some feedback in relation to how services could be improved</li> <li>- Noted that this patient was subsequently transferred to CHHC and then down to Sydney.</li> </ul>				
1.3	<b>On-Boarding and Exiting Survey</b> Wendy Stow, Culture and Wellbeing	For Discussion	Chair	<a href="#">1.3</a>	
	<p>Wendy introduced herself and provided background information to the Board in relation to her professional career and experience.</p> <p>Noted that:</p> <ul style="list-style-type: none"> <li>- The Your Say Survey is currently being completed by staff</li> <li>- The Board were shown the process and information associated with the recently implemented On-Boarding and Existing Survey. This covered areas such as: <ul style="list-style-type: none"> <li>• Recruitment, Induction and Orientation – areas for improvement were noted</li> <li>• Culture and Environment</li> <li>• Exit Survey Results – identifying reasons for leaving (the Board noted an increase in the % of bullying experiences upon exiting)</li> <li>• Noted that the findings resulted from a small sample size</li> </ul> </li> <li>- Noted that the Induction/Orientation day for all new staff will be changing format slightly</li> <li>- Additional resources will be provided for recruitment processes</li> </ul>				
	<b>Resolution: The Governing Board noted the information provided in Item 1.</b>				
<b>C Minutes of Governing Board</b>					
Item 2	2.1	Minutes of Meeting 13 April 2016	For Endorsement	Chair	<a href="#">2.1</a>
	<b>Resolution: The Minutes of the Governing Board's meeting of 9 March 2016 with some minor adjustments were 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	Chair	<a href="#">3.1</a>
	<b>Resolution: The Governing Board noted the update.</b>				
<b>E Chief Executive's Report</b>					
Item 4	4.1	Chief Executive's Report and Attachments	For Discussion		<a href="#">4.1</a>
	4.2	Chief Executive's Key Performance Indicators	For Discussion		<a href="#">4.2</a>
	<p>In discussion the matter of the high risk issue were noted and suggested that some further clarification of these might be appropriate in the future.</p> <p>In the matter of research the Board noted Option 2 was preferred option.</p>				
	<b>Resolution: The Governing Board noted the information provided in Item 4.</b>				
<b>F Strategic Matters for discussion and/or endorsement</b>					
	<b>Standing items</b>				
	5.1	<u>Budget</u> <ul style="list-style-type: none"> <li>• Brief: Budget and Service Agreement</li> </ul>	For Discussion	Chair	<a href="#">5.1</a>
	<p>The Budget and Service Agreement was presented to the Board by Nick de Groot.</p> <p>The Board noted the process that had been undertaken to develop the budget and service agreement in consultation with the budget holders.</p> <p>The Board requested that the Finance Committee have a briefed of the further development of the Agreement.</p>				

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Note that this will be further discussed at the June 2016 Board Meeting.				
<b>Resolution: The Governing Board noted 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, and the implementation of the budget build plan for 2016/2017.</b>				
5.2	Premier's Priorities for Health: <ul style="list-style-type: none"> <li>Improving service levels in hospital</li> <li>NEAT</li> <li>NEST</li> <li>Tackling Childhood Obesity</li> <li>Reducing Domestic Violence</li> </ul>		Chair/CE	
The Board noted the approach the LHD is taking towards addressing the Premier's Priorities for Health.				
5.3	Quarterly Risk Reporting (to be submitted in May)	No Items	Chair	-
<b>Resolution: The Governing Board noted the information provided in Item 5.</b>				
<b>Other items</b>				
5.4	<b>Aged Care Services Plan</b> Brief: Planning inputs and scope for the development of a Mid North Coast Local Health District Aged Care Services Plan	For Discussion	CE	<a href="#">5.4</a>
<b>Resolution: The Governing Board noted the content of the brief that outlines the planning inputs and scope for the development of the MNCLHD Aged Care Services Plan.</b>				
5.5	Notice of Motion: Permanent appointment of Directors of Medical Services in both Hastings Macleay and Coffs Clinical Networks <ul style="list-style-type: none"> <li>"That the CE of MNCLHD provide the Board with his recommendations for securing permanent Directors of Medical Services at both the Northern and Southern Networks of the MNCLHD"</li> </ul>	For Discussion	Chair	
<b>Resolution: The Governing Board noted the need for further consideration for the appointment of Directors of Medical Services at both the Northern and Southern Networks of the MNCLHD and further consider other model options for the District.</b>				
5.6	Brief: Primary and Integrated Care HealthOne Health Service Plan <ul style="list-style-type: none"> <li>Letter to Lyn Duffy, Health Infrastructure</li> <li>Primary Integrated Care – Proposed HealthOne Sites Draft Health Service Plan</li> </ul>	For Noting	Chair	<a href="#">5.6</a> <a href="#">5.6a</a> <a href="#">5.6b</a>
The Board noted the thoroughness of the work undertaken to develop the Health Service Plan. Noted that the Chair will write to the Ministry of Health noting the progress to develop this Plan. Further noted that the Chair has invited the Secretary of Health to the Innovation Awards as a special guest.				
<b>Resolution: The Governing Board noted the summary of the Primary and Integrated Care HealthOne Service Plan including service models for the five MNCLHD sites.</b>				
5.7	Brief: Progress Update Cochlear Surgery, PMBH <ul style="list-style-type: none"> <li>Cochlear Surgery Timeline</li> </ul>	For Noting	Chair	<a href="#">5.7</a> <a href="#">5.7a</a>
<b>Resolution: The Governing Board noted the progress to date in relation to the establishment of Cochlear Implant Surgery at Port Macquarie Base Hospital.</b>				
5.8	Government Sector Employment Legislation Amendment (GSELA) Act 2016 <ul style="list-style-type: none"> <li>Quick Guide to Executive Provisions post GSELA</li> </ul>	For Discussion	Chair	<a href="#">5.8</a> <a href="#">5.8a</a>
<b>Resolution: The Governing Board noted the changes in employment arrangements and the new accountabilities of the Board and Chief Executive.</b>				
<b>G Directorate Updates</b>				
Item 6	Directorate Updates			

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6.1	Mental Health & Drug and Alcohol	For Noting		<a href="#">6.1</a>
6.2	Allied Health & Integrated Care	For Noting		<a href="#">6.2</a>
6.3	Public Health	For Noting		<a href="#">6.3</a>
6.4	Aboriginal Health & Primary Partnerships <ul style="list-style-type: none"> <li>Brief: 2<sup>nd</sup> Report of the Mid North Coast Aboriginal Health Partnership Plan 2014-20118 – Reporting Period July to December 2015</li> <li>MNC Aboriginal Health Partnership Plan Report July to December 2015</li> </ul>	For Noting		<a href="#">6.4</a> <a href="#">6.4a</a> <a href="#">6.4b</a>
6.5	Nursing, Midwifery & Workforce	For Noting		<a href="#">6.5</a>
6.6	Clinical Governance & Information Services <ul style="list-style-type: none"> <li>HCQC Data Report Summary</li> <li>ICT Report</li> </ul>	For Noting		<a href="#">6.6</a> <a href="#">6.6a</a> <a href="#">6.6b</a>
6.7	Financial Operations and Asset Management	For Noting		<a href="#">6.7</a>
SB noted that there has been some talk at this committee in relation to VMO governance.				
6.8	Communications & 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	For Noting		<a href="#">6.10</a>
<b>Resolution:</b> The Governing Board noted the information provided in Item 6.				
<b>H Recommendations from Governance Committees</b>				
<b>Item 7</b>	<b>Finance and Performance Committee</b>			
	7.1	Endorsed Minutes of Meeting – March 2016	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 – 21 March 2016	For Noting	<a href="#">7.3</a>
	7.4	Chair – Summary	No items	<a href="#">7.4</a>
	<b>MDAAC</b>			
	7.5	Endorsed Minutes of Meeting – 10 March 201	For Noting	<a href="#">7.5</a>
	7.6	CACD & Recommendations	For Noting	<a href="#">7.6</a>
	7.7	Chair – Summary	For Discussion	<a href="#">7.7</a>
	<b>Workforce, Health &amp; Safety Committee</b>			
	7.8	Confirmed Minutes of Meeting – 21 March 2016	For Noting	<a href="#">7.8</a>
	7.9	Chair – Summary	For Discussion	7.9
	<ul style="list-style-type: none"> <li>The Minutes of the most recent meeting were distributed to Board Members at the Meeting for noting and discussion.</li> <li>The Board noted the issue in relation to police needing two officers to attend in incidents of violent aggression and that there is only one officer on duty in Dorrigo. This is a security issue for Dorrigo ED/hospital.</li> </ul>			
	<b>Health Services Development &amp; Innovation Committee (No Items)</b>			

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
7.10	Minutes of Meeting	No Items		-
7.11	Chair – Summary	No Items		-
<b>Close the Gap Committee</b>				
7.13	Confirmed Minutes of meeting	No Items		-
7.14	Chair – Summary	For Discussion		-
<b>Community Engagement Committee</b>				
7.15	Endorsed Minutes of Meeting	No Items		-
7.16	Community Reference Group –Minutes	No Items		-
7.17	Community Connections	For Discussion		
7.18	Chair – Summary	No Items		-
<p>JRyan noted that there are minutes missing which should have been submitted for this Agenda. JRyan further noted that she is uncomfortable with the decision to go to quarterly meetings for this committee.</p>				
<b>Resolution:</b> The Governing Board noted the information provided in Item 7.				
<b>I (Item 8) Workplace Culture Action Plan (No Items)</b>				
<b>J Quality &amp; Safety</b>				
<b>Item 9</b>	<b>RCA Reporting</b>			
9.1	RCA Summary report	For Noting	Chair	<a href="#">9.1</a>
<p>JS assured the Board that actions/recommendations raised in these reports go back to the Healthcare Quality Committee for follow up. SD suggested that a 12 month analysis of RCA's could be undertaken to confirm that actions/recommendations have been put into place.</p>				
<b>Resolution:</b> The Governing Board receive and noted the information provided in Item 9.				
<b>K (Item 10) For Information of the Board (Discussion by exception)</b>				
<b>Item 10</b>	<b>Correspondence (NIL)</b>			
10.1	OHMR Newsletter	For Noting	Chair	<a href="#">10.1</a>
10.2	Minister Announcement: eHealth Strategy for NSW Health	For Noting	Chair	<a href="#">10.2</a>
10.3	Correspondence in relation to renewal of Board Membership	Tabled at Meeting	Chair	
<p>The Board noted the documents which have been circulated to Board Members to be completed and forwarded for the Chair for reappointment. These have to be sent to MOH by 14 June 2016.</p>				
<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	-
<b>Resolution:</b> The Governing Board receive and noted the information provided in Item 11.				
<b>M Upcoming visits and events</b>				
<b>Item 12</b>	<b>2016</b>			
8 June	<b>Port Macquarie CHC</b>			



# GOVERNING BOARD

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13 July	Dorrigo MPS			
There being no further business the meeting closed at 6.40pm.				