

MEETING MINUTES - ENDORSED

Wednesday, 10 June 2015

Commencing 3.00pm

Strategic Focus: Population Health

Coffs Harbour Health Campus – ME025

& Videoconference:, PMQ MNCCI, PMCHC

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), Jo Sutherland (JS), Janine Reed (JReed), Elizabeth Ruthnam (ER), Gail Whiteford (GW), David Kennedy (DK), Neville Parsons (NParsons), Jan Ryan (JRyan), John Barrett (JB)		For Noting	Chair	
Apologies: Nil		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Lynn Lolean (LL), Theresa Beswick (TB), Barry Shepherd (BS), Alan Tankel (AT), Mary Malouf (MM)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <u>Continuing:</u> <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; Chair of Lifeline Mid Coast & on the Charles Sturt University Advisory Committee • Elizabeth Ruthnam in relation to Baringa Private Hospital & on the Council for Southern Cross University • Stewart Dowrick on the Charles Sturt University Advisory Committee 		For Noting	Chair	
B Presentations				
Item 1	Presentations/Guests			
1.1	Patient Story: CHHC – Theresa Beswick	For discussion	Chair	
	<ul style="list-style-type: none"> • Patient is s female in her 90s. Her patient story included feedback from her son, who is her carer • The patient began feeling ill while on a holiday with her son (vomiting etc) • The patient has a history of airways disease and heart failure. The son was concerned about some symptoms and called an ambulance • The son was not allowed to attend to see the doctor with his mother and he felt this was inappropriate given that the patient has a hearing issue. The son/carer felt that some of the information collected by doctors may not have been correct • The patient noted that she can't hear the doctors when they do rounds as they stand at the end of the bed so the son/carer has to follow up and ask the nurses what the doctor had said during rounds • It was noted by ED staff that the patient appeared 'vague', however the son/carer feels that this would have been caused more from the hearing issue being confused by hospital staff as vagueness • Overall this patient was very happy with the care she received • The main concerns from this patient was the lack of understanding in what the doctors were saying and that she needed to wait for her son to come in for him to find out what had been said • The only area the patient and her carer/son felt that needed to be improved was communication. 			
1.2	Strategic Discussion: Audit update - Barry Shepherd, Chair of the Internal Audit Committee	For discussion	Chair	

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		<ul style="list-style-type: none"> BS presented the six-monthly update report to the Board It was recommended that the Board formalise a Risk Statement for the organisation. This is to be given careful consideration by the Board The Board noted the seven A&RMC focus items for 2015. The Board commended the Audit Committee on its work, noting also, that there needs to be changes in the program to reflect the capacity of the internal audit team to undertake the program in full. 			
1.3	Strategic Discussion: Stewart Dowrick – US and UK study tour		For discussion	Chair	-
		<ul style="list-style-type: none"> SD gave a presentation in relation to his recent study tour of US and the UK and the key topics identified SD spoke briefly about each of the learned outcomes identified during the tour The tour further resulted in understanding Australia’s positioning in the world in relation to health care This will be further discussed and reviewed during the Board’s Strategic Planning process. 			
		Resolution: That the MNCLHD Governing Board note the information contained in the presentations			
C Minutes of Governing Board					
Item 2	2.1	Minutes of previous Meeting - 13 May 2015	For Endorsement	Chair	2.1
		Resolution: That the Minutes of the Governing Board’s meeting of 13 May 2015 be confirmed as a true and accurate record.			
D Business Arising					
Item 3	Action Table and follow up				
	3.1	Action Table	For Noting		3.1
		Resolution: That the Governing Board note the update.			
E Chief Executive’s Report					
Item 4	4.1	Chief Executive’s Report for May 2015 (& attachments) <ul style="list-style-type: none"> CE 1 - CMH IC Overview May 15 CE 2 – Proposal Patient Safety Improvement Collaborative CE 3 - MNCLHD Risk Register Summary Analysis CE 4 - Performance Indicators Presentation – May SEF CE 5 - Letter from Secretary, NSW Health to Junior Medical Officers CE 6 – Population HealthsSystems-Kingsfund-feb15 	For Discussion		4.1 CE 1 CE 2 CE 3 CE 4 CE 5 CE 6
		<ul style="list-style-type: none"> The Chair requested a paper in relation to the MDIS be presented to the Board for information The Board noted the consideration to be given to a collaboration between Australia and Scotland health organisations to undertake research and look at quality issues This proposition was endorsed in principal and further information in relation to cost and expected outcomes for the District is to be presented to the Board for consideration The Board noted preliminary information to future arrangements for dealing with cash balances. The information provided indicated potential significant implications for the District in terms of its program for development and future initiatives Noted that this issue is scheduled for discussion at the next Chair’s meeting Following that discussion the Chair of MNCLHD will write as appropriate The Board noted the reports presented The Chair requested a report detailing performance outcomes. The issue of relationship with the LHD in terms of the provision of optical services for Grafton was noted and the actions that had been taken to establish a joint committee between the two LHD’s to examine 			

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any issues of concern in terms of future relationships.				
Resolution: Re the matter of cash balances as per dot 4 above (The Board noted preliminary information to future arrangements for dealing with cash balances. The information provided indicated potential significant implications for the District in terms of its program for development and future initiatives). It was resolved that the Chair write to the Secretary of the MoH de the Board's concerns in relation to this issue and the potential implications of proceeding along the path that had been foreshadowed.				
4.2	Chief Executive's Key Performance Indicator Report	No items		-
Resolution: That the Governing Board receive and note the information provided in Item 4.				
F Strategic Matters for discussion and/or endorsement				
Standing items				
5.1	Budget: Process Update	For Noting	Chair	5.1
Resolution: That the Governing Board note progress.				
Other items				
5.2	Brief: MNCLHD 'Declared Organisation' for collection of car park fines at CHHC and PMBH <ul style="list-style-type: none"> Road Transport Act – Amendment MNCLHD 15 May 	For Noting	Chair	5.2 5.2a
Resolution: That the Governing Board note the Government endorsement of legislation providing MNCLHD with the authority to issue and collect parking fines at both Coffs Harbour Health Campus and Port Macquarie Base Hospital.				
5.3	Brief: Complaints Analysis <ul style="list-style-type: none"> TAB A – Analysis of complaints TAB B – Complaint Management 2013/14 TAB B 2 - Complaint Management 2014/15 	For Discussion	Chair	5.3 5.3a 5.3b 5.3c
<ul style="list-style-type: none"> Noted that the MNCLHD is currently meeting targets in relation to complaints management Noted that the Board requested to receive more regular reporting in relation to this and a summary of the areas of complaint. 				
Resolution: That the Governing Board note the analysis of complaints for 2013/14 year and the current data for 2014/15 year.				
5.4	Brief: Service Agreement proposed activity targets for 2015/16	For Discussion	Chair	5.4
<ul style="list-style-type: none"> Noted that the Board is enthusiastic about the opportunity to attract funding for research. 				
Resolution: That the Governing Board note the current status of negotiations with Ministry of Health with respect to the 2015/2016 activity targets.				
5.5	Brief: Asset Strategic Plan <ul style="list-style-type: none"> ASP Maintenance Section A ASP Schedules 	For Endorsement	Chair	5.5 5.5a 5.5b
Resolution: That the Governing Board:				
<ol style="list-style-type: none"> Note the development of Section A of the 2015 ASP, and Approve the ASP and associated schedules. 				
5.6	Brief: Report Review - Clinical Governance Framework <ul style="list-style-type: none"> Draft Action Plan 	For Endorsement	Chair	5.6 5.6a
<ul style="list-style-type: none"> JS requested to see a copy of the original report/review of the Clinical Governance unit, completed by Dr Bernadette Eather which was missing from the Board papers. 				
Resolution: That the Governing Board:				
<ol style="list-style-type: none"> Note the outcomes of the Clinical Governance review and Endorse the action plan to address the recommendations. 				

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	5.7	Brief: Fit To Work • Report	For Discussion	Chair	5.7 5.7a
	Resolution: That the Governing Board note the attached report.				
G Directorate Updates					
Item 6	Directorate Updates				
	6.1	Mental Health & Drug and Alcohol	For Noting		6.1
	6.1a	Late Item – Mental Health Paper	For Noting		
	<ul style="list-style-type: none"> The Chair noted his appreciation of the work undertaken to develop the tabled report and positive progress in the establishment of the Mental Health Collaborative. This is in line with the overall direction of NSW state policy and all involved are to be commended for their efforts in enhancing the opportunities available for the delivery of mental health services in the District. 				
	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	For Noting		6.5
	<ul style="list-style-type: none"> SD noted that during a recent visit to the District the Minister for Health had pleasantly noted the balance of age and experience among our workforce. 				
	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
	<ul style="list-style-type: none"> The Board noted the information provided but suggested there be a common reporting format in reports provided by the General Managers of Coffs and Port Macquarie. The Board resolved on this proposal. 				
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 - April 2015	For Noting		7.1
	7.2	Chair – Summary	For Discussion		7.2
	<ul style="list-style-type: none"> The Chair requested endorsement of the April Minutes by the Board. In discussion the Board noted advice regarding the overall financial position at Port Macquarie and the need to better understand the basis of the foreshadowed budget outruns. The Chair of the committee noted that the committee was pursuing this matter and expected further reports from the Finance Directorate for the next meeting of the committee. 				
	Health Care Quality Committee				
	7.3	Confirmed Minutes of Meeting • Quality & Safety Report – May 2015	For Noting		7.3 7.3a
	7.4	Chair – Summary of April meeting	For Discussion		7.4
	MDAAC				

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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 – April 2015		For Noting		7.8
7.9	Chair – Summary		For Discussion		7.9
<ul style="list-style-type: none"> AT gave a brief to the Board in relation to challenging drug use amongst patients presenting at ED and how this is affecting staff safety The other challenging area is mental health where patients sometimes need to be transferred to larger hospitals if they are too great a risk to staff and other patients. 					
Health Services Development & Innovation Committee (next submission to July Meeting)					
7.10	Draft Minutes of Meeting –		No Items		-
7.11	Chair – Summary		No Items		-
Close the Gap Committee					
7.13	Confirmed Minutes of meeting – April 2015 <ul style="list-style-type: none"> CTG Report Card March 2015 		For Noting For Discussion		7.13 7.13a
7.14	Chair – Summary		For Discussion		7.14
Community Engagement Committee					
7.15	Confirmed Minutes of Meeting – April 2015		For Noting		7.15
7.16	Community Reference Group		No items		-
7.17	Community Connections – Aboriginal ladies Kempsey Community Connections – PMQ Specialist Care Services		For Noting For Noting		7.17 7.17a
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 R15/0150 		For Noting Chair	9.1 9.1a
	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	Letter from The Secretary NSW Health to Doctors (1) Letter from The Secretary NSW Health to Doctors (2)		For Noting Chair	10.1 10.1a
	10.2	GW reported on the induction program she attended, noting that it had been extremely informative and of value in terms of her ongoing service with the Board. GW also noted the		Chair	

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	suggestion, in discussion, that there be time set aside at the end of each Board meeting to appraise the work of the Board during the course of the meeting and potential improvements.			
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	Member Consultations – deferred until July meeting	For Noting	Chair	
11.3	Innovation Awards	For Noting	Chair	
<p>At the commencement of the meeting the Board passed a Resolution: to congratulate all involved with the organising of the Innovation Awards held last week. The Chair is to write to those involved passing on the Board's acknowledgement of the success of the event.</p> <p>The CE to write to the sponsors of the event and acknowledge and thank them for their contribution.</p> <p>11.4 the Chair tabled advice of an email received from the Chair of the MSC regarding medical coverage at Bellingen District Hospital. The chair informed the Board of his discussions with Dr Bell including his surprise that a number of VMO GP's have withdrawn their services in support of the hospital. The Board noted that the CE was investigating this issue and would report further on this matter.</p>				
Resolution: That the Governing Board receive and note the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2015			
	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)			
	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 6.40pm				