

MEETING MINUTES CONFIRMED

Wednesday, 8 June 2016

Commencing 3.00pm

Port Macquarie Community Health Large VCN
Coffs Harbour Health Campus ED20

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), Jan Ryan (JRyan), Stephen Begbie (SB), Jo Sutherland (JS)		For Noting	Chair	
<i>Leave of absence has been approved for John Barrett for period 26 August 2016 to 29 October 2016.</i>				
Apologies: David Kennedy, Gail Whiteford, Neville Parsons, Elizabeth Ruthnam		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Vanessa Edwards (VE), Lynn Lelean (LL), Vicki Simpson (VS), Mary Malouf (MM)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <i>Note Conflict of Interest in relation to the discussion of quinquennial appointments of VMO's for Jo Sutherland and Stephen Begbie</i>		For Noting	Chair	
B Presentations (1 hour)				
Item 1	Presentations			
	1.1	Nil	For Discussion	Chair
	1.2	Patient Story – Hastings Macleay Community Health(5-10 Minutes) Jenny Burgess, Registered Nurse Hospital in the Home	For discussion	Chair
	Presentation from PMBH regarding "Hospital in the Home". <ul style="list-style-type: none"> Gentleman patient, 60+ years of age who suffers from an acute condition including respiratory distress Because of the patient's poor condition care options were limited With consideration to the patient's quality of life it was decided to transfer him to a community care setting at home The patient's experience was as positive as could be possible given the circumstances thanks to the support offered by staff at PMBH and Hospital in the Home The patient felt that hospital staff had given him the best possible care and attention Once transferred to John Hunter in Newcastle, the patient was also very reassured by the follow up support from hospital staff to ensure his care needs were carried out The Chair noted that some of the communications challenges experienced could have an impact and cause delays in the patient transfer. The Chair was assured that this was not the case due to the support offered by staff and the liaison arrangements that had been put in place. Enhanced use of technology however assist in this regard Ongoing education is being given to care providers in relation to care of chest tubes. 			
Resolution: The Governing Board noted the information provided in Item 1.				

ITEM / DESCRIPTION			ACTION REQUIRED	CARRIAGE	ATT NO.
C Minutes of Governing Board					
Item 2	2.1	Minutes of Meeting 11 May 2016	For Endorsement	Chair	2.1
	Resolution: The Minutes of the Governing Board's meeting of 11 May 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
	The Board noted that the Risk Appetite Statement will be presented to the July 2016 Board Meeting.				
	Resolution: The Governing Board noted the update.				
E Chief Executive's Report					
Item 4	4.1	Chief Executive's Report and Attachments:	For Discussion		4.1
	4.2	Chief Executive's Key Performance Indicators	For Discussion		4.2
	<ul style="list-style-type: none"> The Board noted the amended version of the KPI's which was tabled at the Meeting The Board noted the Clinical Services Plan for Coffs Harbour redevelopment which was included with the Agenda and supported the overall thrust of the plan for reference to the Ministry. Resolution: The Clinical Services Plan was adopted by the Board and forwarded to the MoH for endorsement <ul style="list-style-type: none"> The Board noted some emerging issues with regard to the involvement of the Durri AMS in support of the Accord and the importance of their involvement in the formulation of approaches that assist in enhancing opportunities for aboriginals across the district and in Closing the Gap The Chair noted issues in relation to actions which have been taken within the Mental Health Sector and the importance of establishing a clear policy framework for the ongoing development of our services in Mental Health The Board noted the staff changes and LHD coverage for Organ and Tissue Donation There was brief discussion in relation to the possibility of quinquennial contracts for VMO's following advice that had been received from the Ministry. This advice was welcomed by members of the Board The Chair drew the Board's attention to the risks reported in the CE report. It was further noted that a complete Risk Register is being developed It was also advised that the Risk Appetite Statement would be referred to the next meeting of the Board for consideration. 				
Resolution: The Governing Board noted the information provided in Item 4.					
F Strategic Matters for discussion and/or endorsement					
Standing items					
5.1	<u>Budget</u>		No Items	Chair	
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 		No Items	Chair/CE	
5.3	Quarterly Risk Reporting: Brief <ul style="list-style-type: none"> Letter to MoH re Quarterly Risk Report MNCLHD Quarterly Risk Report 		For Discussion	Chair	5.3 5.3a 5.3b
Resolution: The Governing Board noted the content of the brief and appendices					

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
Other items				
5.4	Rural Health Minor Works Program (RHMWP) Overview Brief: Provide the Governing Board with an overview of the MNCLHD submissions for the RHMWP for 2016/17 – 2017/18.	For Discussion	CE	5.4 5.4a 5.4b 5.4c
Resolution: The Governing Board noted the content of the brief and appendices				
5.5	Hospital to Home (H2H) - Endeavour House and Schizophrenia Fellowship Brief: H2H Program Endeavour House – Endeavour House and Schizophrenia Fellowship	For Discussion	Chair	5.5
Resolution: The Governing Board noted the information provided in the brief. No further action is required at this stage.				
5.6	IMHpact Project Brief: Mental Health Strategic Development Project Report: a vision and guide for the future of the Mid North Coast Mental Health Service system. <ul style="list-style-type: none"> MNCLHD Mental Health Service Options MNCLHD Mental Health Service Option 1 	For Noting	Chair	5.6 5.6a 5.6b
Resolution: The Governing Board noted the Strategic Development Project as part of the ongoing development and progress of the IMHpact MNC Mental Health Collaborative.				
5.7	Health Emergency Management Committee Brief: MNCLHD Health Emergency Management Committee 2015-16	For Noting	Chair	5.7
Resolution: The Governing Board noted the activities of the Health Emergency Management Committee for 2015-16.				
5.8	'inFocus Hospital Performance' Newsletter Review Brief: Review of the National Health Performance Authority (NHPA) 'inFocus Hospital Performance' Newsletter <ul style="list-style-type: none"> inFocus Hospital Performance Newsletter 	For Noting	Chair	5.8 5.8a
Resolution: The Governing Board noted the content of the 'inFocus Hospital Performance' Newsletter.				
5.9	Draft MNCLHD Board Strategic Workshop Output Brief: Draft MNCLHD Board Strategic Workshop Output following the PWC facilitated workshops <ul style="list-style-type: none"> Draft Board Strategic Workshop Output 	For Discussion	Chair	5.9 5.9a
Resolution: The Governing Board discussed the draft Board Strategic Workshop Output document and noted that the Strategic Plan be amended based on those outputs. The Board also noted an adjustment is necessary in regard to better reflect the Board's decision in regard to network collaboration.				
G Directorate Updates				
Item 6	Directorate Updates			
6.1	Mental Health & Drug and Alcohol <ul style="list-style-type: none"> MNCLHD Got It! Fact Sheet 	For Noting		6.1 6.1a
<ul style="list-style-type: none"> The Board noted the work being undertaken in the innovative 'Got It' Program. 				
6.2	Allied Health & Integrated Care	For Noting		6.2
<ul style="list-style-type: none"> The Board noted the work that has been undertaken in this area The Chair noted he would like to write to each of the GM's and congratulate them on the way they have tackled strategic challenges Further noted the risks associated with staffing challenges at Bellingen Hospital 				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
6.3	Public Health	For Noting		6.3	
6.4	Aboriginal Health & Primary Partnerships <ul style="list-style-type: none"> 1 Deadly Step Feedback Report 	For Noting		6.4 6.4a	
6.5	Nursing, Midwifery & Workforce	For Noting		6.5	
6.6	Clinical Governance & Information Services <ul style="list-style-type: none"> HCQC Data Report Summary ICT Report 	For Noting		6.6 Nil 6.6b	
<ul style="list-style-type: none"> The Chair noted that he would like item 3.3 of this report to become an Action Item for the Board. He further noted the GM's should be written to in relation to these outcomes. 					
6.7	Financial Operations and Asset Management	For Noting		6.7	
6.8	Communications & Strategic Relations	For Noting		6.8	
6.9	Coffs Clinical Network Report <ul style="list-style-type: none"> Primary Health Care Awards Submission 	For Noting		6.9 6.9a	
See earlier note regarding the Board's desire to communicate their thanks for the work of the General Managers.					
6.10	Hastings Macleay Clinical Network Report	For Noting		6.10	
Resolution: The Governing Board noted the information provided in Item 6.					
H Recommendations from Governance Committees					
Item 7	Finance and Performance Committee				
	7.1	Endorsed Minutes of Meeting – March 2016	For noting	7.1	
	7.2	Chair – Summary	For Discussion	7.2	
	Health Care Quality Committee				
	7.3	Confirmed Minutes of Meeting – 18 April 2016	For Noting	7.3	
	7.4	Chair – Summary	No items	7.4	
	<ul style="list-style-type: none"> JS tabled the latest Brief from this Committee (May brief) The chair requested that it be noted that there is no current data reported in the HCQC Minutes Noted the reporting requirement in relation to RCA's for suicide deaths of Mental Health Patients within the community if they have been in contact with the LHD Noted that the risk mentioned in the brief in relation to accreditation is being addressed. 				
	MDAAC				
	7.5	Endorsed Minutes of Meeting – Meeting Held over	For Noting		Nil
	7.6	CACD & Recommendations	For Noting		Nil
	7.7	Chair – Summary	For Discussion		Nil
	Workforce, Health & Safety Committee				
	7.8	Confirmed Minutes of Meeting – 21 March 2016	For Noting		7.8
	7.9	Chair – Summary	For Discussion		
	<ul style="list-style-type: none"> Noted that the Committee recommends that temporary resources have been allocated to investigate Bullying complaints in an attempt to clear the majority VS noted the upcoming process in relation to implementing a new capability framework into Performance Reviews Noted that the Strategic Plan for medical recruitment was nearing completion. 				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
Health Services Development & Innovation Committee (No Items)				
7.10	Minutes of Meeting	No Items		-
7.11	Chair – Summary	No Items		-
<ul style="list-style-type: none"> The Board noted that some consideration needs to be given to the allocation to study leave. 				
Close the Gap Committee				
7.13	Confirmed Minutes of meeting	No Items		-
7.14	Chair – Summary <ul style="list-style-type: none"> Report Card Performance Table Aboriginal Health & Primary Partnerships Public Health Mental Health & Drug and Alcohol Coffs Clinical Network Hastings Macleay Clinical Network Financial Operations & Asset Management Nursing and Midwifery & Workforce Allied Health & Integrated Care Clinical Governance Unit Communications & Corporate Strategy 	For Discussion		7.14 7.14.1 7.14.2 - 3.1 - 3.2 - 3.3 - 3.4 - 3.5 - 3.6 - 3.7 - 3.8 - 3.9 - 3.10
Community Engagement Committee				
7.15	Endorsed Minutes of Meeting <ul style="list-style-type: none"> 18 January 2016 29 February 2016 Terms of Reference 	For Noting		7.15a 7.15b 7.15c
<ul style="list-style-type: none"> The Board noted the incorrect Minutes have been included with this Agenda Noted that the ongoing involvement of the PHN in this committee is being clarified and the committee will remain as part of the MNCLHD framework. 				
7.16	Community Reference Group –Minutes	No Items		-
7.17	Community Connections	No Items		
7.18	Chair – Summary	For Noting		7.18
Resolution: The Governing Board noted 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	For Noting	Chair	9.1
Resolution: The Governing Board noted the information provided in Item 9.				
K (Item 10) For Information of the Board (Discussion by exception)				
Item 10	Correspondence (NIL)			
10.1	Nil	For Noting	Chair	
L General Business				
Item 11	General Business & Questions on Notice			
11.1	Confidentiality (Standing item)	For Noting	Chair	-

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
11.2	Board Membership	For Noting	Chair	-
The Chair noted that renomination forms have been submitted for membership.				
General Items <ul style="list-style-type: none"> Noted a Network Board Members Conference being held at Novotel in Sydney 20.6.16. 2-3 Members are welcome to attend. Board Members are to let VE know if they would like to go. Noted the improvement in donations for the Quality Awards. Kathleen Ryan will be filling in for Stewart when he goes on leave. Noted apologies for July Board Meeting for SD and JReed. 				
Resolution: The Governing Board noted the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2016			
13 July	Coffs Harbour Health Campus (Now propose the July Meeting be moved to Coffs Harbour and that Dorrigo would be invited to prepare the Patient Story). The matter of attendance by the Dorrigo Executive is to be further considered			
27 July	Special Budget Meeting – Videoconference – PMCHCH, PMQ MNCCI and CHHC ED025			
10 Aug	Port Macquarie Community Health			
There being no further business the meeting closed at 6.10pm				