

MEETING MINUTES - ENDORSED

Tuesday, 7 July 2015

Commencing 3.00pm

Strategic Focus: Research

Mid North Coast Cancer Institute Port Macquarie

& Videoconference: CHHC – AM053

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), Elizabeth Ruthnam (ER), Gail Whiteford (GW), David Kennedy (DK), Neville Parsons (NParsons), Jan Ryan (JRyan), John Barrett (JB)		For Noting	Chair	
Apologies: Joanna Sutherland (JS), Stephen Begbie (SB) • Neville Parsons - Leave of Absence (9 July-1 August)		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Bronwyn Chalker (BC), Vanessa Edwards (VE), Lynn Lelean (LL), Professor John Mattick (Garvan Institute) Noted that SD has taken up a temporary position with the MoH as Deputy Secretary Systems Purchasing and Performance. Bronwyn Chalker has accepted the three month secondment as CE.		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <u>Continuing:</u> • 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 Life Line 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	<p>Patient Story: PMBH Introduction by Warren Grimshaw: Female Year 11 Student undertaking an Aboriginal School Based Traineeship which is funded under the Elsa Dixon Aboriginal Employment Program As part of the program, she is working one day a week at Port Macquarie Base Hospital in the Physiotherapy Department and attending TAFE classes – as well as her high school studies. Wanting to work in Health because she has a younger brother in Year 9 who has a rare bone disease and she would like to be able to help him further in the future At such a young age, she has seen many sides of the Health sector already, so we are very pleased she is here today to share her family's story.</p> <p>Goal - to be the first member of family to attend university.</p>	For discussion	Chair	

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	<p>Witnessed the benefits of physiotherapy and hydrotherapy as treatment to improve the physical abilities of her brother.</p> <p>The traineeship is preparing her for a career in health. Wanting to work in Aboriginal Health as a physiotherapist.</p> <p>Governing Board expressed thanks to Rose and her mother for attending and sharing her story and experience.</p>				
1.2	<p>Strategic Discussion: Professor John Mattick, Director, Garvan Institute of Medical Research</p> <p>Following the Public Forum 'The Impact of Genomics on Medicine and Healthcare', Professor Mattick attend the Governing Board and outlined some of the expectations of researchers and how there is a crucial need for both researchers and hospitals to work in collaboration to improve the chances of discovering basis for occurrence/instigation of genetic diseases.</p> <p>Garvan interested to work with MNCLHD staff in commencing research projects.</p>	For discussion	Chair	1.2	
<p>Resolution: That the MNCLHD Governing Board note the information contained in the presentations. The Board extended thanks for the attendance.</p>					
C Minutes of Governing Board					
Item 2	2.1	Minutes of previous Meeting - 10 June 2015	For Endorsement	Chair	2.1
<p>Resolution: That the Minutes of the Governing Board's meeting of 10 June 2015 be confirmed as a true and accurate record.</p> <p>CONFIRMED WITHOUT DISSENT</p>					
D Business Arising					
Item 3	Action Table and follow up				
	3.1	Action Table	No items		-
<p>Resolution: That the Governing Board note the update.</p>					
E Chief Executive's Report					
Item 4	4.1	<p>Chief Executive's Report for June 2015 (and attachments)</p> <ul style="list-style-type: none"> • CE 1 – PWC Mid North Coast Integrated Care • CE 2 – Cross district flows and service planning • CE 3 – Letter to Martin McNamara re SA BSI • CE 4 – QSA Final Report • CE 5 – Progress report NHHI NSW Audit 1 • CE 6 – Letter to John Roach re cash balances • CE 7 – OHMR-NHMRC presentation • CE 8 – Letter from ACHSM NSW Branch • CE 9 – Macksville CE presentation • CE 10a – Brief: Operational Plan for endorsement • CE 10b – 2015/16 Operational Plan MNCLHD • CE 11a – NSW State Budget Overview • CE 11b – NSW Budget – Election Commitments 	For Discussion		4.1 CE 1 CE 2 CE 3 CE 4 CE 5 CE 6 CE 7 CE 8 CE 9 CE 10a CE 10b CE 11a CE 11b

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	<p><u>Discussion</u> – Primary Health Networks: Noting the recent attempts to coordinate a meeting with the PHN have not been successful – the Board seek to have a meeting with the (former) North Coast Medicare Local. RESOLUTION: Bronwyn Chalker to facilitate a meeting of the Board with the PHN Board/Executive. CONFIRMED WITHOUT DISSENT</p> <p><u>Discussion</u> – PWC proposal – Integrated Care partnership RESOLUTION: Board to note the probity issues should this be pursued. CONFIRMED WITHOUT DISSENT</p> <p><u>Discussion:</u> Family & Community Services Collaboration RESOLUTION: Board to consider FACS to attend Board meeting (specifically to address NDIS). Board to receive a paper prior to a decision as to attendance of FACS at Board meeting. CONFIRMED WITHOUT DISSENT</p> <p><u>Discussion:</u> Risk Management (Security) - Need to review security at hospitals sites in line with recent media on issues such as “ice” use. Possibility of extending the discussion to the LAC and/or Ambulance. RESOLUTION: To receive further information on proposal for procurement of security services. To allow the Board to consider the best use of available funding to maximise the options for security at all sites. Ensure security is included in the Risk Register. CONFIRMED WITHOUT DISSENT</p> <p><u>Discussion:</u> Obstetric Services at Kempsey. RESOLUTION: Board to receive further information on recruitment processes undertaken to date for staff and to review options for how to best maintain and promote the obstetric service at KDH. CONFIRMED WITHOUT DISSENT</p>			
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: Parliamentary Inquiry into Bowraville murders <ul style="list-style-type: none"> • Recommendations of Parliamentary Inquiry • Outline of mental health services in Nambucca Valley 	For Noting	Chair	5.2 5.2a 5.2b

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<p>Resolution: That the Governing Board note the MNCLHD's involvement in progressing three of the recommendations made by the Legislative Council Standing Committee on Law and Justice Inquiry.</p> <p>CONFIRMED WITHOUT DISSENT</p>				
5.3	Brief: Strengthened community engagement partnership with North Coast Primary Health Network	For Discussion	Chair	5.3
<p>Resolution: That the Governing Board supports a Memorandum of Understanding between the Mid North Coast Local Health District and the North Coast Primary Health Network for community engagement processes, including that:</p> <ul style="list-style-type: none"> The current MNCLHD Community Engagement Sub Committee will also be the peak community engagement governance group for the NCPHN (Mid North Coast) Board The current MNCLHD Community Reference Groups will also be the advisory groups for the NCPHN (Mid North Coast) There will be a cost sharing arrangement between both organisations to support the operating costs of the Community Reference Groups, training and support for community members, and other agreed community engagement activities. Supported by JRyan <p>CONFIRMED WITHOUT DISSENT</p>				
5.4	Brief: Impact of approach to cash management by Ministry of Health, in accordance with guidelines from NSW Treasury	For Noting	Chair	5.4
<p>Resolution: That the Governing Board note the content of the brief.</p> <p>CONFIRMED WITHOUT DISSENT</p>				
5.5	Brief: AASB 1055 Budgetary Reporting	For Endorsement	Chair	5.5
<p>Resolution: That the Governing Board note the content of the brief.</p> <p>CONFIRMED WITHOUT DISSENT</p>				
5.6	Bellingen Medical Staff Coverage	For Discussion	Chair	
<p>Resolution: That the Governing Board note the discussion to date. This to be a strategic issues for ongoing management.</p> <p>CONFIRMED WITHOUT DISSENT</p>				
5.7	Brief: Independent members Audit and Risk Committee	For Endorsement		5.7
<p>Resolution: That the Governing Board endorse the appointment of a third independent member to the MNCLHD's Audit and Risk Management Committee.</p> <p>CONFIRMED WITHOUT DISSENT</p>				
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	For Noting		6.5
6.6	Clinical Governance & Information Services	For Noting		6.6

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
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	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. CONFIRMED WITHOUT DISSENT				
H Recommendations from Governance Committees				
Item 7	Finance and Performance Committee (rescheduled to 6 July – report to August Board meeting)			
7.1	Endorsed Minutes of Meeting -	No items		-
7.2	Chair – Summary Neville Parsons provided verbal update from the meeting held 6 July. Work with Ken Barker has been valuable and noting the work in line with devolution of budgets. Full Brief to be provided to August meeting. Board resolved to allocate 1 hour in meeting this year for discussion of strategic plan and review of finance.	No items		-
Health Care Quality Committee				
7.3	Confirmed Minutes of Meeting – 27 April 2015 • Quality & Safety Report – June 2015	For Noting		7.3 7.3a
7.4	Chair – Summary of May meeting	For Discussion		7.4
MDAAC				
7.5	Confirmed Minutes of Meetings • 9 April 2015 & 14 May 2015	For Noting		7.5 7.5a
7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations	-		-
7.7	Chair – Summary of June meeting	For Discussion		7.7
Workforce, Health & Safety Committee				
7.8	Minutes of Meeting – 18 May 2015	For Noting		7.8
7.9	Chair – Summary	For Discussion		-
Health Services Development & Innovation Committee				
7.10	Draft Minutes of Meeting –	No Items		-
7.11	Chair – Summary	For Discussion		7.11
Close the Gap Committee				
7.13	Confirmed Minutes of meeting (Next meeting 30 July 2015)	No items		-
7.14	Chair – Summary RESOLUTION: Need to consider how to best support the professional relationship between staff, MNCLHD and Aboriginal Health related organisations in relation to the Accord. CONFIRMED WITHOUT DISSENT	No items		-

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
Community Engagement Committee				
7.15	Confirmed Minutes of Meeting – 25 May 2015	For Noting		7.15
7.16	Community Reference Group	No items		-
7.17	Community Connections – Coffs Migrant Health	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	For Noting	Chair	9.1
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 Professor Peter Schofield – Executive Director and CEO of Neuroscience Research Australia RESOLUTION: Chair to reply to Peter Schofield with aim to coordinate time to visit the centre. Chair and Gail Whiteford. CONFIRMED WITHOUT DISSENT		Chair	10.1
10.2	Email note from Chair to Governing Board members		Chair	10.2
Resolution: That the Governing Board receive and note the information provided in Item 10.				
L General Business				
Item 11	General Business & Questions/Issues on Notice			
11.1	Confidentiality (Standing item)	For Noting	Chair	-
11.2	Endeavour House – funding of coordinator. NPorter noted the position had been placed for a period of 1 year from a donation from private benefactor.			
11.3	Schedule discussion for Primary Health Care and Allied Health			
11.4	Possible Health Pathways presentation			
11.5	Board resolved to allocate 1 hour in meeting this year for discussion of strategic review of finance.			
Resolution: That the Governing Board receive and note the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2015			
	Special Budget meeting – 29 July (VC – host site PMCHC) - NP will be an apology			



GOVERNING BOARD

ITEM / DESCRIPTION	ACTION REQUIRED	CARRIAGE	ATT NO.
	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			