

**MEETING MINUTES - ENDORSED**

**Wednesday, 12 August 2015**

**Commencing 3.00pm**

***Strategic Focus: Closing the Gap: Aboriginal Health***

**Coffs Harbour Health Campus EDU019-020**

& Videoconference: PMCHC, MNCCI

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
<b>A Attendance and Declarations</b>				
<u>Welcome:</u> Warren Grimshaw AM, Chair				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Janine Reed (JReed), Gail Whiteford (GW), David Kennedy (DK), Neville Parsons (NParsons), Jan Ryan (JRyan), John Barrett (JB), Stephen Begbie (SB), Jo Sutherland (JS)		For Noting	Chair	
Apologies: Elizabeth Ruthnam		For Noting	Chair	
In Attendance: Bronwyn Chalker (BC), Vanessa Edwards (VE), Lynn Lelean (LL), Robyn Martin (RM)		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"> <li>Neville Parsons in relation to possible Credit Union Investment/s.</li> <li>Janine Reed in relation to Nambucca Valley Care</li> <li>Neil Porter in relation to employment with HCCU; Chair of Life Line Mid Coast &amp; on the Charles Sturt University Advisory Committee</li> <li>Elizabeth Ruthnam in relation to Baringa Private Hospital &amp; on the Council for Southern Cross University</li> </ul>				
<b>B Presentations</b>				
<b>Item 1</b>	<b>Presentations/Guests</b>			
	1.1	<b>Patient Story:</b> CHCC – Presented by Vanessa Edwards	For discussion	Chair
<p>This month’s patient story was from an aboriginal family whose 13 year old son was transferred from Kempsey to Port Macquarie ED.</p> <ul style="list-style-type: none"> <li>The patient was driven by family for surgical review.</li> <li>Patient had been given endone to manage pain prior to/during the trip.</li> <li>When the family arrived at Port Macquarie Base Hospital they felt that it was cold and clinical.</li> <li>The parents felt that the triage nurse was abrupt, only allowing 1 family member in the ED with the patient and was quite harsh with the father.</li> <li>The patient was eventually transferred to children’s ward where they felt welcomed and comfortable.</li> <li>Patient’s mother appreciated being allowed to stay with her son until he went into surgery.</li> <li>The family felt that they were provided with the information they needed and that care was always attentive.</li> </ul> <p>What didn’t work so well?</p> <ul style="list-style-type: none"> <li>The triage nurse putting her hand in front of the father to stop him going into the ED.</li> <li>They didn’t identify the patient as aboriginal but did note this on the chart.</li> <li>The family would prefer if both parents had been allowed into the ED.</li> <li>The parents felt that they should have been asked some of the information, not always having questions directed to the child when he didn’t know how to answer some things.</li> <li>Overall, generally – everyone was pleasant (other than the triage nurse).</li> </ul> <p>Feedback is to be sought as to why only one parent was allowed into the ED with the son/patient as this is</p>				

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not standard practice.					
1.2	<b>Strategic Discussion:</b> NSW Kids and Families - Ms Jo Holt, Prof Graham Vimpani (Board member) and Ms Lucy Thompson, Senior Manager Strategy and Engagement	For discussion	Chair	1.2	
<ul style="list-style-type: none"> <li>There was a presentation in relation to the current actions from the NSW Kids and Families Pillar. This covered current arrangements and further developments which have been identified through their Strategic Plan. This included their three year implementation plan and outcomes for LHD's.</li> <li>The Board noted the statistics for the MNCLHD date in relation to Paediatric Emergency Activity.</li> <li>There was further discussion in relation to the provision of treatments for children and problems in out of home care.</li> </ul>					
1.3	<b>Strategic Discussion: Closing the Gap</b> - Aboriginal Health Robyn Martin and Andrew Bailey	For discussion	Chair	<a href="#">1.3</a>	
<ul style="list-style-type: none"> <li>This presentation highlighted the CTG plan and its achievements to date as well as the plans in relation to intensifying the approach to CTG.</li> <li>There was some discussion to consider the MNCLHD Governing Board sponsoring a CTG Summit.</li> <li>It was agreed that the Draft resolution be re-presented at the next Governing Board Meeting for discussion and decision.</li> </ul> <p><b>Resolution: Request that the Governing Board endorse, in principal but seek further advice in relation to particular strategies, together with:</b></p> <ol style="list-style-type: none"> <li><i>The development and implementation of the intensified MNLHD CTG framework</i></li> <li><i>That the CTG Board subcommittee drive the implementation, monitoring and reporting of the intensified CTG framework</i></li> <li><i>The development of an MNCLHD internal CTG summit (2015/16)</i></li> <li><i>We ask that the CTG committee advise recommendations of the overall endorsements</i></li> </ol> <p><b>Resolution: That the MNCLHD Governing Board note the information contained in the presentations</b></p>					
<b>C Minutes of Governing Board</b>					
Item 2	2.1	Minutes of previous Meeting - 7 July 2015 Minutes of Special Budget Meeting – 29 July 2015	For Endorsement	Chair	<a href="#">2.1</a> <a href="#">2.1a</a>
	<b>Resolution: That the Minutes of the Governing Board's meeting of 7 July 2015 and the Minutes of the Special Budget Meeting 29 July 2015 be confirmed as a true and accurate records.</b>				
<b>D Business Arising</b>					
Item 3	<b>Action Table and follow up</b>				
	3.1	Action Table	No items		-
<b>Resolution: That the Governing Board note the update.</b>					
ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
<b>E Chief Executive's Report</b>					
Item 4	4.1	Chief Executive's Report for July 2015 (and attachments)	For Discussion		<a href="#">4.1</a>
		<ul style="list-style-type: none"> <li>ERMS Extreme Risk Reporting</li> <li>Service Agreement (signed)</li> <li>PMBH Financial Analysis</li> </ul> <p><b>Resolution: That the Governing Board note the analysis provided and endorse the strategies proposed. The Board also noted progress in regard to:</b></p> <ul style="list-style-type: none"> <li>Early Close Procedures</li> <li>Ken Barker Final Report</li> </ul> <p><b>Resolution: That the Governing Board acknowledges and</b></p>			<a href="#">4.1.1</a> <a href="#">4.1.2</a> <a href="#">4.1.3</a> <a href="#">4.1.4</a> <a href="#">4.1.5</a>

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
	<b>endorses the work of Mr Ken Barker in reviewing the internal reporting processes of the MNCLHD.</b>			
4.2	Chief Executive's Key Performance Indicator Report	For Discussion		<a href="#">4.2</a>
	<ul style="list-style-type: none"> <li>The Board noted the identified high risk issues which were raised in the report.</li> <li>The Chair requested the Workforce Committee to look more broadly into options to attract suitable staff to the areas required.</li> <li>The Board further noted the comments included in the report in relation to the CH Clinical Network.</li> </ul>			
	<b>Resolution:</b> That the Governing Board receive and note the information provided in Item 4.			
<b>F Strategic Matters for discussion and/or endorsement</b>				
<b>Standing items</b>				
5.1	Budget:	No items	Chair	-
	<b>Resolution:</b> That the Governing Board			
<b>Other items</b>				
5.2	Brief: CHHC Cardiac Catheter Laboratory – Replacement of equipment	For Endorsement	Chair	<a href="#">5.2</a>
	<b>Resolution:</b> That the Governing Board: <ol style="list-style-type: none"> <li>Approves the purchase of a replacement Cath Lab at the CHHC up to a value of \$1.5M using a combination of money bequeathed to the CHHC Cardiology Department and funding allocated in the 2015-16 budget; and</li> <li>Authorises the Chief Executive and the Chair of the MNCLHD Board to finalise the purchase of the replacement Cath Lab so long as the total purchase price is not more than 10% greater than the \$1.5M cost estimated above.</li> </ol>			
5.3	Brief: Replacement CT scanner under leasing arrangements for the Medical Imaging Department at CHHC	For Endorsement	Chair	<a href="#">5.3</a>
	<b>Resolution:</b> That the Governing Board approves the procurement of a replacement CT scanner via operating lease for the Medical Imaging Department at the Coffs Harbour Health Campus to the value of \$1,144,078 consistent with the terms and conditions of the Department of Public Works Further Tender Option for leasing arrangements.			
5.4	Brief: Update on loss of USB device containing clinical information	For Discussion	Chair	<a href="#">5.4</a>
	<ul style="list-style-type: none"> <li>The Board noted that the CE will further investigate requirements and the subsequent reporting in relation to privacy issues following the loss of this USB.</li> <li>Written advice will be sought from our legal representation.</li> </ul>			
	<b>Resolution:</b> That the Governing Board note the investigation and resulting recommendations.			
5.5	Brief: Procedure for CHHC car park	For Endorsement	Chair	<a href="#">5.5</a>
	<b>Resolution:</b> That the Governing Board note the procedure for management of parking fees at CHHC			
5.6	Brief: Health Promotion Review <ul style="list-style-type: none"> <li>Review</li> <li>Review Summary</li> <li>HP Team Feedback</li> </ul>	For Discussion	Chair	<a href="#">5.6</a> <a href="#">5.6a</a> <a href="#">5.6b</a> <a href="#">5.6c</a>
	<ul style="list-style-type: none"> <li>Further information is to be presented to support the proposed recommendation.</li> <li>This item was held over for the September 2015 Governing Board Meeting.</li> </ul>			
5.7	<b>Final Attestation Statement</b> for MNCLHD 2014/15 <ul style="list-style-type: none"> <li>Chief Executive</li> <li>Allied Health</li> <li>Clinical Governance</li> </ul>	For Noting		<a href="#">5.7</a> <a href="#">5.7a</a> <a href="#">5.7b</a> <a href="#">5.7c</a>

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
	<ul style="list-style-type: none"> <li>Finance</li> <li>Mental Health &amp; Drug and Alcohol</li> <li>Nursing Midwifery &amp; Workforce</li> <li>Aboriginal Health &amp; Primary Partnerships</li> <li>Coffs Clinical Network</li> <li>Hasting Macleay Clinical Network</li> <li>Public Health</li> </ul>			<a href="#">5.7d</a> <a href="#">5.7e</a> <a href="#">5.7f</a> <a href="#">5.7g</a> <a href="#">5.7h</a> <a href="#">5.7i</a> <a href="#">5.7j</a>	
	<b>Resolution:</b> The Governing Board note the submission of the Attestation Statements which were authorised by the Chair on behalf of the Board.				
	5.8	CONFIDENTIAL: Update from CE on matters under investigation	For noting	Chair	-
	This item is held over for the September 2015 Governing Board Meeting.				
	5.9	Operational Plan 2015/16	For noting	Chair	<a href="#">5.9</a> <a href="#">5.9a</a>
This item is held over for the September 2015 Governing Board Meeting.					
<b>G Directorate Updates</b>					
<b>Item 6</b>	<b>Directorate Updates</b>				
	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>	
		<ul style="list-style-type: none"> <li>Research Initiative – Project Update</li> <li>MNCHealth Research Collaborative Minutes</li> </ul>		<a href="#">6.3a</a> <a href="#">6.3b</a>	
	6.4	Aboriginal Health & Primary Partnerships	For Noting	<a href="#">6.4</a>	
	6.5	Nursing, Midwifery & Workforce	For Noting	<a href="#">6.5</a>	
	6.6	Clinical Governance & Information Services	For Noting	<a href="#">6.6</a>	
	6.7	Financial Operations and Asset Management	For Noting	<a href="#">6.7</a>	
	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>	
<ul style="list-style-type: none"> <li>The Chair noted his appreciation for the work undertaken to complete the above reports and on the work undertaken by the committees.</li> <li>The Chair will write a letter of appreciation to the directorates of the Board sub-committees.</li> </ul>					
<b>Resolution:</b> That the Governing Board receive and note the information provided in Item 6.					
<b>H Recommendations from Governance Committees</b>					
<b>Item 7</b>	<b>Finance and Performance Committee</b> (rescheduled to 6 July – report to August Board meeting)				
	7.1	Endorsed Minutes of Meeting: <ul style="list-style-type: none"> <li>Endorsed Minutes – May 2015</li> <li>Endorsed Minutes – July 2015</li> <li>Endorsed Minutes - Procurement Advisory Board – March 2015</li> </ul>	For Noting	<a href="#">7.1</a> <a href="#">7.1a</a> <a href="#">7.1b</a>	
		7.2		Chair – Summary	For Discussion
<b>Health Care Quality Committee</b>					

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
7.3	Confirmed Minutes of Meeting – 27 April 2015 <ul style="list-style-type: none"> <li>Reporting Summary</li> </ul>	For Noting		<a href="#">7.3</a> <a href="#">7.3a</a>
7.4	Chair – Summary of May meeting	For Discussion		<a href="#">7.4</a>
<b>MDAAC</b>				
7.5	Confirmed Minutes of Meeting - 11 June 2015 <ul style="list-style-type: none"> <li>Interview Sub-Committee TOR (revised for endorsement)</li> <li>Credentials (Clinical Privileges) Sub-Committee (revised for endorsement)</li> <li>MDAAC TOR (revised for endorsement)</li> <li>Scope of Practice Monitoring Sub-Committee (revised for endorsement)</li> </ul>	All For Endorsement		<a href="#">7.5</a> <a href="#">7.5a</a> <a href="#">7.5b</a> <a href="#">7.5c</a> <a href="#">7.5d</a>
<b>Resolution: That the Board endorse the recommendations as detailed in the MDAAC report.</b>				
7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations	-		-
7.7	Chair – Summary of June meeting	For Discussion		<a href="#">7.7</a>
<b>Workforce, Health &amp; Safety Committee</b>				
7.8	Minutes of Meeting – 15 June 2015	For Noting		<a href="#">7.8</a>
7.9	Chair – Summary	For Discussion		-
<b>Health Services Development &amp; Innovation Committee (meetings held bi-monthly)</b>				
7.10	Minutes of Meeting (next meeting August 2015)	No Items		-
7.11	Chair – Summary	No items		-
<b>Close the Gap Committee</b>				
7.13	Confirmed Minutes of meeting - 30 July 2015	For Noting		<a href="#">7.13</a>
7.14	Chair – Summary	For Discussion		<a href="#">7.14</a>
<b>Community Engagement Committee</b>				
7.15	Confirmed Minutes of Meeting – 29 June 2015	For Noting		<a href="#">7.15</a>
7.16	Community Reference Group	No items		-
7.17	Community Connections – Coffs Harbour Refugee Community	For Discussion		<a href="#">7.17</a>
7.18	Chair – Summary	For Discussion		<a href="#">7.18</a>
<b>Resolution: That the Governing Board receive and note the information provided in Item 7.</b>				
<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>
<b>Resolution: That the Governing Board receive and note the information provided in Item 9.</b>				
<b>K (Item 10) For Information of the Board (Discussion by exception)</b>				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.	
Item 10	<b>Correspondence</b>				
	10.1		No Items	Chair	10.1
<b>L General Business</b>					
Item 11	<b>General Business &amp; Questions on Notice</b>				
	11.1	Confidentiality (Standing item)	For Noting	Chair	-
	<b>Resolution: That the Governing Board receive and note the information provided in Item 11.</b>				
<b>M Upcoming visits and events</b>					
Item 12	<b>2015</b>				
	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 6.15pm					