

MEETING MINUTES CONFIRMED

Wednesday, 10 August 2016

Commencing 3.00pm

FOCUS AREA: Closing the Gap

Port Macquarie Community Health Large VCN

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), John Barrett (JB), Jan Ryan (JRyan), Elizabeth Ruthnam (ER), David Kennedy (DK), Gail Whiteford (GW), Stewart Dowrick (SD), Janine Reed (JR), Neville Parsons (NParsons) to item 5.6 <i>Leave of absence has been approved for John Barrett for period 26 August 2016 to 29 October 2016.</i>		For Noting	Chair	
Apologies: Jo Sutherland (JS)		For Noting	Chair	
In Attendance: Robyn Martin (RM), Vanessa Edwards (VE), Lynn Lelean (LL), Mary Malouf (MM)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions		For Noting	Chair	
B Presentations (1 hour)				
Item 1	Presentations			
	1.1	Closing the Gap	For Discussion	Chair
	<ul style="list-style-type: none"> DK presented details of the 12 months performance of the 'Close the Gap Committee', acknowledging the ongoing commitment of the Board and the Executive Team. The Board noted the pleasing results in relation to the immunisation of Aboriginal children. The Board also noted the positive progress of the Accord in working collaboratively to improve the health of all Aboriginal and Torres Strait Islander people. Another positive initiative is the 'Close the Gap' funding for innovative service development. Redevelopment of the Aboriginal Report Card is currently underway. SD noted the positive improvements and the work which has been completed. The continuation of initiatives and further work which needs to be undertaken was also noted. DK noted he would encourage the investigation of Aboriginal Service Targets as they relate to elective surgery. SD advised this figure was 4.5%. There was some discussion in relation to the services provided and funding from Justice Health. This was in relation to such issues as the events recently uncovered at Don Dale Youth Detention Centre (NT). SB suggested that the Board have a discussion within the next 12 months in relation to medical and health services provided in Prison settings. RM noted that Aboriginal Medical Services play a key role in referring clients to health services. SD noted the positive impacts of the Luminosity Program. During the three days that this program runs each year, approximately 30% of attendees identified as being Aboriginal. This is a positive indication of the leadership skills growing amongst Aboriginal students. 			
1.2	Patient Story – Aboriginal Health & Primary Partnerships	For discussion	Chair	
<ul style="list-style-type: none"> Health Promotion - Live Life Well at School Program Rachel McCann is a primary school teacher at Huntingdon Primary School. Rachel will be discussing				

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		<p>her work improving the school environment through the education sessions provided by the Health Promotion team and the development of Maths in Movement program.</p> <p>Attendees: Rachel McCann and Richard Ball (Health Promotion)</p> <ul style="list-style-type: none"> Rachel gave an overall description of how she assisted schools and then goes by incorporating movement. The response from schools was really encouraging and many schools had come on board. Processes are currently being undertaken to collect and analyse data to identify the overall achievements and improvement by students participating in this program. There was a brief discussion on what data that should be collected and recorded which may assist secure funding for this program. <p>Resolution: That the Governing Board receive and note the information provided in Item 1.</p>			
C Minutes of Governing Board					
Item 2	2.1	Minutes of Meeting 13 July 2016	For Endorsement	Chair	2.1
		Resolution: That the Minutes of the Governing Board's meeting of 13 July 2016 be 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
		Resolution: That the Governing Board note 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 Brief detailing the works that have been carried out in relation to the Medical Gas Audit in MNCLHD. The Board further noted the Brief regarding Chemotherapy in MNCCI. SD noted the improved relationships, particularly in the area of Allied Health portfolio. WG noted the risk at CHHC in relation to the delivery of services to the community and further through not being able to meet the immediate requirements of having beds for patients. <p>Action Item: <i>The provision of a report in relation to the risk at CHHC of not being able to provide the delivery of services in line with community expectations, pending the completion of the proposed capital works projects. This item is to be added to the action list.</i></p> <ul style="list-style-type: none"> The Board acknowledged the potentially difficult matter of securing a correctly skilled individual to undertake the role of Director of Medical Services for CHHC. ER proposed that other models be considered to carry out the necessary review of service provisions. The Chair concluded this discussion by noting that if there is no suitable candidate identified through this round of recruitment, other models will need to be considered. SD noted the positive outcome of the Health Innovation Awards. The Chair noted the work undertaken by all involved to facilitate the positive running and outcome of the Awards evening and congratulated all involved. <p>Resolution: That the Governing Board receive and note the information provided in Item 4.</p>			

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
F Strategic Matters for discussion and/or endorsement				
Standing items				
5.1	Budget Minutes from Special Budget meeting 27 July 2016	For Endorsement	Chair	5.1
<i>Note change to title of Committee within the minutes – should be Finance and Performance Committee (minutes currently say Finance and Capital Works Committee – amend).</i>				
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	Strategic Directions 2017-2021 <ul style="list-style-type: none"> Track Changes Version Updated clean version 	For Endorsement	Chair	5.3 5.3a 5.3b
Resolution: That the Governing Board endorses the minutes of the MNCLHD Special Budget meeting and endorse the Strategic Directions 2017-2021 document provided in item 5. The Plan will be finalised by the CEO and Chair with a view to its launch at the Annual Public Meeting.				
Other items				
5.4	Brief: MNCLHD Service Plan for People with Eating Disorders <ul style="list-style-type: none"> MNCLHD Service Plan for People with Eating Disorders 	For Discussion	Chair	5.4 5.4a
<ul style="list-style-type: none"> The Board noted the complexity of this issue and as such requested that a brief presentation be provided to the Board in relation to the various considerations and the Board's position in relation to these issues. 				
Resolution: That the Governing Board receive a presentation in relation to the MNCLHD Service Plan for People with Eating Disorders 2016-2021.				
5.5	Guidelines for Boards: Work Health and Safety Audits <ul style="list-style-type: none"> Guidelines for Boards: WHS and Due Diligence Information Sheet 	For Discussion	Chair	5.5 5.5a
<i>Action Item: The Chair requested advice from the Workforce, Health and Safety Committee in relation to the issues faced by Board Members around this subject.</i>				
Resolution: That the Governing Board notes the information provided in item 5.5.				
5.6	Notice of Motion: (John Barrett to lead discussion) The Parking and Traffic Consultant report on PMBH Car Parking Demand Study be tabled and CE provide the following details: CHHC staff numbers and car parking numbers	For Discussion	Chair	5.6
<ul style="list-style-type: none"> The Board noted the details of the report in relation to numbers of parking allocations and the number of staff on site. Some of the hazards being created by insufficient parking were noted by the Board. The Board noted the positive result in charges that paid car parking has had at CHHC. It was agreed that if paid parking was to be implemented at PMBH it needs to be introduced and run in the same manner as CHHC as far as possible. 				
Resolution: That the Governing Board notes the discussion and endorses the future establishment of paid parking at PMBH.				
5.7	Brief: Medical Gas Supply Re-testing – late paper	For Discussion	Chair	5.7

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Resolution: That the Governing Board considers the information provided				
5.8	Brief: MNCLHD Adult Admitted Patient Survey Report – Results for Aboriginal patients <ul style="list-style-type: none"> MNCLHD Adult Admitted Patient Survey Report 2014 – results for Aboriginal patients 	For Noting	Chair	5.8 5.8a
Resolution: That the Governing Board receive and note the information provided in Item 5.8				
G Directorate Updates				
Item 6	Directorate Updates			
6.1	Mental Health & Drug and Alcohol	For Noting		6.1
<ul style="list-style-type: none"> The Board noted that Mental Health is a very challenging area to work within. 				
6.2	Allied Health & Integrated Care	For Noting		6.2
<ul style="list-style-type: none"> The Chair noted the positive outcomes in the area of Allied Health and Integrated Care, in particular the work undertaken by Bronwyn Chalker. The Chair recommended that funding options be referred to the Small Grants Committee for consideration. 				
6.3	Public Health <ul style="list-style-type: none"> Brief – Update – NSW Hepatitis C Strategy 2014–2020 and the NSW Hepatitis B Strategy 2014-2020 	For Noting		6.3 6.3a
6.4	Aboriginal Health & Primary Partnerships	For Noting		6.4
<ul style="list-style-type: none"> SD noted the MNCLHD would continue to work with Durri AMS to address concerns which had been raised. Durri’s continued participation in the Nambucca Integrated Care is important. 				
6.5	Nursing, Midwifery & Workforce	For Noting		6.5
6.6	Clinical Governance & Information Services <ul style="list-style-type: none"> RCA Report RI16 221 ICT Plan eHealth Program Report HCQC Data Report 	For Noting		6.6 6.6a 6.6b 6.6c 6.6d
6.7	Financial Operations and Asset Management	For Noting		6.7
6.8	Communications & Strategic Relations <ul style="list-style-type: none"> MNCLHD Rural Innovation and Research Symposium 	For Noting		6.8 6.8a
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.				
H Recommendations from Governance Committees				
Item 7	Finance and Performance Committee			
7.1	Endorsed Minutes of Meeting – 28 June 2016 <ul style="list-style-type: none"> Endorsed Minutes Procurement Advisory Board - 	For noting		7.1 7.1a
7.2	Chair – Summary	For Discussion		7.2
Health Care Quality Committee				
7.3	Confirmed Minutes of Meeting – 27 June 2016	For Noting		7.3
7.4	Chair – Summary	No items		7.4

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
MDAAC				
7.5	Endorsed Minutes of Meeting – 9 June 2016	For Noting		7.5
7.6	CACD & Recommendations	For Noting		7.6
7.7	Chair – Summary	For Discussion		7.7
Workforce, Health & Safety Committee				
7.8	Confirmed Minutes of Meeting – 20 June 2016 <ul style="list-style-type: none"> Workforce, Health & Safety Committee ToR Workforce, Health & Safety Committee Performance Report 	For Noting		7.8 7.8a 7.8b
7.9	Chair – Summary	For Discussion		7.9
Health Services Development & Innovation Committee (No Items)				
7.10	Minutes of Meeting	No Items		7.10
7.11	Chair – Summary	No Items		7.11
Close the Gap Committee				
7.13	Confirmed Minutes of meeting <ul style="list-style-type: none"> Close the Gap Performance Report – June 2016 Close the Gap Committee Survey 	No Items		7.13 7.13b 7.13c
7.14	Chair – Summary	No Items		
Community Engagement Committee				
7.15	Endorsed Minutes of Meeting – Minutes due September 2016	No Items		Nil
7.16	Community Reference Group – Minutes	No Items		Nil
7.17	Community Connections	No Items		Nil
7.18	Chair – Summary	For Noting		7.18
Resolution: That the Governing Board receive and note the information provided in Item 7 and adopt the recommendations included within the reports.				
I (Item 8) Workplace Culture Action Plan (No Items)				
J Quality & Safety (No Items)				
K (Item 10) For Information of the Board (Discussion by exception)				
Item 10	Correspondence (NIL)			
10.1	Letter of Thanks to Barry Shepherd outgoing Chair of MNCLHD Audit and Risk Committee	For Noting	Chair	10.1
10.2	Correspondence from Chair to General Manager Coffs Clinical Network			10.2
10.3	Correspondence from Chair to General Manager Hastings Macleay Clinical Network			10.3
Resolution: That the Governing Board receive and note the information provided in Item 7.				
L General Business				
Item 11	General Business & Questions on Notice			

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
11.1	Confidentiality (Standing item)	For Noting	Chair	-
11.2	Update on Risk Register		Chair	
<ul style="list-style-type: none"> The Chair requested that the Board be brought up to date in relation to the Risk Register in a coming meeting. SD noted that a quarterly report is soon to be provided to MoH which lists the top 10 risks in MNCLHD and that the issue of Risk would be further discussed with the Board with the object of achieving a consolidated Risk Register and Risk Appetite. <p>Resolution: The Risk Register is to be listed for discussion at a future Meeting.</p>				
11.3	VMO Contracts	For Noting	CE	
<ul style="list-style-type: none"> SD noted the progress of discussions in relation to VMO contracts. <p>Resolution: That the Governing Board receive and note the information provided in Item 11.</p>				
M Upcoming visits and events				
Item 12	2016			
14 Sept	Coffs Harbour Health Campus			
12 Oct	Kempsey District Hospital			
9 Nov	Port Macquarie Base Hospital			
14 Dec	Annual Public Meeting – 1-2.30pm venue to be advised			
14 Dec	Coffs Harbour Health Campus – 3.00pm			
There being no further business the meeting closed at 6.10pm.				