

**ENDORSED MEETING MINUTES**

DATE: Wednesday 9 June 2021  
 TIME: 2:00pm - 6:00pm  
 VENUE: Port Macquarie Community Health

Item / Description	
<b>Attendance and Declarations</b>	
<b>Welcome:</b> Warren Grimshaw AM Chair. The Governing Board and MNCLHD acknowledges the traditional custodians of the lands upon which this meeting is held and pays its respects to elders past, present and future.	
<b>Present:</b> Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Janine Reed (JR), Dr Jennifer Beange (JBeange), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NP), Dr Tim Francis (TF), Susan McGinn OAM (SM)	
<b>Dialling In:</b> Dr Joanna Sutherland (JS), Dr Alison Seccull, David Kennedy (DK)	
<b>Apologies:</b> NIL	
<b>In Attendance:</b> Chief Executive Stewart Dowrick (CE), Manager Corporate Governance Delwyn Kruk (DKr), Tania Ellis Minutes	
<b>Observer:</b> Chair Hastings Macleay Medical Clinical Council, Dr Fiona Leslie	
Declaration of Pecuniary Interest Conflict of Interest and Related Transactions: Item 3.3 BRDH Medical Model Consultation Dr Tim Francis disclosed potential conflict of interest in his current employment at Urunga Medical Centre.	
<b>Item 1: Presentations/Discussion</b>	
1.1	Confidential In-Camera Session 2:00pm – 2:30pm
1.2	<p><b>Presentation:</b> Port Macquarie Base Hospital Emergency Department (ED)          Acting Network Director Emergency Medicine, Dr Dawn Martin          Director Emergency Department, Dr Digby Hone          Hastings Macleay Clinical Network Director, Catharine Death</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>• Presentation provided insight into present service challenges.</li> <li>• Unprecedented increase in patient presentations across all categories impacting patient flow.</li> <li>• MNCLHD has higher lower socio-economic population compared to others.</li> <li>• CE advised matters also discussed at June MSC and MoH is aware of activity.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Action:</b> Governing Board support CE to continue to raise with MoH as priority and will provide update at next Governing Board meeting.</li> <li>2. <b>Action:</b> IARC Director to update risk register for CHHC and PMBH noting the service challenges.</li> <li>3. <b>Action:</b> Continue work to better understand reasons behind this significant growth in presentations</li> </ol>

1.3	<p><b>Update:</b> Hastings Macleay Medical Clinical Council, Dr Fiona Leslie</p> <p>Dr Leslie provided the following update on Port Macquarie Base Hospital:</p> <ul style="list-style-type: none"> <li>• Dr Leslie’s update to Governing Board, confirmed and agreed with matters raised in presentation.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Action:</b> HMCN General Manager to engage with Senior Medical Team - Wellbeing Program</li> </ol>
1.4	<p><b>Presentation:</b> MNCLHD Culture Transformation High Level Strategy Director People and Culture Rebekah Florence in person</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>• Transformation timeline built over 2 years and reviewed at every SET meeting tracking progress.</li> <li>• Phase 1 of culture transformation began in September 2020 and concludes 30 June 2021.</li> <li>• Senior Leaders Forum scheduled for June and November 2021, leading the Culture Transformation program.</li> <li>• The Governing Board congratulated the team for work done to date.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Endorsed:</b> MNCLHD Culture Transformation High Level Strategy Paper and acknowledged budget consideration.</li> </ol>
1.5	<p><b>Presentation:</b> Six (6) Month Audit update – Ken Barker Consulting</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>• Audit and Risk Chair’s term expires 19 July 2021 and will remain as member until October 2023</li> <li>• New Audit and Risk Chair, Rosemary Milkins.</li> <li>• Audit Office and MOH clearance was approved and did not identify any reportable findings.</li> <li>• Cyber risk discussions are ongoing with MNCLHD counterparts.</li> <li>• Budget meeting scheduled for 27 June 2021.</li> <li>• Governing Board confirmed their confidence in the work of the Committee and once again acknowledge the extensive work undertaken by the chair.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Action:</b> Audit and Risk Committee to provide advice on audit activities.</li> <li>2. <b>Action:</b> Director IARC to provide Governing Board with other LHD Risk Registers.</li> <li>3. <b>Resolved:</b> CE to send to MoH next quarter.</li> <li>4. <b>Noted:</b> Risk framework continues to improve.</li> </ol>
<p><b>Item 2: Minutes and Action Table</b></p>	
2.1	<p>Minutes:</p> <ol style="list-style-type: none"> <li>2.1.1 Draft Minutes of Meeting 12 May 2021</li> <li>2.1.2 Draft Confidential Minutes of Meeting 12 May 2021</li> </ol> <p><b>Resolution:</b> The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Endorsed:</b> Draft Minutes of Meeting 12 May 2021.</li> <li>2. <b>Endorsed:</b> Draft Confidential Minutes of Meeting 12 May 2021 with amendment of “Agenda” to Minutes.</li> </ol>

2.2	<p>Actions:</p> <p>2.2.1 Action Table June 2021</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>June 2021 Action Table.</li> </ul>
2.3	<p>Chair Governing Board Report:</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>The progress of MNCLHD, farewelled the Board and thanked them, the CE and SET for their support and advice during the past 10 years.</li> </ul>
<p><b>Item 3: Strategic Items</b></p>	
3.1	<p>Chief Executive's Report</p> <p>3.1.1 Chief Executive's Report Governing Board June 2021</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>Twelve months since changes to Macksville maternity model of care. Noted supportive measures have been implemented including access to regular supervision, team meetings and staff focus groups.</li> <li>Midwifery Group Practice (MGP) meeting weekly to progress recruitment and review rosters</li> <li>Recent surgical enhancements continue.</li> <li>MoH to undertake deeper analysis regarding PMBH ED activity.</li> <li>CE acknowledged outgoing Board members, offering thanks for their significant involvement and development of the MNCLHD.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Action:</b> CE to provide Governing Board with MGP progress in August meeting.</li> <li><b>Action:</b> Formal letter to Director Public Health Unit.</li> </ol>
3.2	<p>Business Paper: MNCLHD Organisational Performance Report April 2021</p> <p>3.2.1 Organisational Performance Report March 2021</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>KPIs currently underperforming – necessitating further advice to the board</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Action:</b> KPI measurements be provided to Governing Board and for inclusion in Orientation Package.</li> </ol>
3.3	<p>Business Paper: Bellinger River District Hospital (BRDH) Medical Model Consultation</p> <p>4.3.1 BRDH Medical Model Consultation</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>Advice currently being sought to identify ways to attract additional medical staff.</li> <li>Current BRDH model remains in place and Board notes progress.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Action:</b> Governing Board requested regular updates.</li> </ol>

	Alison Seccull departed meeting 5.07pm.
3.4	<p>Business Paper: Governing Board Transition Program</p> <p>3.4.1 Governing Board Transition Program</p> <p>3.4.2 (Resources) Governing Board Orientation Manual</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>To include geographic and demographic details of Aboriginal population in the Orientation Manual and contact details of Senior Executive Team.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Action:</b> Communications team to update Orientation Manual and Transition Plan for distribution to Governing Board members.</li> </ol>
3.5	<p>Business Paper: Strategic Asset Management Planning and Capital Investment Proposals</p> <p>3.5.1 Strategic Asset Management and Capital Investment Proposals</p> <p>3.5.2 (Resources) Att. 1 NSW Health MNCLHD Draft SAMP V1</p> <p>3.5.3 (Resources) Att. 2 NSW Health MNCLHD Draft AMP V1</p> <p>3.5.4 (Resources) Att. 3 Capital Investment Proposal Summary</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>The attachments above.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Endorsed:</b> Capital Investment Proposal Summary</li> <li><b>Endorsed:</b> Strategic Asset Management and Capital Investment Proposals</li> <li><b>Endorsed:</b> (Resources) Att. 1 NSW Health MNCLHD Draft SAMP V1</li> <li><b>Endorsed:</b> (Resources) Att. 2 NSW Health MNCLHD Draft AMP V1</li> <li><b>Endorsed:</b> (Resources) Att. 3 Capital Investment Proposal Summary</li> </ol>
3.6	<p>Business Paper: Development of New Strategic Plan</p> <p>3.6.1 Development of Strategic Plan</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>Business Paper Strategic Plan and current Strategic plan expires 2021.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li><b>Action:</b> Receive progress update of new District strategic plan.</li> </ol>
3.7	<p>Business Paper: Serious Adverse Event Review (SAER) May 2021 (Formerly Root Cause Analysis) (RCA)</p> <p>3.7.1 Serious Adverse Event Review May 2021</p> <p>3.7.2 (Resources) Att.1 Report SAER and Coroner Recommendations May 2021</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>Business Paper Serious Adverse Event Review.</li> <li>Att. 1 Report SAER and Coroner Recommendations May 2021.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p>

	1. <b>Action:</b> Quarterly progress update on SAER timeframes.
3.8	<p>Business Paper: Coffs Harbour Development Update</p> <p>3.8.1 CHHC Development update</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>The Coffs Harbour development update.</li> </ul>
<b>Item 4: Operational Items</b>	
4.1	<p>Business Paper: Governing Board Accreditation update</p> <p>4.1.1 Business Paper: Governing Board Accreditation update</p> <p>4.1.2 (Resources) Att. 1 Checklist for Assessors MNC Gap Analysis</p> <p>4.1.3 (Resources) Att. 2 National Standards Risk Accreditation Update</p> <p>4.1.4 (Resources) Att. 3 Accreditation Assessment Outcomes Dashboard</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>The information provided in the accreditation update.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Action:</b> Email Att. 3 Accreditation Assessment Outcomes Dashboard to be forwarded Governing Board.</p>
4.2	<p>Business Paper: Health Communities Advisory Committee (HCAC)</p> <p>4.2.1 Business Paper: Healthy Communities Advisory Committee</p> <p>4.2.2 (Resources) Att. 1 HCAC Terms of Reference</p> <p>4.2.3 (Resources) Att. 2 HCAC Overview</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>The information provided in the documents above.</li> <li>Att. 2 HCAC Overview and Vision: To work with communities through a regional leadership model to build capacity for preventive health on the Mid North Coast.</li> </ul> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Endorsed:</b> With amendment – remove “Chair” and replace as Board member.</p>
4.3	<p>Business Paper: Consumer Feedback Report October 2020 to March 2021</p> <p>4.3.1 Business Paper: Consumer Feedback Report</p> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <p>1. <b>Action:</b> Report to include additional complements graph to provide balance in reporting.</p> <p>2. <b>Action:</b> Quarterly reports to Governing Board.</p>
<b>Item 5: Governance Items – Board Sub Committees and associated reporting</b>	
5.1	<p><b>Board Sub-Committee: Community Engagement</b></p> <p>5.1.1 Chair’s Summary June 2021</p> <p>5.1.2 (Resources) Att. 1 Patient Transport</p> <p>5.1.3 (Resources) Att. 2 Presentation Renal Services MNC May 2021</p> <p>5.1.4 (Resources) Att. 3 SToC Patient Journey 2021 May</p>

	<p>5.1.5 (Resources) Att. 4 SToC Patient Journey Guides 2021.pdf            5.1.6 (Resources) Att. 5 SToC Patients Voice Letter to Patient            5.1.7 (Resources) Att. 6 CRG and CESG Notes            5.1.8 (Resources) Att. 7 Shifting Gears Summit            5.1.9 (Resources) Att. 8 Aboriginal Mindfulness Project            5.1.10 (Resources) Att. 9 Notes from Consumer Health Forum</p> <p>Noted:</p> <ol style="list-style-type: none"> <li>1. The information provided in the Community Engagement Sub-Committee paper and attachments.</li> <li>2. Aboriginal Mindfulness Presentation to be considered for future Board meeting.</li> <li>3. Acknowledge and recognise the Community Reference Group for their valued contribution.</li> </ol> <p><b>Resolution:</b> That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> <li>1. <b>Action:</b> Governing Board requested further advice regarding birth registration at Kempsey Hospital.</li> <li>2. <b>Action:</b> Governing Board to consider actions and recommendations from the attached reports.</li> <li>3. <b>Noted:</b> The importance of community engagement in the overall in future strategic planning including any structural changes necessary to achieve agreed goals.</li> </ol>
<p>5.2</p>	<p><b>Board Sub-Committee: People and Culture</b>            5.2.1 Endorsed Minutes 19 March</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>• The information provided in the PAC Sub-Committee papers.</li> </ul>
<p>5.3</p>	<p><b>Board Sub-Committee: Medical and Dental Appointments Advisory</b>            5.3.1 Endorsed Minutes 8 April 2021            5.3.3 Chair's Summary May 2021            5.3.3 (Resources) Critical Actions Compliance Declaration May 2021</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>• The information provided in the MDAAC Sub-Committee papers.</li> </ul>
<p>5.4</p>	<p><b>Board Sub-Committee: Integrating Allied, Community and Cancer Care Services</b>            Next due July.</p>
<p>5.5</p>	<p><b>Board Sub-Committee: Health Care Quality</b>            5.5.1 Chair's Summary 24 May 2021            5.5.2 Endorsed Meeting Minutes 26 April 2021</p> <p>Noted:</p> <ul style="list-style-type: none"> <li>• The information provided in the Health Care Quality Sub-Committee papers.</li> </ul>
<p>5.6</p>	<p><b>Board Sub-Committee: Research, Innovation &amp; Health Service Development</b>            Next due July.</p>
<p>5.7</p>	<p><b>Board Sub-Committee: Finance and Performance</b>            5.7.1 Financial &amp; Performance Report Update            5.7.2 Endorsed Minutes 27 April 2021</p>

	5.7.3 Chair's Summary 25 May 2021  Noted: <ul style="list-style-type: none"> <li>The information provided in the Finance and Performance papers.</li> </ul>
5.8	<b>Board Sub-Committee: Audit and Risk</b> 5.8.1 Endorsed Minutes 4 March 2021  Noted: <ul style="list-style-type: none"> <li>The information provided in the Audit and Risk papers.</li> </ul>
5.9	<b>Board Sub-Committee: Closing the Gap</b> Next due September
<b>Item 6: Directorate Dashboard and Summary Updates</b>	
6.1	Integrated Mental Health, Alcohol & Other Drugs
6.2	North Coast Public Health Unit
6.3	Aboriginal Health and Primary Partnerships
6.4	Nursing, Midwifery and Services Reform
6.5	Clinical Governance and Information Services
6.6	Finance and Performance
6.7	Communications and Strategy
6.8	Coffs Clinical Network
6.9	Hasting Macleay Clinical Network
6.10	People and Culture
6.11	Research and Knowledge Translation
6.12	Internal Audit, Risk and Compliance (nil report)
6.13	Integrating Allied, Community and Cancer Care Services
	<b>Noted:</b> The information provided in Directorate Dashboard and Summary Reports.
Dr Fiona Leslie departed meeting 5.50pm.	
<b>Item 7: Confidential Session</b>	
7.1	Business Paper – Proceeding to Inquest <b>Noted:</b> As further developments emerge the Governing Board will be kept informed.
7.2	Business Paper – Parliamentary Inquiry <b>Noted:</b> Informative paper.
7.3	(Resources) Correspondence received and sent Dr D Radford <b>Noted:</b> Operational matter.
7.4	(Resources) District Pacemaker Service

	<b>Noted:</b> One service District-wide may be the preferred outcome.
7.5	(Resources) Correspondence from Dr Rasmussen <b>Noted:</b> No additional correspondence – matter concluded.
7.6	Late Paper: Patient Journey <ul style="list-style-type: none"> <li>Referred to CE for action.</li> </ul>
<b>Item 8: General Business without notice and correspondence</b>	
8.1	(Resources) Letter of thanks to Chair Audit and Risk Committee
8.2	(Resources) Letter of thanks to PeopleLife Director and Principle - Presentation 12 May 2021
<b>Meeting concluded 6.05pm</b>	
<b>Item 9: Upcoming Events and Proposed Presentations</b>	
14 July	<b>Inaugural meeting of the New Governing Board</b> – Port Macquarie Community Health
28 July – Budget	July Budget Board Meeting - MS Teams
11 August	<b>Coffs Harbour Health Campus</b> – Venue to be confirmed Proposed Presentation Nursing, Midwifery and Service Reform, Vicki Simpson, Virtual Care to be confirmed
15 September	<b>Macksville District Hospital</b> – Venue to be confirmed Proposed Presentation Renal Training Facility to be confirmed
13 October	<b>Dorrigo Multi-Purpose Service</b> - to be confirmed Future proposal/recommendations for presentation
10 November	<b>Bellinger River District Hospital</b> - to be confirmed Future proposal/recommendations for upcoming board meetings
8 December	12:30pm - 1:30pm <b>Annual Public Meeting</b> , Port Macquarie Glass House 2:30pm - 6:00pm <b>Governing Board Meeting</b> Port Macquarie Community Health Campus