

MEETING MINUTES - Endorsed

DATE: Wednesday, 12 September 2018

TIME: 2.45pm – 6pm

VENUE: Wauchope Community Health Meeting Room – (VCN - PMCHC & CHHC ED020)

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Rev. Dr John Barrett OAM (JBarrett), Dr Jennifer Beange (JBeange), Dr Stephen Begbie (SB), Janine Reed (JR), Dr Joanna Sutherland (JS), Neil Wendt (NW), Prof Gail Whiteford (GW)				
Apologies: David Kennedy (DK), Neil Porter (NPorter)				
In Attendance: Chief Executive Stewart Dowrick (SD), Lynn Lelean (LL), Julie Usher Minutes				
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Nil declared.				
Item 1: Presentations				
Presentations/Discussions				
1.1	Meet/greet <ul style="list-style-type: none"> SD introduced new SET members Director of Finance and Asset Management John Slaven and Director Research and Knowledge Translation Dr Tony Lower. SD introduced Ann Bodill Executive Officer/Director of Nursing Wauchope District Memorial Hospital. WG expressed thanks to Ann and the team for the great work undertaken at Wauchope District Memorial Hospital. 			
1.2	Mental Health & Integrating Care: Presenter: Sara Shaughnessy (SS) – Director Mental Health and Integrated Care <ul style="list-style-type: none"> BRIEF: MNCLHD CHHC Mental Health Service Progress Evaluation (Confidential File Note Recorded) REPORT: Cohen Progress Report 30 August 2018 (Confidential File Note Recorded) REPORT: Cultural Recommendations for MNCCI Port Macquarie (Confidential File Note Recorded) 			
<u>Resolution:</u> The Governing Board received and noted the information provided in Item 1.				
Item 2: Minutes of Governing Board				
2.1	<ul style="list-style-type: none"> Minutes of Meeting 8 August 2018 Confidential File Note 			
<u>Resolution:</u> The Minutes of the Governing Board meeting of 8 August 2018 were confirmed as an accurate record and will be made publicly available on the MNCLHD website.				
Item 3: Business Arising				
Action Table and follow up				
3.1	Action Table Noted.			
3.2	Conjoint Appointments			

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
	<p>Action: WG requested a brief on all conjoint appointments and their resource commitments. This would be useful as a strategic issue to understand what is going to be achieved from the appointments, what the outcomes are and how these will influence the district.</p> <p>Deferred to October meeting.</p>		
3.3	<p>Close The Gap Action: DK to provide an analysis of where the areas of improvement are with regard to CTG.</p> <p>Refer 5.7.1c</p>		
3.4	<p>CHHC Additional \$38M Action: WG requested a report on the \$38M additional funding for the CHHC expansion. SD to write to the NSW Health to seek agreement that any unspent contingencies can be made available to refurbish the Mental Health Unit at Coffs Harbour.</p> <p>Deferred to October meeting.</p>		
3.5	<p>PMBH Radiology Tender Action: WG requested a list of all actions taken with regard to the tender including the probity officer actions. CE Office to write to PMBH clinicians regarding the PMBH Medical Imaging Tender.</p> <p>Deferred to October meeting.</p> <ul style="list-style-type: none"> • SB asked how the transition between providers will be managed? (staff and equipment). • SD advised that network IT issues were of concern and we are working with HI to manage risks. SD will keep the board updated on this issue. The transition will be extended to March 2019. • WG requested this matter be noted on the risk register. 		
3.6	<p>NSW Health Senior Executive Development Program Action: The Board requested a Brief on the outcomes of this program from recent graduate Dr Theresa Beswick CCN Coordinator.</p> <p>Deferred to October meeting.</p>		
3.7	<p>Patient Story Mental Health Action: WG to write a letter of appreciation to the patient who contributed to the Patient Story. WG to write a letter of appreciation to Sara Shaughnessy and Nick Kosseris noting the presentation was well received.</p> <p>Refer attachment 3.7.</p>		
<p>Resolution: The Governing Board noted the update on Action items. Items finalised with no further actions will be removed from the Action Table.</p>			
<p>Item 4: Chief Executive's Report</p>			
4.1	<p>Chief Executive's Report and Attachments were noted:</p> <ul style="list-style-type: none"> • Letter: from Nambucca Shire Council congratulations and appreciation re GP Recruitment Bowraville • Brief: Macksville Hospital Naming / Correspondence from Nambucca Heads and Valla Chamber of Commerce • Report: MNCLHD Local and Statewide Performance Update June 2018 • Letter: to Port Macquarie Hastings Council re development proposal for Bundaleer Nursing Home • Report: Cohen Progress Report 30 August 2018 • Letter: from The Hon Greg Hunt MP Minister for Health re Wauchope palliative care achievement against the Palliative Care Outcomes Collaboration. 		

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
<ul style="list-style-type: none"> • Report: MNCLHD Digital Strategy 2019-2023 – Draft. • Letter: from Agency for Clinical Innovation re financial assistance for NSQIP • NSW Regional Health Partners: Medical Research Future Fund Rapid Applied Research Translation Grant Opportunity, Budget Estimate, Work Plan and Risk Assessment. • Report: MNCLHD Annual Report 2017-2018 • Meeting Papers: MNCLHD Quarterly Performance Meeting 27 August 2018 • Report: MNCLHD Service Agreement 2018-2019; Signed Annual Financial Statements 30 June 2018; Signed Annual SPSE Financial Statements 30 June 2018 • Memo: Aboriginal Health Plan Consultation, Questionnaire and Draft Background Paper • Memo: State Election 2019 Caretaker Conventions • Letter: from Regional Development Australia Mid North Coast re; re-appointment of SD to RDAMNC Committee to 2020. <p>Stewart Dowrick provided an update to the Board on the following key issues:</p> <ul style="list-style-type: none"> • Bowraville – correspondence received from the General Manager of Nambucca Shire Council expressing appreciation for the recruitment of the two GPs to Bowraville. • Macksville District Hospital development – new architects have been appointed by HI following a peer review. • CHHC expansion – options for dual access to the Specialist Medical Centre and the Coffs Harbour Health Campus are being explored. • Peak Activity – improved figures on last year and team are working hard. • People Matter Employee Survey – the results will come to the Board at a future meeting. There was a 10 per cent increase in responses at CHHC. Smaller hospitals had a slight reduction. Looking at other regional centres and their strategies to engage staff to complete the survey. • Kempsey – the Mayor of Kempsey has raised concern regarding Phase 2 of the hospital development and in particular, the availability of a cafeteria. JR advised that the UHA ladies of Kempsey had spoken to them in particular about the availability of a cafeteria. • Maternity Services Review – consultation is occurring with clinicians. • Associate Director of Clinical Governance – Donna Dorrington has been appointed to this role. • Safety and Quality Accounts – our progress on priorities as requested by NSW Health will be presented at the next Quarterly Performance Review Meeting. • MNCLHD ICT Strategy Review – Deloitte is working on the District’s next Digital Strategy for 2019-2023. • National Surgical Quality Improvement Program (NSQIP) – the district has received further funding for the next three financial years. Action: WG to write to Dr Bruce Hodge advising him of the extra funding and the success of this program noting we are one of only a few LHDs to receive this. • Staff Research Placement Program – Strategies are being investigated to increase the number of applicants for research placements. • Medical Research Futures Fund (MRFF) – the District has partnered with Central Coast LHD to apply for a grant under the NSW Regional Health Partners Medical Research Futures Fund. • MNCLHD Health Innovation and Research Symposium – GW advised that attendance numbers were low this year and there were comments regarding the program timing and understanding of the theme. SD advised that costs need to be evaluated in setting the program if the event is to be held in 2019. • MNCLHD 17/18 Annual Report – the MNCLHD 17/18 Annual Report has been submitted to NSW Health. LL advised our contribution becomes part of the state wide report from NSW Health. • MNCLHD Quarterly Performance Review Meeting – the third Quarterly Performance Review meeting was held in August and we have maintained our rating. • Annual Financial Statements – The District’s Annual Financial Statements have been submitted and will be presented at the October Board meeting. • 2019 General State Election – advice has been received from Department of Premier and Cabinet noting ‘Caretaker’ Conventions in the lead up to the 2019 General State Election. 			

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT	
	<ul style="list-style-type: none"> Regional Development Australia Mid North Coast Committee – the Chief Executive has been reappointed to this Committee. Senior Executive Performance Reviews – these continue to be undertaken. Brief: Macksville Hospital Naming / Correspondence from Nambucca Heads and Valla Chamber of Commerce: <ul style="list-style-type: none"> Some members of the community have stated their concern that the name of the hospital might change, and that a change in name would confuse patients as to the actual location of the hospital when trying to locate it in an emergency, and the potential to miss the turn off from the highway. SD advised that further consultation needs to occur. Resolution: The Board noted the content of the Brief. While having an open mind, the Board see no reason to change the name of the hospital particularly in consideration of its physical location. Further discussion with the Local MP and the Mayor of Nambucca Shire Council should be undertaken prior to any final decision. 			
4.2	Chief Executive's Key Performance Indicators Chief Executive's Performance Summary The Board noted the report.			
Resolution: The Governing Board received and noted the information provided in Item 4.				
Item 5: Strategic Matters (as per the MNCLHD Strategic Directions 2017-2021) - for discussion and/or endorsement				
5.1 People, Patients and the Community				
We deliver patient-centred care informed by patients, their families and the community				
5.1.1	Board Sub-Committee: Community Engagement	Next Meeting 24 September 2018	Chair CESC	
Identification of Risks for Item 5.1 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.1:				
1. The Governing Board noted that the next Community Engagement meeting is being held on 24 September 2018.				
5.2 Leadership, Workforce and Culture				
We support the development of our workforce through learning and development, with a culture that supports everyone to be their best				
5.2.1	Board Sub-Committee: Workforce, Health & Safety <ul style="list-style-type: none"> Confirmed Minutes – 18 June 2018 Chair's Summary – 16 August 2018 BRIEF: Performance Reviews and Excessive Leave BRIEF: JMO Recruitment 2019 Resolution: The Board noted the recommendations in both Briefs.			
5.2.2	Board Sub-Committee: MDAAC <ul style="list-style-type: none"> Confirmed Minutes – 12 July 2018 Chair's Summary – 9 August 2018 MNCLHD Critical Actions Compliance Declarations August 2018 Chair of the MDAAC Committee Rev. Dr John Barrett provided the following update: <ul style="list-style-type: none"> JBarrett noted concern that the MDAAC papers had been distributed 24 hours before the start of the recent MDAAC SC meeting. It was noted there were a large number of papers for this meeting. JBarrett asked that this concerns be recorded. 			

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
Identification of Risks for Item 5.2 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.2:				
1. The Governing Board received and noted the information provided in Item 5.2				
5.3 Integrating Care				
We have strong partnerships with healthcare providers across the Mid North Coast to ensure we can deliver truly integrated healthcare				
5.3.1	Board Sub-Committee: Integrating Care			
	<ul style="list-style-type: none"> Chair's Summary – 23 August 2018 			
5.3.2	Better Value Care (Standing Item)			
Identification of Risks for Item 5.3 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.3:				
1. That the Governing Board receive and note the information provided in Item 5.3				
5.4 Safety and Quality				
The safety of our staff, patients and the community is at the core of everything we do. We use data, research and evidence to inform the delivery of quality care.				
5.4.1	Board Sub-Committee: Health Care Quality			
	<ul style="list-style-type: none"> Confirmed Minutes – 23 July 2018 Chair Summary – 27 August 2018 <p>Chair of the Health Care Quality Sub-Committee Dr Joanna Sutherland provided the following update:</p> <ul style="list-style-type: none"> JS advised that lack of attendance by senior clinical staff at the HCQC continues to be an issue. JS advised the Quality Improvement Strategic Plan will be presented to the Board in the next few months. 			
Identification of Risks for Item 5.4 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.4:				
1. The Governing Board received and noted the information provided in Item 5.4.				
5.5 Innovation and Research				
We evaluate our outcomes against best practice. We collaborate with academic partners to ensure research is part of our culture				
5.5.1	Board Sub-Committee: Health Service Development & Innovation	Next Meeting 5 October 2018	Chair HSDI	
Identification of Risks for Item 5.5 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.5:				
1. The Governing Board received and noted the information provided in Item 5.5				
5.6 Value and Accountability				
We drive value by delivering the best patient outcomes within a level of expenditure that is sustainable				
5.6.1	Board Sub-Committee: Finance and Performance			
	<ul style="list-style-type: none"> Confirmed Minutes – 31 July 2018 Chair Summary – 28 August 2018 <p>Chair of the Finance and Performance Sub Committee Neville Parsons provided the following update:</p> <ul style="list-style-type: none"> NParsons advised the new EDFOAM will attend the next Finance and Performance Sub Committee meeting. NParsons advised that the two network GMs will attend the next sub-committee meeting to advise how they will reach their budgets for the current financial year. 			

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
	<ul style="list-style-type: none"> SD advised there has been a request to reduce the state revenue target and that this might impact how we achieve budget. WG congratulated efforts on managing FTE noting the achievement on outcomes. 			
5.6.2	Report: Finance and Performance Report Year to Date 31 July 2018			
5.6.3	Board Sub-Committee: Audit and Risk	Next Meeting 13 Sept 2018		
5.6.4	Statement: MNCLHD Corporate Governance Attestation Statement 1 July 2017 – 30 June 2018 (Endorsed out of session 20 August 2018).			
<u>Identification of Risks for Item 5.6 (if applicable):</u>				
<u>Resolution/s confirmed by the Board relating to Item 5.6:</u>				
1. The Governing Board received and noted the information provided in Item 5.6.				
5.7 Closing the Gap				
We will continue to work towards closing the gap of health disparities between Aboriginal and non-Aboriginal people				
5.7.1	Board Sub-Committee: Close the Gap <ul style="list-style-type: none"> Confirmed Minutes – 31 July 2018 Chair Summary – 28 August 2018 BRIEF: Aboriginal Health District Approach to Close the Gap 2018 JBeange noted the work provided in the Brief and expressed thanks to David Kennedy and the CTG team. WG requested CTG Strategies be put on the agenda for discussion at the next meeting. 			
<u>Identification of Risks for Item 5.7 (if applicable):</u>				
<u>Resolution/s confirmed by the Board relating to Item 5.7:</u>				
1. The Governing Board received and noted the information provided in Item 5.7.				
Item 6: Other Operational Items for Discussion				
6.1	BRIEF: Patient Transport Services and NSW Ambulance <ul style="list-style-type: none"> SD advised we have a very good patient transport team in the District who have worked very hard to reduce transport costs including ambulance bills. <p>Resolution: The Board noted the contents of the Brief. The Board would like to commend the team for their work in this regard. WG to write to the team to thank them for a job well done.</p>			
Item 7: Directorate Updates				
Directorate Updates – Not required this month				
<u>Resolution:</u> The Governing Board received and noted the information provided in Item 7.				
Item 8: For Information of the Board (Discussion by exception)				
Correspondence, General Business & Questions on Notice				
8.1	Confidentiality (Standing item) <ul style="list-style-type: none"> Cultural review - progress report from Chair - CE Performance Review 2017/2018 - 			
8.2	<ul style="list-style-type: none"> REPORT: MNCLHD 2018 Visiting Medical Officer Reappointment Process Ken Barker Report - 			

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
8.3	Maternity Services Review <ul style="list-style-type: none"> The Chair requested this matter remain on the Agenda for next meeting. 			
8.4	REPORT: Grattan Institute – Safe Care Saves Money – How to improve patient care and save public money at the same time. The report was noted.			
8.5	Tuning Governance and Accountability Project The draft project reports were noted.			
8.6	End of year dinner with SET – proposed 12 December Coffs Harbour <ul style="list-style-type: none"> The Board agreed on a combined Christmas dinner with SET on 12 December in Coffs Harbour. 			
8.7	Board Meetings for 2019 – Location/continue rotation through district <ul style="list-style-type: none"> The Board agreed to continue the rotation/location of meetings throughout the District for 2019. WG advised that no advice had been received to date from NSW Health regarding appointments to the Board for 2019. 			
Resolution: The Governing Board received and noted the information provided in Item 8.				
Item 9: 2018 - Upcoming visits and events (for information)				
	Date	Event Details		
	12 Sept	MNCLHD Governing Board Meeting – Wauchope		
	8 Oct	NSW Health Board Members Conference		
	10 Oct	MNCLHD Governing Board Meeting – Dorrigo		
	1 Nov	MNCLHD and NCPHN Combined Board Meeting		
	14 Nov	MNCLHD Governing Board Meeting – Port Macquarie		
	23 Nov	Your Health Link National Photographic Competition Opening Night – Sails Resort Port Macquarie		
	12 Dec	MNCLHD Annual Public Meeting – Coffs Harbour MNCLHD Governing Board Meeting – Coffs Harbour		
There being no further business the meeting closed at 6pm				