

MEETING MINUTES - Endorsed

DATE: Wednesday 14 November 2018

TIME: 2.30pm – 6pm

VENUE: Port Macquarie Community Health Centre – (VCN CHHC ED020)

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), Neil Porter (NPorter) Janine Reed (JR), Dr Joanna Sutherland (JS), Neil Wendt (NW), Prof Gail Whiteford (GW)		
Apologies: David Kennedy (DK)		
In Attendance: Chief Executive Stewart Dowrick (SD), Vanessa Edwards (VE), Lynn Lelean (LL), Dr Jennifer Chambers (Observer), Julie Usher Minutes		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Update October 2018 (See Item 3.8)		
ITEM / DESCRIPTION	ACTION	ATT
Item 1: Presentations/Discussion		
1.1	<p>Alison Brown Melbourne University – Research Report Governing the quality of healthcare in Australian public hospitals</p> <ul style="list-style-type: none"> Alison Brown presented a report on the findings from the ‘Governing the quality of healthcare in Australian Public hospitals’ research study conducted between 2015 and 2018. MNCLHD was one of 6 participating LHD’s case studied in the research. <p>Resolution:</p> <ul style="list-style-type: none"> The CE to prepare a report on the findings of the report. Report to be shared with the sub-committees to consider the information they provide to the Board. The Report to be placed on the Agenda for discussion at the Planning Day in January WG to write to Alison Brown thanking her for work on this report and for presenting to the Board and Executive. 	
Item 2: Minutes and Action Table		
2.1	<ul style="list-style-type: none"> Minutes of Meeting – 10 October 2019 <p>Resolution:</p> <ul style="list-style-type: none"> The Minutes were endorsed. 	
2.2	<p>Action Table</p> <p>Resolution:</p> <ul style="list-style-type: none"> The Action Table was noted. 	
2.2a	<p>Action: Con-Joint Appointments <i>WG requested a brief on all con-joint 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.</i></p> <p>Refer Brief in CE Report</p>	
2.2b	<p>Action: 2017 District Accreditation <i>SD to provide confirmation/advice that we have closed off all items from accreditation</i></p>	

	Refer CE Report
2.2c	<p>Action: CHHC Additional \$38M</p> <ul style="list-style-type: none"> WG requested a report on the \$38M additional funding for the CHHC expansion SD to write to the MoH to seek agreement that any unspent contingencies can be made available to refurbish the Mental Health Unit at Coffs Harbour. <p>Refer Brief in CE Report</p>
2.2d	<p>Action: Management of Clinical Credentialing</p> <ul style="list-style-type: none"> The Board requested this matter be noted in the risk register. The Board requested further advice and assurance that appropriate actions are in place that meet our own guidelines going forward, and an outline of our practices with state policy. JBarrett to table this matter at the next MDAAC meeting. <p>Action deferred to December 2018 meeting.</p>
2.2e	<p>Action: Leading Better Value Care Premise</p> <p>SS to provide a progress report on the implementation and progressive measures on each service listed in the report, and to provide this report more regularly.</p> <p>Refer Brief in CE Report</p>
2.2f	<p>Action: Health Care Quality Board Sub-Committee</p> <ul style="list-style-type: none"> The Board agreed to refer the matter of membership of the Health Care Quality Board Sub-Committee, to the CHHC and PMBH Medical Staff Councils, seeking assistance to provide the best possible membership to this committee, further noting that consistent members need to be able to attend. Update October 2018: Request to include Health Service Development and Innovation Committee <p>Refer item 5.6</p>
2.2g	<p>Action: Maternity Services Review</p> <ul style="list-style-type: none"> KR to find out how many women are birthing at 32 weeks so we can identify how many are being transferred to John Hunter. SD to provide advice on what resources are needed to get to Level 5 Maternity and Level 4 Neonatal as soon as possible, but to ensure we are operating safely in the interim. SD to provide a formal report, following advice from the Health Care Quality Board Sub-Committee, on the actions being taken in regard to the status of transferring babies. <p>Refer item 4.1</p>
2.2h	<p>Action: VMO Reappointment Process</p> <p>SD to undertake a review of the process and raise concerns with MOH</p> <p>Refer CE Report</p>
2.2i	<p>Action: Structure of Board Papers</p> <p>VE to review the structure of the board papers with regard to separating the background information to resources for the Board.</p> <ul style="list-style-type: none"> VE advised that the Agenda had been reconfigured to improve flow of items. Going forward, any briefs included in the CE Report will be included on the Agenda for endorsement. VE advised training and rollout of the on-line board portal software is expected in February 2019. <p>Resolution:</p> <ul style="list-style-type: none"> The update was noted
2.2h	<p>Action: Consumer Relations</p> <ul style="list-style-type: none"> VE to provide an update on number of complaints received.

	<ul style="list-style-type: none"> • VE advised that complaints were down compared to same period last year. Wait times and surgery cancellation particularly at CHHC remain of concern. • The next Complaints Summary Report is due at the December meeting. <p>Resolution:</p> <ul style="list-style-type: none"> • The update was noted.
<p>Item 3: Strategic Items for endorsement and/or discussion</p>	
<p>3.1</p>	<p>Chief Executive's Report and attachments:</p> <p>Stewart Dowrick provided an update to the Board on the following key issues:</p> <ul style="list-style-type: none"> • Nambucca Health One – a project brief and tender document for Nambucca Health One have been submitted to NSW Health. • Macksville District Hospital development – provision of a CT scanner is not in scope. It was noted that all hospitals in the MNCLHD are named based on their location, in this regard, the Board discussed and resolved that the name of the hospital remain the same. Action: SD to advise the project team the Board resolved that the name of the hospital remain the same. • Brief: CHHC Expansion – Final Business Case Addendum for Additional \$38 Million. Resolution: The brief was noted. • Brief: CHHC and Macksville Development Update. Resolution: The brief was noted. • Report: State Performance Comparison and Monthly Report. Letter: MNCLHD September Performance Update response. League Table: NSW Health League Table September 2018. Resolution: The report and information was noted. • Brief: CCN Five Year Strategy Progress Update. Resolution: The brief was noted. • Brief: Progress against implementation of the recommendations of the Barker Review of VMoney Claims management process. MNCLHD continues consultation with the AMA towards the development of a standard letter of offer. Resolution: The brief was noted. • Brief: MNCLHD Workforce Plans for Medical, Allied Health, Nursing & Midwifery. The draft reports to be tabled at the December Board meeting. Workforce Plans to be discussed at the January Planning day. Resolution: The brief was noted. • Christmas Services Plan – the district has submitted its 2018/19 Christmas Services Plan to NSW Health. • Brief: MNCLHD Emergency Medical Workforce FACEM Cover. Resolution: The Board endorsed the Recommendations outlined in the Brief. • MNCLHD Cardiology Services Review. Resolution: The Board noted the issues outlined in the Brief including the strategic direction of services across the district and the intention to appoint an additional cardiologist at Coffs Harbour. • Brief: Emergency Department Security update following incident at Nepean Hospital 2016. Resolution: The Board requested the CE write to NSW Health to find out what the expected standard of security is across the state, including any guidelines in how this should be addressed. The brief was noted. • Brief: Nursing Hours per Patient per Day (NHPPD). Resolution: The brief was noted. • Brief: Therapeutic Environment Minor Capital Works Programme (TEMCWP) Coffs Harbour Mental Health Unit. The Minister for Mental Health Tanya Davies has announced funding of approximately \$785k for Coffs Harbour Health Campus as part of state-wide funding allocation of upgrades and refurbishments to Mental Health Services. Resolution: The brief and \$785k infrastructure were noted. • Brief: MNCLHD Paediatric Child & Family Health Conference. Resolution: The brief was endorsed with the following recommendations: <ul style="list-style-type: none"> ○ Putting the science of trauma and relationships at the core of all of MNCLHD policies and practices. ○ Support development of a proposal to Introduce routine screening of ACEs in MNCLHD ○ Support the establishment of a MNCLHD First 2000 Days of life Steering Committee to implement the framework ○ Support the development of a proposal to become the First Local Health District in Australia to become an ACE aware LHD, based on Scotland's model of becoming the first ACE aware nation.

- Presentation to be provided (in 2019) to the Governing Board on ACEs and the costs to Health Care and strategies for intervening early
- Brief: Leading Better Value Care Program quarterly progress report. **Resolution: The brief was noted however the Board requested a strategic analysis document outlining the outcomes, timeframes and medical processes associated with the LBVC program. The Board further requested a presentation on LBVC at the January Planning Day.**
- Tresillian Services: The Macksville Tresillian Residential Service and Mobile Tresillian 2 U Early Parenting Service officially opened on 15 October 2018.
- Surgical Performance: The District has achieved high standards in all surgical targets this financial year.
- Report: Draft BHI Patient Survey Results. **Resolution: The Report was noted.**
- MNCLHD Safety & Quality Account 2018-2019: **Resolution: The Safety & Quality Account 2018-2019 was noted. This information will be made public on the internet soon. The Chair expressed thanks to the HCQC for their efforts in this regard.**
- Report: Post Conference report – International Forum on Quality and Safety in Healthcare. **Resolution: The report was noted.**
- Brief: District Accreditation Update. CE advised that while some of the items are closed work continues on progressing some of the recommendations. **Resolution: The brief was noted. The Board expressed expectation that the recommendations would have been finalised by now.**
- Dr Emil Gayed inquiry – the reporting timeframe for this independent inquiry has been extended to 31 January 2019.
- Brief: Royal Commission into Institutional Responses to Child Sexual Abuse - **Resolution: The brief was noted**
- Brief: My Health Record - **Resolution: The brief was noted.**
- Brief: The University of Newcastle Award - **Resolution: The brief was noted**
- Brief: Strategic Professor/Conjoint Chair Allied Health & Community Wellbeing. This position will commence in January 2019 - **Resolution: The brief was noted**
- High performing rural health systems – the district recently participated in a study by KPMG on high performance in a rural health system. A brief will be prepared for the December Board meeting. **Resolution: The update was noted.**
- Brief: 2018 Translational Research Grant Scheme (TRGS) Round 4 EOI's. **Resolution: The brief was noted as were the quality of research applicants.**
- District Budget – the district has reported a balanced budget. FTE numbers remain stable.
- Brief: 2019/20 Service Agreement Consultations. **Resolution: The brief was noted. The Service Agreement will be received in December.**
- Brief: District Network Return – Statewide Audit Review for MNCLHD. **Resolution: The brief was noted as is the district price compared to the state price.**
- Brief: System Purchasing and Performance Forum. **Resolution: The brief was noted.**
- Brief: Pathology Service Commissioning. **Resolution: The brief was noted. The district to go forward in consultation with NSW Health and the Hastings Macleay Medical Staff Council with regard to the adequacy of the medical model. A discussion with clinicians in this regard to be arranged.**
- Brief: MNCLHD Asset Strategic Plan Top 5 Priorities. **Resolution: The Board endorsed and noted the submission of the Asset Strategic Plan. The board noted that research funding is below priority of the hospitals. The Board requested the Asset Strategic Plan be submitted to the September Board meetings for discussion prior to submission to NSW Health in November.**
- Brief: MNCLHD Capital Works Program greater than \$10M - **Resolution: The brief was noted. Capital investments to be discussed at the January Planning Day.**
- MNCLHD Aboriginal Health Dashboard and Toolkit – These have been shared with key stakeholders to support partnerships and collaborative efforts between the parties.
- Brief: MNCLHD Diversity Report - **Resolution: The brief was noted**
- Brief: Hastings Macleay Clinical Network Radiology Services - **Resolution: The brief was noted including the probity of the process.**
- Brief: MNCLHD Volunteers Forum - **Resolution: The brief was noted**
- Brief: Mental Health Services Kempsey – **Resolution: The Board noted the contents of the brief and the actions taken. The Board further noted the proposed funding package and the multiagency partnering**

	<p>initiative to address the needs of the Kempsey community. Kempsey Place Based Initiative to be put on the Agenda for the January Planning Day.</p> <ul style="list-style-type: none"> • Brief: Emergotrain Simulation PMBH October 2018 – Resolution: The brief was noted. • Kempsey Executive Officer – this position will include Deputy Network Coordinator for the Hastings Macleay Clinical Network and be advertised before Christmas 2018. • Port Macquarie Car Park – Negotiation of land is progressing. The carpark will be a paid carpark similar to Coffs Harbour Health Campus. Resolution – The Board noted the verbal update on the Port Macquarie Car Park. The Board further notes the urgency of progressing the new Port Macquarie Carpark. • Auditor General Report to Parliament – this report will come to the Board after December. • Brief: Kempsey District Hospital Coffee Shop – Resolution: The Board noted the contents of the brief and progress in reviewing the retail food service location and options at Kempsey District Hospital. • Brief: NSW Emergency Department Insights Paper - Resolution: The brief was noted with the recommendation for the district to progress a local ED insights paper based on the NSW paper. • Brief: Corporate Overheads. Resolution: The brief was noted. The Board requested Corporate Overheads be referred to the Finance and Performance Committee.
3.2	<p>Key Performance Indicators</p> <ul style="list-style-type: none"> • SD noted the six Q4 Performance trending below target and at high risk KPI's <ul style="list-style-type: none"> ○ ETP – ED treatment in 24 hours. SD noted there are a number of issues contributing to this which are being looked into. ○ ABM Dental (DWAU) ○ Own Revenue General Fund ○ Own Revenue General Fund Projection ○ Female Aboriginal Representative. SD noted the district continues to create pathways for women who identify as aboriginal to become senior leaders. <p>Resolution:</p> <ul style="list-style-type: none"> • The Board noted the KPI Report. • The Board requested the KPI report include graphs to supplement summary dashboard tables relating to key indicators as recommended in the Research Report provided by Alison Brown from University of Melbourne. • The Board requested Kathleen Ryan provide a list of priorities to address ED attendances including patients who present with a mental health concern and access to mental health services 24/7. • The Board requested Neil Porter via the WHS Committee seek feedback from staff on areas for improvement in ED process and pathway to identify efficiencies. • Mental Health – people staying in ED longer than 24 hours – we need to keep working on this. New Clinical Director Mental Health will start in January. • SD confirmed the strategies identified following the Mental Health Patient Story to the Board in August 2018 have been taken up with a lot of engagement between the teams including allied health on this issue.
3.3	<p>Better Value Care (Standing item)</p> <p>Refer Brief in CE Report.</p>
3.4	<p>Brief: Review of Thomson Geer Report</p> <p>Resolution:</p> <ul style="list-style-type: none"> • The brief and discussion document was noted • The report to be discussed at the January planning day. Each Board member to make comment against the issues listed in preparation for the discussion. • The report to be distributed to the MSC's for feedback

	<ul style="list-style-type: none"> • A checklist to be created following review and discussion of the report which includes items to be monitored and delivered. • A governance and risk refresher to be organised in the new year when the new Board members have commenced.
3.5	<p>Mental Health</p> <ul style="list-style-type: none"> • Paper: PHN Joint Approach to Mental Health Concept Paper <p>Resolution:</p> <ul style="list-style-type: none"> • The Board noted the information in the paper.
3.6	<p>Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions – Update October 2018</p> <p>Resolution:</p> <ul style="list-style-type: none"> • The Board noted the information provided. Updates provided by Dr Jennifer Beange and Dr Stephen Begbie recorded.
Item 4: Operational Items	
4.1	<p>Maternity Services Review</p> <p>SD provided the following update:</p> <ul style="list-style-type: none"> • A report will be provided at the December Board highlighting the resources that would be needed to change role delineation and service capability at Port Macquarie Base Hospital and Coffs Harbour Health Campus. • Service delivery at Macksville District Hospital to be reviewed. Tresillian service to be included in the new hospital. <p>Resolution:</p> <ul style="list-style-type: none"> • The Board noted the verbal advice provided by SD and awaits the report on resources required to review role delineation and service capability, including the gaps and shortfalls in reaching this at Port Macquarie Base Hospital and Coffs Harbour Health Campus. • The Board noted the declining number of presentations to the maternity section of Macksville District Hospital and the implications of this. The Board also noted the need to review this service again in parallel with the services offered by Tresillian. • Maternity Services Review to be placed on the April Agenda
4.2	<p>Sinclair Report – Implementation of Recommendations</p> <ul style="list-style-type: none"> • SD is preparing a timetable on the implementation of the recommendations of the Sinclair Report. • Dr Chambers thanked the Board for taking this initiative forward. <p>Resolution:</p> <ul style="list-style-type: none"> • The HM MSC be given the opportunity to review the timetable of the implementation of the recommendations and provide feedback with regard to the priorities. • The Board noted that meetings had been held and an open forum planned for further discussion.
4.3	<p>Barker Report – Implementation</p> <ul style="list-style-type: none"> • Refer Brief in CE Report.

Item 5: Governance Items – Board Sub Committees and associated reporting	
5.1	<p>Board Sub-Committee: Community Engagement</p> <ul style="list-style-type: none"> It was noted that the next meeting of the Community Engagement Board Sub-Committee is 26 November 2018. <p>Resolution:</p> <ul style="list-style-type: none"> The Board endorsed the appointment of Neil Porter to the Community Engagement Board Sub Committee in place of Neil Wendt.
5.2	<p>Board Sub-Committee: Workforce, Health & Safety</p> <ul style="list-style-type: none"> Confirmed Minutes 20 August 2018 Chair’s Summary 15 October 2018 <p>Chair of the Workforce, Health and Safety Sub-Committee provided the following update:</p> <ul style="list-style-type: none"> The draft Workforce Plan will come to the December meeting. WG reiterated this is a top priority. The top three emerging risks are under review and under control An updated template for performance reviews (two pages) has been implemented and will assist managers to progress reviews more easily. <p>Resolution:</p> <ul style="list-style-type: none"> The update and committee papers were noted. The Draft Workforce Plan to be discussed at the January Planning Day.
5.3	<p>Board Sub-Committee: MDAAC</p> <ul style="list-style-type: none"> It was noted that the following papers will be submitted at the December Board Meeting: <ul style="list-style-type: none"> Confirmed Minutes 13 September 2018 Chair’s Summary 11 October 2018 Confirmed Minutes 11 October 2018 Chair’s Summary 8 November 2018
5.4	<p>Board Sub-Committee: Integrating Care</p> <ul style="list-style-type: none"> It was noted that the next meeting of the Integrating Care Board Sub-Committee is 22 November 2018.
5.5	<p>Board Sub-Committee: Health Care Quality</p> <ul style="list-style-type: none"> Confirmed Minutes 24 September 2018 Chair’s Summary 24 October 2018 <p>Chair of the Health Care Quality Sub-Committee provided the following update:</p> <ul style="list-style-type: none"> The network ICU Directors attended the October meeting to discuss various issues. The stroke report is still pending and is due for the next meeting. Maternity Services is now a standing item on the Agenda at the HCQC. The HCQC will review the research report provided by Alison Brown from the University of Melbourne on Governing the quality of healthcare in Australian public hospitals <p>Resolution:</p> <ul style="list-style-type: none"> The update and committee papers were noted.
5.6	<p>Board Sub-Committee: Health Service Development & Innovation</p> <ul style="list-style-type: none"> Confirmed Minutes 3 August 2018

	<ul style="list-style-type: none"> Chair's Summary 5 October 2018 <p>Chair of the Health Service Development & Innovation Sub-Committee provided the following update:</p> <ul style="list-style-type: none"> The HSDI Sub Committee would welcome briefs from the HM MSC for review and consideration and could refer them to the Board where necessary. Clinical membership of the committee is still an issue. The committee welcomes suggestions for on-going themes for 2019 <p>Resolution:</p> <ul style="list-style-type: none"> The update and committee papers were noted. SD to write to the MSC Chair's inviting clinical membership to the HSDI, HCQC and CTG sub-committees.
5.7	<p>Board Sub-Committee: Finance and Performance</p> <ul style="list-style-type: none"> Confirmed Minutes 25 September 2018 Chair's Summary 30 October 2018 CCN Update to F&P Committee 30 October 2018 HMCN Update to F&P Committee 30 October 2018 <ul style="list-style-type: none"> Report: Finance and Performance Report Year to Date 31 October 2018 Brief: Delegations Manual – Schedule Update 21 <p>Chair of the Finance and Performance Sub Committee provided the following update:</p> <ul style="list-style-type: none"> The presentations made by the two network GM's at the October Finance and Performance Sub Committee meeting indicate both networks are already over budget. Allied Health and Mental Health are trending towards being over budget. The Director Finance and Asset Management is looking into this. There are still some outstanding questions around month to month budget allocations and the committee is looking very closely at this. FTE's are currently under control. Concern remains with budget control during the redevelopment phase of CHHC. SD noted we will continue to carefully watch how we balance budget. <p>Resolution:</p> <ul style="list-style-type: none"> The update and committee papers were noted. The Report: Finance and Performance Report Year to Date 31 October 2018 was noted. The Brief: Delegations Manual – Schedule Update 21 was endorsed.
5.8	<p>Board Sub-Committee: Audit and Risk</p> <ul style="list-style-type: none"> It was noted that the next meeting of the Audit and Risk Sub Committee is being held on 6 December 2018.
5.9	<p>Board Sub-Committee: Close the Gap</p> <ul style="list-style-type: none"> Confirmed Minutes 28 August 2018 Chair's Summary 23 October 2018 <p>Resolution:</p> <ul style="list-style-type: none"> The committee papers were noted
Item 6: Directorate Updates (Next due December)	
Item 7: General Business, Correspondence and Business without notice	
7	Confidential In Camera Items

	Resolution: <ul style="list-style-type: none"> The Confidential File Note from October was endorsed 		
7.1	Annual Public Meeting Booklet (draft)	For Endorsement	Verbal
7.2	Report: NSW Health Board Members Conference Resolution: <ul style="list-style-type: none"> The Report was noted and is to be included in the January Planning Day for discussion 		
7.3	Governing Board Meeting dates/locations for 2019 Resolution: <ul style="list-style-type: none"> The dates/locations for 2019 were noted 		
7.4	Letter: Warren Grimshaw AM to Dr Bruce Hodge regarding NSQIP Program Resolution: <ul style="list-style-type: none"> The letter was noted. 		
7.5	Letter: Warren Grimshaw AM to MNCLHD Patient Transport Services and NSW Ambulance team. Resolution: <ul style="list-style-type: none"> The letter was noted 		
7.6	Medical Advisory Forum <ul style="list-style-type: none"> WG advised the board of a six monthly Medical Advisory Forum involving key medical staff from across the district. A paper will be prepared for the board shortly on this Forum. All Board members are invited to attend, the first Forum will be held in March 2019. 		
Item 8: Large Attachments and additional information			
Item 9: Upcoming Events			
Date	Event Details		
19 Nov	Tresillian announcement – Coffs Harbour		
23 Nov	Your Health Link National Photographic Competition Opening Night – Sails Resort Port Macquarie		
26 Nov	CHHC Expansion - Early Works Sod Turn		
27 Nov	White Ribbon Day Breakfast – Port Macquarie SHREC, Afternoon Tea – Port Macquarie Base Hospital		
28 Nov	White Ribbon Day Morning Tea – Coffs Harbour Health Campus		
30 Nov	Opening of <i>Maam Darruyaygamba</i> – Aboriginal Cultural Wellbeing Centre		
10 Dec	NSW Health Council of Board Chair's Forum - Sydney		
12 Dec	MNCLHD Annual Public Meeting – Coffs Harbour MNCLHD Governing Board Meeting – Coffs Harbour MNCLHD Governing Board and Senior Executive Team Dinner – Coffs Harbour		
There being no further business the meeting closed at (<i>please complete at end of meeting</i>)			