



MEETING MINUTES - Endorsed

DATE: Wednesday 9 September 2020

TIME: 2pm to 6pm

VENUE: Video Conference: Coffs Harbour Health Campus ME025 and Port Macquarie Large Conference Room Community Health Campus
Teleconference:

Item / Description	Action	Att
Attendance and Declarations		
Welcome: Warren Grimshaw AM, Chair		
Present: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Dr Alison Seccull, David Kennedy (DK), Janine Reed (JR), Dr Jennifer Beange (JBeange), Dr Joanna Sutherland (JS), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NP), Susan McGinn OAM (SM), Dr Tim Francis (TF)		
Apologies:		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Media Manager Lynn Lelean (LL), Julie Usher-Minutes.		
Observers: Dr Fiona Leslie on behalf of Port Macquarie Medical Staff Council		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Janine Reed Nambucca Valley Aged Care and Neil Porter Garden Village Port Macquarie.		
Confidentiality:		
Item 1: Presentations/Discussion		
1.1	Confidential In-Camera Session - 2pm to 2:30pm	
1.2	Presentation – MNCLHD Aged Care Sector <ul style="list-style-type: none">• Acting Mental Health and Integrated Care Director Kath Brown and District Aged Care Manager Marie Beswick• WG noted aged care is a significant issue for the District in current environment. Marie Beswick advised; <ul style="list-style-type: none">• Residential cross sector meetings are being held with representatives from MNCLHD, Residential Facility Managers and Corporate Officers, Public Health and the North Coast Primary Health Network.• Workforce development meetings being held with providers to look at how to strengthen workforce. Sessions held with recruitment agencies to collaborate and establish workforce options in case of a surge.• Support plans established and shared with facilities.• Capacity reviews have been undertaken with facilities including a review of internet and telephone connection.• A review of community engagement occurring to ensure appropriate information and support for this community sector who may have limited on-line capacity.	

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <ul style="list-style-type: none"> • Noted the crucial importance of the Aged Care sector in formulating overall strategies in dealing with COVID-19. • Noted the presentation and thanked Marie Beswick and Kath Brown. • Requested monthly updates on the issues identified and for aged care to be included on each agenda going forward. • Noted the quality of the paper and the work being done in the community by the LHD.
1.3	<p>Update – Port Macquarie Medical Staff Council Dr Fiona Leslie raised the following items on behalf of the Port Macquarie Medical Staff Council;</p> <ul style="list-style-type: none"> • Impact of COVID-19 on morale. • Workforce issues relating to slow recruitment. • Welcomed the appointment of Director People and Culture who has met with a number of PMBH MSC representatives, the meetings were regarded as extremely positive.
Item 2: Minutes and Action Table	
2.1	<p>Minutes 2.1.1 Minutes of Meeting – 12 August 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Endorsed the Minutes of Meeting 12 August 2020 with adjustment noting edit to Special Budget meeting.
2.2	<p>Actions 2.2.1 Action Table</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the Action Table <p>2.2.2 Action: Bowraville Health One</p> <ul style="list-style-type: none"> • Board request a brief outlining the capital investment of this service. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the Business Paper 2. Requested a business paper on breakdown of funding of this capital investment. <p>2.2.3 Action: NWAU spend</p> <ul style="list-style-type: none"> • Board request clarification regarding actual and allocated NWAU spend. <p><u>Resolution: The MNCLHD Governing Board:</u></p>

	<p>1. Noted the Business Paper</p>
	<p>2.2.4 Action: COVID-19 Workforce Capacity</p> <ul style="list-style-type: none"> Board requested advice with regard to increasing the nursing staff pool, retaining as many graduates as possible and liaising with the University sector – advice to include the risks associated with workforce. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the Business Paper, seeking further advice as recruitment progresses.</p>
	<p>2.2.5 Action: MNCLHD Grant Expenditure</p> <ul style="list-style-type: none"> Board requested review of processes in place to measure grant outcomes. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the Business Paper</p> <p>2. SD to provide geographical spread of fund, information on who allocates the grant, any leverage the grants bring to local or wider community, how projects are prioritised for funding.</p>
	<p>2.2.6 Action: Macksville Maternity GP Engagement</p> <ul style="list-style-type: none"> Board request advice on engagement approach taken with GP practices providing outreach services to patients. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the Business Paper</p>
	<p>2.2.7 Action: COVID-19 – Medical Certificates</p> <ul style="list-style-type: none"> Board requested advice if NSW Health nursing staff are able to provide medical certificates to patients presenting for COVID-19 tests. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the update provided by CE.</p>
Item 3: Strategic Items for endorsement and/or discussion	
3.1	<p>Chief Executive’s Report</p> <ul style="list-style-type: none"> CE noted Service Agreement has been signed. Projected budget position, advice regarding surgery funding and reconciliation of COVID-19 costs noted. Outcomes of Exit Interviews to be reported back to the Board. Concerns regarding staffing fatigue due to COVID-19 noted and a report is being prepared from People and Culture and HCQC.

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the Chief Executive's Report and verbal update. 2. Action: SD to identify initiatives are being undertaken to increase compliance and completion rates for mandatory PPE training.
3.2	<p>Report: MNCLHD Organisational Performance Report</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Received and noted performance of the MNCLHD Key Performance Indicators.
3.3	<p>Report: MNCLHD Performance Report June 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the MNCLHD Performance Report June 2020.
3.4	<p>Report: MNCLHD Governing Board Risk Report – September 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the Report.
3.5	<p>Business Paper: Disability Sector Engagement with COVID Strategies</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper.
3.6	<p>Business Paper: MNCAHA Agreement</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Endorsed the MNCLHD participation and sign off the MNCAHA Agreement: 2019-23.
3.7	<p>Business Paper: Draft MNCLHD ACSSF Implementation Plan:</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Endorsed the MNCLHD Cultural Safety and Security Framework (ACSSF) Implementation Plan in line with stage 2 & 3.
3.8	<p>Business Paper: Radiation Therapy Commonwealth Grant – Options</p> <ul style="list-style-type: none"> • The Board queried future funding for this initiative if the grant were successful. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper. 2. Endorsed a District submission stressing recurrent funding concerns.

	<ol style="list-style-type: none"> 3. Action WG to write to local members regarding recurrent funding of service. 4. Action: WG to write to Ministry of Health drawing attention to this issue.
Item 4: Operational Items	
4.1	<p>Business Paper: MNCLHD RCA Update</p> <ul style="list-style-type: none"> • Concern noted with RCA 20.07 and interpretation of CTG reports. It was noted the state is working on an education project in this area. <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper. 2. Action: Maternity Services meeting to provide advice on interpretation of ECG reports. 3. Action: SD to provide a trend analysis report on RCA's compared to previous years.
4.2	<p>Business Paper: MNCLHD Capital Works Update</p> <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper.
4.3	<p>Business Paper: MNCLHD Attestation Statement</p> <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> 1. Noted the Governing Board's responsibilities 2. Noted information provided in the report. 3. Agree the Chair, on behalf of the Governing Board and Chief Executive, attest and sign the Attestation Statement. 4. Action: SD to include initiatives in place to address culture and priority setting and strategic planning, as well as reference to safety training in position descriptions.
4.4	<p>Business Paper: MNCLHD Accreditation</p> <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> 1. Noted the information provided in the business paper.
4.5	<p>Business Paper: Financial Analysis of Business Paper</p> <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> 1. Noted the information provided in the business paper.
4.6	<p>Business Paper: MNCLHD Delegations Manual Schedule 21 Update</p> <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> 1. Noted the updated schedule 21 Delegations Manual.

4.7	<p>Business Paper: MNCLHD Role Delineation Levels</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the business paper. Action: SD to obtain information on how referral hospitals are funded for providing higher acuity care for MNCLHD patients. 		
4.8	<p>Business Paper: Reducing Unplanned Re-admissions</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the business paper. 		
4.9	<p>Business Paper: Healthy Kidneys Project</p> <ul style="list-style-type: none"> The high number of aboriginal patients undertaking kidney dialysis was noted. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the business paper. 		
4.10	<p>Dashboard: Leading Better Value Care</p> <ul style="list-style-type: none"> Benefits and challenges of using Telehealth were noted. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the report. Action: SD to provide a business paper/ proof of concept on Telehealth usage (benefits, costs, challenges). 		
Item 5: Governance Items – Board Sub Committees and associated reporting			
5.1	<table border="1"> <tr> <td>Board Sub-Committee: Community Engagement (CE)</td> <td>Next Meeting 21 Sept</td> </tr> </table>	Board Sub-Committee: Community Engagement (CE)	Next Meeting 21 Sept
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5.2	<p>Board Sub-Committee: People and Culture Committee</p> <ol style="list-style-type: none"> 5.2.1 Confirmed Minutes 20 July 2020 5.2.2 MNCLHD People and Culture Reports July 2020 <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the People and Culture Sub-Committee papers. Action: PAC to provide information on recruitment blockage areas by role type. Action: PAC to provide workers compensation reports (state and national level). 		
5.3	Board Sub-Committee: MDAAC		

	<p>5.3.1 Confirmed Minutes 9 July 2020 5.3.2 Chair's Summary 13 August 2020 5.3.3 MDAAC CACD August 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the MDAAC Sub-Committee papers.</p>
5.4	<p>Board Sub-Committee: Integrating Care</p> <p>5.4.1 Confirmed Minutes 4 August 2020 5.4.2 Chair's Summary 4 August 2020</p> <ul style="list-style-type: none"> Integrating Care Work Plan is in final draft stages. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the Integrating Care Sub-Committee papers.</p>
5.5	<p>Board Sub-Committee: Health Care Quality</p> <p>5.5.1 Confirmed Minutes 27 July 2020 5.5.2 Chair's Summary 24 August 2020</p> <ul style="list-style-type: none"> HCQC are monitoring seclusion rates. Cultural aspects of accreditation will continue to be monitored. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the HCQC Sub-Committee papers.</p>
5.6	<p>Board Sub-Committee: Health Service Development & Innovation</p> <p>5.6.1 Confirmed Minutes 7 February 2020 5.6.2 Chair's Summary 7 August 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the HCQC Sub-Committee papers</p>
5.7	<p>Board Sub-Committee: Finance and Performance</p> <p>5.7.1 Confirmed Minutes 28 July 2020 5.7.2 Chair's Summary 25 August 2020 5.7.3 FOAM Presentation to F&P BSC 25 August 2020 5.7.4 Finance & Performance Terms of Reference</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the F&P Sub-Committee papers 2. Endorsed the Terms of Reference</p>
5.8	<p>Board Sub-Committee: Audit and Risk</p> <p>5.8.1 Confirmed Minutes 4 June 2020</p>

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the paper.</p>
5.9	<p>Board Sub-Committee: Close the Gap</p> <p>5.9.1 Confirmed Minutes 16 June 2020</p> <p>5.9.2 Chair's Summary 18 August 2020</p> <ul style="list-style-type: none"> Positive discussions were held at the August meeting on addressing diversity in the workplace. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the papers and the verbal update provided by the Chair.</p>
<p>Item 6: Directorate Dashboard and Summary Updates – not required this month</p>	
<p>Item 7: General Business, Correspondence and Business without notice</p>	
7.1	<p>Confidential Items</p> <p>7.1.1 Gayed Inquiry Recommendation</p> <ul style="list-style-type: none"> Action: SD to ask MoH what the other LHD's are doing in regard to how govern Recommendation 2. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the papers</p> <p>7.1.2 Business Paper: Confidential Matters</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the business paper</p> <p>7.1.3 Awards Process – discussion</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the discussion (Vanessa Edwards to follow up with Janine Reed).</p>
7.2	<p>Chair's Report</p> <p>7.2.1 Letter to Stewart Dowrick re Award</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the letter.</p>
7.3	<p>Skills Matrix</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Defer to next meeting</p>
7.4	<p>Notice of Motion – COVID-19.</p> <ul style="list-style-type: none"> A confidential file note was recorded.



Health

Mid North Coast
Local Health District

GOVERNING BOARD

Item 8: Large Attachments and additional information	
Item 9: Upcoming Events	
Date	Event Details
14 Oct	October Board Meeting - Coffs Harbour
11 Nov	November Board Meeting - Port Macquarie
9 Dec	Annual Public Meeting – Cavanbah Hall Coffs Harbour / December Board Meeting – Coffs Harbour
There being no further business the meeting closed at 6:10pm	