



MEETING MINUTES - **Endorsed**

DATE: Wednesday 11 March 2020

TIME: 2:30pm to 6pm

VENUE: Port Macquarie Community Health Campus (VC to CHHC ME025)

Item / Description	Action	Att
Attendance and Declarations		
Welcome: Warren Grimshaw AM, Chair		
Present: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Janine Reed (JR), Dr Jennifer Beange (JBeange), Dr Joanna Sutherland (JS), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NP), Susan McGinn (SM), Dr Stephen Begbie (SB), Dr Tim Francis (TF)		
Apologies: David Kennedy (DK),		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Manager Corporate Governance Delwyn Kruk (DK), Julie Usher-Minutes.		
Observers: Dr Jennifer Chambers		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: The on-going potential matter as communicated by Dr Stephen Begbie was noted.		
Confidentiality:		
Item 1: Presentations/Discussion		
1.1	Presentation and update: COVID-19 by Dr Jane Jelfs – Acting Director North Coast Public Health	
	The following items were noted and discussed: <ul style="list-style-type: none">• No cases in MNCLHD to date.• Handwashing and cough etiquette is best way to protect against COVID-19.• Pandemic mitigation strategy will be initiated.• Commitment to ensure communication to clinicians within the hospitals to ensure up to date with information on the virus a priority.• Briefings are occurring in the hospitals with management and clinicians on strategies to mitigate risks.• Opportunities to look at innovative approaches to healthcare including hospital in the home and telehealth, triaging people over the phone.• The need to ensure as many staff as possible receive the influenza vaccine this year.• The MNCLHD has an incident command structure which is in place along with an operational team and a communications team.• The Board wish to be included in the communication to staff on COVID-19.• The Chief Executive has issued communication to staff and volunteers.• Support to Drug, Alcohol and Mental Health services needs to be considered.	

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the presentation and update by Dr Jane Jelfs 2. Noted the issues raised and support actions taken to date and proposed future actions. The Board wish to be included in the communication strategy to staff to ensure they feel supported. 3. Action SD to distribute an out of session paper on COVID-19 and provide the Board with regular updates on this matter. 4. Action Outcomes of Incident Command meetings to come to the Board. 5. COVID-19 to be noted on the risk register. <p>Dr Jane Jelfs departed the meeting.</p>	
Item 2: Minutes and Action Table		
2.1	<p>Minutes</p> <ol style="list-style-type: none"> 2.1.1 Minutes of Meeting – 12 February 2020 2.1.2 Confidential File Note – 12 February 2020 <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Endorsed the Minutes of Meeting 12 February 2020 2. Endorsed the Confidential File Note from 12 February 2020 	
2.2	<p>Actions</p> <ol style="list-style-type: none"> 2.2.1 Action Table <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: MNCLHD Emergency Departments</p> <ul style="list-style-type: none"> • Review of MNCLHD Emergency Departments and request to MoH for additional funding. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the ED Combined Draft Report MNCLHD paper. 2. Noted the CE will explore the opportunity to employ a health economist to enhance our understanding of ED growth along with effect of population growth. 	
	<p>2.2.3 Action: Minority Groups (Refer brief 4.2)</p> <ul style="list-style-type: none"> • Review of MNCLHD minority groups/NESB 	Refer 4.2
Item 3: Strategic Items for endorsement and/or discussion		
3.1	<p>Chief Executive's Report & Attachments</p> <p>In addition to the written report, Chief Executive Stewart Dowrick provided a verbal update on the following issues:</p>	

- Macksville hospital – the matter of Primary Network Fibre Link and Distributed Antennae Service to the new site was noted.
- Mental Health Management Plan – The Plan is due to come to April Board. Mental Health services available in the community need to be considered as part of this plan.
- Comparison of Districts Structures – **Action:** Board requested examples of other District Structures.
- Service and Culture Reviews – **Resolution:** The Board note the reviews and that a progress report will be provided to April Board.
- Clinical Services Plan – work continues on the Clinical Services Plan.
- Director People and Culture – this position is being recruited to. Tony Ellem is acting in the role.
- Mid North Coast Bushfire Recovery – **Action:** A reassessment of Bellingen hospital in regard to the sites fire safety management and risk program to be undertaken with the assistance of the Rural Fire Service. A review of options for further scrub clearing to be considered.
- The new Macksville hospital and CHHC health campus upgrade are not included in growth funding. Separate funding will be requested from Treasury.
- Patient Stories - The Compliments and Complaints data in relation to CHHC and PMBH Emergency Departments was noted.
- Baringa hospital – MNCLHD has signed a MOU with Baringa hospital for patients who may require transfer to CHHC for intensive care treatment/support.

3.1.1 Brief: MNCLHD Vision Process

- The Board noted the MNCLHD Vision Process however suggested that reinforcement occur as it is approximately nine years old. The Board further suggested reflection of integrated care be considered as well as reflection on partnership with the community.

Resolution: The MNCLHD Governing Board:

1. **Noted** the information on previous development process for a Vision Statement.
2. **Request** preliminary discussion occur at the Special Board Meeting then agreement at April Board. Need to involve staff in the final determination.

3.1.2 Brief: People Matter Employee Culture & Wellbeing Forum (PMEF)

- CE noted the PMEF forum will lead CORE Values discussion in the district.

Resolution: The MNCLHD Governing Board:

1. **Noted** achievements of the People Matter Employees Forum in 2019 and initiatives identified by the Forum as priorities for 2020.

3.1.3 MNCLHD Operational Plan 2019-2020 Status Report

- CE noted sound progress is being made on the Plan.

Resolution: The MNCLHD Governing Board:

1. **Noted** the progress of the MNCLHD Operational Plan 2019-20

3.1.4	<p>Brief: MNCLHD Mental Health Service Review 2019 (Dr Cohen Review)</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the brief and report and seek assurance that the recommendations are acted upon in the Mental Health Management Plan.
3.1.5	<p>Brief: MNCLHD 2020 Accreditation Risks</p> <ul style="list-style-type: none"> CE advised approval is being sought to delay accreditation due to COVID-19 risk. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the risks summarised and the report.
3.1.6	<p>Brief & Report: MNCLHD Combined District Performance Report</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the attached Performance Report and agreed the delivery of this report each quarter. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the Chief Executive's Report, Attachments and verbal update.
3.2	<p>Report: MNCLHD Organisational Performance Report</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Received and noted performance of the MNCLHD Key Performance Indicators
3.3	<p>Leading Better Value Care (Standing item)</p>
3.4	<p>Brief & Report: MNCLHD Aboriginal Health Plan 19-23 Progress Report</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the MNCLHD Aboriginal Health Plan 2019-23 Evaluation Report for period ending December 2019.
3.5	<p>Brief & Report: MNCLHD Childhood Obesity Prevention and Management Progress Report</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the progress of Healthy Communities Mid North Coast (HCMNC) against deliverables in the HCMNC Child Obesity Prevention and Management Plan 2018-2023. Noted the performance of the MNCLHD against the MoH Childhood Overweight and Obesity Quarterly Performance Dashboard.

3.6	<p>3.6.1 Brief and Report: Medical Workforce Plan</p> <ul style="list-style-type: none"> The high use of agency staff in comparison to VMO's was noted as a risk to safety and quality, as well as being of significant cost. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Requested the paper be kept before the Board with regard to the strategic issues listed. Requested the Medical Workforce Plan be referred to the People and Culture Board Sub-Committee and the Executive Clinical Advisory Council, for review and advice. Requested a presentation of the plan to ensure understanding. <p>3.6.2 Brief and Report: Nursing and Midwifery Workforce Plan</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Endorsed the Nursing and Midwifery Workforce Plan 2020 to 2024.
Item 4: Operational Items	
4.1	<p>Brief & Report: MNCLHD RCA Update Report March 2020</p> <ul style="list-style-type: none"> Dr Jennifer Chambers noted improved communication process on RCA's. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the excellent information provided in the Brief and Report and requested this be conveyed to the team.
4.2	<p>Brief: MNCLHD Minority Group update</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the Brief.
4.3	<p>Dr Jenny Chambers – Chair of the PMBH Medical Staff Council</p> <p>Dr Chambers noted the following matters on behalf of the PMBH Medical Staff Council:</p> <ul style="list-style-type: none"> Clinicians are keeping an eye on worldwide COVID-19 matter. Some of the Sinclair and Barker review recommendations are still pending. Still some issues with regard to patient billing by a specific craft group on consultation post-surgery. This will be discussed with AMA soon. A new procedure where objections go through the Medical Services Director is being trialled however this is also causing payment delays. PMBH MSC are working on their own Workforce Plan for Hastings Macleay and hope to present this to the Board in the future. Traffic delays at the Wrights Road Roundabout is sometimes causing delayed entry to the hospital during peak hour. The MSC have written to the local member.

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the matters raised.</p>
Item 5: Governance Items – Board Sub Committees and associated reporting	
5.1	<p>Board Sub-Committee: Community Engagement (CE)</p> <p>The next Community Engagement sub-committee is being held on 16 March 2020.</p> <ul style="list-style-type: none"> The need to understand how the community feel about our services was noted as important. Also, the need for Board representation at Community Connections meetings. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the matters raised.</p> <p>2. JR to request Community Engagement sub-committee provide a brief on the way forward with community engagement and the future of community connections.</p>
5.2	<p>Board Sub-Committee: Workforce, Health & Safety (WHS)</p> <p>5.2.1 Confirmed Minutes 16 December 2019</p> <p>5.2.2 Chair’s Summary 17 February 2020</p> <p>5.2.3 People and Culture Sub-Committee Terms of Reference (TOR)</p> <ul style="list-style-type: none"> It was noted that mandatory training compliance rates and performance development review completion rates will be an issue for accreditation. MNCLHD Aboriginal employment is 5.7% which is above state target and this is increasing year by year. Consultation has occurred with the CE, Board, David Kennedy and Neville Parsons on membership and draft TOR of the People and Culture Sub-Committee. It was noted the KPI’s should be included as an appendix and not within the TOR. In the context of the Reid and Sinclair Reports it may be necessary for the Committee to meet more regularly in the short term. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the WHS Sub-Committee papers</p> <p>2. Endorsed Draft Terms of Reference, People and Culture Sub Committee.</p>
5.3	<p>Board Sub-Committee: MDAAC</p> <p>5.3.1 Confirmed Minutes 12 December 2019</p> <p>5.3.2 Chair's Summary 13 February 2020</p> <p>5.3.3 MDAAC CACD February 2020</p>

	<ul style="list-style-type: none"> Action: SD to review three clinical appointments which were declined in February 2020. <p>Resolution: The MNCLHD Governing Board:</p> <p>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 Chair approved minutes 4 February 2020</p> <p>5.4.2 Chair's Summary 4 February 2020</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the information provided in the IC Sub-Committee papers</p>
5.5	<p>Board Sub-Committee: Health Care Quality</p> <p>5.5.1 Confirmed Minutes 20 January 2020</p> <p>5.5.2 Chair's Summary 24 February 2020</p> <p>5.5.3 NSQIP Top 5 Issues MNCLHD</p> <p>5.5.4 National Standard 2: Partnering with Consumers Progress</p> <ul style="list-style-type: none"> The possible delay to Accreditation 2020 was noted. The Board expressed an interested in seeing the Patient Story Kempsey Mental Health Peer Workers Support Program <p>Recommendation: That the MNCLHD Governing Board:</p> <p>1. Note the information provided in the HCQC Sub-Committee papers and the likely delay to accreditation process.</p>
5.6	<p>Board Sub-Committee: Health Service Development & Innovation</p> <p>5.6.1 Confirmed Minutes 6 December 2019</p> <p>5.6.2 Chair's Summary 7 February 2020</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the information provided in the HSDI Sub-Committee papers</p>
5.7	<p>Board Sub-Committee: Finance and Performance</p> <p>5.7.1 Confirmed Minutes 28 January 2020</p> <p>5.7.2 Chair's Summary 25 February 2020</p> <p>5.7.3 FOAM Presentation to F&P BSC 25 February 2020</p> <ul style="list-style-type: none"> The finance team are focused on what we can do differently to generate better outcomes, including the need to focus on unnecessary waste. CE advised the 2020/21 budget will contain some growth funding, but at a reduced level. Patient flow ED and capital works budgets were noted. Budget and focus areas for savings should be listed as a topic for the Executive Clinical Advisory Council and the minutes of this meeting should come to the Board.

	<u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the F&P Sub-Committee papers	
5.8	Board Sub-Committee: Audit and Risk	Next meeting (4 Mar)
5.9	Board Sub-Committee: Close the Gap 5.9.1 Confirmed Minutes 17 December 2019 5.9.2 Confirmed Minutes 21 January 2020 5.9.3 Chair’s Summary 18 February 2020 5.9.4 Brief and Summary: MNCLHD review of NSW State Coroner’s Recommendations following death of Naomi Williams <u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the CTG Sub-Committee papers 2. Endorsed the actions developed as response for the MNCLHD to the Coroner’s recommendations	
Item 6: Directorate Updates - not required this month		
Item 7: General Business, Correspondence and Business without notice		
7.1	Confidential In Camera Items	Nil recorded
7.2	Community Reference Groups/Community Engagement – PHN (no paper) <ul style="list-style-type: none"> This item to be referred to the MNCLHD and NCPHN Combined Board Meeting. 	
7.3	Endeavour House <ul style="list-style-type: none"> Leslie Williams MP, Member for Port Macquarie and Minister Hazzard are meeting regarding ongoing funding for Endeavour House. Action: Chief Executive to provide an update at the next meeting.	
Item 8: Large Attachments and additional information		
Item 9: Upcoming Events		
Date	Event Details	
11 March	March Board Meeting – Port Macquarie Community Health Campus	
23 March	Special Board Meeting – Video Conference	
25 March	Combined Board Meeting – Video Conference	
8 April	April Board Meeting – Kempsey	
13 May	May Board Meeting - Wauchope	
10 June	June Board Meeting – Port Macquarie	



Health

Mid North Coast Local Health District

GOVERNING BOARD

11 June	MNCLHD Health Innovation Awards – Coffs Harbour – It may be necessary for this event to be deferred.
6-10 July	MNCLHD Accreditation (For Information only)
8 July	July Board Meeting – Coffs Harbour
23 July	Special Budget Meeting – Video Conference
12 August	August Board Meeting – Bellingen
9 Sept	September Board Meeting - Port Macquarie
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 5:25pm	