



MEETING MINUTES - Endorsed

DATE: Wednesday 12 February 2020

TIME: 2pm to 6pm

VENUE: Coffs Harbour Health Campus ME025 (VC to PMCHC VC Room)

Item / Description	Action	Att
Attendance and Declarations		
<u>Welcome:</u> 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 (DKr), Julie Usher-Minutes.		
Observers: Nil		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions:		
Confidentiality:		
Item 1: Presentations/Discussion		
1.1	Presentation – Professor Mick Reid – Culture Review Coffs Clinical Network (CCN) Administration, leadership, culture. A confidential file note was recorded for this session. Professor Mick Reid departed the meeting.	
1.2	Presentation – Clinical Governance and Information Systems – Patient Safety and Quality Focus 2020 Kathleen Ryan (KR) Director Clinical Governance and Information Systems and Katy Coppin Patient Safety Program Manager joined the meeting. <ul style="list-style-type: none">The Board noted the focus areas, achievements, governance, developments and challenges as highlighted in the presentation.KR highlighted the importance of Standard 1 and Standard 2 being adhered to with accreditation.The Board noted their obligation to ensure service reports as per recommendation from the Brown report are adhered to.KR highlighted the newly formed MNCLHD Serious Misconduct Committee which will receive referrals from the Root Cause Analysis team and will report into the Workforce Health and Safety Committee. The Board discussed the following with regard to this Committee:<ul style="list-style-type: none">Requested a copy of the TOR.	

	<ul style="list-style-type: none"> ○ Requested a copy of any referrals. ○ Suggested given the high degree of sensitivity required to manage referrals, it may be more appropriate for the Committee to report directly to a group of Board Sub-Committee Chair's including the Chair of the Health Care Quality Committee, the Chair of the Workforce Health and Safety Committee alone and the Chair of the Audit and Risk Committee, rather than directly to the Workforce Health and Safety Committee. ● The Board indicated their appreciation for the presentation. <p>Resolution: The MNCLHD Governing Board:</p> <ul style="list-style-type: none"> ● <i>Noted the information provided in the presentation material.</i> ● <i>Observed the importance of the District wide clinical function and the opportunity to enhance patient safety this provides.</i> ● <i>Requested to be kept informed of accreditation progress on a monthly basis. A monthly report to include a review of governance and also highlight any area of concern where accreditation may not be achieved so the Board can review with regard to resources and impediments.</i> ● <i>SD and KR to review the Board's suggestions with regard to the MNCLHD Serious Misconduct Committee and make recommendations for the best way to review these matters. The Board requested a copy of the TOR and will discuss best way for the Board to be made aware of these matters at a future meeting.</i> ● <i>Requested further information on clinical advisors and how they will work in the Networks.</i> <p>Kathleen Ryan and Katy Coppin departed the meeting.</p>
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Item 2: Minutes and Action Table	
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2.1	<p>Minutes</p> <p>2.1.1 Minutes of Meeting – 11 December 2019</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Endorsed the Minutes of Meeting 11 December 2019</p>
2.2	<p>Actions</p> <p>2.2.1 Action Table</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the Action Table</p> <hr/> <p>2.2.2 Action: eMeds Drug:Drug Interface (DDI)</p> <ul style="list-style-type: none"> ● <i>Board requested the Fact Sheet be distributed.</i> ● <i>SD advised Fact Sheet has been distributed.</i> <hr/> <p>2.2.3 Action: MNCLHD Emergency Departments</p> <ul style="list-style-type: none"> ● <i>Strategic Review of MNCLHD Emergency Department</i>

	<ul style="list-style-type: none"> • SD to provide update at March meeting.
	<p>2.2.2 Action: MNCLHD Recruitment – ROB Benefits Realisation Report</p> <ul style="list-style-type: none"> • NP to refer the Brief: MNCLHD Recruitment – ROB Benefits Realisation Report to the Workforce Health and Safety Board Sub-Committee (WHS) for comment. <p>Deferred to March meeting.</p>
Item 3: Strategic Items for endorsement and/or discussion	
3.1	<p>Brief & Attachment: Strategic Planning Session Synopsis</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Received the one-page synopsis to inform further discussion.
3.2	<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> <ul style="list-style-type: none"> - Bowraville Health One – the design is underway and Development Application with Council. Action: The Board requested a brief outlining the capital investment of this service. - Consideration is being given to renaming the Board Sub-Committee Workforce, Health and Safety to People and Culture Committee to provide greater focus on monitoring progress against People Matter Employee Survey responses. - Brief: Maternity Group Practice Model – Coffs Clinical Network. It was noted that shared care, primary care, mandatory training for midwives to undertake neonatal resuscitation training (and where the responsibility sits for this function in the event it is required during a transfer) as noted and identified at the October Board meeting, needed to be included in the implementation plan. It was noted that the first Maternity Group Practice Model is anticipated to commence in the Coffs Clinical Network in early April 2020. <ul style="list-style-type: none"> o Resolution: The Governing Board; <ol style="list-style-type: none"> 1. Noted the progress on the development of the Coffs Clinical Network Maternity Group Practice Model. 2. Endorsed the implementation of a Coffs Clinical Network Maternity Group Practice Model. 3. Approved distribution of Maternity Group Practice Model Implementation Plan to MNCLHD Clinical Councils and Medical Staff Councils. - Surgery targets – funding to meet surgical targets is a concern. The Board recommended this matter be referred to the Network Directors of Surgery and the Executive Clinical Council for advice on how to manage waitlists and seek recommendations for improvement. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the Chief Executive’s Report, attachments and verbal update.

3.3	Report: MNCLHD Organisational Performance Report <u>Resolution: The MNCLHD Governing Board:</u> 1. Received and noted performance of the MNCLHD Key Performance Indicators
3.4	Leading Better Value Care (Standing item) For Noting
3.5	Sinclair Review (Verbal update) <ul style="list-style-type: none"> SD advised that work on the Sinclair Review will now recommence with the recent appointment of Catharine Death GM PMBH and other senior roles appointed. SD noted good progress had been made on Vmoney. <u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the verbal advice from the Chief Executive.
Item 4: Operational Items	
4.1	Brief & Report: MNCLHD RCA Update Report February 2019 The Board noted the RCA Update Report was welcome, appropriate and concise and congratulated the team for putting this together. <u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the Brief and Report.
4.2	Report: MNCLHD Board Report July to September 2019 <u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the Report.
4.3	Report: MNCLHD Quarterly Risk Report October to December 2019 <ul style="list-style-type: none"> The Board requested the review of the items listed in this report be deferred to another meeting including a discussion on perineal lacerations. The Board reiterated this report must be endorsed by Board prior to being sent to Ministry of Health. <u>Resolution: The MNCLHD Governing Board:</u> 1. Discussed the identified risks and deferred risk report for discussion at March Meeting.
4.4	Brief & Attachment: Gayed Report

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Endorsed the proposal for Action I and noted the progress of activities which will address Actions III and IV.</p>
4.5	<p>Brief: Aboriginal specific service for adult survivors of child sexual abuse</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the budget enhancement for MNCLHD to pilot an integrated sexual assault, drug and alcohol and mental health service in Kempsey and Coffs Harbour.</p>
4.6	<p>Brief: Bushfire Update</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the contents of the brief. 2. SD to write to affiliated support agencies to thank them for support.</p>
Item 5: Governance Items – Board Sub Committees and associated reporting	
5.1	<p>Board Sub-Committee: Community Engagement (CE)</p> <p>5.1.1 Confirmed Minutes 18 November 2019 5.1.2 Chair's Summary 20 January 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the CE Sub-Committee papers.</p>
5.2	<p>Board Sub-Committee: Workforce, Health & Safety (WHS)</p> <p>5.2.1 Confirmed Minutes 18 November 2019 5.2.2 Chair's Summary 16 December 2019</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the WHS Sub-Committee papers 2. Endorsed the request by the People Matters Culture and Wellbeing Forum that the Forum become a Working Party of the Workforce Health and Safety Committee.</p>
5.3	<p>Board Sub-Committee: MDAAC</p> <p>5.3.1 Confirmed Minutes 14 November 2019 5.3.2 Chair's Summary 12 December 2019 5.3.3 MDAAC CACD</p> <ul style="list-style-type: none"> It was noted that two staff specialists had since withdrawn applications for employment since the 12 December 2019 MDAAC meeting. <p><u>Resolution: The MNCLHD Governing Board:</u></p>

	<p>1. Noted the information provided in the MDAAC Sub-Committee papers</p>
5.4	<p>Board Sub-Committee: Integrating Care</p> <ul style="list-style-type: none"> It was noted that the last meeting was held on 4 February 2020.
5.5	<p>Board Sub-Committee: Health Care Quality</p> <p>5.5.1 Confirmed Minutes 25 November 2019</p> <p>5.5.2 Chair's Summary 20 January 2020</p> <ul style="list-style-type: none"> JS highlighted major risks identified for accreditation are Standard 3 and Standard 8. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the information provided in the HCQC Sub-Committee papers and the risks identified by the Chair of the Health Care Quality Committee.</p>
5.6	<p>Board Sub-Committee: Health Service Development & Innovation</p> <p>5.6.1 Chair's Summary 6 December 2019</p> <ul style="list-style-type: none"> JBeange highlighted the excellent results on re-excision rates for breast cancer surgery following the donation of a Trident Spectrum Radiography System to CHHC. Re-excision rate has reduced significantly which has provided enormous benefit to cancer patients not needing secondary surgery, reduced theatre time, admission and clinical expense. The Board recommended the donation of this equipment and its success be highlighted with the local community. <p>Resolution: The MNCLHD Governing Board:</p> <p>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 26 November 2019</p> <p>5.7.2 Chair's Summary 17 December 2019</p> <p>5.7.3 FOAM Presentation to F&P BSC 17 December 2019</p> <p>5.7.4 Confirmed Minutes 17 December 2019</p> <p>5.7.5 Chair's Summary 28 January 2020</p> <p>5.7.6 FOAM Presentation to F&P BSC 28 January 2020</p> <ul style="list-style-type: none"> It was noted that the financial reports were prepared on the basis of IPTAAS adjustments and bushfire contingency. It was noted that finances had stabilised and all should be commended for efforts in this regard. The Board requested clarification regarding actual and allocated NWAU spend. <p>Resolution: The MNCLHD Governing Board:</p>

	<ol style="list-style-type: none"> Noted the information provided in the F&P Sub-Committee papers Action: The Board requested clarification regarding actual and allocated NWAU spend. 	
5.8	Board Sub-Committee: Audit and Risk (Next meeting 5 March 2020) 5.8.1 Audit and Risk Charter <u>Resolution: The MNCLHD Governing Board:</u> <ol style="list-style-type: none"> Endorsed the Audit and Risk Charter 	
5.9	Board Sub-Committee: Close the Gap 5.9.1 Confirmed Minutes 22 October 2019 5.9.2 Chair's Summary 17 December 2019 <u>Resolution: The MNCLHD Governing Board:</u> <ol style="list-style-type: none"> Noted the information provided in the CTG Sub-Committee papers 	
Item 6: Directorate Updates		
6.1	Mental Health and Integrated Care	
6.2	Public Health Unit	
6.3	Aboriginal Health and Primary Partnerships	
6.4	Nursing Midwifery Workforce	
6.5	Clinical Governance and Information Services	
6.6	Finance and Performance	
6.7	Communications and 2019 Media Snapshot	
6.8	Coffs Clinical Network	
6.9	Hastings Macleay Clinical Network	
	<u>Resolution: The MNCLHD Governing Board:</u> Noted the valuable information provided in the Directorate Reports.	
Item 7: General Business, Correspondence and Business without notice		
7.1	Confidential In Camera Items	For Noting
7.2	Correspondence: 7.2.1 Letter from Secretary NSW Health Elizabeth Koff re Risk feedback 7.2.2 Letter to Stewart Dowrick re Honorary Doctorate in Health Studies 7.2.3 Letter to Uncle Bill O'Brien re CSU Award 7.2.4 Letter to Sara Shaughnessy re MHIC Board Presentation December 2019 7.2.5 Letter to Angi Bissell PWC re Board Strategic Session 7.2.6 Letter to Carrie Marr CEC re Board Strategic Session <u>Resolution: The MNCLHD Governing Board:</u> <ol style="list-style-type: none"> Noted the correspondence. 	

7.3	<p>Board Agenda</p> <p>7.3.1 Brief: Nursing Midwifery and Workforce – suggestions for March Board</p> <ul style="list-style-type: none"> The Board requested presentations be reduced to 30 mins (one to two topics and discussion). Items to be raised include key achievements, key concerns and discussion. The presentation needs to focus on vision for the future, highlighting any barriers and risks with a maximum of three to four slides only. <p>7.3.2 Directorate Presentations</p> <ul style="list-style-type: none"> The Board requested one presentation per meeting so Agenda time can focus on strategic items.
7.4	<p>Culture and Workforce Committee</p> <ul style="list-style-type: none"> The Board noted the earlier discussion on this matter in the Chief Executive’s Report.
Item 8: Large Attachments and additional information	
Item 9: Upcoming Events	
Date	Event Details
12 Feb	February Board Meeting – Coffs Harbour
11 March	March Board Meeting – Port Macquarie Community Health Campus
8 April	April Board Meeting – Kempsey
13 May	May Board Meeting - Wauchope
10 June	June Board Meeting – Port Macquarie
11 June	MNCLHD Health Innovation Awards – Coffs Harbour
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 6:05pm	