



MEETING MINUTES - Endorsed

DATE: Wednesday 13 March 2019

TIME: 2pm to 6pm

VENUE: Port Macquarie Base Hospital – ICU Conference Room (VC CHHC)

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), David Kennedy (DK), Janine Reed (JR), Dr Jennifer Beange (JBeange), Rev. Dr John Barrett OAM (JBarrett), Dr Joanna Sutherland (JS), Neil Porter (NPorter), Susan McGinn (SG), Dr Stephen Begbie (SB), Dr Timothy Francis (TF)		
Apologies: Nil		
In Attendance: Chief Executive Stewart Dowrick (SD), Delwyn Kruk (DK), Vanessa Edwards (VE), Lynn Lelean (LL), Dr Jennifer Chambers (Observer), Julie Usher Minutes		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Nil declared.		
Confidentiality		
Item 1: Presentations/Discussion		
1.1	Meet with PMBH Junior Medical Officers The Board met with Junior Medical Officers based at Port Macquarie Base Hospital.	
1.2	Meet with PMBH People Matter Employee Forum (PMEF) Members The Board met with members of the PMEF based at Port Macquarie Base Hospital.	
Item 2: Minutes and Action Table		
2.1	Minutes 2.1.1 Minutes of Meeting – 13 February 2019 <u>Resolution:</u> <i>The Governing Board endorsed the Minutes of Meeting - 13 February 2019.</i>	
2.2	Actions 2.2.1 <u>Action Table</u> <u>Resolution:</u> <i>The Governing Board noted the Action Table.</i>	
	2.2.2 Action: Management of Clinical Credentialing • The Board requested this matter be noted in the risk register.	Refer Item 4.5



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	<ul style="list-style-type: none"> 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 	
	<p>2.2.3 Action: Board Communication Strategy</p> <ul style="list-style-type: none"> SD to seek advice from network GM's on best approach for Board site visits (engagement with patients and staff), and Patient Stories. SD to find out what HNE do in this regard. SD to provide a brief to the Board on BHI survey outcomes to review themes. VE to provide a draft Board Visibility and Engagement Strategy at the March meeting, including the proposal for an annual review document 'year in review' with a Chairman's address. 	Refer item 3.6

Item 3: Strategic Items for endorsement and/or discussion		
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3.1	<p>Chief Executive's Report & Attachments</p> <p>Stewart Dowrick provide an update on the following issues:</p> <ul style="list-style-type: none"> Macksville CT Scanner – An additional CT service for the Coffs Harbour Health Campus redevelopment appears likely. A publically operated CT service for the new build in Macksville is not considered viable from a recurrent and capital perspective. <ul style="list-style-type: none"> The Chair tabled a letter received from Dr Daniel Ryan on behalf of the nursing staff of Macksville Hospital regarding a CT scanner for Macksville. Resolution: The Board noted the submission from Dr Daniel Ryan. The Board noted the progress of the business case. The Chair to write response to Dr Ryan. Paper: Response from MOH re retainment of unspent contingencies from the CHHC to assist with the redevelopment of the CHHC mental health facilities. CE advised that the MOH have declined the request. Resolution: The Board noted the Chief Executive's actions in terms of the contingencies. Emergency Treatment Performance (ETP) and Transfer of Care (TOC) - TOC will achieve target; ETP target will not be met – also noted favourable outcome for ETP in terms of a state-wide comparison. People Matter Employee's Culture and Wellbeing Forum – The Board thanked the CE for the opportunity to meet with PMEF members at CHHC and PMBH for afternoon tea. Paper: Meeting notes from the People Matter Employees' Culture and Wellbeing Forum (PMEF) held on 31 January 2019. Resolution: The Board noted the meeting papers. Paper: Hastings Macleay Clinical Network Clinician's Forum 31 January 2019. Resolution: The paper was noted. Cardiology services – the CE is due to meet the consultant in April, prior to the commencement of staff consultation meetings. New funding announced for nursing staff – the CE noted recent announcements in funding for end-of-life care staff, and other medical staff and hospital support workers for the District. Breaking the Cycle Committee Kempsey – The CE provided an update on the meeting held with other government agencies in March. The Committee will meet each quarter and focus on the six key recommendations from the former Committee structure. PMBH Mental Health Unit – The expanded Acute Mental Health Unit at PMBH is now open. 	
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- Paper: Ministerial Advisory Committee for Rural Health, Report to the Minister for Health February 2019. **Resolution: The Board noted the report. The recommendations were noted.**
- Leading Better Value Care projects and impact on funding. **Resolution: The Board noted the impact going forward and that the Finance & Performance Committee are monitoring this.**
- Paper: RCA and Coronial Recommendations. This paper was presented by Kathleen Ryan at the Quarterly Performance Review with MoH. **Resolution: The Board noted the paper.**
- Close the Gap – The District has achieved 5% aboriginal employment.
- Brief: ACCC matter – **Resolution: The Brief and the verbal update provided by the Chief Executive were noted.**
- Paper: Wauchope District and Memorial Hospital Proposal Evaluation May 2018– Workshop Summary. **Resolution: The paper was noted.**
- Letter: ICAC Collaborative Strategic Project with NSW Health. SD to request terms of reference for this project. **Resolution: The letter and update from the CE were noted. The CE to seek advice on parameters and how the research project is going to be undertaken in NSW and MNCLHD.**
- Paper: MNCLHD Reflections 2011/12 to 2018/19. The CE advised this document had been shared with the PMEF. LL advised that a 'Year in Review' document will be made available this year, in place of an Annual Report. **Resolution: the paper and update were noted.**

Resolution: The MNCLHD Governing Board:

1. **Noted** the Chief Executive's Report and attachments.

3.2 Brief & Report: MNCLHD Health System Performance Report

Resolution: The MNCLHD Governing Board:

1. **Received and noted** the performance of the LHD KPIs and agreed to the recommendations in the Brief.
2. **Noted** the concept of receiving a summary version of the Health System Performance Report with access to more detail online made available.
3. **Noted** the development of a twelve month reporting program. Draft to be presented at April Board meeting.

3.3 Leading Better Value Care (Standing item)

Resolution: The MNCLHD Governing Board:

1. **Noted** the verbal update provided.

3.4 Brief & Attachments: Mental Health, Alcohol and Other Drugs Strategic Plan 2019 - 2024

- The Board congratulated those involved in establishing the Mental Health and Other Drugs Strategic Plan 2019-2024, including the work on timelines.
- The TOR to include updated definition of a quorum, as well as reference to work with the PHN.

Resolution: The MNCLHD Governing Board:



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	<p>1. Nominated Neville Parsons to be a member of the Mental Health Alcohol and Other Drugs (MHAOD) Strategic Plan Governance Committee.</p> <p>2. Noted the Terms of Reference, methodology and direction proposed for the development of a Mental Health Alcohol & Other Drugs Strategic Plan 2019-2024 and.</p> <p>3. Noted the Portfolio's new naming protocol.</p>
3.5	<p><u>Brief & Attachment: MNCLHD Digital Strategy 2019 - 2023</u></p> <ul style="list-style-type: none"> Action: KR to include information on unplanned readmissions and causes, and information on the availability of software to electronically prescribe medications in the community. <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> Noted the Digital Strategy which was endorsed by SET at their February 2019 meeting.
3.6	<p><u>Brief & Attachments: MNCLHD Governing Board Communication Strategy</u></p> <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> Reviewed and discussed the draft Communications Strategy. Noted that the strategy is a starting point for enhanced communication. The objectives need to align to the strategic directions and how the Board communicate to staff and the community.
3.7	<p>Aged Care - Progress of implementation of Strategic Plan</p> <ul style="list-style-type: none"> WG noted that Boards need line of sight over implementation of aged care strategic plans going forward. In this regard, WG requested advice on MNCLHD implementation of strategic plan in place with regard to Aged Care. <p>Action: SD to provide overview of MNCLHD implementation of the Aged Care Strategic Plan.</p>
3.8	<p>Out of Hospital Care (outpatients)</p> <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> Noted this issue.
3.9	<p>Clinical Engagement</p> <ul style="list-style-type: none"> WG noted that MoH have engaged Nous Group to review clinical engagement. <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ul style="list-style-type: none"> Noted this issue.
Item 4: Operational Items	
4.1	<u>Brief & Report: Sinclair/Barker Review – Progress update (standing item)</u>



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	<ul style="list-style-type: none"> Chair of the PMBH MSC, Dr Jennifer Chambers advised that the Terms of Reference and Ways of Working for the Dispute Resolution Committee have been agreed upon. Workshops are being held to review models of management and structure to empower clinicians with regard to patient care. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief and appreciates the progress made on the Sinclair and Barker Recommendations.
4.2	<p>Brief & Reports: MNCLHD Hindsight Adjustment Report 2018</p> <ul style="list-style-type: none"> The Board noted that information on HSA claims will be provided by Vicki Simpson at the April meeting. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief Noted the information provided in the Reports: <ul style="list-style-type: none"> Workers Compensation Hindsight Adjustment 30 June 2018 Report - NSW Health MNCLHD Strategic Partnership Plan- QBE MNCLHD Risk Report - QBE Roadmap 2019-2020 (Draft) - NSW Health
4.3	<p>Brief: Public Health update - HIV cases NNSW</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief
4.4	<p>Brief: Redress Application -KDH</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief and that no further action by the LHD is required.
4.5	<p>Brief & Attachment: MNCLHD Governance of Credentialing & Delineation of Senior Medical and Dental Officers Clinical Privileges</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the process that govern for the credentialing and delineation of clinical privileges for senior medical and dental officers (SMDOs) Noted strategies implemented to ensure all steps of the process are undertaken.



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4.6 Brief & Report: MNCLHD Complaints Management Jan to Dec 2018

- NP advised the F&P Board Sub Committee are also reviewing data on surgery cancellations.
- **Action:** SD to review recruitment for ENT at PMBH.

Resolution: The MNCLHD Governing Board:

1. **Noted** and the information provided in the Complaints Management Report Jan to Dec 2018

Item 5: Governance Items – Board Sub Committees and associated reporting

5.1	Board Sub-Committee: Community Engagement	Next meeting 18 March 2019
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5.2	<p>Board Sub-Committee: Workforce, Health & Safety</p> <p>5.2.1 Confirmed Minutes 17 December 2018</p> <p>5.2.2 Chair’s Summary 18 February 2019</p> <p>Chair of the Workforce, Health & Safety Sub Committee, Neil Porter provided the following update:</p> <ul style="list-style-type: none"> • There are still problems with ROB which is impacting on recruitment. • The District’s CTG target of 5% Aboriginal Employment has been reached. • There has been a significant reduction in the number of open investigations, with thanks to Denis Hognog and team for work in this area. • Completion of Performance Reviews is improving. The Performance Review assessment system is improving. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the WHS Sub-Committee papers. 2. Noted the current amount of excessive leave balances. 	
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5.3	<p>Board Sub-Committee: MDAAC</p> <p>5.3.1 Confirmed Minutes 13 December 2018</p> <p>5.3.2 Chair's Summary 14 February 2019</p> <p>5.3.3 Critical Actions Compliance Declarations 13.12.18</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the MDAAC Sub-Committee papers 2. Noted the Critical Actions Compliance Declarations. 	
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5.4	<p>Board Sub-Committee: Integrating Care</p> <p>5.4.1 Confirmed Minutes 22 August 2018</p> <p>5.4.2 Chair’s Summary 12 February 2019</p>	
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	<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 26 November 2018</p> <p>5.5.2 Confirmed Minutes 4 February 2019</p> <p>5.5.3 Chair's Summary 25 February 2019</p> <p>5.5.4 HCQC Terms of Reference</p> <p>Chair of the Health Care Quality Sub Committee, Dr Joanna Sutherland provided the following update:</p> <ul style="list-style-type: none"> • Action: SD to review process for Quality and Safety - LBVC Reports (who they are distributed to). • Action: Invitation to MSC Chair's to nominate representatives to the HCQC to be followed up. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the information provided in the HCQC Sub-Committee papers.</p> <p>2. Endorsed the HCQC Terms of Reference</p>	
5.6	<p>Board Sub-Committee: Health Service Development & Innovation</p> <ul style="list-style-type: none"> • Action: Invitation to MSC Chair's to nominate a representative to the HSDI to be followed up. 	
5.7	<p>Board Sub-Committee: Finance and Performance</p> <p>5.7.1 Confirmed Minutes 18 December 2018</p> <p>5.7.2 Confirmed Minutes 29 January 2019</p> <p>5.7.3 Chair's Summary 26 February 2019</p> <p>5.7.4 Report: Finance and Performance – YTD 31.01.19</p> <p>5.7.5 CCN Presentation to F&PC February 2019</p> <p>5.7.6 HMCN Presentation to F&PC February 2019</p> <p>5.7.7 MHIC Presentation to F&PC February 2019</p> <p>Chair of the Finance & Performance Sub Committee, Neville Parsons provided the following update:</p> <ul style="list-style-type: none"> • If there is no growth money in 2019/2020 financial year, we will likely not achieve targets. • HMCN and CCN Presentation to the Finance and Performance Sub Committee at their February 2019 meeting was well received. • SD is going to seek offset funding for the ABF model. • Action: SD to ask for LHD's NWAU data to do comparisons. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the information provided in the F&P Sub-Committee papers</p>	
5.8	Board Sub-Committee: Audit and Risk	Next meeting 18 March 2019



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5.9 Board Sub-Committee: Close the Gap
 5.9.1 Confirmed Minutes 18 December 2018

Resolution: The MNCLHD Governing Board:

- 1. Noted** the information provided in the CTG Sub-Committee papers

Item 6: Directorate Updates - not required this month

Item 7: General Business, Correspondence and Business without notice

7.1 Confidential In –Camera Session
 Four File Notes were recorded.

7.2 Board Sub Committee Schedule of Papers 2019
Resolution: The MNCLHD Governing Board:
 1. **Noted** the information provided in the schedule.

Item 8: Large Attachments and additional information

Nil

Item 9: Upcoming Events

Date	Event Details
10 April	April Governing Board Meeting - Kempsey
13 June	MNCLHD Health Innovation Awards Ceremony – Port Macquarie
3-4 Sept	Living Well Expo and Harmony in Health Expo – Coffs Harbour
22 Nov	MNCLHD National Photographic Competition Opening Night and Awards – Port Macquarie

There being no further business the meeting closed at 6:15pm