



MEETING MINUTES - Endorsed

DATE: Wednesday 11 December 2019

TIME: 3pm to 6pm

VENUE: Port Macquarie VC Room/ CHHC ME025

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), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NP), Susan McGinn (SM), Dr Stephen Begbie (SB), Dr Tim Francis (TF)		
Apologies: David Kennedy (DK), Dr Joanna Sutherland		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Media and Corporate Communications Manager Lynn Lelean (LL), Julie Usher-Minutes.		
Guests: Hon. Leslie Williams MP, Deputy Speaker of the Legislative Assembly of NSW, Dr Jennifer Chambers Chair PMBH Medical Staff Council		
Declaration of Pecuniary Interest, Conflict of Interest (COI) and Related Transactions: <ul style="list-style-type: none"> Dr Stephen Begbie noted COI and declaration to be completed 		
Confidentiality: Noted		
The following Awards bestowed by Charles Sturt University were acknowledged; <ul style="list-style-type: none"> Stewart Dowrick - Honorary Doctorate in Health Studies Charles Sturt University William 'Uncle Bill' O'Brien OAM – Order of the Companion of the University, Charles Sturt University 		
Welcome to guests		
Item 1: Presentations/Discussion		
1.1	Presentation – Audit and Risk – Ken Barker <u>Resolution:</u> The MNCLHD Governing Board: 1. Noted the information provided in the Audit and Risk update.	
1.2	Presentation – Mental Health and Integrated Care 1.2.1 Presentation Document 1.2.2 Report: MNCLHD Out of Home Care Quarterly Report Leslie Williams MP departed the meeting. 1.2.3 Booklet: Hastings Macleay Clinical Network Cancer Journey Booklet	

	<p>1.2.4 Plan: Mental Health Integrated Care 2019-2020 Operational Plan 1.2.5 Report: MNC Demand Management Initiative 1.2.6 Brief: Precious Michelle</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted and congratulated the MHIC team for the information provided in the MH&IC presentation material and Precious Michelle video.</p>				
Item 2: Minutes and Action Table					
2.1	<p>Minutes</p> <p>2.1.1 Minutes of Meeting – 13 November 2019</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Endorsed the Minutes of Meeting 13 November 2019 noting Lindfield is to be recorded as Lindfield Park.</p>				
2.2	<p>Actions</p> <p>1.2.1 Action Table</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the Action Table</p>				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"> <p>2.2.2 Action: Report: Quality improvement in surgery: introduction of the American College of Surgeons National Surgical Quality Improvement Program into NSW</p> <ul style="list-style-type: none"> • HCQC to comment on issues that need to be addressed going forward (causes of morbidity: urinary tract infections, surgical site infections, pneumonia and 30-day readmissions). </td> <td style="width: 20%; text-align: center;">Refer 3.4</td> </tr> <tr> <td> <p>2.2.2 Action: MNCLHD Refugee Health</p> <ul style="list-style-type: none"> • SD to seek advice and information on capturing nationality data and ED presentations, as well as original funding support for this service. </td> <td style="text-align: center;">Refer 4.8</td> </tr> </table>	<p>2.2.2 Action: Report: Quality improvement in surgery: introduction of the American College of Surgeons National Surgical Quality Improvement Program into NSW</p> <ul style="list-style-type: none"> • HCQC to comment on issues that need to be addressed going forward (causes of morbidity: urinary tract infections, surgical site infections, pneumonia and 30-day readmissions). 	Refer 3.4	<p>2.2.2 Action: MNCLHD Refugee Health</p> <ul style="list-style-type: none"> • SD to seek advice and information on capturing nationality data and ED presentations, as well as original funding support for this service. 	Refer 4.8
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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> <ul style="list-style-type: none"> • Additional funding has been sought to support the bushfire response. • Mental Health Review – Dr Martin Cohen commenced his review of the CHHC Mental Health Strategy Project following the reviews undertaken in 2015 regarding the clinical management and governance of mental health services. • The Quarterly MoH Performance Meeting was held recently. MNCLHD maintained current rating. 				

	<ul style="list-style-type: none"> • CHHC ED have requested additional nursing resources. This request is in addition to further resources allocated earlier in 2019. • PMEF members for 2020 will include representatives from Macksville hospital. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the Chief Executive’s Report and Attachments</p>
3.2	<p>Report: MNCLHD Organisational Performance Report</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Received and noted the performance of the MNCLHD Key Performance Indicators</p>
3.3	<p>Leading Better Value Care (Standing item)</p>
3.4	<p>Brief & Report: National Surgical Quality Improvement Program (NSQIP)</p> <ul style="list-style-type: none"> • SD noted the progress being made with the NSQIP program. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information in the Brief and Report.</p>
3.5	<p>Brief & Summary Report: Royal Commission Aged Care Quality and Safety Interim Report “Neglect”</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information in the Brief and Summary Report</p>
3.6	<p>Brief: Mental Health Commission Health Literacy Project</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted and endorsed the conduct of this program.</p>
Item 4: Operational Items	
4.1	<p>Brief & Report: MNCLHD RCA Update Report October 2019</p> <ul style="list-style-type: none"> • Dr Jennifer Chambers asked how clinicians receive feedback from RCA reports. It was further noted that the primary care network do not receive direct feedback on patient outcomes. • SD advised this information is available on the Root Cause Analysis Portal on the Intranet. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the Brief including the overdue RCA’s.</p>

	<p>2. RCA feedback process to clinicians and primary care to be reviewed. RCA summary feedback to be tabled at network Medical Staff Council Meetings. Communication to clinicians around the Root Cause Analysis Portal on the Intranet to be reviewed.</p> <p>3. Donna Dorrington to present at a future Board meeting on RCA /Coronial review process.</p>
4.2	<p>Brief & Attachments: MNCLHD Staff Wellness Account</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Supported the use of the draft MNCLHD Staff Wellness Account to enable executive, managers and governing bodies to monitor organisational performance regarding staff wellbeing and culture at a District level and for the identified facilities and services.</p>
4.3	<p>Brief: MNCLHD Bushfire Update</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the response of the District and request Bushfire risk be noted in the risk register.</p>
4.4	<p>Brief & Attachment: HealthShare Accelerated Savings Program Contracts</p> <ul style="list-style-type: none"> The Board noted concern with the HealthShare contract and note this is being monitored. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted and Endorsed the MNCLHD management strategy for contracts under the HealthShare Accelerated Savings Program.</p> <p>2. SD to write to HealthShare to request involvement in monitoring performance and activity.</p>
4.5	<p>Brief & Attachment: Procurement Advisory Committee TOR</p> <ul style="list-style-type: none"> SD to review whether this committee could consider advice/recommendations from clinicians. <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the MNCLHD Procurement Advisory Committee Terms of Reference.</p>
4.6	<p>Brief & Attachments: External Cladding Fire Safety</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the brief and attachments.</p>
4.7	<p>Brief: Adele House</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the advice provided in the brief.</p>

4.8	<p>Brief: Coffs Harbour Refugee Health Clinic – Funding and Emergency Department presentations</p> <ul style="list-style-type: none"> It was noted that delays with the issue of Medicare cards for refugees leads to increase in ED presentations. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the brief. Noted the great work of the clinic and congratulate staff for their efforts.
4.9	<p>Brief: CHHC Project Construction Revised Program</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the brief.
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 16 September 2019</p> <p>5.1.2 Chair's Summary 18 November 2019</p> <p>5.1.3 Community Connections Visit to Bellingen Hospital</p> <ul style="list-style-type: none"> In early December 2019 Tresillian CEO and Executive visited the Macksville Hospital development site and presented a cheque for the new Macksville Tresillian Residential Family Care Centre. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the CE Sub-Committee papers. Noted the concerning Patient Story as presented at the Community Engagement Sub-Committee on Monday 16 September 2019. The Board request a review of this Patient Story and advice provided back to the Board on outcomes and progress.
5.2	<p>Board Sub-Committee: Workforce, Health & Safety (WHS)</p> <p>5.2.1 Confirmed Minutes 19 August 2019</p> <p>5.2.2 Chair's Summary 11 November 2019</p> <ul style="list-style-type: none"> The District is still exceeding average timeframe for recruitment. A number of areas have been identified for improvement including process improvements for hiring managers which should lead to a reduction in time lag. Following the recent death of a community health nurse working in Sydney, a brief will be prepared to understand process and ensure MNCLHD are adhering to safety check processes. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the WHS Sub-Committee papers.
5.3	Board Sub-Committee: MDAAC

	<p>5.3.1 Confirmed Minutes 10 October 2019 5.3.2 Chair's Summary 14 November 2019 5.3.3 Critical Actions Compliance Declarations</p> <ul style="list-style-type: none"> The Board noted the recruitment of three staff specialists ED medicine to the District. <p>Resolution: The MNCLHD Governing Board: 1. Noted the information provided in the MDAAC Sub-Committee papers 2. Noted the Critical Actions Compliance Declarations.</p>	
5.4	Board Sub-Committee: Integrating Care	Next meeting 4 February 2020
5.5	<p>Board Sub-Committee: Health Care Quality</p> <p>5.5.1 Confirmed Minutes 28 October 2019 5.5.2 Chair's Summary 25 November 2019 5.5.3 Chair's Summary 28 October 2019</p> <ul style="list-style-type: none"> The major risk listed in the Chair's Summary 28 October 2019 was noted and the Board await score card early in 2020 to identify where extra resources might be needed. <p>Resolution: The MNCLHD Governing Board: 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 25 October 2019</p> <p>Resolution: The MNCLHD Governing Board: • 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 29 October 2019 5.7.2 Chair's Summary 26 November 2019 5.7.3 Financial Summary Update October 2019 5.7.4 Report: Finance and Performance – YTD 31 October 2019</p> <ul style="list-style-type: none"> The Board agreed that the YTD Finance and Performance report is no longer required for Board. The sale of the Macksville hospital site is noted as a risk. <p>Resolution: The MNCLHD Governing Board: 1. Noted the information provided in the F&P Sub-Committee papers 2. Noted the information in the F&P Year to Date Report. 3. SD to write to MoH regarding the sale of the Macksville hospital site once handover to the new site has occurred.</p>	

5.8	Board Sub-Committee: Audit and Risk 5.8.1 Confirmed Minutes 5 September 2019 <i>Resolution: The MNCLHD Governing Board:</i> <i>1. Noted the information provided in the minutes.</i>
5.9	Board Sub-Committee: Close the Gap
Next meeting 19 December	
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 6.7.1 MNCLHD Complaints Performance January to June 2019
6.8	Coffs Clinical Network
6.9	Hastings Macleay Clinical Network
<i>Resolution: The MNCLHD Governing Board:</i> <i>Noted the valuable information provided in the Directorate Reports.</i>	
Item 7: General Business, Correspondence and Business without notice	
7.1	Confidential In Camera Items - Nil recorded.
7.2	Dr Jennifer Chambers provided the following update: <ul style="list-style-type: none"> • PMBH are looking forward to the commencement of the new DMS and Medical Director and to working as a team. • PMBH have welcomed the new General Manager Catharine Death. • A meeting will be held with MSC Executive to look at medical workforce and then present priorities to the Board.
Item 8: Large Attachments and additional information	
Item 9: Upcoming Events	
Date	Event Details
22 Jan	Strategic Session
12 Feb	February Board Meeting
11 Mar	March Board Meeting
8 Apr	April Board Meeting
There being no further business the meeting closed at <i>(please complete at end of meeting)</i> 5:55pm	