

MEETING MINUTES - Endorsed

DATE: Wednesday 11 September 2019

TIME: 2pm to 6pm

VENUE: Wauchope Community Health Meeting Room (VCN PMCHC / 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), Neil Porter (NP), Dr Joanna Sutherland (JS)		
Apologies: Rev. Dr John Barrett OAM (JBarrett), Dr Stephen Begbie (SB), David Kennedy (DK), Susan McGinn (SM), Dr Tim Francis		
In Attendance: MNCLHD Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Media and Corporate Communications Manager Lynn Lelean (LL), Julie Usher-Minutes		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Nil		
Confidentiality: Noted.		
<ul style="list-style-type: none"> WG reminded the Board of the importance of attending the Board meeting on a monthly basis, noting the August and September meetings only just reached quorum. 		
Item 1: Presentations/Discussion		
1.1	Meet with MNCLHD People Matter Employee Culture and Wellbeing Forum members Wauchope.	
	<ul style="list-style-type: none"> The Board met with PMEF Wauchope based members Leanne Parsons and Val Keating. 	
1.2	Meet with Acting Director of Nursing/ Executive Officer Wauchope Hospital – Danny Passfield	
	<p>The following items were noted:</p> <ul style="list-style-type: none"> The suggestion to establish a rehabilitation service for the MNCLHD to promote use of beds at Wauchope, including opportunities with Hospital in the Home (HITH). The need for improved outpatient services, with the assistance of allied health resources, to support the inpatient service. The need to establish medical governance. 	
1.3	Presentation – Cardiology Services Review – Mick Reid	
	A confidential file note was recorded.	

Item 2: Minutes and Action Table		
2.1	Minutes 2.1.1 Minutes of Meeting – 14 August 2019 Resolution: <i>The MNCLHD Governing Board:</i> 1. Endorsed the Minutes of Meeting 14 August 2019	
2.2	Actions 2.2.1 Action Table Resolution: <i>The MNCLHD Governing Board:</i> 1. Noted the Action Table	
	2.2.2 Action: MNCCI Cultural Recommendations <ul style="list-style-type: none"> The Board request a report on the actions taken, the response from staff and progress on this matter. 	Refer 4.1
	2.2.3 Action: MNCLHD Exit Survey <ul style="list-style-type: none"> The Board request advice on how often the format of the Exit Survey is reviewed and how many are completed 	Refer 4.2
	2.2.4 Action: Refugee Health <ul style="list-style-type: none"> SD to find out if the additional funding to support this service will have any impact on ED 	Refer 4.3
	2.2.5 Action: Dental Van Implementation <ul style="list-style-type: none"> SD to write to the PHN advising of the receipt of funding for clinical dental vans and the implementation of this service in the District 	Refer 4.4
	2.2.6 Action: Bowraville Solution Brokerage <ul style="list-style-type: none"> SD to provide further information on the specifics of the Bowraville Solution Brokerage 	Refer 3.4
	2.2.7 Action: Performance Review Targets <ul style="list-style-type: none"> VS to provide a summary report for the September meeting on key completion and non-completion areas. The Board request a report from SET to understand why performance review targets are not being met. This item to be reviewed at the December 2019 Board meeting. 	Refer 4.5
	2.2.8 Action: Presentation by MoH at August Board <ul style="list-style-type: none"> WG to write letter of thanks to NSW Health Deputy Secretary Patient Experience and System Performance Division Susan Pearce and NSW Health Deputy Secretary Finance and Asset Management and CFO Dan Hunter for presenting to August Board. 	Refer 7.4
	2.2.9 Action: SD to provide update on North Coast Collective (NCC)	Refer CE Report

Item 3: Strategic Items for endorsement and/or discussion

3.1

Chief Executive's Report & Attachments

In addition to the written report, Chief Executive Stewart Dowrick provided a verbal update on the following issues:

- Macksville Hospital Development – site tour with Health Infrastructure, Hansen Yuncken and MNCLHD Senior Executive to view construction progress is being undertaken on Friday.
- Macksville Maternity Service – An Operational Report will be available at the October Board meeting. The Board asked how any current risks are being mitigated between now and when any new model is implemented.

Resolution: The MNCLHD Governing Board:

- **Noted the process and the need to ensure appropriate risk strategies are currently in place.**
- **Request that the integration and engagement of primary care and education services be included in the operational plan.**
- **Action: SD to follow up current risk assessment on current service provision.**
- MNCLHD Emergency Departments – Volume increases have continued for the ninth consecutive month and return presentations are also having an impact. Ambulance transfers have also increased.
The Board discussed the following:
 - The need to do a strategic review of MNCLHD Emergency Departments, particularly at PMBH, CHHC and Kempsey to understand growth aspects and other considerations impacting on volume numbers and how these can be addressed. Consultation to include the PHN as well as the Bureau of Health Information (BHI). Possibility of access to a Health Economist for a three-month period would assist this review. Impact of aged care also needs to be factored into considerations.
 - The Board notes their responsibility to ensure this service is correct across the MNCLHD.

Resolution: The MNCLHD Governing Board:

- **Action: SD to urgently undertake a strategic review of MNCLHD Emergency Department growth. The review to include costing, Terms of Reference, and the use of a Health Economist.**
- NSW State Health Awards – MNCLHD has five finalists nominated for the State Awards. WG has written to each group congratulating them on their nomination.
- 2019 People Matter Employee Survey (PMES) – a Brief on the 2019 results and summation will be provided to the Board in October.
- Executive Recruitment – interviews for the Hastings Macleay Clinical Network Coordinator will be held mid and late September.
- North Coast Collective - SD commended the good work of Julie Sturgess Chief Executive North Coast Primary Health Network on this initiative so far. WG noted the Board has a governance responsibility and requested regular reports be provided to the Board. The good work of the PHN with regard to the Head Space service in Kempsey was noted. **Action: SD to provide a Brief to the Board on the North Coast Collective.**

	<ul style="list-style-type: none"> Recommendations from the State Coroner's Court of NSW inquest into the death of Naomi Williams will be reviewed by the Close the Gap Board Sub-Committee. Respect the Difference Training- Action: SD to find out how often this is held. WG noted he is currently completing the annual Chief Executive's performance review. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the Chief Executive's Report and Attachments Noted the verbal update provided by the Chief Executive
3.2	<p>Report: MNCLHD Organisational Performance Report</p> <ul style="list-style-type: none"> SD to review Urology figures. <p>Resolution: The MNCLHD Governing Board:</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: Bowraville Solution Brokerage</p> <p>Resolution: The MNCLHD Governing Board:</p> <ul style="list-style-type: none"> Noted the progress and ongoing commitment being made in response to the Bowraville Solution Brokerage.
3.5	<p>Brief & Attachment: MNCLHD Annual Workforce Data Report</p> <ul style="list-style-type: none"> The Board asked if this information can be shared with all MNCLHD Medical Staff Councils. <p>Resolution: That the MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief. Action: SD to provide a summary report of this information to the Medical Staff Council's.
3.6	<p>Brief & Attachment: Macksville Maternity Service – Midwifery Group Practice Model</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the progress for the development of a Midwifery Group Practice model at Macksville.
<p>Item 4: Operational Items</p>	
4.1	<p>Brief & Attachment: MNCCI Cultural Recommendations</p> <ul style="list-style-type: none"> It was noted there had been good progress made, response from staff and patients had been positive with further work to come. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief.

4.2	<p>Brief & Attachment: MNCLHD Employee Exit Survey</p> <ul style="list-style-type: none"> The Board asked if there were plans to change the Exit Survey process to encourage more staff to complete the survey upon resignation. SD noted a number of processes had been tried over the past years to increase engagement and participation in this process. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief. Action SD to canvass thoughts of SET and the Workforce, Health & Safety Board Sub-Committee on the use of Exit Survey's as there is a need to understand why staff leave.
4.3	<p>Brief: MNCLHD Refugee Health</p> <ul style="list-style-type: none"> The Board wished to congratulate the Coffs Harbour Refugee Health Clinic staff for their efforts. The Board requested information on original funding support for this service including any funding for the Emergency Department (ED). There is a need to capture nationality data in ED presentations to assist with any federal business case for funding. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the update on MNCLHD Refugee Health provided in the brief. Action SD to seek advice and information on capturing nationality data and ED presentations, as well as original funding support for this service.
4.4	<p>Brief & Attachment: MNCLHD Dental Van Implementation Update</p> <ul style="list-style-type: none"> The Board requested maintenance costs for these vehicles be captured in the budget. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the update on the Mobile Dental Van program for MNCLHD. Noted advice from MNCLHD CE to North Coast Primary Health Network (NCPHN) on this service.
4.5	<p>Brief & Attachment: MNCLHD Performance Development Review Compliance</p> <ul style="list-style-type: none"> It was noted that the new performance management system will be rolled out late 2019. It was noted that the Workforce, Health and Safety Board Sub Committee were also monitoring performance management completion rates. SD referred to a new performance indicator report covering a range of matters via cost centre. This report will be available three times a year. The Board ask that this report be referred to the Board and the Finance and Performance Board Sub Committee. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief. Requested an Executive Summary of the performance indicator report when available.

4.6	<p>Brief: Port Macquarie Base Hospital – Absconded Patient 25 August 2019</p> <ul style="list-style-type: none"> SD noted the professional performance of staff during this incident. No staff or patients were injured. Confirmation received that radios were working as they had been checked the previous night as well as earlier that week. The Board asked how we ensure Correctional Services employees act appropriately when in our facilities. SD to request a copy of Corrections incident report. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Brief. Action SD to request a copy of the Corrections Incident report in relation to this matter.
Item 5: Governance Items – Board Sub Committees and associated reporting	
5.1	<p>Board Sub-Committee: Community Engagement</p> <p style="text-align: right;">Next meeting 16 Sept.</p>
5.2	<p>Board Sub-Committee: Workforce, Health & Safety (WHS)</p> <ul style="list-style-type: none"> 5.2.1 Confirmed Minutes 17 June 2019 5.2.2 Chair’s Summary 19 August 2019 5.2.3 Brief & Attachments MNCLHD Aboriginal Careers Health Expo 5.2.4 MNCLHD Security Audit Report <ul style="list-style-type: none"> It was noted that Audit have been asked to review the Security Audit Report and that an action plan has been requested and will be reported on every two months. The Board need to be assured that actions have been taken in this regard. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the WHS Sub-Committee papers. Action NP to request a brief on the recruitment system from Vicki Simpson. Action NP to request a brief on mandatory training of medical staff from Vicki Simpson. Endorsed the MNCLHD Aboriginal Careers Health Expo Recommendations and suggested a mentoring program to check on students twice a year to see how they are progressing with their career in Health. Noted the MNCLHD Security Audit Report
5.3	<p>Board Sub-Committee: MDAAC</p> <ul style="list-style-type: none"> 5.3.1 Confirmed Minutes 11 July 2019 5.3.2 Chair's Summary 8 August 2019 5.3.3 Critical Actions Compliance Declarations August 2019 <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the MDAAC Sub-Committee papers Noted the Critical Actions Compliance Declarations. Action SD to review recruitment of ENT at PMBH and advise the Board.
5.4	Board Sub-Committee: Integrating Care

	<p>5.4.1 Confirmed Minutes 23 July 2019</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the IC Sub-Committee paper.</p>
5.5	<p>Board Sub-Committee: Health Care Quality</p> <p>5.5.1 Confirmed Minutes 22 July 2019</p> <p>5.5.2 Chair's Summary 26 August 2019</p> <ul style="list-style-type: none"> • IMED PMBH performance report was discussed and noted at August HCQC. • SD noted location of Helipad at PMBH is being reviewed. • The Board requested the HCQC minutes include any risk items identified from Root Cause Analysis reports, for review by the Board. • Anti-microbial stewardship is still noted as a risk. SD advised that a gap analysis is being prepared. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the HCQC Sub-Committee papers.</p> <p>2. Action: SD to update the Board on anti-microbial stewardship risk at the October meeting.</p>
5.6	<p>Board Sub-Committee: Health Service Development & Innovation</p> <p>5.6.1 Confirmed Minutes 2 August 2019</p> <p><u>Resolution: The MNCLHD Governing Board:</u></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 23 July 2019</p> <p>5.7.2 Chair's Summary 27 August 2019</p> <p>5.7.3 Report: Finance and Performance – YTD 31.07.19</p> <p>5.7.4 Terms of Reference</p> <ul style="list-style-type: none"> • There is an urgent need to obtain efficiencies in the budget and to see where and how we can do things differently. The two District networks need to work together to look for cost savings. • SD noted each manager has been asked to look for efficiencies within their individual budget. • A review of models of care will be discussed at the January Planning Session. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the F&P Sub-Committee papers</p> <p>2. Noted the information in the F&P Year to Date Report</p> <p>3. Noted the Terms of Reference</p> <p>4. Noted the need to seek solutions to the current financial strains in the MNCLHD, noting the CE initiative to meet with Senior Executive Team (SET) managers on a fortnightly basis to review</p>

	<p><i>budget. The Board noted the CE has advised SET that the present budget situation is not acceptable.</i></p> <p>5. The Board expressed concern about the financial deterioration of the MNCLHD which is acknowledged by the Chief Executive.</p> <p>6. The Board noted the projected deficit for the current financial year.</p>	
5.8	Board Sub-Committee: Audit and Risk	Next meeting 5 Sept
5.9	<p>Board Sub-Committee: Close the Gap (CTG)</p> <p>5.9.1 Confirmed Minutes 18 June 2019</p> <p>5.9.2 Chair's Summary 27 August 2019</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the information provided in the CTG Sub-Committee papers.</p>	
Item 6: Directorate Updates - not required this month		
Item 7: General Business, Correspondence and Business without notice		
7.1	<p>Confidential In Camera Items</p> <ul style="list-style-type: none"> 2 x Confidential File Notes Recorded. 	
7.2	<p>Next Agenda</p> <p>7.2.1 Brief: Aboriginal Health Top 3 – suggestions for October Board</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Endorsed the Brief for presentation at the October 2019 Board Meeting.</p>	
7.3	<p>MNCLHD Governing Board Deputy Chair 2019</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Endorsed the reappointment of Neville Parsons to the position of Deputy Chair Mid North Coast Local Health District Governing Board until 31 December 2019.</p>	
7.4	<p>Letter: MoH Susan Pearce and Dan Hunter for presenting to August Board</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Noted the letter.</p>	
Item 8: Large Attachments and additional information		
Item 9: Upcoming Events		
Date	Event Details	
9 October	MNCLHD Governing Board - Bellingen	
10 October	NSW Health Awards - Sydney	
7 Nov	MNCLHD Combined Board meeting with NCPHN Board – Video Conference	
13 Nov	MNCLHD Governing Board – Coffs Harbour	
22 Nov	MNCLHD National Photographic Competition Opening Night and Awards – Port Macquarie	
11 Dec	MNCLHD Annual Public Meeting and Governing Board Meeting – Port Macquarie	
There being no further business the meeting closed at (please complete at end of meeting)		