



# MEETING MINUTES

**DATE:** Wednesday 13 May 2020

**TIME:** 2pm to 6pm

**VENUE:** Microsoft Teams

Item / Description	Action	Att
<b>Attendance and Declarations</b>		
<u>Welcome:</u> Warren Grimshaw AM, Chair		
Present: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Dr Alison Seccull, David Kennedy (DK), Janine Reed (JR), Dr Jennifer Beange (JBeange), Dr Joanna Sutherland (JS), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NP), Susan McGinn OAM (SM), Dr Stephen Begbie (SB), Dr Tim Francis (TF)		
Apologies:		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Manager Corporate Governance Delwyn Kruk (DJK), Julie Usher-Minutes.		
Observers: Nil		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Dr Stephen Begbie previously noted potential Conflict of Interest.		
Confidentiality:		
<b>Item 1: Presentations/Discussion</b>		
1.1	<b>Confidential In-Camera Session</b>	
1.2	<b>Welcome – Dr Alison Seccull</b> <ul style="list-style-type: none"><li>WG welcomed Dr Alison Seccull to the Mid North Coast Local Health District Governing Board. Dr Seccull’s appointment will be of enormous benefit to the Board. Dr Seccull is currently Director of Medical Education, Senior Lecturer at the University NSW Rural Clinical School in Coffs Harbour. Alison is also Visiting Medical Officer for the Women’s Health Centre Coffs Harbour and the Sexual Assault Service Coffs Harbour, as well as Visiting Medical Officer for Drug and Alcohol Service, Opioid Treatment Program.</li></ul>	
1.3	<b>COVID-19 Update</b> <p>Vicki Simpson and Paul Corben provided an update on District management of COVID-19 including;</p> <p>Paul Corben</p> <ul style="list-style-type: none"><li>Approximately 6500 tests for COVID-19 have been carried out in the District.</li><li>Three Commonwealth funded COVID-19 testing clinics will be opening soon in the District (Macksville, Kempsey, Wauchope). Increased testing for Camden Haven and Woolgoolga.</li></ul>	



# Health

## Mid North Coast Local Health District

	<ul style="list-style-type: none"> <li>Contact tracing remains a strategic issue.</li> <li>Risk to District communities include; aged care, itinerant worker industry, complacency around social distancing measures, people not presenting for testing if sick, cough etiquette and hygiene standards.</li> <li>Safe Work legislation requires employees to report COVID-19 in the workplace.</li> </ul> <p>Vicki Simpson</p> <ul style="list-style-type: none"> <li>ICU training, bed capacity and PPE (Personal Protective Equipment) remain in focus as well as surge capacity.</li> <li>Staff skills are being updated in Health Roster.</li> <li>Review of key learnings from Mersey Hospital Tasmania and Newmarch House to occur.</li> <li>Use of PPE being managed by Clinical Governance and Operations Governance committees. PPE audits are being conducted twice a week and given to the Ministry of Health (MoH). PPE being monitored weekly. Approximately 2400 staff trained on PPE use within past few weeks. Documentation and guidelines being followed by staff.</li> <li>Increased workforce support including nursing and allied health professionals occurring with the assistance of Randstad Recruitment Agency.</li> <li>Approximately 3000 staff across the District vaccinated against influenza.</li> <li>Daily comms to staff coming out from the General Managers well received.</li> <li>Extra ventilators on order to meet expected surge capacity.</li> <li>Ventilators will be distributed by MoH where required.</li> </ul>
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**Item 2: Minutes and Action Table**

2.1	<p>Minutes</p> <p>2.1.1 Minutes of Meeting – 8 April 2020</p> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <p>1. <b>Endorsed</b> the Minutes of Meeting 8 April 2020</p>	
2.2	<p><b>Actions</b></p> <p>2.2.1 Action Table</p> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <p>1. <b>Noted</b> the Action Table</p>	
	<p><b>2.2.2 Action: COVID-19 Actions</b></p> <ul style="list-style-type: none"> <li><i>The Board asked how we determine and analyse the reduction in presentations to Emergency Department (ED), and how are the communities of practice in the hospital interacting with primary care on this matter. Action: Vicki Simpson to follow up and advise.</i></li> <li><i>PPE levels are being reported on and monitored regularly. Action: CE to provide report on PPE equipment.</i></li> </ul>	Refer item 3.4

	<ul style="list-style-type: none"> <li>• <i>Action: The Board requested development of a COVID-19 District Plan which outlines the different facilities, persons responsible, risks, level of equipment and planning to understand what the Board can do to mitigate risks and support the District.</i></li> <li>• <i>Action: The Board requested a one-page governance dashboard with regular updates. Dashboard to include short, medium and long term modelling to understand what is happening across the District. Dashboard to include staff welfare and access to PPE.</i></li> <li>• <i>Action: The Board requested assurance with regard to the capture of accurate financial data relating to COVID-19 for comparative reasons in the future.</i></li> <li>• <i>Action: The Board requested a copy of the Risk Assessment and Report and Business Continuity Management Framework drafted by Kimberley Sayner to enable better understanding of where the District is headed strategically.</i></li> <li>• <i>Action: The Board requested further information be shared with the community so they understand what is ahead from a community point of view.</i></li> <li>• <i>Action: The Board requested a copy of information sent out to all staff.</i></li> </ul>	
	<p><b>2.2.3 Action: Brief: Mobile Duress Alarm Use</b></p> <ul style="list-style-type: none"> <li>• <i>The Board requested a follow up audit report in three months' time.</i></li> </ul>	Refer item 4.3

**Item 3: Strategic Items for endorsement and/or discussion**

3.1	<p>Chief Executive's Report &amp; Attachments</p> <p>In expanding on the written report, Chief Executive Stewart Dowrick provided a verbal update on the following issues;</p> <ul style="list-style-type: none"> <li>• Regular meetings being held with the MoH on COVID-19.</li> <li>• Coffs Health Campus expansion proceeding well.</li> <li>• The move into the new Macksville hospital is expected to occur late May 2020. Consideration is being given to when the Tresillian services should commence.</li> <li>• The new Director People and Culture will commence in June and be based in Coffs Harbour.</li> <li>• An update on the progress of the Drug to Drug Interaction (DDI) has been provided to the Chairs of the Medical Staff Councils.</li> <li>• The Aboriginal Health Wellbeing Yarning Line manned by Aboriginal clinicians to support community and staff has been established.</li> <li>• Bowraville Community Health Centre funding model concerns noted. Bowraville HealthOne expected to be operational in approximately 15 months and will provide a sustainable service to support this vulnerable community.</li> </ul>
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	<p><b><u>Resolution: The MNCLHD Governing Board:</u></b>  <b>1. <i>Noted</i> the Chief Executive’s Report, attachments and verbal update.</b></p>	
3.2	<p>Report: MNCLHD Organisational Performance Report</p> <ul style="list-style-type: none"> <li>The Board noted concern with KPI of follow up with mental health patients when they leave hospital. SD advised project is underway to address this matter and is being reported to the HCQC.</li> </ul> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b>  <b>1. <i>Received</i> and <i>noted</i> performance of the MNCLHD Key Performance Indicators</b></p>	
3.3	Leading Better Value Care (Standing item)	For Noting
3.4	<p><b>COVID-19</b></p> <p>3.4.1 BRIEF &amp; REPORT COVID-19 Clinical Trials for patients  <b><u>Resolution: The MNCLHD Governing Board:</u></b>  <b>1. <i>Noted</i> the involvement of MNCLHD hospital sites (PMQ and CHHC) in the COVID-19 Clinical Trial described in this Brief.</b></p> <p>3.4.2 MNCLHD COVID-19 Strategic Risk Plan</p> <ul style="list-style-type: none"> <li>Action: The Board requested a progress report against each of the strategic and risk items listed in the plan. Risks identified include mental health, surge and projections, aged care, community complacency, ICU capacity, PPE and workforce projections. SD noted further risk to workforce if consolidation in higher education system occurs in the region. WG asked we put this on the agenda for discussion at a future meeting. SD to review suggestion to separate the plan into separate stages/scenarios to further identify if plan is being followed.</li> </ul> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b>  <b>1. <i>Noted and endorsed</i> the COVID-19 MNCLHD Strategic Risk Plan.</b></p> <p>3.4.3 BRIEF &amp; PLAN – MNCLHD COVID 19 Interim Operational Plan  <b><u>Resolution: The MNCLHD Governing Board:</u></b>  <b>1. <i>Noted</i> the MNCLHD COVID-19 Interim Operational Plan.</b></p> <p>3.4.4 BRIEF &amp; AUDIT MNCLHD COVID-19 Residential Aged Care Facilities  <b><u>Resolution: The MNCLHD Governing Board:</u></b>  <b>1. <i>Noted</i> the MNCLHD COVID-19 Residential Aged Care Facilities Audit and commend the authors of the report.</b></p> <p>3.4.5 PLAN – MNCLHD COVID-19 Communications Plan  <b><u>Resolution: The MNCLHD Governing Board:</u></b>  <b>1. <i>Noted</i> the MNCLHD COVID-19 Communications Plan.</b></p>	

3.5	<p>Update: Mick Reid Report – CCN</p> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <ol style="list-style-type: none"> <li>1. Noted the verbal update provided by the Chief Executive and the summary provided in papers.</li> </ol>
<b>Item 4: Operational Items</b>	
4.1	<p>Brief &amp; Report: MNCLHD RCA Update Report May 2020</p> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the information provided in the Brief and Report.</li> </ol>
4.2	<p>Brief &amp; Report: MNCLHD 2017 RCA Recommendation Review – Final</p> <ul style="list-style-type: none"> <li>• The Board noted the delay in some of the recommendations of this review being implemented. SD will follow this up.</li> </ul> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the information provided in the Brief and report and that the matter would be further considered by the HCQC.</li> </ol>
4.3	<p>Brief &amp; Attachments: MNCLHD Mobile Duress Alarms Update Audit</p> <ul style="list-style-type: none"> <li>• SD noted work is being done to see if the duress alarms can be worn another way rather than around the neck.</li> </ul> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the update provided in the Brief.</li> <li>2. <b>Action:</b> The Board Seek further advice as to the implementation of the findings of the audit.</li> </ol>
4.4	<p>Brief &amp; Attachments: MNCLHD Safety and Quality Account 2019 Feedback</p> <ul style="list-style-type: none"> <li>• SD noted HCQC also review this document.</li> <li>• The Board requested the draft document be available for review at least one month prior to due date.</li> </ul> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Noted</b> the Governing Board’s responsibilities for assessing and reviewing future Safety and Quality Accounts</li> <li>2. <b>Endorsed</b> the plan to produce the 2020 MNCLHD Safety and Quality Account for publication in consultation with the IMMU and submission before 31 October 2020.</li> </ol>
4.5	<p>Brief: District Guest Wi-Fi Extension</p>

	<p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <p>1. <b>Noted</b> the planned extension of Guest Wi-Fi services to additional MNCLHD facilities providing the opportunity to enhance patients', carers' and visitors' experience during their time in a MNCLHD facility.</p>	
4.6	<p>Brief: MNCLHD Reducing Fax Information Exchange 2020</p> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <p>1. <b>Noted</b> the information provided in the brief.</p>	
<b>Item 5: Governance Items – Board Sub Committees and associated reporting</b>		
5.1	Board Sub-Committee: Community Engagement (CE)	Next meeting 18 May 2020
5.2	<p>Board Sub-Committee: People and Culture Committee</p> <p>5.2.1 WHS Confirmed Minutes 25 February 2020</p> <p>5.2.2 Chair's Summary 20 April 2020</p> <ul style="list-style-type: none"> <li>The Board noted with disappointment that the Elsa Dixon program is unable to progress this year due to COVID-19.</li> </ul> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <p>1. <b>Noted</b> the information provided in the People and Culture Sub-Committee papers</p>	
5.3	<p>Board Sub-Committee: MDAAC</p> <p>5.3.1 Confirmed Minutes 12 March 2020</p> <p>5.3.2 Chair's Summary 9 April 2020</p> <p>5.3.3 MDAAC CACD May 2020</p> <ul style="list-style-type: none"> <li>The update on psychiatrist appointments was noted.</li> </ul> <p><b><u>Resolution: The MNCLHD Governing Board:</u></b></p> <p>1. <b>Noted</b> the information provided in the MDAAC Sub-Committee papers</p>	
5.4	Board Sub-Committee: Integrating Care	Next Meeting 2 June
5.5	<p>Board Sub-Committee: Health Care Quality</p> <p>5.5.1 Confirmed Minutes 23 March 2020</p> <p>5.5.2 Chair's Summary 27 April 2020</p> <ul style="list-style-type: none"> <li>District maternity services report will come back to the HCQC for review.</li> </ul>	

	<ul style="list-style-type: none"> <li>New risk identified in relation to Time Outs - this is being followed up by HCQC.</li> </ul> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted</b> the information provided in the HCQC Sub-Committee papers</li> </ol>	
5.6	Board Sub-Committee: Health Service Development & Innovation	Next meeting 5 June
5.7	<p>Board Sub-Committee: Finance and Performance</p> <p>5.7.1 Confirmed Minutes 31 March 2020</p> <p>5.7.2 Chair's Summary 28 April 2020</p> <p>5.7.3 FOAM Presentation to F&amp;P BSC 28 April 2020</p> <ul style="list-style-type: none"> <li>COVID-19 pandemic planning, purchasing and budgeting is noted.</li> <li>Supplementary funding from bushfire crisis received.</li> </ul> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted</b> the information provided in the F&amp;P Sub-Committee papers</li> <li><b>Noted</b> the District is being asked to provide more services on less budget. Board request CE raise the issue with MoH noting Board is concerned about revenue at the current time. WG also raise matter at next quarterly performance review.</li> </ol>	
5.8	Board Sub-Committee: Audit and Risk	Next meeting 5 June
5.9	Board Sub-Committee: Close the Gap	Next meeting 16 June
<b>Item 6: Directorate Updates - not required this month</b>		
<b>Item 7: General Business, Correspondence and Business without notice</b>		
7.1	<p>Confidential Items</p> <p>7.1.1 Brief and report – update on various reviews.</p> <p>7.1.2 Brief and attachments – status of various investigations</p> <p><b>Resolution: The MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Resolved</b> the Board meet with SET in July to explore the establishment of a vision for the District.</li> </ol>	
7.2	<p>Community Reference Groups/Community Engagement – PHN (no paper)</p> <ul style="list-style-type: none"> <li>Deferred to June meeting.</li> </ul>	
7.3	<p>Brief &amp; Attachment: Sarah Goodyer</p> <p><b>Resolution: That the MNCLHD Governing Board:</b></p> <ol style="list-style-type: none"> <li><b>Noted</b> the information provided in the brief.</li> </ol>	



# Health

## Mid North Coast Local Health District

<b>GOVERNING BOARD</b>
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|  | <ol style="list-style-type: none"> <li>2. <i>MoH policy on PBS funding application to be reviewed and proposal of an LHD policy to ensure consistency in application.</i></li> <li>3. <i>Provide response to Ms Goodyer advising the Governing Board are unable to support partially funding a drug still undergoing clinical trials and one that has not been approved by the Pharmaceutical Benefits Scheme for ulcerative colitis.</i></li> </ol> |
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<b>Item 8: Large Attachments and additional information</b>		
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Nil		
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<b>Item 9: Upcoming Events</b>	
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Date	Event Details
10 June	June Board Meeting – Port Macquarie
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

<b>There being no further business the meeting closed at 5:10pm</b>
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