

## MEETING MINUTES - Endorsed

DATE: Wednesday, 14 March 2018

TIME: 2.45pm – 6pm

VENUE: Kempsey DH Primary Community Health Meeting Room

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
<b>Attendance and Declarations</b>			
<u>Welcome:</u> Warren Grimshaw AM, Chair.			
Present: Warren Grimshaw Chair (WG), Prof Gail Whiteford (GW), Janine Reed (JR), Dr John Barrett (JBarrett), Dr Stephen Begbie (SB), Neville Parsons (NParsons), Dr Jennifer Beange (JBeange), Dr Jo Sutherland (JS)			
Apologies: Neil Porter (NPorter), Neil Wendt (NW), David Kennedy (DK)			
In Attendance: Stewart Dowrick (SD), Vanessa Edwards (VE), Lynn Lelean, Dr Colin Farquharson (CF/Observer) Julie Usher Minutes			
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions			
<b>Item 1: Presentations</b>			
<b>Presentations/Discussions</b>			
1.1	<p>Dr Colin Farquharson – Chair of the Kempsey District Hospital Medical Staff Council</p> <p>WG on behalf of the Board, welcomed Dr Colin Farquharson to the meeting, congratulated him on receiving the Rural Doctor of the Year Award in 2017, and thanked him for his efforts servicing patients in the Kempsey community and at Kempsey District Hospital.</p> <p>WG welcomed advice on where we are going and what we should be doing to assist with clinical engagement at Kempsey District hospital.</p> <p>CF noted:</p> <ul style="list-style-type: none"> <li>The three new GP positions at Kempsey will ensure coverage into the future.</li> <li>The Fracture Clinic being established at KDH will be of great assistance to members of the community including saving patients on the need to travel to Port Macquarie and Coffs Harbour for this service</li> <li>Possibly consider oncology services as an outreach clinic.</li> <li>An RCA incident in November where the interview was conducted 63 days post incident and the results were still not available at 90 days post incident. The delay in interview created unnecessary angst over an already traumatic incident.</li> <li>WG advised that RCA's provide important information for the Board who review them, and that the HCQC also review them.</li> <li>NParsons asked if CF could identify any reasons behind the increase in ED presentations. CF hoped that more GP's employed in the area would see a reduction in patients presenting to ED.</li> <li>SD asked what three key areas CF felt could be strengthened and improved upon in the work environment for GP's; CF advised, 1. extra administration support, 2. help with electronic medical records, and 3. an Executive Officer stationed full time at Kempsey District Hospital.</li> </ul>		
<b>Resolution:</b> The Governing Board received and noted the information provided in Item 1.			
<b>Item 2: Minutes of Governing Board</b>			
2.1	Minutes of Meeting 14 February 2018	Endorsed	Chair Att. 2.1

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<p><b>Resolution:</b> The Minutes of the Governing Board meeting of 14 February 2018 were confirmed as an accurate record and will be made publicly available on the MNCLHD website.</p>				
<p><b>Item 3: Business Arising</b></p>				
<p><b>Action Table and follow up</b></p>				
3.1	<p>Action Table</p> <p><b>Resolution: The Action Table was noted</b></p>			
3.1b	<p><b>ETP</b> SD to provide an update on ETP to the Board at the March Meeting.</p> <p><b>Resolution: SD to invite the Network General Managers to present to the Board on ETP.</b></p>			
3.1c	<p><b>VMO Reappointment Process</b></p> <p><i>(In-camera discussion)</i></p>			
3.1d	<p><b>Board Sub-Committee: Health Service Development &amp; Innovation</b></p> <ul style="list-style-type: none"> <li>The network General Managers to recommend nominees to participate in the HSDI Sub-Committee.</li> </ul> <p>SD reported that SET have been reminded to nominate participants for this Sub-Committee. PMBH have identified interested staff.</p>			
3.1e	<p><b>Kempsey – Unplanned Readmissions</b></p> <ul style="list-style-type: none"> <li>SD to list priorities for Jane to work with the PHN on unplanned readmissions in Kempsey. SD to provide comment on this at the next meeting.</li> </ul> <p><b>Action: SD to invite the Network General Manager’s to present to the Board on unplanned readmissions.</b></p>			
3.1f	<p><b>Board Governance Training</b></p> <ul style="list-style-type: none"> <li>JU to investigate options on refresher training for Board Members</li> </ul> <p>VE advised that NSW Health are negotiating a contract with an external training partner to conduct Board Governance training state-wide. As soon as we know who the training partner is, we will look to book in training for our Board, within the District.</p> <p><b>Action: VE to investigate if governance training can be provided online.</b></p>			
3.1g	<p><b>Engagement with MSC</b></p> <ul style="list-style-type: none"> <li>WG to invite Chair of the Kempsey Medical Staff Council Dr Colin Farquharson to attend and make a presentation at the March Board meeting in Kempsey.</li> <li>WG to invite Dr Bruce Hodge and Dr John Neal to the next Board meetings held in Port Macquarie and Coffs Harbour respectively, to present their views on how we are going.</li> </ul> <p>WG advised that invitations will be issued for the meetings.</p>			
3.1h	<p>SD noted a recent coroner’s report of a case in Lismore and the current spotlight on accountability of medical practitioners, and how this is different in legal systems across the world.</p> <p><b>Action: SD to include a paper on the Lismore case, along with the UK manslaughter matter as previously requested at the February meeting.</b></p>			
<p><b>Resolution:</b> The Governing Board noted the update on Action items. Items finalised with no further actions will be removed from the Action Table.</p>				

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
<b>Item 4: Chief Executive's Report</b>			
4.1	<p>Chief Executive's Report and Attachments were noted:</p> <ul style="list-style-type: none"> <li>• Business Case for PMBH Carpark</li> <li>• Draft Midwifery Model at Macksville Health Campus</li> <li>• BHI Adult Admitted Patient Survey – Media Statement</li> <li>• MNCLHD AAPS 2016 Results</li> <li>• MNCLHD SRHPS 2016 Results</li> <li>• Rural Research Alliance Feb 2018</li> <li>• Rural and Remote Research Alliance Framework</li> <li>• Rural and Remote Research Program Report</li> <li>• MNCLHD December Performance Update</li> <li>• MoH MNCLHD 18/19 Service Agreement Roadshow Response</li> <li>• MNCLHD 17/18 Six Month Progress against Strategic Initiatives</li> <li>• MIDROC – MNCLHD Research Presentation</li> </ul> <p>Stewart Dowrick provided an update to the Board on the following key issues:</p> <ul style="list-style-type: none"> <li>• Bowraville Brokerage Solution – Bowraville Community Health Centre – investigations are underway to establish supports to provide GP services at the centre.</li> <li>• AIDA hosted a “Future Health Champions” Health Expo at Bowraville Central School on Friday, 9 March. The event was well attended by schools in the region and received positive media coverage. SD expressed appreciation to all the team involved in this event.</li> <li>• Macksville Redevelopment – staff consultation continues with schematic design workshops held in February. SD advised that appropriate signage of the new site will be installed.</li> <li>• CHHC expansion – Configuration of the ED is being reviewed.</li> <li>• Peak Activity – It was noted that our ETP numbers had increased, and although we are ahead of the state average, we have had less ED attendances.</li> </ul> <p><b>Action: SD to invite the Network General Manager's to present to the Board on ETP.</b></p> <ul style="list-style-type: none"> <li>• Performance Management - District performance reviews have fallen behind. SD has again written to the relevant Executive advising that this needs to improve.</li> </ul> <p><b>Action: SD to discuss with Neil Porter strategies to improve staff engagement with the performance review process.</b></p> <ul style="list-style-type: none"> <li>• Executive Recruitment – recruitment of a Director Mental Health and Integrated Care, and a District Internal Audit Manager is almost finalised and announcements will be made soon.</li> <li>• Key NSW Ministry of Health Measures – the District maintains its 'O' rating.</li> <li>• Macksville Maternity Services – A draft midwifery led model was presented to the Board, with a further report to be provided regarding a network wide approach to maternity services, linked across the District. CF recommended readvertising the vacant VMO GP/Obstetrician positions noting that there are many graduating at the moment.</li> </ul> <p><b>Action: WG requested Macksville Maternity Services – Midwifery Led Model be put on the Agenda for discussion at the April Board meeting. WG further recommended taking up CF suggestion to readvertise the vacant position.</b></p>		
4.2	<p>Chief Executive's Key Performance Indicators Chief Executive's Performance Summary</p>		
<p><b>Resolution: The Governing Board received and noted the information provided in Item 4.</b></p>			

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
<b>Item 5: Strategic Matters (as per the MNCLHD Strategic Directions 2017-2021) - for discussion and/or endorsement</b>				
<b>5.1 People, Patients and the Community</b>				
We deliver patient-centred care informed by patients, their families and the community				
5.1.1	<b>Board Sub-Committee: Community Engagement</b>	Next Meeting 26 March		
<u>Identification of Risks for Item 5.1 (if applicable):</u>				
<b>Resolution/s confirmed by the Board relating to Item 5.1:</b>				
1. The Governing Board received and noted the information provided in Item 5.1.				
<b>5.2 Leadership, Workforce and Culture</b>				
We support the development of our workforce through learning and development, with a culture that supports everyone to be their best				
5.2.1	<b>Board Sub-Committee: Workforce, Health &amp; Safety</b>			
	<ul style="list-style-type: none"> <li>Confirmed Minutes - 18 December 2017</li> <li>Chair's Summary – 19 February 2018</li> </ul> <p>SB noted concerns with ROB (new recruitment system) including delays in recruitment. VE advised the recruitment team are working through all issues as best they can to ensure recruitment is not being stalled. It was noted this is the state-wide system.</p> <p><b>Action: WG requested Neil Porter review the risks and mitigation strategies relating to the ROB roll out.</b></p>			
5.2.2	<b>Board Sub-Committee: MDAAC</b>			
	<ul style="list-style-type: none"> <li>Confirmed Minutes – 14 December 2017</li> <li>Chair's Summary – 8 February 2017</li> <li>Recommendations – CE Approved</li> </ul>			
<u>Identification of Risks for Item 5.2 (if applicable):</u>				
<b>Resolution/s confirmed by the Board relating to Item 5.2:</b>				
1. The Governing Board received and noted the information provided in Item 5.2				
<b>5.3 Integrated Care</b>				
We have strong partnerships with healthcare providers across the Mid North Coast to ensure we can deliver truly integrated healthcare				
5.3.1	<b>Board Sub-Committee: Integrated Care</b>	Next Meeting 23 March 2018		
5.3.2	<b>Better Value Care (Standing Item)</b>			
	<p>The Board noted interest in how Better Value Care is progressing and if funding is secured for the future, as well as, what governance arrangements are in place for reporting.</p> <p><b>Action: SD to invite Linda Kay to present to the Board on Better Value Care including data governance, case mix management and better value care.</b></p>			
<u>Identification of Risks for Item 5.3 (if applicable):</u>				
<b>Resolution/s confirmed by the Board relating to Item 5.3:</b>				
1. The Governing Board received and noted the information provided in Item 5.3				
<b>5.4 Safety and Quality</b>				
The safety of our staff, patients and the community is at the core of everything we do. We use data, research and evidence to inform the delivery of quality care.				
5.4.1	<b>Board Sub-Committee: Health Care Quality</b>			

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
<ul style="list-style-type: none"> <li>Confirmed Minutes – 22 January 2018</li> <li>Chair Summary – 26 February 2018</li> <li>Quality and Safety Report Summary – February 2018</li> </ul> <p>Chair of the Health Care Quality Sub-Committee Dr Joanna Sutherland advised that the committee had welcomed a new member, and that there were no current issues or concerns noted in the networks. JS further advised that the service report came from the Hastings Macleay meeting.</p>			
<b>Identification of Risks for Item 5.4 (if applicable):</b>			
<b>Resolution/s confirmed by the Board relating to Item 5.4:</b>			
1. The Governing Board received and noted the information provided in Item 5.4.			
<b>5.5 Innovation and Research</b>			
We evaluate our outcomes against best practice. We collaborate with academic partners to ensure research is part of our culture			
5.5.1	<b>Board Sub-Committee: Health Service Development &amp; Innovation</b>	Next Meeting 6 April 2018	
<b>Identification of Risks for Item 5.5 (if applicable):</b>			
<b>Resolution/s confirmed by the Board relating to Item 5.5:</b>			
1. The Governing Board received and noted the information provided in Item 5.5			
<b>5.6 Value and Accountability</b>			
We drive value by delivering the best patient outcomes within a level of expenditure that is sustainable			
5.6.1	<b>Board Sub-Committee: Finance and Performance</b> <ul style="list-style-type: none"> <li>Confirmed Minutes – 30 January 2018</li> <li>Chair Summary – 27 February 2018</li> </ul> <p>Chair of the Finance and Performance Sub-Committee Neville Parsons advised the following:</p> <ul style="list-style-type: none"> <li>Early indicators show that we are on track to meet budget. However, there are still some concerns so we are still asking if we have the right budget in the two Networks, including if the benchmark is right as we move toward the 2018/2019 budget. This includes particular caution on the repairs and maintenance, and, goods and services budgets.</li> <li>NParsons cautioned looking at lessons learned from the Port Macquarie fit out, as we move into the budget period for the Macksville and Coffs Harbour redevelopments, to avoid unnecessary waste.</li> <li>Finance team are working through early budget preparation, with the assistance of Acting Director Finance Theo Koenders, improving components of the budget.</li> <li>JBarrett commended both Neville Parsons as Chair of the Finance and Performance Committee and Stewart Dowrick for their work on the budget. JBarrett noted that the two network General Managers are being invited to a future Board meeting which will be an opportunity to discuss the budget with them. JBarrett further suggested consideration be given to inviting them to a Finance and Performance Committee meeting.</li> </ul>		
5.6.2	<b>Report: Finance and Performance Report Year to Date 31 January 2018</b> <b>Resolution: The Governing Board noted the Finance and Performance Report Year to Date 31 January 2018.</b>		
5.6.3	<b>Board Sub-Committee: Audit and Risk</b> <ul style="list-style-type: none"> <li>Confirmed Minutes – 30 November 2017</li> <li>Outstanding Recommendations Summary at February 2018</li> </ul> <p>SD advised that we will need to seek agreement to alter the audit plan and the risk plan this year as staff numbers have reduced and as a result, there are items that we will not be able to complete this year.</p>		

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<b>Identification of Risks for Item 5.6 (if applicable):</b>				
<b>Resolution/s confirmed by the Board relating to Item 5.6:</b>				
1. The Governing Board received and noted the information provided in Item 5.6.				
<b>5.7 Closing the Gap</b>				
We will continue to work towards closing the gap of health disparities between Aboriginal and non-Aboriginal people				
5.7.1	<b>Board Sub-Committee: Close the Gap</b>	Next Meeting 14 April 2018		
<b>Identification of Risks for Item 5.7 (if applicable):</b>				
<b>Resolution/s confirmed by the Board relating to Item 5.7:</b>				
1. The Governing Board received and noted the information provided in Item 5.7.				
<b>Item 6: Other Operational Items for Discussion</b>				
6.1	-			
<b>Item 7: Directorate Updates</b>				
Directorate Updates – Not required this month				
<b>Item 8: For Information of the Board (Discussion by exception)</b>				
<b>Correspondence, General Business &amp; Questions on Notice</b>				
8.1	Confidentiality (Standing item)	For Noting	Chair	-
	The Chair mentioned the next item on the Agenda being of a confidential nature, in this regard: <ul style="list-style-type: none"> <li>- Dr Colin Farquharson departed the meeting.</li> <li>- Dr Joanna Sutherland and Dr Stephen Begbie noted their Conflict of Interest in the discussion to follow.</li> </ul>			
8.2	<b>Confidential Item – PMBH</b> A confidential 'in camera' discussion was held. A confidential file note recorded this discussion.			
<b>Resolution:</b> The Governing Board received and noted the information provided in Item 8.				
<b>Item 9: 2017 - Upcoming visits and events (for information)</b>				
	Date	Event Details		
	9 May	MNCLHD Governing Board Meeting – Port Macquarie		
	13 June	MNCLHD Governing Board Meeting – Coffs Harbour		
	14 June	MNCLHD Health Innovation Awards – Opal Cove Coffs Harbour		
There being no further business the meeting closed at - 5.46pm				