



MEETING MINUTES - Endorsed

DATE: Wednesday 14 October 2020

TIME: 2pm to 6pm

VENUE: Video Conference: Coffs Harbour Health Campus ME025 and Port Macquarie Large Conference Room Community Health Campus
Teleconference: 9842 2500 pin-code 4859862#

Item / Description	Action	Att
Attendance and Declarations		
Welcome: 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 Tim Francis (TF)		
Apologies: Nil		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Manager Corporate Governance Delwyn Kruk (DKr), Media Manager Lynn Lelean (LL), Julie Usher-Minutes.		
Observer: Dr Daniel Curley		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Sue McGinn re Kempsey item in CE Report. Dr Seccull re Women's Health.		
Confidentiality:		
Item 1: Presentations/Discussion		
1.1	A Confidential In-Camera Session was held	
1.2	Presentation – NSW Rural Doctors Network (RDN) <ul style="list-style-type: none"> • Chief Executive Officer Richard Colbran (by telephone) • Director of Service Delivery, Mike Edwards • RDN provide support for the recruitment, retention, education and training of rural general practitioners and looking to develop work plans with each of the LHDs. • Collaborative Care approach facilitated by RDN. • RDN key strategies include: promote joint whole of MNC approach to assist with recruitment to the area to draw highly skilled health workers and administrators to the region; understand the role of telehealth use in the region; understand the capability of the worker not just the competency. • The Board look forward to ongoing collaboration with the RDN with regard to workforce. • Action: Board requested information on a joint approach with the RDN for the MNCLHD in terms of recruitment. Local initiatives also to be explored. 	
1.3	Update – Coffs Harbour Health Campus Medical Staff Council (CHHC MSC) <ul style="list-style-type: none"> • Dr Daniel Curley provided the following update on behalf of the CHHC MSC: <ul style="list-style-type: none"> ○ The MSC welcomed the appointment of new Director of Medical Services Dr Douglas and noted recent media coverage. 	

	<ul style="list-style-type: none"> ○ Engagement of medical staff in relation to new clinical services building is ongoing. ○ Support for District-wide recruitment initiatives. ○ SD noted JMOs reported positive experiences on rotation at CHHC. ○ The ANZCA Bulletin article featuring Coffs Harbour anesthetists was noted. ○ WG noted the contribution of Dr Curley as CHHC MSC Chair and the CHHC MSC as a group. ○ Action: MNCLHD Clinical Leaders including the two new DMS to be invited to a future Board meeting. <p><i>Dr Dan Curley departed the meeting.</i></p>
Item 2: Minutes and Action Table	
2.1	<p>Minutes</p> <p>2.1.1 Minutes of Meeting – 9 September 2020</p> <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Endorsed the Minutes of Meeting 9 September 2020 with amendment to item 5.5.</p>
2.2	<p>Actions</p> <p>2.2.1 Action Table</p> <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Noted the Action Table.</p> <hr/> <p>2.2.2 Action: MNCLHD Mobile Duress Alarms Update Audit</p> <ul style="list-style-type: none"> • The Board seek further advice as to the implementation of the findings of the audit. • Board noted some of the issues raised around the wearing duress alarms. <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Noted the Business Paper.</p> <hr/> <p>2.2.3 Action: PMES Survey</p> <ul style="list-style-type: none"> • Review idea of a District wide survey in lieu of the PMES survey • SD noted results of the Safety Survey should be available in December. • SD noted the work undertaken on this matter by the Workforce team including Simon Joice. <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Noted the Business Paper.</p> <p>2. Action: Board requested a presentation on the results of this survey for the December meeting (pending the results being available).</p>

	<p>2.2.4 Action: MNCLHD Grant Expenditure</p> <ul style="list-style-type: none"> The Board seek further information including geographical spread of funds, information on who allocates the grant, any leverage the grants bring to the wider community, how projects are prioritised for funding. Board requested further information on non-ministerial approved grants including as to allocation process. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the Business Paper. Action: Board requested further background information on District grants, including how we assess the outcomes from the programs.
	<p>2.2.5 Action: MNCLHD NSW Health Board Report</p> <ul style="list-style-type: none"> Board seek advice on Emergency Department presentations under review and when the working party will report on this. <p>Resolution: The MNCLHD Governing Board:</p> <ul style="list-style-type: none"> Noted the Business Paper
	<p>2.2.6 Action: Annual Leave and Workers Compensation Arrangements</p> <ul style="list-style-type: none"> Board requested advice with regard to Annual Leave and Workers Compensation during COVID-19 <p>Resolution: The MNCLHD Governing Board:</p> <ul style="list-style-type: none"> Noted the Business Paper Action: Board requested advice on QBE Change Room Connect program.
	<p>2.2.7 Action: PPE</p> <ul style="list-style-type: none"> The Board requested a one-page summary on PPE including training, the number of staff who have been trained, what is included in the training and the outcomes and doffing processes. CE to then prepare an email to all staff on this matter. Update September Board: The Board requested initiatives which are being undertaken to increase compliance and completion rates for mandatory PPE training. SD noted the ongoing engagement work continues to increase medical staff participation and completion of this training. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the Business Paper.
Item 3: Strategic Items for endorsement and/or discussion	
3.1	<p>Chief Executive's Report</p> <p>Stewart Dowrick submitted monthly report and spoke to various matters including:</p> <ul style="list-style-type: none"> eHealth work being rolled out including Admission Discharge Notification project.

	<ul style="list-style-type: none"> - Regional Cancer grant opportunities. - Recruitment to the position of Integrated Care and Allied Health Reform. - Budget expected to be available in late November. - Future Health Strategies initiatives coming (consultation being conducted by NSW Health across all LHDs). <p><u>Recommendation: That the MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the Chief Executive’s Report and verbal update. 2. Action: Board requested a position paper regarding RDN/local universities offering Health Information Management degree.
3.2	<p>Report: MNCLHD Organisational Performance Report</p> <ul style="list-style-type: none"> - Board commended the LHD on the revised format and clarity of the new summary page. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Received and noted performance of the MNCLHD Key Performance Indicators 2. Action: Board requested strategy on reducing Mental Health time in ED KPI.
3.3	<p>Business Paper: MNCLHD Enterprise Risk Management Report June to September 2020</p> <ul style="list-style-type: none"> - MoH has indicated advice will be forthcoming on top 10 risks across all LHDs. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Endorsed the MNCLHD Enterprise Risk Management Report June to September 2020 2. Action: KR to look at any reviews on health outcomes in the use of telehealth – impact and any possible adverse effects. 3. Action: SD to consult with other rural LHDs on any identified risks.
3.4	<p>Business Paper: COVID-19 Communications Plan – Interim Evaluation</p> <ul style="list-style-type: none"> - Significant communications are being posted for information of community via various social platforms and media. Staff have access to a dedicated COVID Hub on the Intranet which provides up to date information and resources. Community partners also receive regular updates on COVID clinics. - Evidence indicates these resources are being accessed by staff and community. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper, acknowledging the ongoing work across all Directorates to ensure effective and targeted communications are provided across the MNCLHD to patients, staff, community and partners.

3.5	<p>Business Paper: Inquiry on Regional Health Outcomes</p> <ul style="list-style-type: none"> - MNC coordinated advice on rural capital investment in Cancer Centres and Multi Purposes Services. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the Business Paper.</p>
3.6	<p>Business Paper: MNCLHD Aged Care Update</p> <ul style="list-style-type: none"> - WG commended the good work being undertaken in the District by the aged care group. - Community feedback noted the PHN and LHD collaborative work on this matter. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the Business Paper.</p>
3.7	<p>Business Paper: MNCLHD Disability Sector COVID-19 Outbreak strategies</p> <ul style="list-style-type: none"> - WG commended the good work being undertaken in the District by the disability group. - SD noted a similar strategic approach being taken as to the aged care sector. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the Business Paper</p>
3.8	<p>Business Paper and Report: COVID-19 Operational Plan Status Report – October 2020</p> <ul style="list-style-type: none"> - The Domestic violence risk rating change noted. <p><u>Resolution: That the MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the Business Paper</p>
Item 4: Operational Items	
4.1	<p>Business Paper: MNCLHD RCA Update Report</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the Business Paper.</p>
4.2	<p>Business Paper: MNCLHD Capital Works Update</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the Business Paper.</p>

4.3	<p>Business Paper: MNCLHD Accreditation Update</p> <ul style="list-style-type: none"> - National Standards view on risks noted. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the Business Paper.</p>
4.4	<p>Business Paper: You Make a Difference Campaign</p> <ul style="list-style-type: none"> - Board noted this is a good initiative and appreciated the work undertaken by the Senior Executive Team (SET) and the People and Culture team. - Board suggested some information from this campaign be used in the annual public report. - External Facebook engagement ‘thank you’ strategies noted. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Endorsed the campaign with appreciation.</p> <p>2. Action: WG to commend the People and Culture group on this initiative.</p>
4.5	<p>Business Paper: MNCLHD Summer Preparedness</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the information provided in the business paper.</p>
4.6	<p>The Pulse - online</p> <ul style="list-style-type: none"> - SD noted the internal staff newsletter ‘The Pulse’ had moved to an electronic format available to all staff via the Intranet. SD commended the Communications Directorate for their work on this initiative. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the advice provided by the CE.</p>
4.7	<p>Director Public Health Unit</p> <ul style="list-style-type: none"> - SD advised the Director of the North Coast Public Health Unit is on six months leave to complete his Doctorate. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the advice provided by the CE.</p> <p>2. Action: WG to send letter of appreciation and congratulations for work during COVID-19.</p>

Item 5: Governance Items – Board Sub Committees and associated reporting	
5.1	<p>Board Sub-Committee: Community Engagement 5.1.2 Chair’s Summary 21 September 2020 (verbal update)</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the verbal update.</p>
5.2	<p>Board Sub-Committee: People and Culture Committee 5.2.1 Confirmed Minutes 24 August 2020 5.2.2 MNCLHD People and Culture Reports September 2020</p> <ul style="list-style-type: none"> - Neil Porter to identify what is covered under the heading ‘workplace concerns’ and email to Board. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the reports.</p>
5.3	<p>Board Sub-Committee: MDAAC 5.3.1 Confirmed Minutes 13 August 2020 5.3.2 Chair’s Summary 10 September 2020 5.3.3 MDAAC CACD September 2020</p> <ul style="list-style-type: none"> - Board requested update on staff specialist recruitment strategy - Board agreed for the need to identify services strategy and noted this will be picked up in the culture strategy. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the reports. 2. Action: Board requested advice on staff specialist recruitment strategy.</p>
5.4	<p>Board Sub-Committee: Integrating Care 5.4.1 Chair’s Summary 6 October 2020 (verbal update)</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the verbal update.</p>
5.5	<p>Board Sub-Committee: Health Care Quality 5.5.1 Confirmed Minutes 24 August 2020 5.5.2 Chair’s Summary 28 September 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the reports.</p>

5.6	<p>Board Sub-Committee: Health Service Development & Innovation</p> <p>5.6.1 Confirmed Minutes 7 August 2020</p> <p>5.6.2 Chair's Summary 2 October 2020 (verbal update)</p> <ul style="list-style-type: none"> - Name change to Research Innovation and Health Service Development Committee noted. - The Terms of Reference have been updated. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the reports and verbal update.</p>	
5.7	<p>Board Sub-Committee: Finance and Performance</p> <p>5.7.1 Confirmed Minutes 25 August 2020</p> <p>5.7.2 Chair's Summary 29 September 2020</p> <p>5.7.3 FOAM Presentation to F&P BSC 29 September 2020</p> <ul style="list-style-type: none"> - Staff who have been working through the COVID situation without taking leave should be encouraged to now plan and take leave. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <p>1. Noted the reports.</p> <p>2. Action: Board requested a progress report on surgical services planning 20/21 for discussion at November meeting.</p>	
5.8	Board Sub-Committee: Audit and Risk	Next meeting 3 Dec
5.9	Board Sub-Committee: Close the Gap	Next meeting 20 Oct
Item 6: Directorate Dashboard and Summary Updates		
6.1	Mental Health Alcohol and Other Drugs	
6.2	Public Health Unit	
6.3	Aboriginal Health and Primary Partnerships	
6.4	Nursing Midwifery and Services Reform	
6.5	Clinical Governance and Information Services	
6.6	Finance and Performance	
6.7	<p>Communications</p> <ul style="list-style-type: none"> - Board requested a 12-month trend on complaints data for next report. 	
6.8	Coffs Clinical Network	
6.9	Hasting Macleay Clinical Network	

6.10	People and Culture <ul style="list-style-type: none"> - Board noted the leave requests for approval detailed in the report. - Board noted the work on secondary employment.
6.11	Research and Knowledge Translation
6.12	Internal Audit and Risk – N/A
6.13	Integrated Care
	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the reports. 2. Action: NMS to provide feedback on the scenario modelling incorporating the loss of staff. 3. Action: PAC to provide further information on secondary employment (percentage, type)
Item 7: General Business, Correspondence and Business without notice	
7.1	<p>Notice of Motion – COVID19: Supporting our staff</p> <p>Board noted the work of all staff during extreme circumstances including the bushfires and now COVID. The Board recorded the following motion in support of staff welfare:</p> <p>The Mid North Coast Local Health District Governing Board remains absolutely committed to the welfare of all staff within the MNCLHD. It continues to actively monitor the actions being taken to ensure the safety of all staff.</p> <ul style="list-style-type: none"> - Action: To support this commitment the Board seeks regular updates from the CE on district strategies and operational plans which support the welfare and wellbeing of all staff.
7.2	<p>Letter: Regional Cancer Treatment Centre</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the letter.
7.3	<p>Independent Commission Against Corruption</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information.
Item 8: Large Attachments and additional information	
Nil	
Item 9: Upcoming Events	
Date	Event Details
11 Nov	November Board Meeting - Port Macquarie
9 Dec	Annual Public Meeting – Cavanbah Hall Coffs Harbour / December Board Meeting – Coffs Harbour (pending COVID-19 restrictions)
There being no further business the meeting closed at 6pm	