



MEETING MINUTES - Endorsed

DATE: Wednesday 12 August 2020

TIME: 2pm to 6pm

VENUE: Video Conference: Coffs Harbour Health Campus ME025 and Port Macquarie Large Conference Room Community Health Campus

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:		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Manager Corporate Governance Delwyn Kruk (DKR), Julie Usher-Minutes.		
Observers: Nil		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Dr Alison Seccull COI - Women's Health Centre; Neil Porter COI Endeavour House.		
Confidentiality:		
Item 1: Presentations/Discussion		
1.1	Confidential In-Camera Session - 2pm to 2:30pm	
1.2	<p>Presentation – People and Culture</p> <ul style="list-style-type: none"> • Director People and Culture - Rebekah Florence (CHHC) • Managing Director Performance Frontiers – Gretel Bakker (by telephone) <p>• The Board and the Chief Executive look forward to progress on strengthening people and culture across the organisation and implementing the process outlined.</p> <p>• Workshop dates to be worked out as soon as possible.</p> <p>• The Board thanked Gretel Bakker and Rebekah Florence for the presentation.</p> <p>Resolution: The MNCLHD Governing Board:</p> <p>1. Endorsed the proposal outlined in the presentation.</p>	
1.3	<p>Update – Bellingen Medical Staff Council (MSC) (4pm)</p> <ul style="list-style-type: none"> • Representative from Bellingen MSC Dr Andrew Heslop <p>WG welcomed Dr Heslop to the meeting.</p>	

	<p>Dr Heslop provided the following update on Bellinger River District Hospital;</p> <ul style="list-style-type: none"> The wards, renovations, carpark including physical structure are excellent and doing well. Dr Heslop noted the amount of clearing that had occurred at the top carpark area. The staff are terrific and operationally running quite well. <p>Ongoing issues of concern include:</p> <ul style="list-style-type: none"> IIMS system, access to mental health services, patient handovers, patient transfers, recruitment, connectivity. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted: The MNCLHD Governing Board Chair and Chief Executive attended the Bellinger Medical Staff Council meeting in February 2020 where a number of these items were discussed. Action: SD to provide advice on all issues raised by Dr Heslop including a report on recruitment to positions in Bellinger, a report on what has taken place with the IIMS system, transfers between CHHC and Bellinger, handover concerns, and the connectivity issues. This information to be shared with the Bellinger MSC. Action: SD to attend the next Bellinger MSC meeting which is being held in October.
Item 2: Minutes and Action Table	
2.1	<p>Minutes</p> <p>2.1.1 Minutes of Meeting – 8 July 2020</p> <p>2.1.2 Minutes of Special Budget Meeting 29 July 2020</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Endorsed the Minutes of Meeting 8 July 2020 Endorsed the Minutes of Special Budget Meeting 29 July 2020 with amendment.
2.2	<p>Actions</p> <p>2.2.1 Action Table</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the Action Table <p>2.2.2 Action: HealthShare Accelerated Savings Program Contracts</p> <ul style="list-style-type: none"> SD to write to HealthShare and request involvement in monitoring the performance and activity of MNCLHD contracts under the HealthShare Accelerated Savings Program. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the business paper <p>2.2.3 Action: MNCLHD District Awards 2020</p> <ul style="list-style-type: none"> VE to create a proposal and include this year’s winners to attend a function in 2021
	Refer 4.8

	<p>2.2.4 Action: Macksville Maternity Services</p> <ul style="list-style-type: none"> Board request overview on local GP response to the Macksville Maternity Service option. Board request an update on the postponement of this service. 	Refer 3.6
	<p>2.2.5 Action: COVID-19</p> <ul style="list-style-type: none"> SD write to the PHN requesting information on PHN COVID-19 testing and data recording WG to write to all ED and ICU departments including Kempsey to acknowledge their work during COVID-19. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the PHN COVID-19 paper. 	
	<p>2.2.6 Action: Integrating Care Sub Committee</p> <ul style="list-style-type: none"> SD to contact A/Director MHIC to ensure meetings are held. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the Integrating Care Sub Committee meetings had recommenced. 	
	<p>2.2.7 Action: Accreditation</p> <ul style="list-style-type: none"> Board request Accreditation be referred to the Audit Committee for opinion on whether Audit could conduct a review of areas of concern raised from last Accreditation, and conduct their own internal audit in place of delayed Accreditation. SD remind SET that Accreditation standards are ongoing as part of the quality process. 	Refer 4.2
Item 3: Strategic Items for endorsement and/or discussion		
3.1	<p>Chief Executive's Report</p> <p>The CE provided the following verbal update as well as the written report:</p> <ul style="list-style-type: none"> The updated funding position for Macksville Hospital, district surgery targets and district COVID-19 activities (which is funded retrospectively) was noted. The Board noted the 2020/2021 budget and wish to better understand if we can meet our commitments with advice from the Finance Committee. The extra Palliative Care Medical Specialist Relief position was noted. The district has nominated seven employees for the Premier of NSW – Bushfire Emergency Citations. There has been an increase in remote working requests in past few months. Health Infrastructure would like the opportunity to present to the Board at a future meeting. Board agreed this would be useful. Engagement with the residential aged care sector within the MNCLHD was noted with regard to COVID-19 preparation noting all centres have been risk assessed. CE noted engagement with other LHD CEs with regard to approach to aged care sector. 	

	<ul style="list-style-type: none"> • CE continues to look at how we are supporting our staff and patients during the pandemic. This includes training regarding appropriate doffing of PPE to avoid infection. • Some of the Board noted external advice that doffing of PPE and staff tea rooms can pose highest risk to staff for infection. • A review of MNCLHD local businesses and COVID-19 safe restrictions found many not adhering to public health orders. Fortnightly meetings with local councils have been set up and a communication plan to support local business along with the Public Health Unit initiated. • The update on CHHC hospital expansion project was noted. • Stewart Dowrick was awarded an Honorary Fellowship in recognition of a distinguished career sharing the values of the college by the Board of the Australian College of Health Service. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the Chief Executive’s Report and verbal update. 2. Action: SD to provide 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, doffing. CE to then prepare an email to all staff on this matter. 3. Wished to congratulate the Chief Executive on his Honorary Fellowship award. Chair to write a letter of congratulations.
3.2	<p>Report: MNCLHD Organisational Performance Report</p> <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: Requested a one page summary at the beginning of the report highlighting areas of concern.
3.3	<p>Business Paper and Attachment: MNCLHD Planning Framework 2020 Update</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the progress of the MNCLHD Interim Operational Plan 2020.
3.4	<p>Business Paper: MNCLHD Safety and Quality Account</p> <ul style="list-style-type: none"> • SD noted the Safety and Quality Account is on track to be signed off by the Board however may occur out of session. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper.
3.5	<p>Business Paper: MNCLHD Capital Works and HI Update</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p>

	1. Noted the information provided in the Business Paper on the Capital Works and Health Infrastructure projects – July 2020
3.6	<p>Business Paper and Attachments: Macksville Maternity Options, Risk and Engagement Strategy</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the business paper and wished to express appreciation for all the work undertaken to implement the model. 2. Action: Requested a review/evaluation including numbers presenting at Macksville instead of Coffs Harbour, in six months time. 3. Action: SD to follow up engagement approach taken with GP practices providing outreach services to patients.
3.7	<p>Business Paper and Attachments: MNCLHD Operational Plan Status Report</p> <ul style="list-style-type: none"> • Concerns noted regarding initiatives 4.14 and 4.15 not yet started. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the progress of the MNCLHD Interim Operational Plan 2020. 2. Action: SD to review progress of initiative 4.15 – development of a Cyber Security Plan.
3.8	<p>Report: MNCLHD Monthly Enterprise Risk Management Report</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the report
3.9	<p>Business Paper and Attachment: Residential Aged Care July 2020</p> <ul style="list-style-type: none"> • A review of Hospital in the Home process is being undertaken. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Noted the information provided in the report. 2. Action Marie Beswick to be invited to the September Board meeting to provide an overview of work with aged care sector including an overview of Hospital in the Home structure.
3.10	<p>Business Paper and Attachment: MNCLHD Corporate Governance Attestation Statement 2019/2020</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> 1. Endorsed the MNCLHD Corporate Governance Attestation Statement 2019/2020
3.11	Business Paper: Durri Aboriginal Corporation Temporary Relocation to Kempsey District Hospital

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Endorsed the temporary relocation of Durri Aboriginal Corporation Medical Services into the old Kempsey Hospital whilst they rebuild their clinical services building.
Item 4: Operational Items	
4.1	<p>Business Paper & Report: MNCLHD RCA Update Report August 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the Business paper and Report.
4.2	<p>Business Paper & Attachment: MNCLHD Accreditation Update</p> <ul style="list-style-type: none"> SD commended the Clinical Governance team for their work, preparation and review of process with regard to accreditation. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided with thanks. Action: Requested this update be provided monthly. Action: Requested a one page summary at the beginning of the report highlighting items at risk of not achieving accreditation and how they will be addressed.
4.3	<p>Report: NSW Health MNCLHD Board Report July 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the report.
4.4	<p>Business Paper & Attachment: MNCLHD Review CCN Recommendations Update</p> <ul style="list-style-type: none"> The update from the CE with regard to engagement strategy and risks was discussed and noted. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the business paper and the update from the Chief Executive with regard to engagement with senior clinical staff on distribution of information.
4.5	<p>Business Paper: MNCLHD Safety Culture Survey</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the business paper and reports. WG to write to Director of People and Culture thanking team for their efforts with this survey.
4.6	<p>Business Paper & Attachment: MNCLHD Grant Expenditure</p>

	<ul style="list-style-type: none"> Funding for Endeavour House will cease December 2021. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the Grant Expenditure for the period 1 July 2018 to 30 June 2020. Requested this report be provided to the Board every 12 months. Requested grant information be included in the Annual Report. Action SD to advise what review processes are in place to measure grant outcomes.
4.7	<p>Report: MNCLHD COVID-19 Clinics Internal Audit</p> <ul style="list-style-type: none"> There has been an upscale in patients presenting for testing. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the business paper and reports, and noted that there are actions in place to address the issues raised in the report. Action: SD to investigate if NSW Health nursing staff are able to provide medical certificates to patients presenting for COVID-19 tests.
4.8	<p>Business Paper: MNCLHD Awards 2020</p> <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Endorsed the proposed delivery for MNCLHD 2020 Awards in line with COVID-19 restrictions.
4.9	<p>Business Paper & Attachment: eHealth Program July 2020</p> <ul style="list-style-type: none"> The statewide e-meds concerns were noted. SD noted a new wait list system is pending. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the business paper and report.
4.10	<p>Business Paper & Attachments: MNCLHD Exit Survey</p> <ul style="list-style-type: none"> The Board noted the following feedback with regard to the Exit Survey form: <ul style="list-style-type: none"> Form could be reconfigured to encourage staff to complete. Exit Survey could be completed via an app or mobile phone – to be kept very simple. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the business paper and report. Action The format and application of Exit Survey's to be referred to Director People and Culture/ Performance Frontiers for advice.

4.11	<p>Business Paper: Port Macquarie Base Hospital Helipad Risk</p> <ul style="list-style-type: none"> The Board noted the four options outlined in the paper would be reviewed in terms of budget allowance. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the business paper. Action: SD to provide advice on capacity to achieve option 4, noting it is likely the preferred option of the Board. SD to provide advice on usage per week of the helipad.
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 20 January 2020 5.1.2 Chair’s Report 21 July 2020</p> <ul style="list-style-type: none"> Community Connections meetings have been postponed. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the Community Engagement Sub-Committee papers
5.2	<p>Board Sub-Committee: People and Culture Committee</p> <p>5.2.1 Confirmed Minutes 15 June 2020 5.2.2 MNCLHD People and Culture Reports June 2020 5.2.3 Chair’s Summary 20 July 2020</p> <ul style="list-style-type: none"> The Workforce Plan has been reviewed and endorsed by the People and Culture Committee at their June meeting and no changes were made. The development of core values and a behaviour chart has been referred to the People Matter Employee Forum. The district is still exceeding MoH standard recruitment timeframes. Workers Compensation claims the lowest in the past 10 years. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the People and Culture Sub-Committee papers. Endorsed The Workforce Plan on the basis it was reviewed and endorsed by the People and Culture Committee at their June 2020 meeting and unchanged from copy presented to Board at March 2020 meeting.
5.3	<p>Board Sub-Committee: MDAAC</p> <p>5.3.1 Confirmed Minutes 11 June 2020</p>

	<p>5.3.2 Chair's Summary 9 July 2020 5.3.3 MDAAC CACD July 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the MDAAC Sub-Committee meeting papers</p>
5.4	<p>Board Sub-Committee: Integrating Care</p> <ul style="list-style-type: none"> • August meeting was successful, good papers and well prepared. • A draft integrated care work program/plan is being looked at to ensure strategic and whole of organisation oversight of program. • Looking to invite other representatives outside of organisation to participate in the meeting. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the verbal update provided by Dr Jenny Beange.</p>
5.5	<p>Board Sub-Committee: Health Care Quality</p> <p>5.5.1 Confirmed Minutes 22 June 2020 5.5.2 Chair's Summary 27 July 2020</p> <ul style="list-style-type: none"> • The update on number seclusions was noted and that work in this regard is ongoing. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided in the HCQC Sub-Committee papers</p>
5.6	<p>Board Sub-Committee: Health Service Development & Innovation (HSDI)</p> <ul style="list-style-type: none"> • HSDI will now sit under Research Knowledge and Translation Directorate under Dr Andrew Bailey and will shift to a more innovation focus. • Presentation on waste and approach to recycling was noted. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the verbal update provided by Dr Alison Seccull. 2. Endorsed the move of this sub-committee to the Research Knowledge and Translation directorate. 3. Action SD to provide a report on current waste contract and ability to recycle.</p>
5.7	<p>Board Sub-Committee: Finance and Performance</p> <p>5.7.1 Confirmed Minutes 30 June 2020 5.7.2 Confirmed Minutes Special Budget Meeting 21 July 2020 5.7.3 Chair's Summary 28 July 2020 5.7.4 Chair's attachment – costs not in Proposed Interim Budget 5.7.5 FOAM Presentation to F&P BSC 28 July 2020</p>

	<u>Resolution: The MNCLHD Governing Board:</u>	
	1. Noted the information provided in the F&P Sub-Committee papers	
5.8	Board Sub-Committee: Audit and Risk	
	5.8.1	Overview of meeting 16 July 2020
	5.8.2	Analytical review 30 June 2020
	<u>Resolution: The MNCLHD Governing Board:</u>	
	1. Noted the information provided in the A&R papers	
5.9	Board Sub-Committee: Close the Gap	
	<ul style="list-style-type: none"> David Kennedy noted the next Close the Gap meeting is being held on 18 August 2020 and that a Close the Gap Risk Assessment is being developed with Internal Risk and Audit. 	
Item 6: Directorate Dashboard and Summary Updates		
6.1	Mental Health and Integrated Care	
6.2	Public Health Unit	
6.3	Aboriginal Health and Primary Partnerships	
6.4	Nursing Midwifery	
6.5	Clinical Governance and Information Services	
6.6	Finance and Performance	
6.7	Communications	
6.8	Coffs Clinical Network	
6.9	Hasting Macleay Clinical Network	
6.10	People and Culture	
	<ul style="list-style-type: none"> Noted identified risk of clinical staff with secondary employment due to COVID-19 risk. 	
6.11	Research and Knowledge Translation	
6.12	Internal Audit and Risk	
	<u>Resolution: The MNCLHD Governing Board:</u>	
	<ul style="list-style-type: none"> Noted the importance of the Directorate Summary and Dashboard reports. 	
Item 7: General Business, Correspondence and Business without notice		
7.1	Confidential Items	Nil recorded
7.2	Chair's Report	
	7.2.1	WG Letter to Network ED Departments re COVID-19
	7.2.2	WG Letter to VE regarding Sarah's Patient Story

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <ul style="list-style-type: none"> • Noted the Chair's Report and correspondence.
7.3	<p>Business Paper: Kathleen Ryan secondment to CEC</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the Business Paper. 2. Action: Requested advice on this going forward.
7.4	<p>Business Plan: NSW Health Outcome and Business Plan 2020 to 2023</p> <ul style="list-style-type: none"> • Reducing preventable hospitalisations was noted. • The importance of how we structure our services and medical governance is important noting the increase in aged care and home care packages. • Budget situation to be kept on the agenda <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Discussed the information provided in the Business Plan. 2. Action: SD to review HITH cost comparison with in service patient costs
Item 8: Large Attachments and additional information	
Item 9: Upcoming Events	
Date	Event Details
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
There being no further business the meeting closed at 6pm	