

MEETING MINUTES - Endorsed

DATE: Wednesday 13 February 2019

TIME: 2pm to 6pm

VENUE: Coffs Harbour Health Campus – (VCN PMCHC VCN PMQ MNCCI)

Attendance and Declarations		
<u>Welcome:</u> Warren Grimshaw AM, Chair		
Present: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), David Kennedy (DK), Janine Reed (JR), Dr Jennifer Beange (JBeange), Rev. Dr John Barrett OAM (JBarrett), Dr Joanna Sutherland (JS), Susan McGinn (SG), Dr Stephen Begbie (SB), Dr Timothy Francis (TF)		
Apologies: Neil Porter (NPorter)		
In Attendance: Chief Executive Stewart Dowrick (SD), Vanessa Edwards (VE), Lynn Lelean (LL), Julie Usher Minutes		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Nil		
Confidentiality		
ITEM / DESCRIPTION	ACTION	ATT
Item 1: Presentations/Discussion		
1.1	Tour of "Maam Darruyaygamba" – Aboriginal Cultural Wellbeing Centre 2pm to 2.30pm	
1.2	Afternoon tea with MNCLHD 'People Matter Employee's Culture and Wellbeing Forum' Members 2:30pm to 3pm Resolution: Issues raised were noted including, the option of further meetings with PMEF Forum members throughout the year.	
Item 2: Minutes and Action Table		
2.1	Minutes 2.1.1 Minutes of Meeting – 13 December 2018 2.1.2 Minutes of Planning Session – 30 January 2019 Resolution: The Minutes were endorsed.	
2.2	Actions 2.2.1 Action Table <ul style="list-style-type: none"> The Action Item on Maternity Services Review to be updated to 'advice from the Maternity Services Committee' who will then communicate with the HCQC. Resolution: The Action Table was endorsed noting the amendment to the action item on maternity services.	
Item 3: Strategic Items for endorsement and/or discussion		
3.1	Chief Executive's Report and attachments: Stewart Dowrick provided an update on the following issues: <ul style="list-style-type: none"> The expansion of Coffs Harbour Health Campus is ahead of schedule. 	

	<ul style="list-style-type: none"> • Emergency Treatment Performance (ETP) and Transfer of Care (TOC) – while good progress is being made, state targets for ETP are unlikely to be met. In noting the overall situation, the Board congratulated all concerned for the progress that is being achieved. In this context, also noting both Coffs Harbour and Port Macquarie Base Hospital have had high numbers coming through ED. Resolution: The Board would like to acknowledge the good work by Kerry McKenna at Coffs Harbour Health Campus, and Belinda Porter and Garth Schultz at Port Macquarie Base Hospital with regard to TOC. • Paper: Provisional results – December 2018 – Selected Performance Indicators by LHD and Network (YTD December 2018). Resolution: the paper was noted. • Paper: People Matter Employee’s Culture and Wellbeing Forum – Leadership Meeting minutes. Resolution: the update and minutes were noted. • The 2017-18 VMO Reappointment Process – the update was noted. • Radiology services PMBH – I-MED will announce the appointment of a new director shortly. The District continues to consult with the HSU around staffing levels and the current provision of services. Action: SD to again raise staffing levels and the current provision of services with I-MED. • Kempsey Youth Mental Health: Action: SD to advise results of submission for proposed site for proposed Headspace in Kempsey, when available. • Bundaleer - A copy of the final report will be provided at the March Meeting. • Close the Gap – the district has reached 4.9% aboriginal employment just short of 5% target, which reflects continued progress in this area. • High Performing Rural Health Systems – Resolution: The draft report was noted. The Board supports MNCLHD participation in this work which will involve all rural LHD’s aimed at improving how we deliver services to our communities. • The CE provided a verbal brief to the Board on a recent clinical incident and the review processes being undertaken to manage this matter.
3.2	<p>Key Performance Indicators</p> <p>The KPI report is under construction and will be made available in the new format shortly.</p>
3.3	<p>Leading Better Value Care (Standing item)</p> <p>3.3.1 Leading Better Value Care Roadshow Emerging Themes</p> <p>Resolution: The Brief was noted. Potential financial implications were noted for reference to the Finance and Performance Sub-Committee.</p>
3.4	<p>Brief: Next Steps – Governing the Quality of Healthcare in Australian Public Hospital sites.</p> <p>Resolution: The Brief was noted and the ‘next steps’ were endorsed.</p>
3.5	<p>Brief: CT Scanner Macksville (investigation and consultation).</p> <p>The Board noted the following preliminary findings:</p> <ul style="list-style-type: none"> • A publically operated CT service for the new build in Macksville is not considered viable from a recurrent and capital perspective. • An additional CT service for the Coffs Harbour Health Campus redevelopment is under consideration. • Recommendations and findings will be reported to the Board at the April meeting. <p>The Board discussed:</p>

	<ul style="list-style-type: none"> • Consideration be given to a strategic approach to expand CT services in Macksville, including the possibility of private partnership. • It was noted that one of two CT scanners in the Nambucca area is not fully operational. <p>Resolution: The Brief was noted. The CE to provide recommendations and findings for CT scanner services for the Coffs Clinical Network, at the April meeting.</p>
3.6	<p>Brief: Asset Refurbishment Replacement Program</p> <p>Resolution: The Brief was noted.</p>
3.7	<p>Brief: MNCLHD Environmental Sustainability Project</p> <ul style="list-style-type: none"> • The Board asked if consideration could be given to reporting on sustainability at district level including individual site results, and to our communities. Sustainability reporting could be included in the annual public meeting booklet. <p>Resolution: The Brief was noted. The Board wished to congratulate the team for their work on this project. SD to consider district reporting on sustainability programs, measures and initiatives.</p>
3.8	<p>Brief: ACCC vs Ramsay Health Care</p> <p>Resolution: The Brief was noted.</p>
3.9	<p>Brief & Reports: Community Health and Hospital Program</p> <p>Resolution: The Brief was noted. The program reflects collaboration between the LHD and the PHN</p>
3.10	<p>Brief & Reports: Commonwealth Health and Hospital Program</p> <p>Resolution: The Brief was noted.</p>
3.11	<p>Review of Strategic Plan (priorities agreed at Board Planning Session)</p> <p>3.11.1 Mental Health</p> <ul style="list-style-type: none"> ○ A Strategic plan will be presented to the Board at the March Meeting. <p>3.11.2 Clinical engagement/Engagement strategies</p> <ul style="list-style-type: none"> ○ A Forum is being planned for April 2019. <p>3.11.3 Workforce Planning and Culture</p> <ul style="list-style-type: none"> ○ The Board requested a report on the number of hours worked by JMO's across the district. ○ The Board noted the district Orientation program for JMO's which includes a tour to other network facilities. Action: VS to prepare reports on the number of hours worked by JMO's across the district. <p>3.11.4 Research and Innovation</p> <p>3.11.5 The Minister's priorities</p> <p>3.11.6 Underprivileged communities incl (Close the Gap)</p> <p>Resolution: The priorities were noted. The Board requested a review of the priorities against the strategic plan and the Ministers plan. VE to allocate one-two items for discussion per Board meeting. Risk to be added to this list of priorities.</p>
Item 4: Operational Items	
4.1	<p>Brief & Report: Sinclair/Barker Review – Progress update (standing item)</p> <p>4.1.1 Brief and Report: VMO Reappointment Process Survey</p> <p>Resolution: The Briefs were noted. The progress update was noted. SD advised that the next Sinclair/Barker Review report will include expected close out dates.</p>

4.2	Brief: Big Ideas Grant Resolution: The Brief was noted and the recommendation endorsed.
4.3	Brief: Universal Medicine and PASH Program Resolution: The Brief was noted
4.4	Brief: Your Experience Survey (YES) – Mental Health Resolution: The Brief was noted.
4.5	Brief: MNCLHD 2019/20 Budget Update Resolution: The Brief was noted.
4.6	Brief: SET Performance Ratings Resolution: The Brief was noted.
4.7	Brief: CE Committee Memberships Resolution: The Brief was noted.
4.8	<p>Brief: Dr Emil Gayed Update S122</p> <p>Resolution: The Brief was noted.</p> <p>The CE advised that there were three Recommendations from the report:</p> <ol style="list-style-type: none"> 1. That governance processes be reviewed to ensure that IIMS reports are monitored at a local health district level to enable issues of patient safety relative to a particular clinician to be identified and to ensure that relevant staff have undertaken the reviews and investigations which the IIMS records as to be or having been undertaken. 2. That public hospitals which have arrangements with Visiting Medical Officers to undertake procedures on their private patients, using public facilities, should establish mechanisms to ensure access to sufficient information about those patients to be satisfied that the procedures are being performed to an appropriate standard 3. The hospital was reliant on Dr Gayed providing most of the obstetrician and gynaecologist services. Local health districts need to identify these circumstances, particularly in regional, rural and remote areas, and ensure there is external oversight of the performance of medical practitioners providing such services <p>The Board asked that the Recommendations be referred to the HCQC and MDAAC Board sub-committees to ensure appropriate governance, and to explore the way in which surgical services are monitored including through scope of practice. The Board requested that credentialing be referred to the HCQC. The Board requested this matter be included on the risk register. This matter to be placed on the May agenda for further discussion.</p>
Item 5: Governance Items – Board Sub Committees and associated reporting	
5.1	<p>Board Sub-Committee: Community Engagement</p> <ol style="list-style-type: none"> 5.1.1 Confirmed Minutes 29 November 2018 5.1.2 Chair’s Summary - Nil 5.1.3 Brief & Report: Community Connections <p>The Board suggested the following items for 2019 Community Connections Forums:</p> <ul style="list-style-type: none"> ○ Dorriggo MPS ○ Bellingen Hospital

	<ul style="list-style-type: none"> ○ Galambila (except maternity) ○ Physiotherapists ○ JMOs ○ Fracture Clinic (PMBH and CHHC) <p>Resolution: The brief and report were noted. The Sub-Committee papers were noted.</p>
5.2	<p>Board Sub-Committee: Workforce, Health & Safety</p> <ul style="list-style-type: none"> 5.2.1 Confirmed Minutes 15 October 2018 5.2.2 Chair's Summary 17 December 2018 <p>Resolution: The sub-committee papers were noted.</p>
5.3	<p>Board Sub-Committee: MDAAC</p> <p>It was noted that the next meeting of MDAAC is being held on 14 February 2019</p>
5.4	<p>Board Sub-Committee: Integrating Care</p> <p>It was noted that the Integrated Care meeting was held on 12 February 2019</p>
5.5	<p>Board Sub-Committee: Health Care Quality</p> <ul style="list-style-type: none"> 5.5.2 Chair's Summary 4 February 2019 <p>Resolution: The update was noted including the inclusion of a Radiation Safety Committee matter into the Risk Register.</p>
5.6	<p>Board Sub-Committee: Health Service Development & Innovation</p> <ul style="list-style-type: none"> 5.6.1 Confirmed Minutes 7 December 2018 5.6.2 Chair's Summary 7 December 2018 5.6.3 Chair's Summary 1 February 2019 <p>Resolution: The update and sub-committee papers were noted.</p> <ul style="list-style-type: none"> ● The presentation to the HSDI at their February meeting by Greg Ewart, Head of Coffs Harbour Health Campus Physiotherapy Department, on the CHHC Fracture Clinic was noted. ● The Board requested district fracture clinic services be reviewed with the aim to provide a consistent and patient centred service to the community. ● The review to include advice on new models of care including with the PHN. Advice from other Districts to be sought to assist with forming specific recommendations for improvement. ● Action: SD to provide advice on review at April meeting.
5.7	<p>Board Sub-Committee: Finance and Performance</p> <ul style="list-style-type: none"> 5.7.1 Confirmed Minutes 27 November 2018 5.7.2 Chair's Summary 18 December 2018 5.7.3 Report: Finance and Performance – YTD 30.11.18 5.7.4 Report: Finance and Performance – YTD 31.12.18 <p>Resolution: The update and Sub-Committee reports were noted.</p>
5.8	<p>Board Sub-Committee: Audit and Risk</p> <ul style="list-style-type: none"> 5.8.1 Confirmed Minutes 3 September 2018 <p>Resolution: The Sub-Committee minutes were noted.</p>

5.9	<p>Board Sub-Committee: Close the Gap</p> <p>5.9.1 Confirmed Minutes 23 October 2018</p> <p>5.9.2 Chair's Summary 18 December 2018</p> <p>Resolution: The Sub-Committee papers were noted.</p>
Item 6: Directorate Updates	
6.1	Mental Health & Integrated Care
6.2	Public Health
6.3	Aboriginal Health & Primary Partnerships
6.4	Nursing, Midwifery & Workforce
6.5	Clinical Governance & Information Services
6.6	Financial Operations and Asset Management
6.7	Communications and Strategic Relations
6.8	Coffs Clinical Network Report
6.9	Hastings Macleay Clinical Network Report
	Resolution: The Board wished to thank the Senior Executive Team for the wealth of information provided in the Directorate Updates.
Item 7: General Business, Correspondence and Business without notice	
7.1	<p>Confidential In Camera Items x 2</p> <p>- Two File Notes recorded.</p>
7.2	<p>Letter: Chair to Minister Hazzard re: Workplace culture in NSW Health</p> <p>Resolution: The letter was noted.</p>
7.3	<p>MNCLHD Draft Workplans (Medical, Allied Health, NMW)</p> <p>Resolution: Distribution of the Workforce plans was noted.</p>
7.4	<p>Brief: Refresh of Board Sub-Committee Chair's</p> <p>Members are invited to provide the Governing Board Chair with their nominations before the March 2019 meeting.</p> <p>Resolution: The vacant positions were noted.</p>
7.5	<p>Letter and Response: Dr Jennifer Chambers re OAM Honours List</p> <p>Resolution: The letter was noted.</p>
7.6	<p>Letter: Kathleen Ryan and Kimberley Sayner re Risk Presentation</p> <p>Resolution: The letter was noted.</p>
7.7	<p>Letter: Shane Rendalls of Carramar re Draft Workforce Plans</p> <p>Resolution: The letter was noted.</p>
7.8	<p>AMA 2018 Hospital Health Check Results PMBH & CHHC</p> <p>Resolution: The results were noted.</p>
Item 8: Large Attachments and additional information	

8.1	<p>Schedule of Board Sub-Committee Papers to Board.</p> <p>The Board requested a more consistent approach to the submission of sub-committee papers to the Board.</p> <p>Action: VE to review process for a more consistent approach.</p>
8.2	<p>Future Board Meetings for 2019</p> <p>Resolution: The Board agreed to the following meeting structure for 2019 meetings:</p> <ul style="list-style-type: none"> • 2pm to 2:30pm – Site visit • 2:30pm to 3pm – Meet with PMEF Members per site • 3pm to 6pm – Meeting proper
Item 9: Upcoming Events	
Date	Event Details
13 March	March Governing Board Meeting –Port Macquarie Base Hospital
13 June	MNCLHD Health Innovation Awards Ceremony – Port Macquarie
3-4 Sept	Living Well Expo and Harmony in Health Expo – Coffs Harbour
22 Nov	MNCLHD National Photographic Competition Opening Night and Awards – Port Macquarie
There being no further business the meeting closed at 5.40pm	