

MEETING MINUTES

DATE: Wednesday, 10 May 2017

TIME: Commencing 3.00pm

VENUE: Coffs Harbour Health Campus ED025 (PMCHC – VCN, MNCCI)

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT	
Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw AM, Chair. Acknowledgement of the traditional owners of the Gumbaynggirr land.				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Jo Sutherland (JS), David Kennedy (DK), Janine Reed (JR), Neville Parsons (NParsons), Stephen Begbie (SB), John Barrett (JBarrett), Neil Wendt (NW), Jennifer Beange (JBeange), Gail Whiteford (GW) (<i>attendance to be confirmed</i>)				
Apologies: Elizabeth Ruthnam (ER), Dr Angus Neal (JN)				
In Attendance: Stewart Dowrick (SD), Vanessa Edwards (VE), Lynn Lelean (LL) Ashley Langton (AL), Bronwyn Chalker (BC), Chloe Ashton (CA), Mike Hills (MH), Tracy Baker (TB), Brie Matthew - Minutes				
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions JB declared his related transactions with Ramsay Health Care				
SPECIAL ITEM (CONFIDENTIAL)				
<ul style="list-style-type: none"> Refer Item 8.4 (Chair to discuss) Elizabeth Ruthnam has resolved to stand down as a member of the Governing Board until further notice.				
Item 4: Chief Executive's Report				
4.1	Chief Executive's Report and Attachments: <ul style="list-style-type: none"> SD advised that he has had further discussions with Durri regarding the Bowraville brokerage. Colleen Wilson will be the lead for Bowraville and Numbucca Health One facilities. By July 2017 we should have 2.2 FTE available for the Bowraville Brokerage Mark Wilson is the acting lead on the 5-year Coffs clinical plan VMO recruitment process is progressing well There is some really great work evolving from Integrated Care An EOI for research partnered with Garvin Institute, Blackdog Institute and Neuroscience Institute has been distributed to staff Action: further discussion regarding a consistent approach relating to the relationships with institutes regarding research <ul style="list-style-type: none"> It was discussed the importance of reaching the KPI targets especially the NWAU targets The 2017/18 budget was discussed 	For Discussion	CE	4.1
4.2	Chief Executive's Key Performance Indicators	For Discussion	CE	4.2
Resolution: That the Governing Board receive and note the information provided in Item 4.1 and 4.2.				
- That the Board does not agree with the removal of the Transitional grant for declared Facilities				
Item 1: Presentations				
Presentations/Discussions				
1.1	Patient Story – Mental Health Presenter: Dr Michael Hills, Director of Clinical Services CHHC	Nil	Chair	

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4.00 – 4.15	Dr Hills presented a patient story regarding a family and their hospital journey relating to their 27year old daughter with disabilities last year. Action: follow up on the staff education surrounding the Patient centred care issues discussed in Dr Hills patient story.			
1.2 4.15 – 4.40	<p>Presentation – Integrated Care (Nambucca and IMHpact) Presenter: Tracy Baker, Manager Integrated Primary Care, Allied Health & Integrated Care</p> <p>Tracey provided a presentation regarding 4 of the key programs in line with Integrated care coming from Nambucca.</p> <ul style="list-style-type: none"> - Nambucca Valley Health Literacy Program. The program has been presented on numerous occasions via different presenters and has received positive feedback. - Patient reported measures programs. The program is a state wide initiative. Tracey advised that across the 3 sites there are 100 patients registered that complete surveys that help determine what is important to their health related outcome. Tracy provided examples of the positive impact of the program already relevant in the community. - Nambucca Valley Healthy Kids bus Stop. Tracy advised that they are planning bus stops for Kempsey and SWR. It was discussed that multiple referrals have been made and it is a positive program. The majority of referrals are Occupational, Hearing and dental. A video is being developed regarding the program that should be available later this year. <p>TB provided a brief overview of the IMHpact program that has been a significant initiative. WG requested a document that outlines the programs and initiatives that are developing within integrated care. Action: Paper to be presented to the board with a brief overview of each program and the outcomes following implementation for reference to the board at the August Meeting. BC acknowledged TB and the Integrated care team and all their efforts regarding the implementation and work relating to the programs.</p>	For discussion	Chair	1.2
Resolution: That the Governing Board received and noted the information provided in Item 1.				
Item 2: Minutes of Governing Board				
2.1	Minutes of Meeting 12 April 2017	For Endorsement	Chair	2.1
<p>Resolution: That the Minutes of the Governing Board meeting of 12 April 2017 confirmed as an accurate record and to be made publicly available on the MNCLHD website.</p> <ul style="list-style-type: none"> - Update to last minutes SD to Talk rather than Walk - And note that the Finance Minutes endorsed at the last meeting were from February not March. 				
Item 3: Business Arising				
Action Table and follow up				
3.1	Action Table	For Noting	Chair	3.1
3.2	Strategy for Older People (See item 5.4.3)	For Noting	Chair	5.4.3
3.3	Letter to Minister re Out of Home Care	For Noting	Chair	
Resolution: That the Governing Board noted the update on Action items. Items finalised with no further actions will be removed from the Action Table.				

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
Item 5: Strategic Matters (as per the MNCLHD Strategic Directions 2017-2021) - for discussion and/or endorsement				
5.1 People, Patients and the Community				
We deliver patient-centred care informed by patients, their families and the community				
5.1.1	Board Sub-Committee: Community Engagement <ul style="list-style-type: none"> Minutes Chair Summary – Meeting held 	Next Meeting CESC 29 May 2017	Chair CESC	No Items
<u>Identification of Risks for Item 5.1 (if applicable):</u>				
Resolution/s confirmed by the Board relating to Item 5.1:				
1. That the Governing Board received and noted the information provided in Item 5.1.				
5.2 Leadership, Workforce and Culture				
We support the development of our workforce through learning and development, with a culture that supports everyone to be their best				
5.2.1	Board Sub-Committee: Workforce, Health & Safety <ul style="list-style-type: none"> Minutes – Confirmed Minutes 20 March 2017 Chair Summary – Meeting held March & April 2017 NP noted the key issues discussed at the meeting Performance appraisal compliance has fallen to 71% which is being monitored by the WH&S committee BC advised that an improvement is expected It was discussed that forward planning should be adopted relating to performance reviews 	Next Meeting WHS 15 May 2017	Chair WHS	5.2.1a 5.2.1b
5.2.2	Board Sub-Committee: MDAAC <ul style="list-style-type: none"> Minutes – Confirmed Minutes 9 February 2017 Recommendations CACD Chair Summary - Meeting 13 April 2017 JB provided an overview key issues discussed at the previous meeting 	Next Meeting MDACC 11 May 2017	Chair MDAAC	5.2.2a 5.2.2b 5.2.2c 5.2.2d
5.2.3	Brief – District Communications Strategy VE provided a brief pertaining to the below documents. VE advised that we will be launching a Twitter and Facebook page. The below is a draft document out for consultation providing advice to staff of what they can and can't do relating to social media. <ul style="list-style-type: none"> Consultation Draft Communications Framework Consultation Draft Communications Style Guide Consultation Draft Communications Plan Template 	For Discussion		5.2.3 5.2.3a 5.2.3b 5.2.3c
<u>Identification of Risks for Item 5.2 (if applicable):</u>				
Resolution/s confirmed by the Board relating to Item 5.2:				
1. That the Governing Board received and noted the information provided in Item 5.2.				
2. Noted Time frames and Outcomes of Performance Reviews				
3. Acknowledgement to the communications team for all of their work				
5.3 Integrated Care				
We have strong partnerships with healthcare providers across the Mid North Coast to ensure we can deliver truly integrated healthcare				
5.3.1	Board Sub-Committee: Integrated Care <ul style="list-style-type: none"> Minutes – Confirmed Minutes 13 March 2017 Chair Summary – Meeting held March & April 2017 	Next Meeting 13 July 2017		5.3.1a 5.3.1b
<u>Identification of Risks for Item 5.3 (if applicable):</u>				

ITEM / DESCRIPTION	ACTION	CARRIAGE	ATT
<p>Resolution/s confirmed by the Board relating to Item 5.3: 1. That the Governing Board received and noted the information provided in Item 5.3</p>			
<p>5.4 Safety and Quality 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.</p>			
<p>5.4.1</p>	<p>Board Sub-Committee: Health Care Quality</p> <ul style="list-style-type: none"> Minutes – Confirmed Minutes Meeting 27 March 2017 Chair Summary – Meeting 20 April 2017 JS provided a brief relating to key issues from the previous meeting relating to Obstetric Services in Kempsey. Potential contributing factors to the issues relating to obstetric services in Kempsey were discussed it was agreed that a timeframe be established for reporting outcomes to the HCQC JS report noted 	<p>Next Meeting HCQ 29 May 2017</p>	<p>Chair HCQC</p> <p>5.4.1a 5.4.1b</p>
<p>5.4.2</p>	<p>Accreditation Update – Kathleen Ryan to discuss</p> <ul style="list-style-type: none"> It was discussed that exercises have been implemented to take down old clinical signs and posters pre accreditation Discussions will occur relating to Board expectations regarding the accreditation Medication appears to be a problem area and is a focus in the pre accreditation work up The issues from the Mock survey are being addressed there is an action plan in place to address the identified problems 		
<p>5.4.3</p>	<p>Brief: MNCLHD Strategy – Caring for Older People</p> <ul style="list-style-type: none"> 2017 – 2021 Final Draft Strategy – Caring for Older people (<i>Tammy Hughes, Manager Planning & Service Development sends her apologies</i>) BC provided an overview of the document which is a final document for endorsement Feedback was provided regarding some wording in the document NW provided an aged care perspective and feedback of the document It was discussed that there will be an action plan to address the strategies including the outcomes, involvement with medical specialists etc. <p>Resolution:</p> <ul style="list-style-type: none"> The document noted Board be made aware of priorities and goals which can be addressed in the action plan Seek further advice on broader group about the provision of aged care services in a holistic approach with in our LHD 	<p>For Discussion</p>	<p>Chair</p> <p>5.4.3 5.4.3a</p>
<p>5.4.4</p>	<p>Brief: Unwarranted Clinical Variation</p> <ul style="list-style-type: none"> Attachment – Unwarranted Clinical Variation Governing the Quality of Care Study Report MNC Draft KR provided an overview of the draft report regarding unwarranted clinical variation Discussion relating to the initiatives and the detection of unwanted clinical Variation Recent meeting occurred to establish improvement plans to address detection and feedback to clinicians KR provided an overview of the second attachment receiving feedback and endorsement on the particular items discussed 	<p>For Discussion</p>	<p>Chair KRyan</p> <p>5.4.4 5.4.4a 5.4.4b</p>

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Identification of Risks for Item 5.4 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.4:				
<ol style="list-style-type: none"> That the Governing Board received and noted the information provided in Item 5.4. Briefing to occur to the board pre accreditation 				
5.5 Innovation and Research				
We evaluate our outcomes against best practice. We collaborate with academic partners to ensure research is part of our culture				
5.5.1	Board Sub-Committee: Health Service Development & Innovation <ul style="list-style-type: none"> Minutes – 7 April 2017 Chair Summary – 7 April 2017 SB provided an overview of the key issues and outcomes arising from and discussed at the last meeting 	Next Meeting 2 June 2017		5.5.1.a 5.5.1b
Identification of Risks for Item 5.5 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.5:				
<ol style="list-style-type: none"> That the Governing Board received and noted the information provided in Item 5.5 				
5.6 Value and Accountability				
We drive value by delivering the best patient outcomes within a level of expenditure that is sustainable				
5.6.1	Board Sub-Committee: Finance and Performance <ul style="list-style-type: none"> Minutes – Confirmed Minutes Meeting 28 March 2017 Chair Summary – Meeting 26 April 2017 NParsons provided an overview of the key issues and outcomes arising from and discussed at the last meeting 	Next Meeting 30 May 2017	Chair F&P	5.6.1a 5.6.1b
5.6.2	Brief: Board Approval of Updated Delegations Manual <ul style="list-style-type: none"> Delegations Manual brief to the board attachment Draft Delegations Manual 2017 	For Discussion		5.6.2a 5.6.2b 5.6.2c
Identification of Risks for Item 5.6 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.6:				
<ol style="list-style-type: none"> That the Governing Board received and noted the information provided in Item 5.6. Adopt the recommendations discussed 				
5.7 Closing the Gap				
We will continue to work towards closing the gap of health disparities between Aboriginal and non-Aboriginal people				
5.7.1	Board Sub-Committee: Close the Gap <ul style="list-style-type: none"> Minutes Chair Summary – 4 April 2017 Aboriginal Report Card July 2016 – December 2016 DK provided an overview of the key issues and outcomes arising from and discussed at the last meeting 	Next Meeting CTG 8 June 2017	Chair CTG	5.7.1a 5.7.1b 5.7.1c
Identification of Risks for Item 5.7 (if applicable):				
Resolution/s confirmed by the Board relating to Item 5.7:				
<ol style="list-style-type: none"> That the Governing Board received and noted the information provided in Item 5.7. 				
Item 6: Other Operational Items for Discussion				
6.1				
Item 7: Directorate Updates				
Directorate Updates				
7.1	Mental Health & Drug and Alcohol	For Noting		See 7.2
7.2	Allied Health & Integrated Care	For Noting		7.2

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT
7.3	Public Health	For Noting		7.3
7.4	Aboriginal Health & Primary Partnerships	For Noting		7.4
7.5	Nursing, Midwifery & Workforce	For Noting		7.5
7.6	Clinical Governance & Information Services <ul style="list-style-type: none"> Incident Management Report 	For Noting		7.6 7.6a
7.7	Financial Operations and Asset Management	For Noting		7.7
7.8	Communications & Strategic Relations	For Noting		7.8
7.9	Coffs Clinical Network Report	For Noting		7.9
7.10	Hastings Macleay Clinical Network Report – not available	For Noting		7.10
Resolution: That the Governing Board received and noted the information provided in Item 6.				
Item 8: For Information of the Board (Discussion by exception)				
Correspondence, General Business & Questions on Notice				
8.1	Confidentiality (Standing item)	For Noting	Chair	-
8.2	Media Release: Palliative Care Roundtable	For Noting		8.2
8.3	Media Release: First Family Obesity Clinic Opens in NSW	For Noting		8.3
8.4	Media Release: ACCC institutes proceedings against Ramsay Health Care	For Discussion	Chair/ CE	8.4
Resolution: That the Governing Board received and noted the information provided in Item 8.				
Item 9: 2017 - Upcoming visits and events (for information)				
Date	Event Details			
8 June	MNCLHD Health Innovation Awards (Port Macquarie)			
14 June	MNCLHD Board Meeting – PMCHC			
19-23 June	District Accreditation			
19 June	Council of Board Chairs Meeting			
There being no further business the meeting closed at 6.50pm				