

## **Minutes of the Hunter New England Local Health District Board**

### **Fifty Fifth Meeting**

**15<sup>th</sup> June 2016**

**Venue: Wallsend Campus**

**Present**

Associate Professor Lyn Fragar (Chair), Dr Helen Belcher, Dr Felicity Barr, Mrs Janelle Speed, Ms Lyn Raines, Mr Brad Webb, Mr Ken White, Dr Bruce Bastian, Dr Ian Kameron and Mr Peter Johnston

**Apologies**

Mr Fergus Fitzsimons

**In Attendance**

Mr Michel DiRienzo, Ms Karen Kelly, Ms Susan Heyman, Dr Marcia Fogarty, Ms Liz Grist and Ms Desiree Chymiak

Order of Business: 1.1 – 1.2; 1.5; 1.6-9.3

---

## **BUSINESS OF THE MEETING**

### **TOUR OF THE FACILITY**

The Board was given a tour of the Wallsend Campus led by Mr Jonathan Holt.

### **PRELIMINARY**

#### **1.1 Welcome, Apologies and Acknowledgment of Country**

The Chair, Professor Lyn Fragar opened the meeting at 8.30am.

The apologies of Mr Fergus Fitzsimons were accepted.

The Chair ACKNOWLEDGED the traditional owners of the country on which the meeting was held and elders past and present.

The Board APPROVED leave for Mr Ken White in July and August 2016 and Dr Felicity Barr in August 2016.

#### **1.2 Conflicts of Interest**

Mrs Janelle Speed advised that she has a potential conflict with regards to the Armidale Redevelopment Aboriginal Consultation as she was engaged as a facilitator.

The Board NOTED the declaration.

#### **1.3 Adoption of Minutes**

The minutes of the meeting held on the 18<sup>th</sup> May 2016 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the Hunter New England Health internet site.

ACTION BY: Ms Desiree Chymiak

#### **1.4 Action List**

Progress on action items was NOTED by the Board.

#### **1.5 Board Chair Report**

The Board Chair reported on her recent meeting with the Minister of Health, where the following had been discussed:

- Local communities engagement and Local Health Committees
- Maitland Hospital development
- Board member appointment and Board renewal
- Medical Staff Engagement

#### **1.6 Chief Executive's Report**

The Chief Executive's report had been circulated in the business papers. The report addressed the following:

- Appointment of the Chief Executive Justice Health and Forensic Mental Health Network.
- Appointment of the Chief Executive Sydney Children's Hospital Network.
- Update on State Fleet Transition.
- Update on the Charlestown Community Mental Health Facility.
- Security Staff Enhancements.
- Update on E-Referrals.
- Update on NSW Translational Research Grant Scheme.

- Update on the Regional Healing Forums.
- Maitland Hospital

Individual items were DISCUSSED and NOTED by the Board.

## **COMMUNITY – THE PEOPLE WE SERVE**

### **2.1 Community and Consumers Partnership Committee Minutes**

There were no papers for this meeting. Dr Helen Belcher reported that the Committee met on the previous day and discussed the following:

- Work plan with focus areas is being developed.
- Developing KPI's.

The Board REQUESTED that Embedding of Excellence be included in the priorities for the work plan. The work plan will be provided to the Board at the July meeting.

### **2.2 Social Determinants of Health Committee Minutes**

There were no papers for this meeting.

### **2.3 New Business**

#### **2.3.1 Presentation - Population Health**

The Board was joined by Dr John Wiggers who made a presentation on Population Health Services within Hunter New England Local Health District.

The Board THANKED Dr Wiggers for his presentation and had a discussion around investing in health prevention.

It was AGREED that Population Health should be a standing agenda item in the Board agenda.

ACTION BY: Board Secretariat

It was further AGREED that the next presentation should focus on Prevention.

ACTION BY: Chief Executive

### **2.4 For Information**

There was no further information to COMMUNITY – THE PEOPLE WE SERVE for this meeting.

## **LUNCH WITH THE WALLSEND STAFF**

The Board was joined by staff located on the Wallsend Campus, including representatives from:

- Population Health
- Aboriginal Health Unit
- Migrant Health Unit
- Kaleidoscope Services
- Dental Services
- Community Health Strategy
- Maintenance Services
- CACS-GNS Executive

The following were raised and DISCUSSED:

### **Excellence**

- Excellence tools have been implemented.
- Regular monthly accountability meetings with staff are held.
- 90-day action plans are in place.
- Recently introduced rounding – still have a way to go.

#### **Achievements**

- Quit for New Life Program – assisting pregnant women and new mums to quit smoking.
- Speech therapy staff are working with Aboriginal communities in terms of whole of family involvement. Important step for children and families.
- Ensuring all programs are culturally appropriate.
- Immunisation services for Aboriginal Medical Services is working well.
- Redesign of child protection and out of home care.
- Multicultural Health – alcohol program for African community and families in particular.

#### **Dental**

- Rounding has been rolled out and working well staff and receiving positive feedback.
- Have a reduction in the number of complaints being received from patients.

#### **Aboriginal Health**

- Excellence is an effective tool and is working well.

#### **Migrant Health**

- Effectively using the Excellence tools.

The Chair THANKED staff for their contribution and their achievements.

### **SERVICE – THE SERVICE WE PROVIDE**

#### **3.1 District Clinical Council Minutes**

The draft minutes from the meeting held on the 11<sup>th</sup> May 2016 had been circulated in the business papers. The minutes were NOTED by the Board.

It was AGREED that a work plan for the District Clinical Council should be completed.

ACTION BY: Dr Bruce Bastian

#### **3.2 Medical Staff Executive Council Report**

There were no papers for this meeting.

There was a discussion on what the Board priorities for the Medical Council focus for the next year.

It was AGREED that the Chief Executive and Executive Leadership Team examine options for structures for improved medical engagement for the District and Board.

ACTION BY: Mr Michael DiRienzo

#### **3.3 New Business**

There was no new business relating to SERVICE – THE SERVICE WE PROVIDE for this meeting.

#### **3.4 For Information**

There was no information relating to SERVICE – THE SERVICE WE PROVIDE for this meeting.

### **SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME**

#### **4.1 Health Care Quality Committee Minutes**

There were no papers for this meeting. There was discussion around Board priorities for the Committee for the next year.

It was AGREED that clinical variation is a priority.

#### **4.2 Patient Story**

The patient story had been circulated in the business papers and was DISCUSSED and NOTED by the Board.

#### **4.3 New Business**

There was no new business relating to SAFETY AND QUALITY for this meeting.

#### **4.4 For Information**

##### **4.4.1 RCA, London Protocol and MCCC Processes**

A paper was distributed in the business papers. The paper was NOTED by the Board.

### **RESOURCES – MANAGING OUR SERVICES WELL**

#### **5.1 Finance and Performance Report**

The Finance Management reports for the month ending April 2016 had been circulated in the business papers.

The Board requested that an extra column is added to the performance report to include corrective actions where targets are not met.

ACTION BY: Mr Mark Jeffrey

The Board DISCUSSED and NOTED the Finance and Performance Report.

#### **5.2 Finance and Performance Committee Report**

The minutes from the meeting held on the 16<sup>th</sup> May 2016 were distributed in the business papers.

The minutes were NOTED by the Board.

#### **5.3 Audit and Risk Management Committee**

There were no papers for this meeting.

#### **5.4 Work, Health and Safety Report**

The report was distributed in the business papers.

The report was NOTED by the Board.

#### **5.5 New Business**

There was no new business relating to RESOURCES – MANAGING OUR SERVICES WELL for this meeting.

#### **5.6 For Information**

There was no information relating to RESOURCES – MANAGING OUR SERVICES WELL for this meeting.

### **POSITIONING FOR THE FUTURE**

#### **6.1 Innovation and Research Report**

There were no papers for this meeting.

## **6.2 New Business**

### **6.2.1 Asset Strategic Priorities**

A paper had been distributed in the business papers.

The paper was NOTED by the Board, and priorities were CONFIRMED.

### **6.2.2 Armidale Redevelopment Aboriginal Consultation**

A paper had been distributed in the business papers. The paper was NOTED by the Board.

## **6.3 For Information**

There was no information relating to POSITIONING FOR THE FUTURE for this meeting.

## **OUR STAFF AND WORKPLACE CULTURE**

### **7.1 Medical and Dental Appointments Advisory Committee**

A paper had been distributed in the business papers. The paper was NOTED by the Board.

## **7.2 New Business**

There was no new business relating to OUR STAFF AND WORKPLACE CULTURE for this meeting.

## **7.4 For Information**

There was no information relating to OUR STAFF AND WORKPLACE CULTURE for this meeting.

## **BOARD DEVELOPMENT**

### **8.1 Board Performance Report**

The Chair reported that she and the Chief Executive have requested Ms Leanne Wallace from the NOUS Group to facilitate the Board performance Review in August.

The Board AGREED to this arrangement.

### **8.2 Board Members Development Report**

There were no papers for this meeting.

## **8.3 New Business**

There was no new business relating to BOARD DEVELOPMENT for this meeting.

## **MEETING REVIEW AND FEEDBACK**

### **9.1 Members Issues Not Covered Elsewhere**

Dr Bruce Bastian reported his conversation with recent Board Member Professor Trevor Waring.

### **9.2 Feedback from the May Meeting**

Feedback from the May meeting had been circulated with meeting papers.

The feedback was NOTED by the Board

### **9.3 Next Meeting**

The next meeting will be held on the 19<sup>th</sup> July and 20<sup>th</sup> July in Wee Waa.