

Governing Board Minutes

Official Acknowledgement to Country

We acknowledge the Aboriginal custodians of the Land and waters within the Footprint of the Flinders and Upper North Region. We respect their spiritual relationship with their country and acknowledge that their cultural beliefs are an important focus of their past, present and future. We also pay respect to the Cultural authority of Aboriginal people in attendance from other areas.

Date: Friday 25 November 2022	Time: 08:00 to 13:43	Location: Roxby Downs
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Membership:

<i>(MW) Mark Whitfield</i> , Chairperson	P	<i>(GM) Geri Malone</i> , Board Member	P
<i>(JL) John Lynch OAM</i> , Board Member	P	<i>(KR) Karyn Reid</i> , Board Member	P
<i>(SG) Suzy Graham</i> , Board Member	P	Vacant , Aboriginal Board Member	V
<i>(SC) Shamus Cogan</i> , Board Member	P		

Regular Attendees:

<i>(CP) Craig Packard</i> , Chief Executive Officer	P	<i>(LT) Lisa Taylor</i> , Director Governance and Performance	P
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Invited Guests:

<i>(JC) Janine Connell</i> , Executive Officer Director of Nursing Roxby Downs Health Service

1. MEETING OPENING		
1.1	Official Acknowledgement to Country	Meeting opened at 08:07 with the Chair providing Acknowledgement to Kokatha Country, Chair welcomed all present
1.2	Present and Apologies	Nil apologies received.
1.3	In Camera Board Discussion	In camera session occurred between 12:01 to 13:06
1.4	Conflict of Interest Declarations	Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items SG advised of changes to Employment and consultancy Action: register to be updated to reflect changes.
1.5	Confirmation of Previous Minutes	Minutes from Board Meeting 30 September 2022 tabled Action: Minutes Accepted and Endorsed by all members present
1.6	Governing Board Chair Summary Report	Board Chair provided a verbal update and tabled for future meetings a written report will be provided as part of the agenda papers.



		<p>Discussed scheduled meetings with Minister Picton and FUNLHN CEO, meetings held quarterly to discuss relative concerns within the LHN.</p> <p>Action: Draft agenda to be provided to Board members for opportunity to provide topics to discuss with Minister Picton</p> <p>Discussed recent HAC Conference success and congratulated Ann Screen Presiding Member Port Augusta Roxby Downs Woomera Health Advisory Council and Lisa Taylor Director Governance and Performance. MW acknowledged correspondence letter provided to Ann Screen in reference to the conference. Identified through the conference on the agreeance between Board Chairs to meet more frequently to discuss relevant topics of LHN's.</p> <p>Board members updated on the progress of the interviews undertaken to vacant board positions, the panel report with recommendations has been completed and will be presented to Minister Picton for endorsement. KR raised appointment in future meeting to Board Consumer and Community Engagement Committee once appointments of new members confirmed.</p> <p>GM raised opportunity to commence recruitment for retirement of JL from Governing Board in June 2023. Board advised there is an EOI process being developed to come out early 2023 with input from rLHN's to attract local applicants, this is being driven by Board Services at the Department of Health and Wellbeing.</p>
1.7	Chief Executive Officer Report	<p>Summary report tabled for information. Report noted by the board.</p> <p>Discussion held regarding Passenger Network progress. CP advising he has discussed opportunities with Red Cross and awaiting a formal meeting with State Manager to address further proposals.</p> <p>Electronic Medical Record discussed with advice provided regarding brief tabled with Minister Picton to present in Cabinet, outcome unknown at time of reporting.</p> <p>Third party contracts discussed relating to IHT with CP advising procurement are yet to provide a response. CP advised intent appears to be direct negotiation for a seven year period and open plan call for fixed and rotary.</p> <p>Discussed current review of Maree being undertaken with Cathy Mott providing an update on early findings. Formal report due December 2022 and will be provided to the Board once received.</p> <p>Discussion held regarding Andamooka not being included in Roxby Downs Service Plan and this to be provided.</p> <p>Acknowledgment identified regarding progression of Pika Wiya Contract negotiations.</p>



Statewide Clinical Support relating to Pharmacy and Radiology services discussed regarding tender call and what that related to for the LHN.

Discussed ED models and update requested on where proposed model was at. CP provided in depth overview including revised proposed model due to limited applications received.

CP advising proposing to bring in experts to engage and review proposed model identified by recent acting Executive Director Medical Services Dr Ross Duncan. Identified risk for the LHN an ongoing concern. Board propose KR, GM and SG be involved to assist operations with review. Discussion held regarding onboarding processes and requirements for improvements in this area. Discussion held regarding working party development to implement a dual approach and reinvigorate interpersonal approach. SG agreeing to be involved in this process as an area of significant improvement required.

CP updated approval of Director Medical Services in Whyalla to assist with the administrative processes, recruitment underway for appointment of Executive Director Medical Services.

Action: CP to provide draft proposed model to the Governing Board.

Discussed application for ED triage nurses, CP advised this has been approved to progress and recruitment will occur.

Discussed increased costs relating to development of the Leigh Creek Clinic.

Discussed closure of LHN Vaccination Clinics with responsibilities going back to GP's and local pharmacies effective 7 December 2022. CP advised local services have been informed of this.

Credentialling was discussed in relation to attending specialist, this being identified by the acting Director Community Allied and health and has been resolved.

Discussed project officer role in R&RMH Mental Health, CP taken on notice to follow up what role will be providing.

Action: CP to bring back information relating to R&RMH Project Officer Role

Discussed Teamgage report provided. Board would like a breakdown and analysis of what the categories mean and relate to.

Action: Analysis of team gage report to be provided

CP provided an update regarding recruitment process in place for replacement of Director Aboriginal Health, panel to convene in the coming week.



		<p>Discussed overpayments in report Action: Budget principles to be provided to the Board</p> <p>Discussed commissioning bids and what will be provided in this area. CP indicated proposals still coming in from leadership team and CFO and CEO will review to prioritise top 3 or 4.</p>
1.8	Actions Arising from Previous Minutes	<p>Action log updated / Completed Actions removed and Archived Action: Action log to be updated, completed actions to be removed and archived.</p>
1.9	Presentation to Board	<p>JC provided an overview to the Governing board around the support provided to Roxby Downs during the COVID pandemic. Overview provided on the coming together of a local task force developed with JC initiating this process bringing together all relevant services including ESS Compass, BHP Billiton, SAPOL, SAAS. Process brought together for round table discussions to identify risks and pressure points for the area.</p> <p>During pandemic BHP set up a quarantine camp and created home monitoring kits for use. BHP funded purchase of rapid machine and provided training in its use to the hospital staff. Swabbing clinic was utilised during this period 6 days a week with current workforce enduring 60-70 presentations a day during peak periods.</p> <p>The Governing board congratulated JC on bringing this together and suggested she consider writing this up for promotion on achievement.</p> <p>Action: Correspondence to be drafted to BHP and stakeholders for collaboration on behalf of the board.</p> <p>Action: Letters to be provided to staff in recognition of community engagement and collaboration.</p> <p>JC provided an update in relation to staff in Roxby Downs, indicating there are no concerns. Recent struggles identified with relation to Facilities Services Officer (FSO) and proposal in place for Whyalla FSO to attend Roxby Downs in the interim with a new recruitment push to occur in 2023. JC raised midwife recruitment in Roxby Downs as being an ongoing concern with recruitment unsuccessful. Discussed W&CH model not growing due to limited applications received to access CAFHS services. Identified the visiting O&G service not occurring since resignation of MO in Port Augusta. CP provided an update that this has been recruited to now and services should resume.</p> <p>Action: Follow up resuming O&G services to Roxby Downs</p> <p>Discussed involvement in service planning for Roxby Downs being positive with a lot of community and clinical engagement occurring to develop plan. A lot of initiative coming out of this including a visiting Domestic Violence service.</p>



		JC advised the board of the upcoming Happy Healthy expo 1 April 2023. The event is sponsored by Country Outback Health and a significant amount of stakeholders invited to attend. Discussed raising the profile of this event through FUNLHN Communication channels.
2. MATTERS FOR DECISION		
2.1	[2022-041] SA Health Policies	Summary for noting tabled and accepted
2.2	[2022-037] FUNLHN Service Agreement	<p>Brief tabled and discussed in depth. Narrative of NEP disputed with no incentive to be efficient and weight prices reduced.</p> <p>Agreement neglects to identify remote area clinics. Discussed community rehabilitation service and what this entails.</p> <p>Action: Director mental Health to provide analysis on where patients come from.</p> <p>Governing Board endorsed the recommendation as tabled with the following recommendation of caveat to be included with response and acknowledgement from Department of health and Wellbeing requested. The statement concurring is as follows:</p> <p>While the FUNLHN Board and Executive is willing to sign the SLA, we are opposed to the statement that the LHNs have been commissioned at the full National Efficient Price (NEP) when FUNLHN has been allocated a \$14.8m NEP Relativity Adjustment. FUNLHN has historically been able to balance their budgets however to provide the most appropriate care in line with SA Health initiatives including Care Closer to Home we seek commissioning in future years to allocate on more equitable basis' and not penalise LHN's that demonstrate good fiscal responsibility. We also request the inclusion of remote area clinics and responsibilities of the LHN in accordance to this.</p>
2.3	[2022-038] FUNLHN Board Finance Committee Terms of Reference	Brief tabled. Governing Board endorsed the recommendation as tabled.
2.4	[2022-039] FUNLHN Board Finance Committee Chairperson	Brief tabled. Governing Board endorsed the recommendation as tabled.
2.5	[2022-040] FUNLHN Service Plan Roxby Downs	<p>Brief tabled. Discussion held regarding Care Navigators inclusion and for this to be provide as part of the commissioning bids proposals.</p> <p>Action: Care Navigators to be provided as part of the commissioning bids.</p> <p>Board discussed limited details in relation to Andamooka Aged Care services would like this detail included in the plan.</p> <p>Action: Add Andamooka Aged Care services to plan.</p> <p>Noted grammar errors throughout report to be corrected prior to signing.</p>



		<p>Action: Corrections to be carried out prior to signing</p> <p>Governing Board endorsed the recommendation as tabled with above corrections.</p>
3. STRATEGIC DISCUSSIONS		
3.1	Priorities of the Strategic Plan	<p>Final Operational Plan presented to the Board with reporting templates.</p> <p>Discussed measurables requiring review to identify better defined outcomes.</p> <p>Discussion around environmental sustainability frameworks with the inclusion of climate change.</p> <p>Report to be provided bi-monthly in the interim until board satisfied measurables are being delivered.</p> <p>Action: Board members to review document and provide feedback by 10 December to LT.</p>
3.2	AICD Training Course	<p>Discussed AICD training course and essential to complete, also discussed requests to complete a refresher course. Discussed availability of other providers and deliverable of focus on government organisations.</p> <p>Board resolved for those members having not completed any training to carry out AICD with fees supported by the LHN.</p> <p>Action: LT to investigate opportunities available for refresher training through Governance Institute providing a range of topics including cyber security and aged care.</p>
3.3	Strategic Vision – Half Day session 2023	<p>Discussed workshop for future visions of the Governing Board. Determined these to occur outside of scheduled board meetings and to occur bi-annually. Dates to be set with calendar invites sent. Discussed suggestion of invited guests.</p> <p>Action: LT to set dates and send out to board.</p>
4. BOARD COMMITTEE REPORTS		
4.1	Consumer and Community Engagement Committee	KR provided verbal update for information. Noting next committee meeting 2 December 2022 and summary report to be provided to the board from this meeting.
4.2	Finance and Performance Committee	Summary report tabled for information. Report noted by the board.
4.3	Clinical Governance Committee	Summary report tabled for information. Report noted by the board.
4.4	Audit and Risk Committee	Summary report tabled for information. Report noted by the board.
5. MATTERS FOR INFORMATION AND DISCUSSION		
5.1	FUNLHN Performance Report	<p>Report tabled for information.</p> <p>Discussion held around multiple targets not being met and improvements required in significant areas. Discussed the direction required to payment of invoices changes to 14 days. JL provided an update of this being discussed at the Performance</p>



		<p>Committee of the board and that a summary will come to the board from this committee.</p> <p>Discussion held around reporting of workplace wellbeing and fatigue. CP provided update regarding template developed for reporting, noting this was a new KPI added.</p> <p>Action: share with the board what is being reported</p> <p>Discussion held regarding compliance of 6 monthly PRD and targets to be improved.</p> <p>Discussion around Quality and Safety KPI's. KR requesting this be provided to the board CCE Committee</p> <p>Action: Provide page 10 of performance report to CCE Committee</p>
5.2	Aged Care Summary Report	<p>Summary report provided through Chief Executive Report.</p> <p>Action: Aged Care plan to be provided to board for January meeting indicating next steps in this area.</p>
5.3	NDIS Summary Report	<p>Report tabled for information. CP provided an update on the closing summation of the accreditation this week. LHN has received 12 non-conformances and will be reassessed in three months. It was discussed and identified that some of the non-conformances received in the survey the LHN doesn't actually provide these services, this will be addressed with the surveyor. CEO is awaiting formal report and will provide to the board once received.</p> <p>Action: Provide formal NDIS report to board once received.</p>
5.4	WHS Report	<p>Report tabled for information, discussion held regarding preference of the report provided to the board. Board indicated prefer the trending traffic light report with analysis provided.</p> <p>Board noted low compliance of worksite assessments being reported and requested significant improvement in this area.</p> <p>Action: LT to advise WHS consultant on reporting preference with detailed analysis required.</p>
5.5	RSS Governance Committee	<p>Report tabled for information. CP provided further detail on report tabled with the purpose being that the RSS would be an independent entity.</p>
5.6	Restructuring FUNLHN Pharmacy Services	<p>Report tabled for information. CP provided an update around the structure and tender process.</p>
6. CORRESPONDENCE FOR NOTING		
6.1	Correspondence circulated	<p>Various correspondence circulated out of session for month of [September to November]. Nil to raise</p>
7. MEETING FINALISATION		
7.1	New Business	<p>CP briefly updated the board on the Port Augusta Hospital Lease.</p> <p>Action: CP will provide out of session communication regarding this topic.</p>



7.2	Meeting Scheduling 2023	Calendar invites have been provided in alignment to Board Calendar for 2023.
7.3	Meeting Evaluation	Nil Discussion held carried over to January meeting
7.4	Next Meeting	Date: Friday 20 January 2023 Time: 09:00 to 14:00 Venue: Whyalla Invited Guest: Angela McLachlan, Executive Director Nursing and Midwifery
7.5	Meeting Close	Meeting Closed at 13:43

Signed:

Mark Whitfield, FUNLHN Governing Board Chair

DATE: 20 January 2023



Health
Flinders and Upper North
Local Health Network

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