

Minutes for YNLHN Governing Board Meeting

07/04/2021 | 09:30 AM – 3:00 PM

Southern Yorke Peninsula Health Service (Yorketown)

Attendees (8)

John Voumard; Julianne Badenoch; Glenise Coulthard; Liz Malcolm; John O'Connor; Roger Kirchner; Vincent Bellifemini; Leeanne Peters (Executive Support)

1. Welcome, Acknowledgement of Country and Apologies

J. Voumard welcomed those present, including Glenise Coulthard who participated by phone, and acknowledged the Traditional Owners of the Land.

No apologies were received.

2. Conflict of Interest Declaration

J. O'Connor advised that his involvement in work with DHW continues, however, this has no impact upon today's agenda items or his role as a Board member.

3. In Camera

An In Camera session was held with all Board members present.

4. Minutes of Previous Meeting: 03.03.2021

The minutes of the previous meeting were accepted as a true and accurate record, with the following amendment to item 12.1: *The Board requested confirmation from the Mid North HAC of the actual purchase price of the land at Peterborough.*

5. Action List: 03.03.2021

The Action List was reviewed and will be circulated as an attachment to the minutes.

6. Matters for Noting

6.1 Serious Incident Response Scheme

Discussion occurred about the information provided.

R. Kirchner provided clarification about the reporting process as described on page 2 of the document with the following suggestions made by Board members:

- Ensure the process of parallel reporting to DHW is described
- Clearly describe the difference between Priority 1 and 2
- Provide information to clarify the recommendations described in the briefing/cover sheet.

R. Kirchner to provide feedback.

L. Malcolm advised that further discussion will occur at the next meeting of the YNLHN Aged and Disability Services Board Committee.

6.2 Safety and Quality Interim Report - 26.03.2021

Discussion occurred about the report, with clarity provided about the Tier 3 committees.

The report was noted.

MOVED: To approve the Interim recommendations as listed in the report Safety and Quality Interim report.

APPROVED

6.3 Strategic Medical Advisory Committee Minutes: 23.03.2021

J. Voumard provided an overview of the inaugural meeting held on 23 March 2021.

The proposed membership was reviewed and the Terms of Reference will be revised to reflect the suggested changes. Meetings will be held monthly. Structures are already in place locally and members will be responsible for providing feedback through this mechanism.

Discussion occurred about the issues raised about formally rostered Obstetric services cover, with further work being undertaken to inform future discussions.

The minutes of the Strategic Medical Advisory Committee meeting held on 23.03.2021 were noted.

6.4 Across Government Facility Management Arrangement (AGFMA) Update

R. Kirchner provided an overview of the progress of discussions and the current and projected savings.

The AGFMA briefing dated 29.03.2021, including the current and projected savings, was noted.

6.5 Balaklava (Ira Parker Nursing Home) Aged Care Accreditation

Considerable discussion occurred about the report received from the Aged Care Quality and Safety Commission (ACQSC) in relation to the assessment conducted at Ira Parker Nursing Home from 10-15 March 2021.

It was acknowledged that there is a large amount of work required to ensure the provision contemporary, quality aged care services across the YNLHN, particularly at the Grant Funded Units and sites where aged care facilities are co-located.

R. Kirchner advised that work in relation to a future aged care services model is underway, and a response to the ACQSC report for Ira Parker Nursing Home is being prepared.

7. Standard Agenda Items

7.1 Audit and Risk Board Committee Meeting Summary - 25.03.2021

J. Voumard provided a brief overview of the meeting. No questions were raised.

The meeting summary was noted.

7.2 Finance and Performance Board Committee Meeting Summary - 25.03.2021

J. O'Connor provided a brief overview of the meeting. No questions were raised.

The meeting summary was noted.

7.3 Financial Reports - February 2021

Discussion occurred about the inclusion of incorporated Health Advisory Councils (HACs) financial positions as noted in the LHN reports.

J. O'Connor and V. Bellifemini described the reporting process and processes associated with expenditure of these funds.

V. Bellifemini provided the following information:

- A comprehensive overview of the reports, including the current and projected position, and the issues impacting upon this.
- COVID vaccination costs will be reflected separately in the March 2021 reports.
- Work will commence shortly with Executive to identify 2021-2022 Efficiency Projects.
- Patient Debtors are now being managed at LHN level, rather than site level, with improvements expected as this work progresses.

It was noted that inpatient activity at the Casemix units, particularly Port Pirie, is below target.

R. Kirchner advised that the Director Medical Services is progressing work in relation to this.

J. O'Connor advised that discussions have also occurred at the Finance and Performance Board Committee about this issue, considering the impact of the COVID-19 Pandemic, patient complexity and the Locum model.

Considerable discussion occurred about the financial reports.

The financial reports for February 2021 were noted.

7.4 Performance Report - February 2021

The report was discussed.

R. Kirchner advised that the Department for Health and Wellbeing is leading work in this area, with the establishment of a Health Performance Community of Practice. The first meeting is scheduled for 13 April 2021. This will provide a forum for the sharing of information and open discussions about performance.

The Performance Report for February 2012 was noted.

7.5 CEO Report

The key issues in the report were discussed.

Of particular note was:

- The recent receipt of surplus Domiciliary Care equipment and the benefits this will provide to YNLHN consumers
- The considerable additional costs for the upgrades required to YNLHN helipads as a result of the change in service provider, and the use of heavier helicopters
- Draft YNLHN Accreditation report.

Considerable discussion occurred about these issues.

7.6 YNLHN Health Advisory Councils

7.6.1 HAC Meeting Minutes

The minutes as listed below were noted, with a recommendation from the Board that a workshop be held with all staff who provide administration support to the HACs to ensure a consistent approach to meetings and improved quality of minutes. It was also suggested that a standard report package be developed, including a template for the DON / EO-DON report.

7.6.1.1 Balaklava and Riverton - 25.02.2021 and 17.03.2021: NOTED

7.6.1.2 Lower North - 22.02.2021 and 17.03.2021

7.6.1.3 Mid North - 23.03.2021

7.6.1.4 Northern Yorke Peninsula - 18.03.2021

7.6.1.5 Port Broughton - 03.02.2021

7.6.1.6 Port Pirie - 09.03.2021

7.6.1.7 Southern Flinders - 25.02.2021

7.6.1.8 Yorke Peninsula - 10.02.2021

7.7 Board Chair Update

J. Voumard provided a verbal update, highlighting the following:

- March was a very busy month for meetings
- The inaugural RSS Governance Committee meeting was held, with discussion around future governance arrangements
- LHN Chairs meeting held, with discussion about CEO remuneration and funding models
- YNLHN Medical Services
- Recruitment to YNLHN Governing Board vacancies

Considerable discussion occurred about YNLHN Medical Services.

8. Correspondence to the Board

Nil.

9. 12.30pm - 1.00pm: LUNCH

10. Standing Committee Terms Of Reference: For Approval

10.1 Audit and Risk Board Committee

MOVED: That the draft Terms Of Reference for the YNLHN Audit and Risk Board Committee be approved.

APPROVED.

11. Matters for Decision

11.1 Clinical Governance Framework - for approval

J. Badenoch provided an overview of the Framework. The Framework will be reviewed as part of the YNLHN Quality Review.

MOVED: That the YNLHN Clinical Governance Framework be approved and formally adopted.

APPROVED.

12. Presentations / Visitors

12.1 2.00pm - 3.00pm - Minister for Health and Wellbeing

The Minister met with the Board from 2.00pm - 2.50pm, prior to the formal opening of the Yorketown Treatment Room.

13. Other Business

13.1 Clinician Engagement Strategy Update

J. Badenoch provided a progress update. Feedback has been provided by some GP's with the members of the YNLHN Strategic Medical Advisory Committee requesting time to provide feedback.

Further work is being undertaken to refine and finalise the Strategy, and the revised draft will be submitted to the YNLHN Clinical Governance Board Committee for endorsement.

13.2 Committee Cover Sheet and Briefing Template

Discussion occurred about the documents and their proposed use. The Board has previously identified that succinct, relevant information is essential to support informed decision making.

It was again agreed that the briefing template be utilised, supported by user training.

13.3 CHSA Budget Separation Calculation Errors

Discussion occurred, with J. O'Connor providing information to clarify the identified issues, and V. Bellifemini advising that feedback has been provided to DHW.

13.4 Activity Forecasts and Impact upon future budget allocations.

Refer to agenda item 7.3.

14. Meeting Evaluation

It was agreed that a Board member be identified at the commencement of each meeting to provide a verbal evaluation at the conclusion of each meeting.

J. Badenoch advised she has a template for consideration for this purpose, and provided the following feedback about today's meeting:

- Timings for agenda items are essential
- Starting time on the agenda needs to correspond with the meeting request
- Consider revision of agenda structure in the future
- There are opportunities for all present to discuss issues, and good discussions occurred.

- Adhering to the agenda and ensuring actions are reiterated at the end of the discussion is essential.
- The recruitment of additional Board members would be beneficial.

15. Next Meeting

15.1 The meeting closed at 3.00pm.

The next meeting is scheduled for Wednesday 5 May 2021 at the Wallaroo Hospital, followed by the Board and Executive Forum (3.00pm - 5.00pm)

15.2 Agenda items and reports are due by Wednesday 28 April 2020.