

**LIMESTONE COAST LHN
GOVERNING BOARD
MEETING MINUTES**

Meeting Date: 27 July 2020 11.30am - 3.00pm

Location: WebEx Video Conference

Acknowledgement of Country
Limestone Coast Local Health Network acknowledges Traditional Custodians of Country throughout the region and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islander cultures; and Elders past and present.

Board Members: Chair: Grant King (GK) Glenn Brown (GB) Lindy Cook (LC) John Irving (JI) Dr Anne Johnson (AJ)
Dr Andrew Saies (AS)

Members: Ngaire Buchanan (NB) Kristen Capewell (KC) Dr Elaine Pretorius (EP) Paul Bullen (PB) Hannah Morrison (HM)
Angela Miller (AM) Ravinder Singh (RS) Sally Foster (SF)

Guests: Jennie Jacobs (JJ)

Secretariat: Emily Baker, Senior Administration Officer, Governance & Planning

1.	MEETING OPENING	
Item		Discussion
1.1	Acknowledgement of Country	GK provided the Acknowledgement of Country
1.2	Apologies	Ravinder Singh
1.3	Introduction	GK provided an introduction to the meeting of the Limestone Coast Local Health Network (LCLHN) Governing Board via web based platform, WebEx.
1.4	Director Conflict of Interest Disclosures	Nil Conflicts of Interest disclosed.

1.5	Confirmation of previous meeting minutes and actions	<p>A correction to minutes of the meeting held on 29 June 2020 was requested to:</p> <ul style="list-style-type: none"> • Item 2.1 – Addition of wording in the third paragraph, which was incomplete, to state "...it was agreed that Chair's and CEOs together would provide a <i>strengthened oversight function</i>". • Item 5.3 – Amend the title of the report referenced in the action item from "Activity Based Funding (ABF) report" to "Health Unit Summary report". <p>The remainder of the minutes were accepted as a true and accurate reflection of the meeting held and an update on actions was provided.</p>
2.	BOARD CHAIR REPORT	
2.1	Report from Grant King, Board Chair	<p>The Governing Board Chair provided an update on the meeting with the Minister for Health and Wellbeing, the Chief Executive of SA Health and Country LHN Board Chairs in July including the progress made in the first twelve months of reform and as regional Local Health Networks (LHNs) and the continuing development of the Service Agreements between SA Health and the respective LHNs. The commencement of ongoing six weekly meetings between Dr Chris McGowan, the Chief Executive of SA Health, and regional Governing Board Chairs to provide regular interaction and support as the LHNs continue to develop robust governance practices was noted.</p> <p>The need for the Governing Board to develop an in depth understanding of the level of support provided to the LCLHN by the Rural Support Service (RSS) was reiterated, to ensure that the LCLHN has the capacity to continue to provide safe and quality health services to the community as the devolution of the RSS continues.</p> <p>A recent forum attended by Shadow Cabinet Minister's in Mount Gambier was noted.</p>
3.	LIMESTONE COAST LHN REPORTS	
3.1	<p>CEO Report</p> <p>a) General update</p>	<p>The Chief Executive Officer report was noted.</p> <p>An update was provided in relation to the LCLHN Incident Management Team (IMT) regarding COVID-19 including, the IMT meeting schedule increasing to 5 days per week, increased presentations of positive cases in neighbouring cross-border communities and planning for non-essential travellers returning to the</p>

		<p>region from Victoria.</p> <p>Progress updates were provided on key issues including:</p> <ul style="list-style-type: none"> • The Service Agreement between SA Health and the LCLHN to include formation of a partnership model between metro and regional LHN's, in relation to medical staff • Recent meetings held between the Limestone Coast Local Health Network (LCLHN) and the Keith and District Hospital (KDH) Governing Board Chairs and Chief Executive Officers to review recommendations from the external report, provided by independent consultants AsiaAustralis. • The projected End of Year results indicating the LCLHN is likely to produce a favourable result to budget, acknowledging the significant contribution from the team and the Governing Board to deliver this result, and considering the extensive changes to operations as a result of COVID-19.
	<p>b) Performance Reporting Summary May 2020</p>	<p>The Chief Finance Officer provided an update on key points from the May 2020 Finance Report including:</p> <ul style="list-style-type: none"> • YTD budget likely to result in a favourable position at EOFY 2019-20 • National Weighted Activity Units (NWAU) reporting levels below target • Continuing improvements to debt management reporting and debt recovery processes • The receipt of the Final Interim Audit Management letter from Galpins Accountants, Auditors and Business Consultants • Expenditure relating to COVID-19 for the 2019-20 Financial Year (FY) reported as \$733k • Commonwealth Funding for COVID-19 expenses received in June totalling \$317k with a proposal submitted to the Department for Health and Wellbeing to carry over to 2020-21 FY <p>An update was provided on work progressing to improve the finance reporting model to suit the specific needs of the LCLHN, including consultation with Mark Priadko, Financial Consultant. Confirmation was provided that further meetings have been scheduled for Mark to participate in the LCLHN finance team planning sessions, looking to improve the skillset within the team, provide assistance with budget processes and to improve the consistency in reporting.</p>

		The importance of debt management process improvements and the accurate future projection of doubtful debt balances, consistent with accounting standards, were discussed.
	c) Key Performance Indicator (KPI) Summary May 2020	<p>The Key Performance Indicator (KPI) Summary for May 2020 and the reduced levels of patient presentations through the Emergency Department (ED) in Mount Gambier and across the region since the beginning of the COVID-19 pandemic was noted with GPs reporting a similar trend.</p> <p>The reduction in Mental Health presentations was noted with presentations anticipated to increase in the upcoming reporting period due to the impact of COVID-19.</p> <p>Emergency Department KPIs were discussed including the contributing factors impacting performance outcomes including patient flow, bed availability, discharge planning and the availability of resources such as x-rays and MRI machines.</p>
4.	ENGAGEMENT STRATEGIES	
4.1	Engagement Strategy Update	<p>An update was provided on the progression of consultation regarding the Consumer, Carer & Community Engagement Strategy and the reluctance to plan events in group settings at this time. The impact of COVID-19 was noted as further impacting the progression of staff focus group sessions for the Clinician & Staff Engagement Strategy.</p> <p>The need to consider online platforms to facilitate consultation sessions and focus groups as an alternate format to face-to-face and group settings and ensuring continuing progression of the Engagement Strategies across the network was noted.</p>
5.	GOVERNING BOARD COMMITTEE UPDATES	
5.1	Audit & Risk Committee	<p>An update on the meeting of the Audit & Risk Committee on 27 July 2020 was provided.</p> <p>Progress updates were provided on key topics including:</p> <ul style="list-style-type: none"> • Work progressing to address the Strategic Risk relating to the attraction and retention of staff

		<ul style="list-style-type: none"> • Attendance of the newly appointed Independent Committee Member at the Audit & Risk Committee meeting held 27 July 2020 • Desire for the Executive Director of Medical Services to participate in negotiations with General Practitioners (GPs) engaged by the Rural Support Service (RSS) on behalf of the LCLHN <p>The addition of 'Management Oversight Committee' as a regular and ongoing agenda item for discussion at the Audit and Risk Committee Meeting was noted.</p>
5.2	Clinical Governance Committee	<p>The Committee Meeting Summary for the Clinical Governance Committee was noted.</p> <p>Progress updates were provided on key topics including:</p> <ul style="list-style-type: none"> • The completion of the new Clinical Governance Framework and its endorsement by the LCLHN Regional Leadership Committee • The development of a Clinical Governance dashboard report • The introduction of Departmental Scorecards, measuring success against peer groups from other regional LHNs with similar demographics • Commencement of recruitment for the position of Executive Assistant to the Executive Director of Medical Services (EDMS) • Considerations for workforce planning to support the effective operation of Clinical Governance oversight for the LCLHN as the devolution of the RSS continues to progress.
5.3	Finance & Performance Committee	<p>An update on the meeting of the Finance & Performance Committee on 27 July 2020 was provided.</p> <p>Progress of the 2019-20 Draft Financial Statement was noted including the circulation of the review schedule by the Chief Finance Officer.</p> <p>Confirmation was provided that preparation for the 2020-21 Financial Year Budget was progressing and a meeting to discuss the Service Agreement between SA Health and the LCLHN would be attended by the LCLHN Board Chair, Chief Executive Officer and Chief Finance Officer.</p> <p>DECISION</p> <p>The LCLHN Governing Board endorsed the proposed reduction in the meeting</p>

		frequency of the Finance and Performance Committee to 8 meetings per year.
6	TOPIC OF THE MONTH	
6.1	Aged Care Services	<p>Jennie Jacobs, Executive Officer/Director of Nursing, Bordertown & Kingston, provided an overview of Residential Aged Care (RAC) services delivered across the LCLHN, including information relating to accreditation against National Safety and Quality Health Service (NSQHS) Standards and Aged Care Standards and information relating to the Aged Care Funding Instrument.</p> <p>It was noted that the LCLHN Governing Board would like to consider RAC infrastructure within Strategic Planning to ensure that the facilities offered are of high quality to compliment the exceptional level of care provided within LCLHN RAC sites. It was noted that non-government providers are often able to utilise interest, on deposits paid by residents, to fund upgrades to infrastructure, which is not an option for the LCLHN.</p> <p>IN CAMERA SESSION – 1:30pm – 1:57pm</p>
7.	STRATEGIC PLANNING	
7.1	Strategic Planning Update	<p>An update was provided on the Strategic Planning process including the recent workshop held on 17 July 2020, attended by members of the LCLHN Strategic Leadership Group and facilitated by Lisa Cockington, Manager Strategy & Innovation, RSS.</p> <p>The intention to hold a further workshop with the Governing Board and LCLHN Leadership to build on the planning completed to-date was noted.</p>
8.	MATTERS FOR DISCUSSION	
8.1	Mount Gambier Private Hospital	<p>An update was provided on discussions held with representatives from the Mount Gambier Private Hospital (MGPH) regarding the external review, completed by independent consultant AsiaAustralis, to assess the viability of the MGPH.</p> <p>The LCLHN Governing Board acknowledged concerns relating to the ownership of the MGPH, which had been raised in the report, and the potential implications for the LCLHN relating to governance and conflicts of interest. The Board resolved to continue to pursue with the Crown Solicitor's Office, the</p>

		development of a Memorandum of Agreement and to seek clarification on issues of ownership and governance of the MGPH.
8.2	Keith & District Hospital	An update on the collaboration of the LCLHN and the Keith and District Hospital (KDH) regarding the interpretation of the recommendations from the external report, provided by independent consultants AsiaAustralis, was noted.
8.3	LCLHN Project Forecast	The LCLHN Project Forecast was noted. An update was provided on capital works completed since 2018, by both Country Health SA Local Health Network (CHSALHN) and the Limestone Coast Local Health Network (LCLHN).
8.4	2019-20 Board Evaluation	The 2019-20 Board Evaluation report was noted. It was agreed the metrics gathered within the evaluation were consistent with the length of operation for the Limestone Coast Local Health Network Governing Board and that the data gathered was an indication that the LCLHN Governing Board was functioning effectively.
9.	MATTERS FOR APPROVAL	
9.1	Governing Board Briefing – Attestation Statement 2019-20	The Governing Board Briefing, relating to the 2019-20 Attestation Statement was discussed. It was agreed that further review would be deferred to the 31 August 2020 Governing Board meeting.
9.2	Governing Board Briefing – Legislative Obligations	The Governing Board Briefing relating to Legislative Obligations Compliance was noted and the recommendation to continue to be certified under the current 8 (eight) obligations for 2020-21 received full endorsement by the Governing Board. DECISION It was agreed that the Limestone Coast Local Health Network Governing Board would endorse the proposed certification process for 2020-21.
9.3	Internal Audit Charter & Internal Audit Plan	The Internal Audit Charter & Internal Audit Plan was noted. DECISION The Limestone Coast Local Health Network Governing Board approved the Internal Audit Charter & Internal Audit Plan.

10.	MATTERS FOR NOTING	
10.1	LCLHN Invoice Payments June 2020	The LCLHN Invoice Payments June 2020 were noted.
10.2	LCLHN Late Payments of Interest (LPI) June 2020	The LCLHN Late Payments of Interest (LPI) June 2020 were noted.
10.3	Finance & Performance Committee Agenda – 27 July 2020	The Finance & Performance Committee Agenda – 27 July 2020 was noted.
10.4	Finance & Performance Committee Minutes – 25 May 2020	The Finance & Performance Committee Minutes – 25 May 2020 were noted.
10.5	Management Oversight Committee Agenda – 6 July 2020	The Management Oversight Committee Agenda – 6 July 2020 was noted.
11.	OTHER BUSINESS	
11.1	Any Other Business	<p>A discussion was held regarding the opportunity to utilise the agenda item allocated to 'Topic of the Month' to invite key presenters from each site to discuss relevant content specific to services and expertise offered at that facility and to be reflected in future agendas for the Governing Board.</p> <p>A request was put forward to amend the format of the Governing Board Minutes to remove action items from the body of the minutes to avoid duplication with content recorded the Action Item Register and to be reflected in future meeting minutes.</p> <p>Confirmation was provided of the upcoming visit to the LCLHN by the Hon. Stephen Wade, Minister for Health and Wellbeing, on 4 August 2020.</p> <p>The requirement to complete a Standing Authorisation between the Crown Solicitors Office and the Limestone Coast Local Health Network to enable registrations to be submitted to the Land Titles Office (LTO) on behalf of the LCLHN was noted.</p>

12.	SUMMARY AND CLOSE	
12.1	Next Meeting & location	Monday 31 August 2020, WebEx/Video Conference
12.2	Meeting Close	3:15 pm