

Governing Board Minutes

Official Acknowledgement of Country

We acknowledge the Ngadjuri people as the Traditional Custodians of the Land upon which we are meeting today. We respect their spiritual relationships with 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: 29 October 2021	Time: 10:00am	Location: Clare Valley Motel
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Membership:

<i>(MW) Mark Whitfield</i> , Chairperson	P	<i>(GM) Geri Malone</i> , Board Member	P
<i>(GB) Garnett Brady PSM</i> , Board Member	P	<i>(KR) Karyn Reid</i> , Board Member	A
<i>(SG) Suzy Graham</i> , Board Member	P	Vacant - Board Member	
<i>(JL) John Lynch OAM</i> , Board Member	A		

Regular Attendees:

<i>(CP) Craig Packard</i> , Chief Executive Officer	P	<i>(LT) Lisa Taylor</i> , Director Governance and Performance	A
<i>(AS) Amanda Semark</i> , Acting Director Governance and Performance	P		

Invited Guests:

<i>(CR) Cheryl Russ</i> , Executive Director Allied Health and Community	P		
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1. MEETING OPENING		
1.1	Acknowledgement of Country	Meeting opened at 08:47am with the Chair providing Acknowledgement of Country.
1.2	Present and Apologies	Apologies were noted –

1.3	In Camera Board Discussion	<p>Nil discussion.</p> <p>The Board agreed to develop a protocol for topics that should be discussed 'In Camera'. Protocol to include process for documentation and follow up of actions discussed.</p> <p>Action: MW, CP and AS to draft protocol.</p>
1.4	Conflict of Interest Declarations	<p>The Conflict of Interest Disclosure Register was tabled.</p> <p>Changes to the register were noted for MW – removal of Directorship of NRM regions Australia Ltd.</p> <p>No further conflicts of interests were declared during the meeting.</p> <p>Action: AS to update register with above changes for MW.</p>
1.5	Confirmation of Previous Minutes	<p>The minutes of the meeting held 24 September 2021 were endorsed and accepted as a true and accurate reflection of the meeting, noting minor amendments made to item 1.6.</p>
1.6	Actions Arising from Previous Minutes	<p>Updates to actions on the Action Register were provided by exception. Completed actions were agreed to be closed.</p> <p>Discussed the grant opportunities information that is distributed via Dan Van Holst Pellekaan MP Office and requested information regarding what the Local Health Network (LHN) does with the information.</p> <p>Action: CP to report back at the November meeting.</p>
1.7 1.7.1	<p>Presentation to Board</p> <p>Cheryl Russ (CR), Executive Director Community and Allied Health</p>	<p>The Chair welcomed CR who attended the meeting at 10:50am via Microsoft Teams. CR gave a verbal update covering the below topics:</p> <ul style="list-style-type: none"> • A general update – staff growth and upskilling in wound management, Diabetes, burns therapy/hand therapy, cardiac rehabilitation, palliative care telehealth (new devices) and healthy aging traineeships. • Service profiling for individual disciplines has commenced in conjunction with the Rural Support Service (RSS), starting with Social Work and Podiatry. • Aged Care Services consumer forum held at Quorn in October. • Introduction of a Mind Dog (therapy dog) onsite accompanying a staff member. • An overview of the current situation for the Early Years Parenting Centre (EYPC) contract at Port Augusta. • An overview of the commissioning report developed by Liz Fallas, RSS, regarding investing in regional Palliative Care Services. • An overview of the Community Connections Program reforming the former Home and Community Care Program (HACC).

		<ul style="list-style-type: none"> An update on the Country Health Connect Consultation in relation to the organisational structure review. <p>The Board acknowledged the complexity of community programs, the change in programs over the past 3-5 years and CR's innovation.</p> <p>The Board held a discussion regarding how information is captured and reported against the strategic pillars, preparing for a shift in focus from hospital based care to home based care and acknowledged the pull on nursing staff between acute and community sectors.</p> <p>The Board requested Liz Fallas be invited to the November Board meeting to present on Palliative Care Services.</p>
2. MATTERS FOR DECISION		
2.1	{2021-032} SA Health Policies	<p>Summary of SA Health Policy Update tabled for noting.</p> <p>Outcome: Endorsed.</p>
2.2	{2021-031} Annual Attestation Statement	<p>The Annual Attestation Statement was endorsed by circular resolution on 29 September 2021.</p>
3. STRATEGIC DISCUSSIONS		
3.1	Priorities of the Strategic Plan / KPI Reporting	<p>The Board held a Strategic Sessions meeting on 28 October 2021 where the Strategic Plan was reviewed. The pillars and strategies were revised and updated to reflect the growth and maturity of the Board. A draft Operational Plan was also shared with the Board.</p> <p>The Board noted the below priorities as discussed at the Strategic Sessions Meeting on 28 October 2021:</p> <ul style="list-style-type: none"> People – attraction and retention Consumer focus – Quality Risk and Safety (QRS) outcomes and Standards Public Relations (PR) strategy Aboriginal Health – cross sectoral collaboration Innovation – develop a cultural reward of innovation <p>The Board agreed the above items will become a standing agenda item for verbal updates from CP with a formal written report quarterly.</p> <p>The Board highlighted the importance of allowing staff time to be innovative and discussed the significance of measuring improvement change.</p> <p>CP reported a Data Analytics role is currently being recruited to.</p> <p>Action: AS, CP and MW to refine strategic pillars and strategies.</p> <p>Action: Draft Operational Plan to be re-mapped against revised pillars and tabled at the November Board meeting.</p>

4. BOARD COMMITTEE REPORTS		
4.1	Consumer and Community Engagement Committee Report	The Chair noted the Consumer and Community Engagement Committee did not have a scheduled meeting since the last Board meeting, therefore no report was provided.
4.2	Finance and Performance Committee Report	<p>The Finance and Performance Committee Summary report from the meeting held 21 October 2021 was tabled for noting.</p> <p>The Board held discussions regarding:</p> <ul style="list-style-type: none"> • Royal Flying Doctor Service (RFDS) funding contract and procurement protocols. • Gayle's Law funding shortfall, confirming the LHN provides the services required regardless of funding. • Medical Workforce Manager position and duties. • Pika Wiya contract requirements. • Port Augusta Hospital stack building, the LHN is working with the Department for Health and Wellbeing (DHW) to progress a plan for this building noting it's at 'end of life'. Noted considerations for staff working environment. <p>Action: CP to continue working with DHW to develop a plan and report back to the Board with a proposal.</p> <p>Action: Accommodation and work environment to be added to the Strategic Plan.</p>
4.3	Clinical Governance Committee Report	The Chair noted the Clinical Governance Committee did not have a scheduled meeting since the last Board meeting, therefore no report was provided.
4.4	Audit and Risk Committee Report	The Chair noted the Audit and Risk Committee did not have a scheduled meeting since the last Board meeting, therefore no report was provided.
5. MATTERS FOR INFORMATION AND DISCUSSION		
5.1	Chief Executive Officer (CEO) Report	<p>The October CEO report was tabled and noted. Key topics from the report discussed included:</p> <ul style="list-style-type: none"> • An overview of the Learning Sets CP is currently participating in. • Improvement of National Disability Insurance Scheme (NDIS) debt management over the past 12-18 months. • Transitional Care Program (TCP) fee waiver; the Chair queried if the fee is covered by Medicare. CP took on notice and will report back. • Decline in mandatory training compliance results. • Decline in 6 Monthly Performance Reviews compliance results querying if this is a breach in employment contracts. The LHN has highest compliance rates across the state in this area.

		<ul style="list-style-type: none"> Excess annual leave – the Chair requested further information on the correlation between the number of staff on leave plans and the overall percentage of staff with excess leave. COVID-19 vaccination rates both in the Flinders and Upper North region community and staff rates. CP reporting only four or five staff remain unvaccinated and will be taking leave. <p>Action: CP to report back to Board regarding TCP fee waiver and excess leave.</p>
5.2	FUNLHN Performance Report	<p>The Performance report from the August 2021 reporting period was tabled and noted.</p> <p>The Chair queried the delay in data for KPIs 36-38 relating to consumer experience survey results. Data has been delayed from the DHW.</p> <p>KPI 42, complaints resolved within the target frame was discussed, with CP reporting it has been continually raised with managers and that administrative delays could be contributing to a decline in compliance.</p>
5.3	Diligent Presentation	<p>The Chair, CP, AS and LT attended a presentation from Diligent on 18 October 2021. The proposed Agreement and costs were tabled and noted.</p> <p>The Board and CP discussed ensuring the Agreement has been checked by the Rural Support Service Contracts Team prior to signing.</p> <p>It was confirmed Diligent would provide the LHN with all data at the ceasing of the Agreement.</p> <p>Outcome: The Board endorsed progressing the Diligent agreement for a 12-month period with the above considerations and that the matter is operational.</p>
6. CORRESPONDENCE FOR NOTING		
6.1	CEO Bulletin – Healthcare Setting Worker Vaccination Direction 8 October 2021	Correspondence noted as provided out of session for information.
6.2	Skilling SA Public Sector Project Update	Correspondence noted as provided out of session for information.
6.3	Correspondence from the Deputy Chief Executive SA Health – Advice on collective regional tolerance for elective surgery and colonoscopy	Correspondence noted as provided out of session for information.
6.4	2021-2021 FUNLHN Annual Report – Final Copy	Correspondence noted as provided out of session for information.

6.5	SA Health Medical Education and Training Strategic Plan 2021-2026	Correspondence noted as provided out of session for information.
6.6	Correspondence from the Chief Executive SA Health – Changes to the ICAC	Correspondence noted as provided out of session for information.
7. MEETING FINALISATION		
7.1	New Business	
7.1.1	Annual Public Meeting – Thursday 25 November 2021, Uni SA Whyalla	The Chair noted the Annual Public meeting is scheduled to be held at Whyalla on the 25 November 2021.
7.1.2	COVID-19 Update	Noted email update provided by CP on 27 October 2021 regarding LHN COVID-19 preparedness highlighting that planned surge workforce won't be ready in time now that State border re-opening has been brought forward.
7.2	Meeting Scheduling	The Board agreed to not hold a meeting in December 2021. The Board agreed to defer the presentation from SA Pharmacy until 2022.
7.3	Meeting Evaluation	Nil discussion.
7.4	Next Meeting	Date: Friday 26 November 2021 Time: 9:00am Venue: Whyalla Invited Guest: Trevor Byles, Director Corporate Services, Liz Fallas – Palliative Care Services Presentation.
7.5	Meeting Close	Meeting Closed at 1:20pm

Signed: Mark Whitfield, FUNLHN Governing Board Chair



DATE: 26 November 2021