

**LIMESTONE COAST LHN
GOVERNING BOARD
MEETING MINUTES**

Meeting Date: 28 September 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: Kathryn Edwards (KE), Director of Aboriginal Health

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

1.	MEETING OPENING	
Item		Discussion
1.1	Acknowledgement of Country	Kathryn Edwards, Director of Aboriginal Health, Limestone Coast Local Health Network (LCLHN) provided the Acknowledgement of Country, and in the spirit of reconciliation, extended her acknowledgment to both Aboriginal and Torres Strait Islander people and non-indigenous people working and walking side by side in the region.
1.2	Apologies	Nil.
1.3	Introduction	GK provided an introduction to the meeting of the 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 31 August 2020 was requested to:</p> <ul style="list-style-type: none"> Item 3.1 d) – Amend attendees at the meeting with representatives from Shared Services SA (SSSA), removing regional Chief Finance Officers (CFOs) and replacing with the Chief Finance Officer (CFO) <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 a progress update in relation to the recruitment of Governing Board Members, by SA Health, creating a pool of suitably qualified and trained candidates, with relevant expertise, for current vacancies and future opportunities across the ten independent Local Health Network (LHN) Governing Boards. Applications received for the Aboriginal Health Expert vacancy within the LCLHN Governing Board were further noted.</p> <p>Recent discussions with the Minister for Health and Wellbeing were noted, including;</p> <ul style="list-style-type: none"> The process for extending the appointment of Governing Board Members at the expiry of the current term The importance of community engagement strategies, and ensuring progress is accurately reflected within reporting mechanisms <p>A planned workshop between the Regional Governing Board Chairs and the Rural Support Service (RSS) to review funding methodology for support provided by the RSS to the respective LHNs, and planning for further transition of responsibilities back to the LHNs, was noted.</p>
3.	LIMESTONE COAST LHN REPORTS	
3.1	CEO Report a) General update	<p>The Chief Executive Officer report was noted.</p> <p>Progress updates were provided on key issues including:</p> <ul style="list-style-type: none"> Work progressing with the Strategic Industrial Relations Medical Workforce Group regarding Time and Attendance and Rights of Private Practice

		<ul style="list-style-type: none"> • A recent workshop, and survey, has been undertaken by Peta-Maree France, Director of People and Culture, regarding Cultural Evolution • The final design for the transitioning of the Quality, Risk and Safety service from the Rural Support Service (RSS) to regional LHNs is due in December • Review of the draft report from consultant BDO regarding the funding methodology of the RSS. LCLHN has identified a number of areas to clarify. • The impact of a recent gas outage in Mount Gambier, and the combined efforts of the LCLHN and Emergency Services resulting in regular updates from the gas company, and a timely resumption of services at the Mount Gambier and Districts Hospital Service (MGDHS) • Work continues by the LCLHN Incident Management Team (IMT) in relation to COVID-19 regarding Border Restrictions, the medi-hotel and the Residential Aged Care (RAC) policy directive • Recent table top exercises conducted by the ADF and SAPOL, simulating an active COVID-19 patient in the RAC facility at Penola, with the intention to progress similar training exercises at various sites across the region <p>An update was provided in relation to staffing at the MGDHS Emergency Department (ED). Confirmation was provided that a briefing had been forwarded to Dr Chris McGowan, Chief Executive of SA Health, providing details about the situation and seeking support.</p> <p>The need to investigate options for the significant reform of systems for the Local Health Network, to enable efficient and effective analysis and interpretation of data, was discussed.</p>
	b) Performance Reporting Summary July 2020	<p>The Chief Finance Officer provided an update on key points from the July 2020 Finance Report.</p> <p>A summary of updates to the 2019-20 General Purpose Financial Statements following review from the Auditor General's Department was provided, including an increase to the provision for doubtful debts of \$180k for the 2019-20 period following the correction of the aging of debtors.</p>
	c) Aged Care Report	<p>The detailed Aged Care Report for July 2020 was noted.</p> <p>Confirmation was provided that detailed Aged Care reporting will be included</p>

		within the Performance Reporting Summary moving forward.
	d) Key Performance Indicator (KPI) Summary July 2020	<p>The Key Performance Indicator (KPI) Summary for July 2020 was noted.</p> <p>Key points from the report were discussed including:</p> <ul style="list-style-type: none"> • Improvements made to the report reflecting a Year to Date (YTD) actual result for National Weighted Activity Unit (NWAU), previously displayed as an End of Year (EOY) forecasted figure • The allocation of funding in the 2020-21 Service Agreement for NWAU compared to the National Efficient Price (NEP) <p>HM provided an update on the National Safety and Quality Health Service (NSQHS) Standards accreditation process, the resumption of assessments on site at the MGDHS were confirmed for 17-18 November 2020.</p>
4.	ENGAGEMENT STRATEGIES	
4.1	Engagement Strategy Update	An update was provided on the progression of the Consumer, Carer & Community and Clinician & Staff Engagement Strategies. Readiness of the Working Group to resume planning for these strategies and commence consultation was further noted.
5.	GOVERNING BOARD COMMITTEE UPDATES	
5.1	Audit & Risk Committee Evaluation	<p>Progress updates from the Audit & Risk Committee (ARC) were provided on key achievements, since reform, and the transfer of risk management oversight from Country Health SA (CHSA), including:</p> <ul style="list-style-type: none"> • Implementation of the Capability Action Plan, assessing and incorporating relevant outstanding items from CHSA at the transition to LHNs on 1 July 2019 • The establishment of processes for managing risks and capturing emerging risks • Development of the Risk Management KPI report • The adoption of the Legislative Compliance Framework • Appointment of an External (Independent) Member to the ARC

		<ul style="list-style-type: none"> • The anticipated transition to the new risk management software, Risk Console • Continued improvements to the agenda template providing a focussed and consistent approach to ARC meetings <p>Potential Key Performance Indicators (KPIs) for the Governing Board Evaluation of the Audit and Risk Committee were discussed, noting the desire to align KPI's to three (3) key performance areas.</p>
5.2	Clinical Governance Committee Evaluation	<p>An overview of progress made by the Clinical Governance Committee, since reform, was provided, including:</p> <ul style="list-style-type: none"> • The accreditation process, assessing against various standards including the National Safety and Quality Health Service (NSQHS), Residential Aged Care (RAC) and the National Disability Insurance Scheme (NDIS) standards • Improvements made to operational reporting, including the development of a governance framework and dashboard reports to monitor performance <p>Potential Key Performance Indicators (KPIs) for the Governing Board Evaluation of the Clinical Governance Committee were discussed, including:</p> <ul style="list-style-type: none"> • Agreeing to a satisfactory measure against the Service Agreement target, for Length of Stay (LOS) in Emergency Departments (EDs) • Benchmarking against historical results and peer groups for the various dashboard reporting categories, including acute, aged care, mental health, community health and aged care • Achievement of accreditation across all areas, including NSQHS, RAC and NDIS Standards
5.3	Finance & Performance Committee Evaluation	<p>An overview of progress made by the Finance & Performance Committee, since reform, was provided, including:</p> <ul style="list-style-type: none"> • Improvements made to the reporting models, with further refinements anticipated for the September reporting period • Developing and embedding an in depth understanding of the complex accounting and reporting processes <p>Potential Key Performance Indicators (KPIs) for the Governing Board Evaluation</p>

		of the Finance and Performance Committee were discussed, including the preference to align the KPI's to measure performance in three (3) key areas against targets within the Service Agreement.
6	STRATEGIC PLANNING	
6.1	Strategic Planning Update	An update was provided on the progression of the LCLHN Strategic Planning activities, including the upcoming workshop, facilitated by Lisa Cockington, Manager Strategy & Innovation, RSS, to be attended by members of the Governing Board and members of the LCLHN leadership team, and further noting the preference for a face-to-face meeting.
7.	TOPIC OF THE MONTH	
7.1	Health Performance Council Report into Institutional Racism in the Local Health Networks.	<p>The Health Performance Council Report into Institutional Racism in the Local Health Networks was noted.</p> <p>KE provided an update on progress made to address institutional racism in the LCLHN, including the approach of working inclusively to imbed diversity and inclusion for Aboriginal and Torres Strait Islander people accessing services and those engaged in the workforce.</p> <p>Key topics discussed included:</p> <ul style="list-style-type: none"> • The Aboriginal Workforce Strategy • The Memorandum of Understanding (MOU) between Pangula Mannamurna and the LCLHN • Progression of the LCLHN Reconciliation Action Plan • LCLHN Aboriginal Strategic Operating Plan • The impact of the 'Family Are Not Visitors' campaign, noting that family involvement is an integral part of healing for Aboriginal & Torres Strait Islander people • Planned cultural immersion for LCLHN Governing Board and Executive Team members • Planning for the development of an Aboriginal Health dashboard • The desire to incorporate a welcoming and inclusive signage and artwork at the various hospital and health services throughout the region

8.	MATTERS FOR DISCUSSION	
8.1	Mount Gambier Private Hospital	<p>An update was provided on the Mount Gambier Private Hospital (MGPH), including confirmation of a further review to be undertaken by LCLHN subject experts and with completion anticipated by the end of November 2020.</p> <p>The LCLHN Board resolved to continue to investigate options for the provision of support to the MGPH and to ensure that communication with the MGPH and the Minister for Health and Wellbeing continues.</p>
8.2	Keith & District Hospital	<p>An update was provided on the Keith and District Hospital (KDH), including the progression of the interim funding agreement which would, extend the provision of financial support until 31 December 2020.</p> <p>Confirmation was provided that a briefing had been prepared for the Minister for Health and Wellbeing, providing recommendations for long term funding support for the KDH.</p>
8.3	Radiation Services for the Limestone Coast	<p>Commonwealth funding grants for Radiation Services were discussed, including:</p> <ul style="list-style-type: none"> • Complexities relating to the provision of radiation services • Viability from both a financial and a quality and safety perspective • Substantial workforce requirements and difficulties attracting and retaining highly skilled specialist in regional areas • Significant investment in infrastructure and associated costs with maintaining and updating physical resources • Existing capabilities and scope for the provision of healthcare in the region, noting that currently the LCLHN is unable to complete lung function tests locally, a prerequisite for radiotherapy <p>The Board resolved to consider the provision of cancer care, including radiation services, within strategic planning activities, to ensure that the Limestone Coast community is able to access this type of service, close to home, in the future.</p>
9.	MATTERS FOR APPROVAL	
9.1	2019-20 Legislative Compliance Certification	<p>The 2019-20 Legislative Compliance Certification was discussed, including confirmation of the endorsement provided by the LCLHN Audit and Risk Committee, in late September.</p>

		DECISION: The Governing Board approved the 2019-20 Legislative Compliance Certification
10.	MATTERS FOR NOTING	
10.1	LCLHN Invoice Payments August 2020	The LCLHN Invoice Payments August 2020 were noted.
10.2	LCLHN Late Payments of Interest (LPI) August 2020	The LCLHN Late Payments of Interest (LPI) August 2020 were noted.
10.3	Clinical Governance Committee Agenda – 28 September 2020	The Clinical Governance Committee Agenda – 28 September 2020 was noted.
10.4	Finance & Performance Committee Minutes – 27 July 2020	The Finance & Performance Committee Minutes – 27 July 2020 were noted.
10.5	Correspondence: Community Paramedic Program	Correspondence regarding the Community Paramedic Program was noted.
11.	OTHER BUSINESS	
11.1	2021 Board & Committee Calendar	DECISION: The proposed schedule for the LCLHN Governing Board and Committee meetings for 2021 was discussed and agreed.
11.2	Any other business	Confirmation was provided that AJ has accepted an invitation, on behalf of the LCLHN Governing Board, to attend an informal lunch with Professor Jonathan Craig, Vice President and Executive Dean at the College of Medicine and Public Health and hosted by Flinders University, SA. The 2020-21 Service Agreement between the Department for Health and Wellbeing (DHW) and the LCLHN was confirmed to be included as an agenda item for discussion at the October meeting of the Governing Board. Acknowledgement was provided regarding the recent implementation of Diligent Software for meeting papers, including a reminder for Board and Committee Members to book in for 1:1 training sessions, prior to the full transition to online board papers in 2021. Confirmation was provided of the upcoming Annual General Meeting's for the

		<p>six (6) Limestone Coast Health Advisory Councils (HACs).</p> <p>An update was provided regarding the review of the Cultural Evolution Pathway developed by SA Health, for inclusion as an agenda item at the October meeting of the Governing Board, with an invitation to be extended to the Director of People and Culture.</p> <p>DECISION:</p> <p>The proposed date of 30 November 2020 for the next public meeting of the LCLHN Board was agreed, the need to ensure that the location for public meetings alternate between the lower and upper areas of the Limestone Coast region was noted.</p>
12.	SUMMARY AND CLOSE	
12.1	Next Meeting & location	Monday 26 October 2020
12.2	Meeting Close	3:35 pm