

Flinders & Upper North Local Health Network Board Meeting



Government of South Australia

SA Health

MINUTES

Date: 24 April 2020

Time: 9am to 1pm

Venue: Cisco Webex

MEMBERSHIP (<i>P = present, A = apology,</i>)			
Bevan Francis , Chairperson	P	Suzi Graham , Board Member	P
Garnett Brady PSM , Board Member	P	Geri Malone , Board Member	P
John Lynch OAM , Board Member	P	Karyn Reid , Board Member	P
Mark Whitfield , Board Member	P		
REGULAR ATTENDEE'S (<i>P = present, A = apology</i>)			
Craig Packard , Acting Chief Executive Officer	P	Lisa Taylor , Acting Director Governance & Performance	P
EXECUTIVE ATTENDEE / INVITED GUESTS:			
Ashley Parkinson , Acting Director Allied & Community Health	P	Angela McLachlan , Executive Director Nursing Midwifery	P
APOLOGIES:			
MINUTE TAKER:			
Lisa Taylor , Acting Director Governance & Performance	P		
ITEM	DISCUSSION POINT		OUTCOMES/ACTIONS
1. MEETING OPENING:			
1.1	Acknowledgement	❖ Acknowledgment of Country	Given by Chair
1.2	Apologies	❖ Nil	
1.3	In-Camera discussion	❖ Session commenced 0914 to 0925 CEO recruitment tabled	❖ Panel to convene in the next two weeks to discuss moving forward with recruitment

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1.4	Conflicts of interest disclosure	<ul style="list-style-type: none"> ❖ Updated log presented and noted ❖ Karyn Reid identified changes and will forward to Lisa Taylor 	<ul style="list-style-type: none"> ❖ Karyn Reid to forward information to Lisa Taylor
1.5	Confirmation of minutes of the previous meeting	<ul style="list-style-type: none"> ❖ Minutes accepted with minor changes including grammatical and descriptions of actions , to be presented to board out of session with modified changes and approval for electronic signature 	<ul style="list-style-type: none"> ❖ Accepted with changes as discussed
1.6	Actions arising from previous minutes	<ul style="list-style-type: none"> ❖ Review of each item listed on the Action / issues list ❖ Agreed to modify action register to shorten length, place on closed register for record keeping ❖ 2019-001 (NDIS Billing) Discussed what type of debts are incurred, identified CEO has delegation to write these debts off as/if required, further investigation required ❖ 2020-014 (RFDS Relations) discussed RFDS CEO invitation to attend on site for discussion around budget provisions and expenditure ❖ 2020-016 (Closing the Gap Funding) Discussed future funding, all in agreeance, that funding continues for the next twelve months and acknowledge cost pressure associated with this. investigations to occur for external funding potential OZ minerals, BHP 	<ul style="list-style-type: none"> ❖ Action log updated ❖ Karyn Reid to work with Lisa to make changes to shorten action register and identify specifics <p>Meeting to be arranged by 1/5 between Garnett Brady, Bevan Francis, John Lynch, CEO and Dir Aboriginal Health to discuss.</p>

ITEM	DISCUSSION POINT	OUTCOMES/ACTIONS
2. PRESENTATIONS TO THE BOARD:		

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2.1	COVID-19 Update	<ul style="list-style-type: none"> ❖ A McLachlan provide updated information on processes in place for COVID-19 ❖ Elective Surgery restrictions explained, advised of state level for directions ❖ Discussed commencement of elective surgery in the coming weeks ❖ Discussed PPE shortage and increased need once surgery commences ❖ Discussed surgeon arrangements ❖ Discussed negative pressure room in Roxby Downs ❖ In depth discussion around women's health and available options in our LHN specific to medical abortion, discussed available services via telehealth and Rights of private practise for clinicians ❖ Discussed connections with Shine SA ❖ Updated workforce planning and securement of staff for Leigh Creek 	<ul style="list-style-type: none"> ❖ Angela McLachlan to clarify women's health services and availability within FUNLHN
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2.2	Director Allied Community Health Update	<ul style="list-style-type: none"> ❖ C Russ returning to work Monday week ❖ Allied Health working on recovery strategy of COVID-19 including service provisions ❖ Staff are regularly updated in the space of COVID-19 with daily meetings with team leaders ❖ Looking at innovative ways to working ❖ Review on long term effects of clients from reduced services ❖ Programs are being amalgamated to form one boundary of service ❖ Working on the budget structures across the LHN and staff contracts ❖ Discussed Palliative Care upgrades to home services with technology provisions ❖ Performing a gap analysis and where gaps would be if services not provided, this will be a thorough review looking at KPI's based on attendance ❖ Discussed NDIS program and increase in service, discussed no service in program for 7-18 year age groups, service focuses on pre 7 and over 18 ❖ Aged care accreditation for community health being worked through due to the new standards and increased risk for community care packages ❖ Discussed what Country Health Connect program is and education to the community ❖ Discussed the structure with RSS and it still being developed 	<ul style="list-style-type: none"> ❖ Develop media campaign to identify service provisions and their benefit to the clients
ITEM	DISCUSSION POINT	OUTCOMES/ACTIONS	
3. MATTERS FOR DECISION			

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3.1	FUNLHN Mission Statement	❖ Discussed to formulate as Purpose Statement	❖ Suzy Graham to draft document and send to board members for input and set date to convene for finalisation
3.2	Strategic Plan	❖ Discussed moving forward with plan in conjunction with purpose statement	❖ Remains on the agenda post lifting of restrictions as a face to face agreed the most appropriate forum
3.3	2020-007 Service Plan	❖ Final Service Plan for Whyalla & Port Augusta tabled for endorsement,	❖ Endorsed in session ❖ follow up media release due to local agency closures
ITEM	DISCUSSION POINT	OUTCOMES/ACTIONS	
4. MATTERS FOR INFORMATION AND OR DISCUSSION			
4.1	Chief Executive Officer Report	❖ Report tabled for information ❖ Congratulations to A/CEO Craig Packard for in-depth details provided to board	❖ Noted
4.2	Flinders & Upper North LHN Performance Report	❖ Report tabled for information ❖ Page 56 of agenda pack Congratulations to staff for improved performance PDR reviews	❖ Line 22 on page 50 of agenda pack no YTD reflection
4.3	Quality Risk and Safety Quarterly Report	❖ Nil Report tabled	
4.4	Work Health and Safety Quarterly Report	❖ Nil report tabled	
4.5	Innovations	❖ Discussed to re-agenda item and worked in conjunction with strategic plan	❖ Re-agenda as standing item
4.6	Legislative Checklist	❖ Discussed compliance, report to be presented on a quarterly basis ❖ Provided good information on board performance ❖ Risk appetite statement to be reviewed ❖ Discussed individual assessments and succession planning for the future	❖ Remove deputy from report as no deputy in LHN Bevan Francis and Karyn Reid to review risk appetite statement in regard to consumer and community engagement
4.7	Workers Compensation Report	❖ Report tabled ❖ Redemptions discussed and explained	

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4.8	Treasurers Instruction 14	❖ Discussed CEO has delegation under instruction 14, no changes required	
ITEM		DISCUSSION POINT	OUTCOMES/ACTIONS
5. BOARD COMMITTEES			
5.1	Consumer and Community Engagement Committee	<ul style="list-style-type: none"> ❖ Summary Report Presented ❖ Gap analysis presented with recommendation of board to accept and endorse recommendations ❖ Announced HAC conference being discussed ❖ CCE Manager being recruited and interviewed 	<ul style="list-style-type: none"> ❖ Gap analysis endorsed with recommendations accepted Governance & Performance team to work with the HAC PM 's from the P with C Committee ❖ Action Plan to be oversighted by the CCEC ❖ Chair to notify HAC PMs of this decision - completed ❖
5.2	Finance & Performance Committee	<ul style="list-style-type: none"> ❖ The board were referred to the impact on our planning ability if we were to receive the appropriate NEP funding ❖ Summary Report Presented. YTD Actuals P 119 not included ❖ Announcement of CFO Shamus Cogan resignation 	<ul style="list-style-type: none"> ❖ Site specific needs to be sent out of session ❖ Recruitment to CFO role to commence
5.3	Audit & Risk Committee	❖ Summary Report Presented	❖
5.4	Clinical Governance Committee	<ul style="list-style-type: none"> ❖ Verbal Summary Report Presented, written report to come ❖ Discussed Credentialing Policy for Allied Health to be sent out of session for endorsement 	❖ Allied Health Credentialing to be sent out of session for circular endorsement
ITEM		DISCUSSION POINT	OUTCOMES/ACTIONS
6. CORRESPONDENCE FOR NOTING			
6.1	Deferral of Strategic Clinical Service Plan	❖ Tabled for information	❖
6.2	Board & Committee Annual Report to Parliament – Round 1	❖ Tabled for information	❖
6.3	Signed Service Agreement	❖ Tabled for information	❖

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6.4	Service agreement requirements (Strategic Plan, Clinical Engagement, CCE Strategies)	❖ Tabled for information	❖
6.5	Genwise Assessments (CE A1999242)	❖ Tabled for information	❖
6.6	Mandatory Notification (SAPOL)	❖ Tabled for information	❖
6.7	Troubling Ambiguity FUNLHN Action Plan	❖ Some actions behind schedule due to COVID	❖ Will be updated as soon as possible by Director People & Culture.
6.8	Operational COVID-19 Service Provisions	❖ Tabled for information	❖
ITEM DISCUSSION POINT OUTCOMES/ACTIONS			
7. MEETING FINALISATION			
7.1	Any other Business		
7.1.1	Chief Finance Officer (CFO) Resignation	❖ Shamus Cogan CFO has tendered resignation	❖ Recruitment process to occur at operational level
7.1.2	Meeting with Dan van Holst Pellekaan and Eddie Hughes	❖ Meeting occurred. Discussion included transport issues. Minister Dan van Holst Pellekaan to contact Ministers Wade and Knoll to discuss options and report back	❖ Chair to inform HAC PMs of this meeting and outcomes re transport - completed
7.1.3	Communications	❖ Discussed Facebook page content good, need to look at web page and communication to increase content	❖ Look at content to web page
7.2	Meeting Scheduling	❖ Video conferencing meetings and regular breaks	❖
7.3	Meeting Evaluation	❖	❖
MEETING CLOSE: 1347 NEXT MEETING: DATE: 22 May 2020 TIME: 9am to 1pm			

Signed: Bevan Francis, Board Chair



22 May 2020