

**LIMESTONE COAST LHN  
GOVERNING BOARD  
MEETING MINUTES**

Meeting Date: 31 August 2020 11.00am - 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: Sandy Johnston, Acting Operations Manager Limestone Coast, SA Ambulance Service  
Inspector , Michael Walsh SA Police  
Petty Officer, Nick Farinola, , Royal Australian Naval Reserve  
Major Owain Griffiths, Australian Defence Force  
Warrant Officer Class 2, Bodean Ward, Australian Defence Force

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	Hannah Morrison

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	The minutes of the meeting on 27 July 2020 were accepted as a true and accurate reflection of the meeting held and an update on actions was provided.
<b>2.</b>	<b>BOARD CHAIR REPORT</b>	
2.1	Report from Grant King, Board Chair	<p>The Governing Board Chair provided an update on the progress of the Limestone Coast Local Health Network (LCLHN) 2019-20 Annual Report and 2019-20 Audited Financial Statements, the requirement for an Out of Session circulation of these documents for approval, prior to the next meeting of the Governing Board, was noted.</p> <p>An update on the establishment of a Medi-Hotel in Mount Gambier was provided, highlighting the collaboration between the LCLHN, Australian Defence Force (ADF), South Australian Police (SAPOL) and South Australian Ambulance Service (SAAS). A communique from the Governing Board Chair, via various print and online media outlets, providing clarity that the facility had been established for the use and benefit of the Limestone Coast community, was noted.</p> <p>Acknowledgement of the ongoing commitment and increased workload for the LCLHN Incident Management Team (IMT) during the COVID-19 response was provided, and in particular with the establishment of the Satellite Command Centre based at the Mount Gambier and Districts Health Service (MGDHS).</p> <p>Recent discussions at the meeting of the Regional Governing Board Chairs, regarding support provided to the respective Local Health Networks (LHNs) by the Rural Support Service (RSS) was noted.</p> <p>The importance of planning for the future of Aged Care in the region, within the LCLHN Strategic Planning process, 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"> <li>• Ongoing negotiations regarding the Enterprise Agreement</li> <li>• Completion of the first meeting of the Mount Gambier Service Planning Steering Group, noting successful engagement with Specialist Clinicians</li> <li>• A recent Meet and Greet forum informing local General Practitioners (GPs) about specialist services within the LCLHN</li> <li>• Attendance in the region by Minister Stephen Wade, Professor Nicola Spurrier, Commissioner Grant Stevens and Jenny Hurley, on 4 August, visiting various sites and announcing the establishment of a Medi-Hotel in Mount Gambier and the Satellite Command Centre, merging with the existing LCLHN IMT</li> <li>• The impact of Border Restrictions for LCLHN staff and patients who reside in Victoria and travel to the region for work, or to access health services</li> <li>• Work completed by the IMT for Aged Care, providing clarity for staff and ensuring compliance with the recent directive, prohibiting staff working across multiple aged care sites</li> <li>• Recent table top “war game” exercises conducted by the ADF with the LCLHN IMT, simulating an active COVID-19 patient in the Medi-Hotel and working to establish best practice protocols for this scenario</li> <li>• Negotiations with metro LHNs regarding the rostering of physicians in the MGDHS Emergency Department beyond the current Memorandum of Agreement (MOA), due to expire mid-September.</li> </ul>
	b) Performance Reporting Summary May 2020	<p>The Chief Finance Officer provided an update on key points from the June 2020 Finance Report including:</p> <ul style="list-style-type: none"> <li>• YTD (interim) result \$1.7m favourable to budget</li> <li>• Anticipated adjustment to the overall YTD result, following the audit process and reporting of data not available at 30 June</li> <li>• Significant impact of COVID-19, and the implementation of Sunrise EMR, on the National Weighted Activity Units (NWAU) results throughout the year</li> <li>• Achievement of Performance Level 1 against the 2019-20 LCLHN Service</li> </ul>

		<p>Agreement with the Department for Health and Wellbeing (DHW)</p> <ul style="list-style-type: none"> <li>• Commonwealth Funding for COVID-19 expenses, received in June, to be adjusted for inclusion in the budget for 2020-21 Financial Year (FY)</li> <li>• Work progressing to improve finance reporting, with implementation of the new reporting format anticipated for the September reporting period</li> </ul> <p>An update was provided on progress made with debt management, including a recent meeting with the Chief Finance Officer (CFO) and representatives from Shared Services SA (SSSA) to understand the terms of the Service Agreement relating to debt collection activity undertaken by SSSA on behalf of the respective LHNs.</p>
	c) Key Performance Indicator (KPI) Summary June 2020	<p>The Key Performance Indicator (KPI) Summary for June 2020 was noted.</p> <p>Key points from the report were discussed including:</p> <ul style="list-style-type: none"> <li>• The current levels of outstanding leave and the countermeasures in place to reduce excess leave balances</li> <li>• FY results against benchmark standards for Admission Rates, Length of Stay (LoS) in ED and Hospital Acquired Complications</li> </ul> <p>Work in progress in relation to quality improvement with documentation and diagnosis for Potentially Preventable Admissions (PPAs) were noted.</p>
<b>4.</b>	<b>ENGAGEMENT STRATEGIES</b>	
4.1	Engagement Strategy Update	<p>An update was provided on the progression of the Consumer, Carer &amp; Community Engagement Strategy, with positive feedback received from presiding members of the various LCLHN Health Advisory Councils (HACs).</p> <p>It was noted Community consultation had been placed on hold due to concerns relating to COVID-19 and with the focus shifting to further refinement of the Engagement Strategies during this period.</p>
<b>5.</b>	<b>GOVERNING BOARD COMMITTEE UPDATES</b>	
5.1	Audit & Risk Committee	<p>The Committee Meeting Summary for the Audit &amp; Risk Committee was noted.</p> <p>An update was provided on the implementation of the new risk management software, Risk Console.</p>
5.2	Clinical Governance Committee	<p>Progress updates from the Clinical Governance Committee were provided on</p>

		<p>key topics including:</p> <ul style="list-style-type: none"> <li>• Work completed to standardise agendas, action plans and reporting templates of all Clinical Governance meetings and working groups</li> <li>• Continued implementation of the Clinical Governance Framework focussing on engaging medical staff as members of the various sub committees</li> </ul>
5.3	Finance & Performance Committee	<p>An update on the meeting of the Finance &amp; Performance Committee on 31 August 2020 was provided, including the 2019-20 Financial Year (FY) interim results.</p> <p>Updates were provided on key topics including:</p> <ul style="list-style-type: none"> <li>• The 2020-21 Draft Service Agreement and Budget process</li> <li>• Work progressing in relation to Debt Management</li> <li>• Continuous improvement with finance reporting and the implementation of the new reporting model anticipated in November</li> </ul> <p>The current review process of Governing Board Committees was discussed, noting the need to ensure a mechanism is in place to report on performance, in line with the Terms of Reference (ToR), for each committee.</p> <p>It was agreed that the Governing Board review of Sub-Committees is to be included as an agenda item for the October meeting, to agree on a minimum of three Key Performance Indicators for each committee.</p>
<b>6</b>	<b>STRATEGIC PLANNING</b>	
6.1	Strategic Planning Update	<p>The unexpected absence of Lisa Cockington, Manager Strategy &amp; Innovation, RSS, resulting in a delay progressing Strategic Planning activities was noted, with the workshop planned for the Governing Board and members of the LCLHN Leadership team anticipated to be rescheduled for early October.</p>
<b>7.</b>	<b>TOPIC OF THE MONTH</b>	
7.1	COVID-19	<p>Representatives from the SA Ambulance Service (SAAS), Australian Defence Force (ADF) and, SA Police (SAPOL), provided an overview of the Emergency Management Operations occurring in the Limestone Coast Region and the support provided to SA Health, and subsequently the LCLHN, with the provision,</p>

		<p>maintenance and coordination of health services.</p> <p>The management of Border Control Checkpoints, and support provided at the Medi-Hotel, were noted as major operational functions for the joint agency taskforce working within the region.</p> <p>The LCLHN Governing Board expressed gratitude for the hard work and dedication of all SAAS, ADF and SAPOL team members working around the clock to provide support for the community during these unprecedented times.</p>
<b>8.</b>	<b>MATTERS FOR DISCUSSION</b>	
8.1	Mount Gambier Private Hospital	<p>An update on correspondence received from the Mount Gambier Private Hospital (MGPH) Board both in response to the external review undertaken by AsiaAustralis and a request for financial support from the LCLHN was provided.</p> <p>The LCLHN Governing Board acknowledged concerns relating to the viability of the MGPH and the value the private service provides to the public system and the community.</p> <p><b>IN CAMERA SESSION - 2:09pm - 2:30pm</b></p> <p><b>DECISION:</b></p> <p>The Board resolved to continue to investigate options for the provision of support from the LCLHN, and to prepare a formal response for the MGPH and a brief for the Minister for Health and Wellbeing.</p>
8.2	Keith & District Hospital	<p>An update was provided on the Keith and District Hospital (KDH), including correspondence provided to the KDH Board Chair in relation to future funding models for consideration, following the external review by AsiaAustralis and a subsequent report completed by the LCLHN</p>
8.3	Community paramedic Program	<p>The SA Ambulance Service (SAAS) Community Paramedic Program (CPP) in the Limestone Coast was discussed.</p> <p>It was noted that correspondence provided to SAAS in December 2019, stated that further funding arrangements would be considered following an external review of the program during the 2020 calendar year.</p> <p>Confirmation was provided that the Primary Health Network (PHN) had committed to an external review of the program, with the interim evaluation</p>

		<p>report due in early November 2021.</p> <p><b>DECISION:</b></p> <p>The LCLHN Governing Board resolved to continue to support the Community Paramedic Program for the 2021 calendar year with further funding to be considered following the provision of the interim evaluation.</p>
8.4	Regional LHN Branding	An update was provided on the progress of the regional LHN branding with confirmation of the artworks and colour palette for the Limestone Coast region and planning in progress for the implementation of branding across the LHN.
<b>9.</b>	<b>MATTERS FOR APPROVAL</b>	
9.1	Governing Board Briefing – Attestation Statement 2019-20	<p>The Governing Board Briefing, relating to the 2019-20 Attestation Statement was discussed.</p> <p>It was confirmed that advice had been received from the Crown Solicitor's Office providing clarification and assurance regarding the governance of the Mount Gambier Private Hospital (MGPH).</p> <p><b>DECISION</b></p> <p>The Governing Board agreed to the approval of the Attestation Statement 2019-20</p>
9.2	LCLHN Service Agreement 2020-21	<p>An update was provided on the progress of the LCLHN Service Agreement 2020-21, including confirmation of the rigorous review process undertaken by the LCLHN Executive Leadership team, and a request submitted to the Department for Health and Wellbeing (DHW) seeking clarity with some areas of the 2020-21 Budget.</p> <p><b>DECISION:</b></p> <p>The Governing Board provided preliminary approval of the Service Agreement 2020-21 and subject to the resolution of queries relating to the budget, with the intention to review in the September meeting.</p>
<b>10.</b>	<b>MATTERS FOR NOTING</b>	
10.1	LCLHN Invoice Payments July 2020	The LCLHN Invoice Payments July 2020 were noted.
10.2	LCLHN Late Payments of Interest (LPI) July 2020	The LCLHN Late Payments of Interest (LPI) July 2020 were noted.

10.3	Finance & Performance Committee Agenda – 31 August 2020	The Finance & Performance Committee Agenda – 31 August 2020 was noted.
10.4	Finance & Performance Committee Minutes – 29 June 2020	The Finance & Performance Committee Minutes – 29 June 2020 were noted.
10.5	Audit & Risk Committee Minutes – 27 April 2020	The Audit & Risk Committee Minutes – 27 April 2020 were noted.
10.6	Management Oversight Committee Agenda – 3 August 2020	The Management Oversight Committee Agenda – 3 August was noted.
<b>11.</b>	<b>OTHER BUSINESS</b>	
11.1	Diligent Implementation Update	An update was provided on progress made with the implementation of Diligent Software for Board and Committee papers, with confirmation provided that 1:1 training for Governing Board and Committee members would commence in September, and the staggered transition from printed copies to online board papers via Diligent would occur over the next 3 months.
11.2	Any other business	<p>Acknowledgment was provided for the significant improvements to the business made by Kristen Capewell, during her first 12 months as Chief Finance Officer</p> <p>The Governing Board Chair expressed gratitude to the CEO and the entire LCLHN team for their ongoing hard work during unprecedented times, noting the need to monitor wellbeing and extending a heartfelt offer of support from the board.</p> <p><b>DECISION</b></p> <p>The inclusion of an Aboriginal Health standing agenda item for future Governing Board Meetings was discussed and agreed.</p>
<b>12.</b>	<b>SUMMARY AND CLOSE</b>	
12.1	Next Meeting & location	Monday 28 September 2020, WebEx/Video Conference
12.2	Meeting Close	3:15 pm