

Minutes

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Date: 29 September 2022 **Time:** 11.00 am **Venue:** Waikerie Hospital & via TEAMS **Meeting Number:** #35

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ), Elaine Ashworth (EA), Mel Ottaway (MO), Claudia Goldsmith (CG), Fred Toogood (FT)

Attendees: Wayne Champion (WC) - CEO, Ken Brown (KB) – A/Chief Finance Officer, Sharon Wingard (SW) – Director Aboriginal Health. Karen Hollitt (KH) – EDONM, Anne McKinlay (AM) – Quality Risk & Safety Manager

Guests: Cathy Teager, Manager Ageing & Disability Reform, Rural Support Service

Apologies: Craig Lukeman (CL) - CFO

Secretariat: Jeanette Brown (JB)

Traditional Acknowledgement

We would like to acknowledge the Aboriginal custodians of the Land and waters that we are meeting upon today. We respect their spiritual relationship with their 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.

ITEM NO.	ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
1	PRESENTATION		
1.1	Cathy Teager, Manager Ageing & Disability Reform, Rural Support Service	<ul style="list-style-type: none"> Cathy Teager provided an overview of the work being undertaken within the Rural Support Service to support regional LHNs in the development and implementation of strategies associated with aged care reform, including specific information relevant to RMCLHN. There are three phases, over four years, to the Aged Care Strategy roadmap: 	

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		<ul style="list-style-type: none"> ▪ Phase 1 - System intelligence (February - December 2022). ▪ Phase 2 - System re-alignment (2022-23). ▪ Phase 3 - System transformation program implementation ((2023-25). ○ System intelligence is the current focus and this is occurring in four key project areas: <ul style="list-style-type: none"> ▪ Aged Care Costing and Funding Assessment ▪ Regional Aged Care Workforce Strategies including the development of rLHN dashboards. ▪ Infrastructure Review and Collaboration to Design for the Future ▪ Regional LHN Business Plans ○ Cathy also provided an update on the state-wide rollout of the Leecare Upgrade project. 	
2	IN CAMERA DISCUSSION		
		<ul style="list-style-type: none"> ○ In-Camera discussion held at the beginning of the meeting. 	
3	CONFIRMATION OF MINUTES & ACTION ITEMS		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> ○ Chair welcomed members and attendees and provided acknowledgement. ○ Apologies – CL and Ken Brown in attendance. 	
3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> ○ Current Interests and Conflicts Disclosure Log noted. ○ Noted amendment for MO, EA and WC. 	
3.3	Confirmation of Minutes	<ul style="list-style-type: none"> ○ The minutes from the Board Meeting held 25 August 2022 were endorsed. 	
3.4	Review Actions Log	<ul style="list-style-type: none"> ○ The Board noted the Actions Log including completed actions and those included in the agenda. ○ Action: 20220729-17 - Noted that information provided by Cathy Teager re Leecare was an overview and would still be good to have Sarah McHugh present. 	ACTION: 20220929-01 - Sarah McHugh, Project Manager, Leecare Expansion Project, RSS, to be invited to present to the Board.

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3.5	Board Work Plan	o The Board noted the Work Plan.	
4	MATTERS FOR DECISION		
4.1	Updated Terms of Reference	o The Governing Board endorsed the updated Terms of Reference for the Finance Committee and Audit and Risk Committee.	The Board endorsed the updated Terms of Reference.
4.2	RMCLHN Midwifery Model of Care	<ul style="list-style-type: none"> o The Governing Board noted the information about the current difficulty being experienced by Loxton Hospital Complex to maintain a sustainable midwifery workforce. o Discussion about the midwifery caseload model of care including: <ul style="list-style-type: none"> ▪ Noted the reduction in interventions since implementation as well as support of mothers for the model. ▪ Noted the cost of implementation of the model and context of maintaining birthing services. ▪ Attraction of direct entry midwives and employment of midwifery assistants (local midwifery students). ▪ Noted the culture shift for midwives from shift work to on call. o The Board endorsed the conclusion of the pilot project. o The Board endorsed the midwifery model of care as the model to be utilised for midwifery services and for this to be rolled out across the LHN, noting that the Riverland team to be expanded to incorporate support for birthing services in Loxton. 	<p>The Board endorsed the conclusion of the pilot project.</p> <p>The Board endorsed the midwifery model of care as the model to be utilised for midwifery services and for this to be rolled out across the LHN</p> <p>ACTION: 20220929-02 – Briefing to be developed to the Minister about the Loxton birthing situation including the RMCLHN solution and costs for implementation. The briefing to incorporate a pathway for Waikerie birthing services (including costs), noting that Loxton will need to be stabilised first.</p>
5	MATTERS FOR DISCUSSION		
5.1	RMCLHN Board Aboriginal representation	o The Board noted the update and discussions about potential candidates.	ACTION: 20220929-03 – Informal meeting to be organised between PJ and prospective candidates.
5.2	RMCLHN Board member potential candidate pool	o The Board noted the information about potential candidate, Dr Bill Griggs, who is a professional Board director with medical experience.	ACTION: 20220929-04 – Board Chair and CEO to follow up with Dr Bill Griggs

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		<ul style="list-style-type: none"> ○ Noted the need for two potential replacements with one preferably local to the LHN. 	and organise a meeting with the Board.
5.3	RMCLHN Environmental Sustainability Report	<ul style="list-style-type: none"> ○ The Board noted the information about initiatives being undertaken to reduce the RMCLHN carbon footprint. ○ Discussion about <ul style="list-style-type: none"> ▪ Board Planning Day in December to plan way forward for environmental sustainability. ▪ Noted the diversion of funding previously allocated to solar panel installation across country South Australia to other priority commitments. Noted the potential to utilise COVID-19 stimulus funding to commence work in RMCLHN pending decisions related to the CSSD project. ▪ Noted issues with current whole of Government waste management contractor. ▪ Noted that Director Corporate Services investigating costs associated with installation of electric vehicle charging stations primarily at smaller sites, noting that larger centres have more access to public charging stations. ▪ Noted potential opportunities related to both food waste and food scraps. 	<p>ACTION: 20220929-05 – Proposal regarding implementation of electric vehicle charging stations, primarily at smaller sites, and solar panel systems to be developed for the Board.</p> <p>ACTION: 20220929-06 – MO to provide information about potential facilitators that may be utilised for the December planning session.</p>
5.4	RMCLHN Board Action Plan Update	<ul style="list-style-type: none"> ○ The Board noted the information update about the Governing Board Action Plan. ○ Discussion about <ul style="list-style-type: none"> ▪ Clinical Services Plan for acute services to be deferred to 2023-24, given current workload associated with aged care reforms. ▪ Rural Support Service (RSS) governance noting that rLHN Chairs and CEOs have agreed to support the status quo structure. ▪ Noted that an RSS Service Plan is in development incorporating key performance indicator benchmarks that will form the basis for an annual review. ▪ Murray Bridge Master Plan. 	<p>ACTION: 20220929-07 – The RSS Service Plan to be distributed to Board members at the next meeting or Out of Session.</p> <p>ACTION: 20220929-08 – CEO to follow up with Director Corporate Services about the Murray Bridge Master Plan and for this topic to be included on the agenda for meetings with the</p>

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		<ul style="list-style-type: none"> ▪ Noted that the draft Strategic Asset Management Plan should go to Executive in October. ▪ Some of the proposed dates for completion of action items to be revised. 	<p>Minister for Health and Wellbeing.</p> <p>ACTION: 20220929-09 – Draft Strategic Asset Management Plan to be provided to the Governing Board.</p>
5.5	RMCLHN Board Communications Strategies Update	<ul style="list-style-type: none"> ○ Noted the update including the photoshoot planned for October 2022 with member profiles to then be undertaken. ○ Discussion about how to maximise communication and increase accessibility of the Board. ○ Noted the benefits of being able to travel around the LHN. ○ Noted the positive feedback about the recent COVID-19 pin tour. ○ Noted that scheduled visits to be planned for 2023. ○ Noted that a schedule for proposed yarning circles with Aboriginal communities being planned for 2023. 	.
5.6	RMCLHN Communications Activities Quarterly Report	<ul style="list-style-type: none"> ○ Noted the communications activities undertaken by RMCLHN during the period July-September 2022. ○ The report highlighted: <ul style="list-style-type: none"> ▪ Key projects supported by a formal Communications Plan, which includes the development and dissemination of various internal and external communications tactics. ▪ Key projects that don't include a formal Communications Plan but include the development and dissemination of various communications tactics. ▪ COVID-19 communications. ▪ Regular and Miscellaneous communications. ▪ SA Health communications. ▪ Social media management. ○ Discussion about 'Power of Food' project that is currently focussed on acute care services and noting that the ACSQC has aged care resources that may be worth considering. 	.

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5.7	RMCLHN Draft 2022-23 Service Agreement	<ul style="list-style-type: none"> ○ Noted the receipt of the 2022-23 Service Agreement and supporting information about the Commissioning and Funding approach and the Key Performance Indicators. <ul style="list-style-type: none"> ▪ Noted an increased focus on reducing transfer of care delays and hours lost on the ramp. ▪ Noted the new requirement for an annual Workplace Wellbeing and Fatigue Report. ▪ Noted the \$1million payment to SA Ambulance Service (SAAS) for the Royal Flying Doctor Service (RFDS) that is not funded or explained. ▪ Noted the Action Item from the Finance Committee (28/09/2022) for follow up to occur with the Minister for Health and Wellbeing. 	ACTION: 20220929-10 – Board Chair and CEO to discuss the 2022-23 Service Agreement with the Minister for Health and Wellbeing, in particular regarding the additional payment to SAAS for the RFDS.
6 STANDARD AGENDA ITEMS FOR DISCUSSION			
6.1	Performance Report	<ul style="list-style-type: none"> ○ The Board noted the RMCLHN Performance Reports, noting that these were discussed in detail at the Finance Committee, Clinical Governance Committee, and Aged Care and Disability Governance Committee meetings. ○ Discussion about aged care hours and new AN-ACC funding assessment. 	The Board noted the RMCLHN Performance Reports.
6.1.1	Finance and FTE Report-PPRC	<ul style="list-style-type: none"> ○ The Finance and FTE Report was noted and also discussed at the Finance Committee Meeting. 	ACTION: 20220929-11 – Future Finance reports to incorporate an analysis of AN-ACC funding and aged care hours overlaid against rosters.
6.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> ○ The KPI Monthly Performance Report was noted and also discussed at the Clinical Governance Committee Meeting. 	
6.1.3	People and Culture Report	<ul style="list-style-type: none"> ○ The People and Culture Report was noted. <ul style="list-style-type: none"> ▪ Discussion about outcomes after hazards have been reported and if they are 'closed off'. Noted that corrective action plan provided to the CEO and discussed at Operational Leadership. Noted that all hazards are reported on SLS and managed similarly to patient incidents. Noted 	ACTION: 20220929-12 – Summary of Hazard Corrective Action Plan to be provided to the Board.

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6.1.4	Quality and Safety Reports	<p>that risk mitigation occurs through Work Health and Safety representatives and relevant site.</p> <ul style="list-style-type: none"> ▪ Discussion about Incident Management Model and value of site quality meetings. <ul style="list-style-type: none"> ○ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee. ○ Karen Hollitt, EDONM and Anne McKinlay, QRS Manager in attendance.: 	ACTION: 20220929-13 – Incident Management Model to be provided to the Board.
6.2	RMCLHN Planning Update	<ul style="list-style-type: none"> ○ Noted the monthly Priority Operational Plan Report for August 2022, noting the new Sharepoint process being used for reporting. ○ Refer also discussion in 5.4 ○ Noted the draft RMCLHN Mental Health Plan and draft RMCLHN Strategic Asset Management Plan are scheduled to go to Executive in October followed by the Board. ○ Noted the progress of work on the draft Aboriginal Health Plan. ○ Noted that Project Team organised for the RSS project to investigate future utilisation of the Mannum site and the first meeting scheduled. ○ Discussion about the development of the RMCLHN Aged Care Strategy (Refer also 8.3.2). <ul style="list-style-type: none"> ▪ Discussion about the level of staff understanding about the aged care reform requirements, including care plans and AN-ACC funding assessments. ▪ Discussion about the status of RMCLHN against aged care reform implementation timeframes. 	<p>The Board noted the Planning Update.</p> <p>ACTION: 20220929-14 – Aged Care Strategy Gantt Chart to be reviewed for the next Board meeting.</p> <p>ACTION: 20220929-15 – Status of RMCLHN compliance with Aged Care Reform implementation timeframes to be provided for the next Board meeting.</p>
7	MATTERS FOR NOTING		
7.1	Chairperson Report	<ul style="list-style-type: none"> ○ The Chairperson Report was noted. ○ Noted the Out of Session approval of the 2022-23 RMCLHN Annual Report and that this was forwarded to the Minister's Office 29/09/2022. 	Chairperson's Report noted.

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7.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> ○ The CEO Report provided a summary of current issues, with the Board noting the following topics: <ul style="list-style-type: none"> ▪ Japanese Encephalitis Virus including vaccination programs and serology testing of population. ▪ Completion of General Practitioner contract negotiations. ▪ Successful Section 19(2) (Medicare Billing) Exemption for a trial for RACE. ▪ Discussion about the unbudgeted costs incurred due to the additional Public Holiday noting that elective surgery continued, at the Minister's request. 	CEO'S Report noted. ACTION: 20220929-16 – Unbudgeted costs associated with the additional Public Holiday (PH rates and costs associated with operating theatres) to be quantified and presented to the next meeting.
7.3	COVID -19 Update	<ul style="list-style-type: none"> ○ COVID-19 status as of date of meeting provided noting that positive cases within RMCLHN decreased to 300-400 with testing and vaccinations also decreasing. ○ Noted that, while case numbers may be low, individuals can be extremely ill. 	The Board noted the COVID-19 update.
7.4	RMCLHN HAC Conference Report	<ul style="list-style-type: none"> ○ The Board noted the RMCLHN Health Advisory Council Conference Report. <ul style="list-style-type: none"> ▪ Discussion about feedback including behaviour of some members. ▪ Discussion about communication with HACs, including the quarterly newsletter. ▪ Noted that communication occurs through the Presiding Members. ○ The Board noted the update from attendees at the Regional LHN HAC Conference held in Port Augusta 22 September 2022. 	ACTION: 20220929-17 – A process to be developed to obtain contact details for all HAC members, not just the Presiding Members following the 2022 Annual General Meetings.
8	MATTERS FOR INFORMATION		
8.1	RMCLHN Board Finance Committee		
8.1.1	August Minutes	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Finance Committee Minutes 25 August 2022 (Draft). 	
8.1.2	Chair's Update	<ul style="list-style-type: none"> ○ The Finance Committee Chair highlighted: 	

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		<ul style="list-style-type: none"> ▪ The Action Item from the Finance Committee (28/09/2022) for follow up to occur with the Minister for Health and Wellbeing about the 2022-23 Service Agreement (Refer 5.7). 	
8.2	RMCLHN Board Clinical Governance Committee		
8.2.1	Minutes August 2022	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Clinical Governance Committee Minutes 25 August 2022 (Draft). 	
8.2.2	Chair's Update	<ul style="list-style-type: none"> ○ The Clinical Governance Committee Chair highlighted: <ul style="list-style-type: none"> ▪ Nil further 	
8.3	RMCLHN Board Aged Care and Disability Governance Committee		
8.3.1	Minutes	<ul style="list-style-type: none"> ○ N/A 	
8.3.2	Chair's Update	<ul style="list-style-type: none"> ○ The Aged Care and Disability Governance Committee Chair highlighted: <ul style="list-style-type: none"> ▪ Meeting occurred with representatives from the Aged Care Safety and Quality Commission, Compliance and Investigation Branch, prior to the commencement of the meeting with in depth discussion about the history of minor non-compliance at Barmera (Bonney Lodge and Hawdon House) and concerns about the LHN aged care safety and quality performance. ▪ Noted the tabling of a proposal from Enkindle (Stage 1 and Stage 2) to support the aged care reform process and to partner with staff in the development of the RMCLHN Strategy. Enkindle proposal also tabled at the Board Meeting. 	ACTION: 20220929-18 – Enkindle proposal to be distributed to members (in Diligent) and an out of session Teams meeting to be arranged in two weeks.
8.4	RMCLHN Board Audit and Risk Committee		
8.4.1	Minutes	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Audit and Risk Committee Minutes 24 August 2022 (Draft). 	

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		<ul style="list-style-type: none"> ○ Discussion about the Credentialing and Scope of Clinical practice Internal Audit Report, noting this had been returned to the RSS for updating. The final report to be redistributed to the Audit and Risk Committee and also to the Clinical Governance Committee. 	
8.5	RSS Governance Committee	<ul style="list-style-type: none"> ○ The RSS Governance Committee Meeting Minutes July 2022 (approved) were noted. ○ The RSS Governance Committee Meeting Minutes August 2022 (draft) were noted. ○ The RSS Governance Committee Meeting Summary August 2022 (draft) were noted. ○ The RMCLHN representative on the RSS Committee attended meeting 28/09/2022: 	<p>ACTION: 20220929-19 – RMCLHN representative on RSS Governance Committee to provide a written summary for the Board.</p>
8.5.1	RSS Governance Committee Meeting Minutes July 2022		
8.5.2	RSS Governance Committee Meeting Minutes August 2022		
8.5.3	RSS Governance Committee Meeting Summary August 2022		
8.5.4	RMCLHN Representative Update		
9	ITEMS APPROVED BY CEO FOR NOTING - Nil		
10	CORRESPONDENCE		
10.1	Incoming:	<ul style="list-style-type: none"> ○ Noted the incoming correspondence. ○ Noted the incoming correspondence. 	
10.1.1	Jenny Richter – SA Oral Health Plan Progress Report		
10.1.2	ACQSC – Bonney Lodge and Hawdon House Notices		

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10.1.3	Brief to LHN Board Chairs re PAS and EMR	<ul style="list-style-type: none">○ Noted the incoming correspondence.	
10.1.4	Department of Health and Aged Care re Variation of Conditions	<ul style="list-style-type: none">○ Noted the incoming correspondence.	
10.2 10.2.1	Outgoing: Dr Jerida Burgess	<ul style="list-style-type: none">○ Noted the outgoing correspondence.	
11	MEETING FINALISATION		
11.1	Questions ./ Comments	<ul style="list-style-type: none">○ Nil further	
11.2	Review actions to be taken	<ul style="list-style-type: none">○ Refer items: 3.4, 4.2, 5.1, 5.2, 5.3, 5.4, 5.7, 6.1, 6.1.3, 6.2, 7.2, 7.4, 8.3.2 and 8.5.4.	
11.3	Meeting evaluation	<ul style="list-style-type: none">○ PJ summarised the meeting.○ Noted the packed itinerary but also the benefits of visiting sites.	

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Meeting Close: 2.45 pm
Next Meeting: **Date:** 27 October 2022
Time: 1.30pm –4.00pm
Location: Murray Bridge Hospital / Teams

Apologies:

Signed:

Peter Joyner
Chair



Date: 27 / 10 / 2022

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