

BOARD MINUTES

Board meeting date: 28 October 2019 11.30am - 3.30pm
Location: Board Room, Penola War Memorial Hospital

Acknowledgement of Country *We acknowledge and respect the traditional custodians whose ancestral lands we are meeting upon today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respect to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia present here.*

Members: Chair: Grant King (GK) Glenn Brown (GB) Lindy Cook (LC) John Irving (JI)
Anne Johnson (AJ) Kerri Reilly (KR) Andrew Saies (AS)

Ngaire Buchanan (NB) Chief Executive Officer, Limestone Coast Local Health Network
Paul Bullen (PB) Executive Director of Nursing & Midwifery, Limestone Coast Local Health Network
Kristen Capewell (KC) Chief Finance Officer, Limestone Coast Local Health Network
Hannah Morrison (HM) Regional Quality, Risk & Safety Manager, Limestone Coast Local Health Network
Dr Jose Polong (JP) A/Executive Director of Medical Services, Limestone Coast Local Health Network

Secretariat: Angela Miller (AM) Director, Governance & Planning, Limestone Coast Local Health Network

Apologies: Pam Schubert (PS) A/Director of Nursing & Midwifery, Mount Gambier & Penola

1.	MEETING OPENING	
Item		Discussion
1.1	Acknowledgement of Country	KR provided the Welcome to Country.
1.2	Apologies	An apology was provided by Pam Schubert, A/Director of Nursing & Midwifery, Mount Gambier & Penola.
1.3	Introduction	GK provided an introduction to the first meeting held at Penola War Memorial Hospital and the promotion of 'Pink up Penola' to support breast cancer awareness and research.
1.4	Director Conflict of Interest Disclosure	Nil conflicts of interest disclosed.

3.	FINANCE	
3.1	<p>Finance Update</p> <ul style="list-style-type: none"> a) Minute to the CEO 2019-20 Service Agreement & Budget Allocation b) 2019-20 Limestone Coast Local Health Network Service Agreement c) Letter from CE DHW to LCLHN re 2019-20 budget authorisation 	<p>A summary of the first meeting of the Finance & Performance Committee was provided referencing the updated Service Level Agreement, the Savings Strategy as a standing agenda item on the committee agenda and the need to understand the complexities of the reporting.</p> <p>A summary of the financial performance of the LHN was provided.</p> <p>Additional funding for Aboriginal & Torres Strait Island identifiers was noted and the Road Map for Action – SA Aboriginal Chronic Disease Consortium was referenced.</p> <p>The letter from the CE, Department for Health & Wellbeing was noted.</p> <p>ACTION: Concerns relating to the Service Level Agreement are to be summarised and forwarded to the CE, Department for Health & Wellbeing (DHW).</p>
4.	ENGAGEMENT STRATEGIES	
4.1	Engagement Strategy Update	<p>An update from the Engagement Strategy Development Working Group was provided noting a workshop on 7 November 2019 for the Clinician & Staff Engagement Strategy. An overview of the process to-date was provided including the frequency of meetings, an opportunity to expand and develop the existing engagement structures and the work required to support consultation readiness. Existing engagement strategies for Townsville and the Women’s & Children’s Hospital were referenced along with the positive outcomes of the Aboriginal Health Community Forum. The legislative requirements for the LHN, enabling structures and the expected outcomes and responsibilities were also discussed along with the completion date as outlined in the Terms of Reference of March 2020.</p> <p>ACTION: The flexibility in managing community engagement within the Service Level Agreement is to be confirmed.</p>
6.	MATTERS FOR APPROVAL	
6.1	<p>Community Paramedic Briefing</p> <ul style="list-style-type: none"> a) Briefing Note Community Paramedic program 	<p>The Community Paramedic Briefing was reviewed following initial presentation to the Governing Board regarding the funding request for the Community Paramedic Program on 30 September 2019.</p>

6.2	<ul style="list-style-type: none"> b) SA Primary Health Network Final Report c) Letter from the Minister d) Letter from Acting Chief Executive, SA Ambulance Service <p>Mount Gambier Health Advisory Council Branding</p>	<p>The program was discussed as being a possibility for other areas of the LHN.</p> <p>DECISION: The funding of 25% of the program being \$106k for 1 year from December 2019 to December 2020 was approved by the Governing Board with future funding to be considered following the outcomes of the proposed review funded by the Primary Health Network (PHN).</p> <p>The briefing for the Mount Gambier Health Advisory Council (MGHAC) Branding was discussed including the history of the branding and the decision to await the transition to a Local Health Network and the implementation of the LHN Governing Board before being reviewed.</p> <p>DECISION: The continuation of the use of the existing MGHAC branding was approved as an interim measure and connection to the site. This is to be revisited when the brand identity for the Local Health Network is designed which will create an opportunity for themed variations for Health Advisory Councils.</p>
7.	STRATEGIC PLANNING	
7.1	Strategic Planning – Next Steps	<p>The strategic planning discussion during the meeting of the Governing Board on 30 September was revisited and a meeting with the Manager, Strategy & Innovation, Rural Support Service, with the Board Chair specific to strategic planning for the LHN was confirmed.</p> <p>A discussion was held relating to the vision of the LHN, the strategic objectives and alignment to the service priorities and strategic deliverables as outlined in the Service Level Agreement (SLA).</p>
8.	OTHER BUSINESS	
8.1	Responding to feedback	Responding to feedback from consumers and staff was discussed. It was noted that this will be informed by the Rural Health Workforce Strategy (RHWS) and local engagement strategies.
8.2	Rural Health Workforce Strategy	<p>The Rural Health Workforce Strategy (RHWS) was discussed and the opportunity to look at other LHNs, how they have managed similar issues and the development and implementation of a multi-disciplinary strategy.</p> <p>ACTION: The link to the Rural Health Workforce Strategy (RHWS) consultations and</p>

		<p>Workforce Plan to be sent to the Governing Board.</p> <p>ACTION: The RHWS is to be added as an agenda item for the Governing Board meeting 25 November</p>
8.3	Keith Private Hospital	<p>An update on the support being provided to the Keith Private Hospital Board was provided noting new Board members, the exploration of the report provided by AsiaAustralis and the opportunity for contemporary healthcare solutions.</p>
8.4	Rural Support Service (RSS)	<p>The transition and support of the Rural Support Service (RSS) was discussed.</p> <p>ACTION: Agendas and meeting minutes from the Management Oversight Committee (MOC) to be provided to the Governing Board for information.</p>
8.5	Independent Commission Against Corruption (ICAC)	<p>The Independent Commission Against Corruption (ICAC) was discussed along with the need to be vigilant and understand obligations.</p>
8.6	General Update	<p>Confirmation provided that GK will meet with the Minister on 20 November 2019 in Adelaide.</p> <p>ACTION: 'Other Business' to be added as an agenda item on future agendas</p>
9.	MATTERS FOR NOTING	
9.1	Minute to the CEO – Authority to process high value requisitions/payments relating to approved contracts	<p>The Minute to the CEO regarding the authority to process high value requisitions/payments relating to approved contracts was noted.</p>
9.2	Governing Board Briefing – Safety & Security Processes	<p>The Governing Board Briefing relating to Safety & Security processes was discussed along with the incidence of 'Code Blacks' across the region.</p> <p>ACTION: The Governing Board Briefing relating to Safety and Security processes is to be revised to include all sites throughout the LHN and provide a State comparison.</p>
9.3	Governing Board Briefing – Locum Medical Services Panel	<p>The Governing Board Briefing relating to the Locum Medical Services Panel was noted and the exemption process was confirmed.</p> <p>ACTION: The impacts on Country LHNs relating to the Locum Medical Services Panel to be summarised and provided to the CE, Department for Health & Wellbeing (DHW).</p>

9.4	Governing Board Briefing – Mount Gambier Private Hospital	The Governing Board Briefing relating to the Mount Gambier Private Hospital, the upcoming first meeting of the working group and proposed agenda items were discussed.. ACTION: The agenda for the first meeting of the Mount Gambier Private Hospital Working Group is to be developed.
9.5	Governing Board Briefing – New Reporting Requirements for Late Payment Interest	The Governing Board Briefing relating to the new reporting requirements for Late Payment Interest (LPI) was noted. Confirmation provided that this was considered and discussed at the Finance & Performance Committee meeting.
9.6	Governing Board Briefing – Virtual Clinical Care, Telehealth & GP Road Show	The Governing Board Briefing relating to Virtual Clinical Care, Telehealth and the GP Road Show was noted.
9.7	Letter to Mount Gambier Private Hospital CEO from Governing Board Chair	The letter to the Mount Gambier Private Hospital CEO from the Governing Board Chair regarding the formation of a working group was noted.
9.8	Finance & Performance Committee Agenda	The Finance & Performance Committee Agenda was noted. Confirmation was provided that the committee will meet monthly initially.
9.9	Draft Risk Management & Audit Committee Minutes	The draft Risk Management & Audit Committee (RMAC) minutes were noted. Confirmation was provided that GB will attend a briefing by the Auditor-General with all RMAC Chairs on 15 November in Adelaide.
9.10	Draft Expression of Interest – External (Independent) Member of the Risk Management & Audit Committee (RMAC)	The draft Expression of Interest for the External (Independent) Member of the Risk Management & Audit Committee (RMAC) was noted.
9.11	Key Performance Indicator (KPI) Summary	The Key Performance Indicator (KPI) Summary was noted. ACTION: The Key Performance Indicator (KPI) Summary is to be form part of the CEO Report and follow the Performance Reporting Summary.
9.12	Revised List of Outstanding Capital Works	The revised list of Outstanding Capital Works was discussed along with the \$140m sustainability funding for fire safety priorities. The Australian Institute of Company Directors (AICD) timeline was referenced along with the opportunity to link issues and capture inadequacies under the DHW and LHN roles and responsibilities outlined in the Service Level Agreement (SLA).

		<p>ACTION: The revised list of Outstanding Capital Works is to be prioritised to determine the order of works to be completed including priority of funding and level of risk.</p> <p>ACTION: Link issues, establish baseline and possible solutions for Outstanding Capital Works under each heading within the Service Level Agreement.</p>
10.	SUMMARY AND CLOSE	
10.1	Next Meeting & location	Monday 25 November 2019, Mount Gambier & Districts Health Service
10.2	Meeting Close	3:38 PM