

Minutes

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Date: 25 August 2022 **Time:** 1.30 pm **Venue:** Murray Bridge Hospital & via TEAMS **Meeting Number:** #34

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) (via MS Teams)

Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – Chief Finance Officer, Sharon Wingard (SW) – Director Aboriginal Health. Louise Greenlees (LG) – Director People and Culture

Guests: Pam Thomson, Director of Nursing – Aged Care
Kelli Ramm, A/Executive Director Nursing and Midwifery
Richard Hearn, Independent Member RMCLHN Aged Care and Disability Governance Committee

Apologies: Nil

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	Pam Thomson, Director of Nursing – Aged Care	<ul style="list-style-type: none"> ○ Pam Thomson provided an overview of RMCLHN demographics, the five pillars of aged care reform and her new role and priorities, both initial and 12 -24 months. ○ Discussion about progress towards the development of the RMCLHN Aged Care Strategy. 	ACTION: 20220825-01 - Pam Thomson to investigate undertaking the KPMG on-line Aged Care Governance Program.

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		<ul style="list-style-type: none"> ○ Discussion about the on-line governance program conducted by KPMG. 	ACTION: 20220825 - 02 - Framework for RMCLHN Aged Care Strategy to be presented to Aged Care & Disability Governance Committee September meeting.
1.2	Presentation to CEO	<ul style="list-style-type: none"> ○ Peter Joyner provided certificate and service pin to Wayne Champion, CEO in recognition of ten years of service. 	
2	IN CAMERA DISCUSSION		
		<ul style="list-style-type: none"> ○ In-Camera discussion held at the beginning of the meeting. ○ Discussion about workforce and potential ways to improve recruitment and retention. ○ Discussion about Aboriginal Health vacant position on Governing Board. 	
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. 	
3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> ○ Current Interests and Conflicts Disclosure Log noted. 	
3.3	Confirmation of Minutes	<ul style="list-style-type: none"> ○ The minutes from the Board Meeting held 29 July 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. 	
3.5	Board Work Plan	<ul style="list-style-type: none"> ○ The Board noted the Work Plan 	
4	MATTERS FOR DECISION		
4.1	Updated Terms of Reference	<ul style="list-style-type: none"> ○ The Governing Board endorsed the updated Terms of Reference for the Clinical Governance Committee. 	

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		<ul style="list-style-type: none"> ○ The Governing Board endorsed the updated Terms of Reference for the Aged Care and Disability Governance Committee subject to amending reference to Aged Care Funding Instrument. ○ CG to be included in membership of the Aged Care and Disability Governance Committee, noting that terms of reference are for a minimum of two Board Members. ○ MO agreed to be the Chair of the Aged Care and Disability Governance Committee. 	
5	MATTERS FOR DISCUSSION		
5.1	RMCLHN Audit and Risk Committee Annual Evaluation	<ul style="list-style-type: none"> ○ The Board noted the summary report of the self evaluation survey for the Audit and Risk Committee. ○ Noted comments related to reviewing clinical risks within the Audit and Risk Committee and noting these to also be addressed through the Clinical Governance Committees. 	ACTION: 20220825 - 04 - Quarterly Review of Clinical Risks to be added to the Clinical Governance Committee Work Plan and aged and disability related to be added to the Aged Care and Disability Governance Committee Work Plan.
5.2	RMCLHN Annual Report	<ul style="list-style-type: none"> ○ The Board noted the preparation of the draft RMCLHN Annual Report for 2021-22. 	ACTION: 20220825 - 05 - Final draft Annual Report to be circulated to members out of session and updated with additional content regarding Aboriginal health.
5.3	RMCLHN Annual Public Meeting	<ul style="list-style-type: none"> ○ Discussion about the advantages and disadvantages of the processes from the past two years. ○ The Board supported conducting the 2022 Annual Public Meeting via the RMCLHN Facebook Page but linked to a face to face meeting of a Health Advisory Council Annual General Meeting. 	ACTION: 20220825 - 06 - JB and WC to organise arrangements for the 2022 Annual Public Meeting.
5.4	Health Performance Agreement	<ul style="list-style-type: none"> ○ The 2022-23 Health Performance Agreement not received to date. 	
6	STANDARD AGENDA ITEMS FOR DISCUSSION		

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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 and Clinical Governance Committee meetings. 	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 discussed at the Finance Committee Meeting. 	
6.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> ○ The KPI Monthly Performance Report was noted and 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. Louise Greenlees, Director People and Culture in attendance and highlighted: <ul style="list-style-type: none"> ○ Improving reporting accountability through Executive and Operational Leadership. ○ Difference between Mandatory Training (reported monthly), Required Training (to commence quarterly reporting) and Desirable Training. ○ Performance Review and Development compliance and training. ○ Excess leave plans. ○ Vaccination rates. ○ Staff Survey Action Plan outcomes. ○ Commencement of six month Wellness Program for staff. ○ Leadership and Development Programs. <p>Discussion about procurement training (including raising of purchase orders) being included in Required training.</p>	
6.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> ○ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee. 	
6.2	RMCLHN Planning Update	<ul style="list-style-type: none"> ○ The Board endorsed the 2022-23 iteration of the RMCLHN operational Plan, the functional product of the RMCLHN Strategic Plan 2021-5, with minor amendments. 	The Board noted the Planning Update.

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		<ul style="list-style-type: none"> ○ Noted the intention to undertake a mid term review of the Strategic Plan in the New Year. 	
7	MATTERS FOR NOTING		
7.1	Chairperson Report	<ul style="list-style-type: none"> ○ The Chairperson Report was noted. 	Chairperson's Report noted.
7.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> ○ Report provided a summary of current issues, 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. ○ Launch of the Murray Bridge Hospital midwifery model of care project. ○ Embargoed announcement regarding Junior Doctor of the Year 	CEO'S Report noted. ACTION: 20220825 - 07 - Board to forward letter of congratulations to Junior Doctor of the Year following public announcement.
7.3	COVID -19 Update	<ul style="list-style-type: none"> ○ COVID-19 status as of date of meeting provided with 531 positive cases in RMCLHN and 27 staff furloughed, the lowest figures since March 2022. RMCLHN remains at 'Initial Recovery COSTAT level. ○ RMCLHN vaccination strategy has successfully pivoted to a mobile 3 day per week service. 	The Board noted the COVID-19 update.
7.4	RMCLHN Annual Compliance Certification	<ul style="list-style-type: none"> ○ The Board noted the RMCLHN Annual Compliance Certification for 2021-22. 	
8	MATTERS FOR INFORMATION		
8.1	RMCLHN Board Finance Committee		
8.1.1	July Minutes	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Finance Committee Minutes 29 July 2022 (Draft). 	
8.1.2	RMCLHN Joint Board Finance and Audit &	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Joint Finance and Audit and Risk Committee Minutes 8 August 2022 (Draft). 	

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8.1.3	Risk Committee Minutes Chair's Update	<ul style="list-style-type: none"> ○ Nil further. 	
8.2 8.2.1 8.2.2	RMCLHN Board Clinical Governance Committee Minutes July 2022 Chair's Update	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Clinical Governance Committee Minutes June 2022 (Draft). ○ The Clinical Governance Committee Chair highlighted: <ul style="list-style-type: none"> ○ Beneficial consumer presentation. ○ Drugs and Therapeutic Administration governance and the Rural Support Service role. ○ Development of strategies to increase Aboriginal clinical experience and outcomes in reporting. ○ Potential COVID related adverse events. ○ Potential changes to the accreditation process in 2023 regarding scheduled visits. 	
8.3 8.3.1 8.3.2 8.3.3	RSS Governance Committee RSS Governance Committee Meeting Minutes June 2022 RSS Governance Committee Meeting Minutes July 2022 RSS Governance Committee Meeting Summary July 2022	<ul style="list-style-type: none"> ○ The RSS Governance Committee Meeting Minutes June 2022 (approved) were noted. ○ The RSS Governance Committee Meeting Minutes July 2022 (draft) were noted. ○ The RSS Governance Committee Meeting Summary July 2022 (draft) were noted. 	

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8.3.4	RMCLHN Representative Update	<ul style="list-style-type: none"> ○ The RMCLHN representative on the RSS Committee highlighted: <ul style="list-style-type: none"> ○ The RSS Stakeholder Forum that will take place before the regional Health Advisory Council Conference in Port Augusta in September. ○ The commencement of RMCLHN staff member Tahlia Lloyd as one of the Aboriginal representatives. 	
9	ITEMS APPROVED BY CEO FOR NOTING - Nil		
10	CORRESPONDENCE		
10.1	Incoming:		
10.1.1	AGD - Interim Audit Management Letter	<ul style="list-style-type: none"> ○ Noted the incoming correspondence. 	
10.1.2	DHW - RMCLHN Insurance & Risk Management Agreement 2022-23		
10.1.3	ACQSC - Bonney Lodge and Hawdon House Notices		
10.2	Outgoing:		
10.2.1	RMCLHN Financial Statements Certification	<ul style="list-style-type: none"> ○ Noted the outgoing correspondence. 	
10.2.2	RMCLHN Response - Interim Audit Management Letter		
11	MEETING FINALISATION		
11.1	Questions ./ Comments	<ul style="list-style-type: none"> ○ Discussion about WC role in the development of a digital health proposal for rural South Australia addressing the extreme risk associated with CHIRON and CCME. 	

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		<ul style="list-style-type: none">○ Noted the successful Aboriginal Allied Health Expansion Grant bid and planned cultural education for allied health, nursing and medical students.	
11.2	Review actions to be taken	<ul style="list-style-type: none">○ Refer items: 1.2, 2, 5.1, 5.2, 5.3 and 7.2.	
11.3	Meeting evaluation	<ul style="list-style-type: none">○ PJ summarised the meeting.	

Meeting Close: 4.47 pm

Next Meeting: **Date:** 29 September 2022
Time: 11.30am – 2.30pm
Location: Waikerie Hospital / Teams

Apologies:

<p>Signed:</p> <p>Peter Joyner Chair</p> <p>Date: / /</p>	 <p>29 Sep, 2022 3:46:15 PM GMT+10:30</p>
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