

**LIMESTONE COAST LHN  
GOVERNING BOARD  
MEETING MINUTES**

Meeting Date: 22 February 2021 12:15pm – 4:30pm

Location: Mount Gambier & Districts Health Service (MGDHS) – Conference Rooms & via WebEx Video Conferencing

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: David Kortum (DK), Independent Member, LCLHN Audit & Risk Committee  
Simon Morony (SM), Executive Director, Across Government Services Reform  
Josh Hubbard (JH), Director, Across Government Services Reform

Secretariat: Emily Baker, Senior Administration Officer, Governance & Planning

1.	IN CAMERA SESSION	
Item		Discussion
1.1		IN CAMERA SESSION – 12:15pm – 12:45pm
2.	MEETING OPENING	
Item		Discussion
2.1	Acknowledgement of Country	GK provided the Acknowledgement of Country.
2.2	Apologies	An apology was provided for Paul Bullen, Executive Director of Nursing and Midwifery (EDNM), LCLHN.

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2.3	Introduction	GK provided an introduction to the meeting of the Limestone Coast Local Health Network (LCLHN) Governing Board.
2.4	Director Conflict of Interest Disclosures	Nil Conflicts of Interest disclosed.
2.5	Confirmation of previous meeting minutes and actions	The minutes of the meeting held on 27 January 2021 were accepted as a true and accurate reflection of the meeting held and an update on actions was provided.
<b>3.</b>	<b>BOARD CHAIR REPORT</b>	
3.1	Report from Grant King, Board Chair	The Governing Board Chair provided an overview of recent meetings, including; <ul style="list-style-type: none"><li>• A meeting with the Mayor of the Tatiara District Council to discuss the proposed Bordertown Health Hub and the viability of the project into the future.</li><li>• A recent meeting between the Minister for Health and Wellbeing (MHW) and the various Local Health Network (LHN) Governing Board Chairs to discuss challenges relating to potentially avoidable Emergency Department (ED) presentations, including the benefits to the consumer, and for the community, of hospital avoidance, and to discuss alternate options for the provision of non-urgent care.</li></ul>
<b>4.</b>	<b>LIMESTONE COAST LHN REPORTS</b>	
4.1	CEO Report a) General update	The Chief Executive Officer report was noted and progress updates were provided on key topics, including: <ul style="list-style-type: none"><li>• The recent meeting of the Strategic Industrial Relations Medical Workforce group, and planning in progress to implement Time &amp; Attendance and Rights of Private Practice (RoPP) at each LHN.</li><li>• The cessation of the Management Oversight Committee (MOC), in anticipation for the transition of governance and oversight for the Rural Support Service (RSS) to a new Sub-Committee of the Barossa Hills Fleurieu Local Health Network (BHFLHN) Governing Board.</li><li>• The recommencement of Service Planning activities for Mount Gambier, and the agreed change in methodology, to consult with a broader range of stakeholders during the process.</li></ul>

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		<ul style="list-style-type: none"><li>• The continued implementation of a hub and spoke model, improving access to services closer to home for the Millicent and Naracoorte communities, via access to Specialist Orthopaedic Surgeons travelling from Mount Gambier.</li><li>• Progress made to establish Haematology services in Mount Gambier, including confirmation of a Memorandum of Understanding (MOU) with the Southern Adelaide Local Health Network (SALHN).</li><li>• The reactivation of the Incident Management Team (IMT) to manage the rollout of the COVID-19 vaccination program for the LCLHN.</li><li>• Planning in progress to ensure meaningful and timely communication with stakeholders, to support the Engagement Strategies and Service Planning activities.</li><li>• Plans to form an Aged Care Committee of the Governing Board, to provide oversight for aged care services within the LHN.</li><li>• Progress made in relation to GP Fee for Service (FFS) agreements throughout the LHN.</li><li>• Work progressing with representatives from the various regional LHNs and the Department for Health and Wellbeing to discuss budget variations, to correct a miscalculation at the time of Governance Reform, and the devolution of Country Health SA Local Health Network (CHSALHN).</li></ul>
	b) Performance Reporting Summary December 2020	<p>The Chief Finance Officer (CFO) provided a summary of key points from the December 2020 Finance Report, including:</p> <ul style="list-style-type: none"><li>• The Year to Date (YTD) December financial position, reported to be \$0.3m unfavourable to budget.</li><li>• The End of Year (EOY) forecasted Net Adjusted Result (excluding revaluations), reported to be \$1.5m unfavourable to budget.</li><li>• A proposal submitted to the Department of Treasury and Finance, in relation to an adjustment to the allocation for depreciation of assets for the current budget period.</li><li>• The Activity Summary by Site EOY position, reported to be favourable to target, noting the unfavourable YTD variance for Mount Gambier.</li></ul> <p>An update was provided on work progressing with the implementation of new auditing software, and additional ongoing education for staff, to improve</p>

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		<p>accuracy with clinical coding, and to provide clarity when considering Activity Based Funding (ABF) levels.</p> <p>The impact on revenue, with a staffing model that is heavily reliant on locum use was discussed, including additional costs for the LHN as a result of difficulties arranging a Medicare provider number for a short term locum contract period.</p> <p>The increased costs associated with Workplace Injury (YTD) claims was noted.</p> <p>An update was provided in relation to investigations into adjusting Residential Aged Care (RAC) budgeting models to ensure that funding levels are aligned to the actual cost to provide safe and quality care.</p>
	c) Key Performance Indicator (KPI) Summary December 2020	The Key Performance Indicator (KPI) Summary for December 2020 was noted.
<b>5.</b>	<b>ENGAGEMENT STRATEGIES</b>	
5.1	Engagement Strategy Update	<p>An update was provided on the Consumer, Carer &amp; Community Engagement Strategy (CCCES), including confirmation that the draft CCCES 2021–2024 had progressed to the consultation phase, and would be open for feedback until 12 March 2021.</p> <p>An update was provided on the Clinician &amp; Staff Engagement Strategy (CSES), including the decision to progress research and internal consultation via virtual platforms, as a countermeasure against potential COVID-19 restrictions into the future.</p>
<b>6.</b>	<b>GOVERNING BOARD COMMITTEE UPDATES</b>	
6.1	Audit & Risk Committee Summary	<p>An update on key topics from the meeting of the Audit &amp; Risk Committee on 22 February 2021 were provided, including:</p> <ul style="list-style-type: none"> <li>• The asset maintenance contract provided by the Department of Transport and Infrastructure (DTI), under the Across Government Facilities Management Arrangements (AGMFA).</li> <li>• The Attorney-General's external audit report.</li> </ul>

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		<ul style="list-style-type: none"><li>• Confirmation that three Key Performance Indicators (KPI) had been decided for the committee to measure ongoing performance.</li><li>• The progress of the Internal Audit Program, provided by the RSS, noting an amended schedule of audits.</li><li>• The Detailed Risk Report relating to Chiron - Patient Administration System, and the controls currently in place.</li></ul> <p>The SA Health System-wide Integrated Compliance Policy Directive was discussed, including support to be provided to the regional LHNs by the Rural Support Services (RSS) for a period of six months, and confirmation that Angela Miller, Director of Governance and Planning, LCLHN had been nominated as the internal implementation lead for the LCLHN.</p>
6.2	Clinical Governance Committee Summary	<p>An update from the Clinical Governance Committee was provided on key issues, including:</p> <ul style="list-style-type: none"><li>• Dashboard reporting against benchmarks relating to Acute Care, Aged Care, Country Health Connect, Mental Health, Aboriginal Health and Infection Control.</li><li>• Work progressing to reduce locum use at the Mount Gambier &amp; Districts Health Service (MGDHS) Emergency Department (ED).</li></ul> <p>An update was provided in relation to the recent assessment against the National Safety and Quality Health Service (NSQHS) Standards, which occurred in December 2020, including confirmation that the LCLHN had achieved accreditation for a period of three years, with six recommendations to address during that period.</p>
6.3	Finance & Performance Committee Summary	<p>An update of the meeting of the Finance &amp; Performance Committee on 22 February 2021 was provided, including:</p> <ul style="list-style-type: none"><li>• Confirmation that the EOY forecasted figure, with consideration for allowable variances, was tracking well for an overall favourable EOY result.</li><li>• Work progressing to review the debtor balances, in collaboration with the regional CFOs.</li></ul>
<b>7.</b>	<b>STRATEGIC PLANNING</b>	

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7.1	Strategic Planning Update	<p>The draft LCLHN Strategic Planning objectives were noted.</p> <p>The progression of Strategic Planning activities was discussed, including a planned workshop for the Governing Board, to be held in late March, and plans to engage an external facilitator for the session, to provide objective and impartial insight.</p>
<b>8.</b>	<b>LCLHN AGED CARE STRATEGY</b>	
8.1	Across Government Facilities Management Arrangements (AGFMA)	<p>Simon Morony, Executive Director, Across Government Services, Department for Infrastructure and Transport (DIT) and Josh Hubbard, Director, Across Government Services, DIT, joined the meeting to provide an overview of the Across Government Facilities Management Arrangements (AGFMA) Reform, including:</p> <ul style="list-style-type: none"><li>• The benefits of the future AGFMA operating model, including the concept of Core Asset Maintenance Services.</li><li>• Asset Scope categories, including examples of Core Assets, Agency Nominated Assets and Out of Scope Assets, noting the Agencies ability to determine service levels that align to asset management plans.</li><li>• The Procurement process, including Expressions of Interest (EOI) for new Facility Management Service Provider's (FMSPs), and Invitations to Supply (ITS) for existing FMSPs.</li><li>• The potential for Agencies to seek accreditation to manage small projects internally where the total value of the project is less than \$1m</li></ul> <p>The AGFMA Memorandum of Administrative Arrangement (MoAA) was discussed, including DITs desire for the LCLHN to sign an interim MoAA, to 30 November 2021, to support and define the roles and responsibilities of FMSPs, and the LHNs, under the current AGFMA. It was noted that the legislated date of reform, and transition to the future AGFMA, is 1 December 2021.</p>
<b>9.</b>	<b>MATTERS FOR DISCUSSION</b>	
9.1	Board Charter Volume 1 & 2 – review	<p>The review of the Board Charter Volume 1 &amp; 2 was discussed, including:</p>

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		<ul style="list-style-type: none"><li>• The agreement of the Board to accept the proposed amendments, via tracked changes, to Board Charter Volume 2.</li><li>• The progression of recruitment for an Aboriginal Health Expert to the Governing Board, which would meet the legislative requirement outlined in Board Charter Volume 1.</li><li>• The potential to recruit an additional member to the LCLHN Governing Board, bringing the total membership to eight (8), if it was identified that there would be benefit to have input from a subject expert in any given field of expertise.</li></ul>
9.2	Mount Gambier Private Hospital	<p>An update was provided in relation to a recent meeting between the Mount Gambier Private Hospital (MGPH) and LCLHN CEOs to discuss the request for grant funding for the MGPH, and to discuss recommendations made, following a review completed by LCLHN subject experts in November 2020, in relation to private services provided by the MGPH.</p> <p>The progression of a collaborative project between the MGPH and the Mount Gambier &amp; Districts Health Advisory Council (HAC), to establish a Hospice at Home service for Mount Gambier, was discussed.</p>
9.3	Keith & District Hospital	<p>An update was provided in relation the Keith and District Hospital (KDH), including a recent request progressed, by the LCLHN to the Minister for Health and Wellbeing (MHW), for consideration to extend the current interim funding agreement, which would provide financial support to the KDH at the current funding level, until 30 June 2022.</p> <p>The LCLHN Governing Board resolved to continue to work collaboratively with the KDH Board to progress investigations into the viability of a community health hub for the Keith community.</p>
9.4	Bordertown Health Hub	<p>The Bordertown Health Hub was discussed, including options for consideration to provide a range of services for the Bordertown community into the future.</p> <p>An update was provided in relation to the progress made with a fit for purpose site for Country Health Connect (CHC) following the approval of grant funding of \$2m, including plans to progress capital works at the Bordertown Memorial Hospital for a modular solution on the existing site.</p>

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		The Governing Board resolved to continue to investigate the viability of progressing with a fit for purpose build for LCLHN services within a Bordertown Health Hub, in collaboration with the District Council of Tatiara.
<b>10.</b>	<b>MATTERS FOR APPROVAL</b>	
10.1	Nil	N/A
<b>11.</b>	<b>MATTERS FOR NOTING</b>	
11.1	LCLHN Payment Performance Report January 2021	The LCLHN Payment Performance Report January 2021 was noted.
11.2	LCLHN Late Payments of Interest (LPI) January 2021	The LCLHN Late Payments of Interest (LPI) January 2021 were noted.
11.3	Draft Clinical Governance Committee Minutes – 27 January 2021	The Draft Clinical Governance Committee Minutes – 27 January 2021 were noted.
11.4	Draft Finance & Performance Committee Minutes – 27 January 2021	The Draft Finance & Performance Committee Minutes – 27 January 2021 were noted.
11.5	Finance & Performance Committee Agenda – 22 February 2021	The Finance & Performance Committee Agenda – 22 February 2021 was noted.
11.6	Audit & Risk Committee Agenda – 22 February 2021	The Audit & Risk Committee Agenda – 22 February 2021 was noted.
11.7	Correspondence from SA Ambulance Service	The Correspondence from SA Ambulance Service was noted.
11.8	Correspondence from Department for Health and Wellbeing	The Correspondence from Department for Health and Wellbeing was noted.
11.9	Board Charter Volume 1 Requirements Checklist	The Board Charter Volume 1 Requirements Checklist was noted.
11.10	Health Care (Governance) Amendment Act 2018 Checklist	The Health Care (Governance) Amendment Act 2018 Checklist was noted.

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<b>12.</b>	<b>OTHER BUSINESS</b>	
12.1	Any other business	A further Aged Care Strategy Workshop, to be hosted by SA Health in mid March, was discussed, with the potential for the workshop to be hosted via virtual platforms due to concern with the recent COVID-19 situation Victoria. It was noted that the LCLHN Governing Board members who attended the previous session, in mid February, had considered the workshop to be informative and a valuable experience.
<b>13.</b>	<b>SUMMARY AND CLOSE</b>	
13.1	Meeting Evaluation	GB provided an evaluation of the LCLHN Governing Board Meeting.
13.2	Next Meeting & location	Monday 29 March 2021, Kingston
13.3	<b>Meeting Close</b>	<b>4:45 pm</b>