

# Governing Board Minutes

## Official Acknowledgement to Country

We acknowledge the Aboriginal custodians of the Land and waters within the Footprint of the Flinders and Upper North Region. 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.

<b>Date: 26 November 2021</b>	<b>Time: 09:05 to 13:11</b>	<b>Location: Whyalla Hospital</b>
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### Membership:

<b>(MW) Mark Whitfield</b> , Chairperson	P	<b>(GM) Geri Malone</b> , Board Member	A
<b>(GB) Garnett Brady PSM</b> , Board Member	P	<b>(KR) Karyn Reid</b> , Board Member	P
<b>(SG) Suzy Graham</b> , Board Member	P	<b>Vacant</b> - Board Member	
<b>(JL) John Lynch OAM</b> , Board Member	P		

### Regular Attendees:

<b>(CP) Craig Packard</b> , Chief Executive Officer	P	<b>(LT) Lisa Taylor</b> , Director Governance and Performance	P
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### Invited Guests:

<b>(TB) Trevor Byles</b> , Director Corporate Services	P	<b>(CR) Cheryl Russ</b> , Executive Director Allied and Community Health	P
<b>(SP) Silvana Poklar</b> , Senior Program Managers Subacute, Rural Support Service	P	<b>(AH) Amy Hooper</b> , Registered Nurse Palliative Care, Flinders & Upper North LHN	P

## 1. MEETING OPENING

1.1	Official Acknowledgement to Country	Meeting opened at 09:05 with the Chair providing Acknowledgement to Country, Chair welcomed all present
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1.2	Present and Apologies	<p>Apologies noted. Discussion around development of spreadsheet to record absence reason</p> <p><b>Action:</b> LT to develop spreadsheet to record absence for future reference as required</p>
1.3	In Camera Board Discussion	<p>In camera session occurred between 09:11 to 09:48</p>
1.4	Conflict of Interest Declarations	<p>Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items</p> <p><b>Action:</b> Changes required for MW and SG as documented</p>
1.5	Confirmation of Previous Minutes	<p>Minutes from Board Meeting 29 October 2021 tabled</p> <p><b>Action:</b> Minutes Accepted and Endorsed by all members present with requested amendments to 1.2 Removal of apology explanation, 3.1 Inclusion of 'a' required in sentence and 4.2 Removal of 's' from Doctor in reference to Royal Flying Doctor Service</p> <p><b>Action:</b> LT to modify as requested prior to formal distribution</p>
1.6	Actions Arising from Previous Minutes	<p>Action log updated / Completed Actions removed and Archived</p> <p><b>Action:</b> Action log to be updated, completed actions to be removed and archived</p>
1.7	<p>Presentation to Board</p> <p>Director Corporate Services</p>	<p>TB presented to the Board outstanding actions of FUNLHN Accommodation and Composite Cladding in Whyalla.</p> <p>Accommodation table reviewed on screen with relevant scope of works completed and inclusion of work yet to be progressed by schedule.</p> <p>TB identified that current restrictions in place through the DPTI contract will ease from 1 December 2021 when ventia are the maintenance contractor for Health, which will allow for better flexibility of asset management expenditure.</p> <p>Board requested a review for opportunities be investigated further that could be built into the recruitment strategy, including design aspects for upgrades.</p> <p><b>Action:</b> Board requested report in six months with visual images of current residence with identified improved modifications.</p> <p>TB discussed the current class action progress around removal of the composite cladding in Whyalla with no identified end date of resolution. FUNLHN are still awaiting costings for removal of cladding and once received a</p>

		briefing will be provided to the FUNLHN CEO for approval of expenditure to mitigate the identified risk.
1.7.1	Presentation to the Board Executive Director Community and Allied Health	<p>(CR) Executive Director Community and Allied Health provided a presentation around the commissioning application proposed for Investing in Regional Palliative Care Services for FUNLHN.</p> <p>She was joined by AH and SP.</p> <p>In-depth presentation provided to the board around service delivery of palliative care in FUNLHN.</p> <p>Presentation included a multitude of topics ranging but not limited to analysis of data, locations of required support, natural concepts, areas of unmet need, legislation of assisted dying policy, cost benefits and returns on the investment, explanation of the levels of service, End of Life packages, budget allocations based on previous years activity, provision of data for Aboriginal consumers.</p> <p><b>Action:</b> Comparison to be provided of other states where FUNLHN sits is relation to the increased activity for +65-year-old consumers</p> <p><b>Action:</b> Breakdown of budgeted FTE's to be provided</p>
<b>2. MATTERS FOR DECISION</b>		
2.1	{2021-033}SA Health Policies	<p>Summary for noting by the board tabled</p> <p><b>Action:</b> Endorsed in session</p>
2.2	{2021-034} Re-nomination of FUNLHN Board Audit & Risk Committee Chair	<p>Brief tabled for endorsement</p> <p><b>Action:</b> Endorsed in session MW to contact current committee chair to ascertain willingness to do another term</p>
2.3	{2021-035} Nomination of External Medical position on Audit & Risk Committee	<p>Brief tabled for endorsement</p> <p><b>Action:</b> Endorsed in session, suggestions offered on replacement member, LT to progress suggestions</p>
2.4	{2021-036} Investing in Regional Palliative Care Services	<p>Brief tabled for endorsement</p> <p>Discussion held in relation to having RFDS transporting clinicians as part of contractual agreement</p> <p><b>Action:</b> Unanimously endorsed in session</p>
<b>3. STRATEGIC DISCUSSIONS</b>		
3.1	Priorities of the Strategic Plan, KPI Reporting	<p>Discussion held around recent Strategic planning session in Clare and review of pillars with provisions of KPI's.</p>

		<b>Action:</b> LT to provide pillars to members out of session and arrange for further discussion on 9 December 2021 at 13:00 hours.
3.2	Annual Board Program Development	Discussion held around development and providing document out of session for review.  <b>Action:</b> LT to provide document out of session for discussion and approval by teleconference on 9 December 2021 at 13:00 hours
<b>4. BOARD COMMITTEE REPORTS</b>		
4.1	Clinical Governance Committee Report	Verbal report provided by KR highlighting discharge summaries decreasing in completion. KR also advised the Governing Board that this committee will closely monitor the outcomes of reviews of transport incidents across FUNLHN  <b>Action:</b> CP to obtain update on Sunrise rollout for LHN  <b>Action:</b> LT to provide summary report out of session
4.2	Audit and Risk Committee	Summary report provided for review. Discussion held around Person Conducting Business or Undertaking (PCBU) requirements for Boards and if this affected or is a requirement for FUNLHN Board  <b>Action:</b> LT to make some enquires and provide information back to board out of session
<b>5. MATTERS FOR INFORMATION AND DISCUSSION</b>		
5.1	Chief Executive Report	Report tabled for information.  Clarification on transport, catering and vaccination compliance requested
5.2	FUNLHN Performance Report	Report tabled for information  <b>Action:</b> Future deep dive into information provided from this report
5.3	Leigh Creek Health Clinic Funding	Report provided for information, CP provided verbal update on status of current project and nil foreseen delays in project completion identified.
5.4	EYPC Closure	Report noted.
<b>6. CORRESPONDENCE FOR NOTING</b>		
6.1	Parliamentary Speech and FUNLHN Recognition for Flinders Fun Day	Tabled out of session for information



6.2	Department Health & Wellbeing Performance Level Quarter 4	Tabled out of session for information
<b>7. MEETING FINALISATION</b>		
7.1	New Business	
7.1.1	Director Identification	Discussed Director identification and if this is a requirement for this Board, to be investigated further.
7.1.2	FUNLHN Annual Public Meeting	Discussion regarding the Annual Public Meeting and successful attendance.  Invited SAAS personnel acknowledged positive interaction with FUNLHN and the implementation of security. He provided an overview of security guards building a rapport with all personnel that attend Whyalla Hospital and believed this was a successful measure of implementation.  In response FUNLHN Governing Board acknowledge the recognition received by SAAS personnel.
7.2	Meeting Scheduling	Schedule will be discussed on 9 December 2021 at 13:00 hours
7.3	Meeting Evaluation	Delivered well
7.4	Next Meeting	<b>Date: 28 January 2021</b> <b>Time: 09:00 to 13:00</b> <b>Venue: Microsoft Teams</b> <b>Invited Guest: TBA</b>
7.5	Meeting Close	Meeting Closed at 13:11

Signed: Mark Whitfield, FUNLHN Governing Board Chair

DATE: 28 January 2022