

## Yorke and Northern Region Local Health Network Governing Board

**Date:** Wednesday 1 April 2020  
**Venue:** Port Pirie Regional Health Service Board Room/Teleconference

<b>Item</b>	<b>Notes</b>
<b>1. Welcome</b>	<p>The meeting opened at 10.45am.</p> <p>John Voumard welcomed those present and acknowledged the traditional owners of the land.</p>
<b>2. Present/Apologies</b>	<p><u>Present:</u></p> <ul style="list-style-type: none"> <li>• John Voumard (JV)</li> <li>• Julianne Badenoch (JB)</li> <li>• Yvonne Warncken (YW)</li> <li>• Liz Malcolm (LM)</li> <li>• Vincent Bellifemini (VB)</li> <li>• Roger Kirchner (RK)</li> <li>• Glenise Coulthard (GC) – left at 2.00pm</li> <li>• Leeanne Stringer (Executive Support) (LS)</li> </ul> <p><u>Apologies:</u></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>3. Conflict of Interest Declaration</b>	<p>Nil.</p>
<b>4. Minutes of previous meeting</b>	<p>The minutes of the previous meeting held 4 March 2020 were approved by consensus.</p>
<b>5. Action List</b>	<p>The actions described from the previous meeting, 04.03.2020 are either complete, in progress or covered in the meeting agenda.</p> <p>The action list will be updated and distributed to all members as an attachment to the minutes.</p>

Item	Notes
6. Presentations/Visitors	<p>11.00am – 11.30am: Dr. Brian McKenny and Lucas Milne joined the meeting. Dr. Brian McKenny provided an overview of Mental Health services and the Memorandum of Administrative Agreement.</p> <p>Dr. McKenny will provide a copy of his presentation for distribution to all members.</p>
7. COVID-19 update	<p>12.30pm – 1.30pm: Members of the YNLHN COVID-19 Incident Management Team members joined the meeting: Melissa Koch (MK); Lucas Milne(LM); Paul Fahey (PF); Vincent Bellifemini (VB); Michael Davis (MD); Leeanne Stringer (LS). Apology - Michael Eades.</p> <p><u>Mental Health Services</u> – Lucas Milne: a YNLHN MH COVID-19 Contingency Plan has been developed. LM provided a comprehensive overview of the plan and will provide a written summary for distribution to Board members.</p> <p><u>Community and Allied Health Services</u>: Melissa Koch: Community Health Contingency Plans have been developed and are being progressively implemented. High risk consumers and essential services have been identified. Melissa provided a comprehensive overview of the issues faced in relation to service delivery and the strategies that have been implemented to address these, including expanded access to telehealth and remote monitoring. Specific strategies have been implemented to support Aboriginal people. Access to internet was raised as an issue.</p> <p><b>ACTION:</b> Letter to be sent by YNLHN Governing Board to SA Health Incident Management Team about internet access for vulnerable clients. (JV)</p> <p>The use and availability of Personal Protective Equipment was discussed.</p> <p><u>Corporate Services</u>: Paul Fahey: Staffing contingencies are being developed, especially in relation to catering and cleaning services at Casemix sites. Three refrigerated mortuary containers have been secured and will be delivered to each of the Casemix sites (Clare, Wallaroo and Port Pirie). Supplies across the LHN are being monitored. A Safety and Security group has been established.</p> <p><u>People and Culture</u>: Michael Davis: Investigating workforce portability and have completed a survey to staff to identify skills that may be transferred to other areas if needed. An Expression of Interest has been distributed for staff to work in YNLHN. Strategies are being developed in relation to managing at risk staff. “Work from Home” process implemented and promoted. A process will be implemented to fast track the recruitment process. Work is being undertaken to support staff, including and staying well strategies. Work Health &amp; Safety consultants will keep in touch with staff working from home.</p> <p>Discussion was held about how staff working from home will be managed. It was clarified that there is an established process that needs to be followed, and work is monitored by managers.</p> <p><u>Medical Services</u>: Dr. Viney Joshi: Pursuing options for an Emergency Medicine Physician at Port Pirie. Some locums are extending their stays in the YNLHN. Changes to surgical services are being implemented in line with the latest directive. Working closely with GP’s across the LHN and ensuring contingencies are in place for the provision of medical services.</p> <p>Discussion occurred about the requirements for the engagement of an Emergency Medicine Physician.</p> <p>Discussion occurred about service provision to the Point Pearce Community, which is now in lock down. M. Koch</p>

	<p><i>advised that on-site health workers are continuing to provide support.</i></p> <p><i><u>Nursing and Midwifery</u>; The report from Michael Eades was discussed, with the number of strategies and changes noted. The staff Flu vax program has commenced.</i></p> <p><i>Members noted the amount of work and commitment of staff, and expressed their thanks for the management of the COVID-19 Pandemic in the YNLHN.</i></p> <p><i>It was agreed that a weekly meeting regarding COVID-19 would be beneficial.</i></p> <p><b>ACTION:</b> <i>Weekly COVID-19 teleconferences with the YNLHN Board to be arranged for Tuesday's at 5.30pm. (RK)</i></p>
<b>8. Matters for decision</b>	<i>Nil</i>
<b>9. Matters for discussion</b>	
<i>9.1 Consumer and Community Engagement Board Committee update</i>	<p><i>The committee did not proceed with its meeting in March.</i></p> <p><i>Karyn Reid from FUNLHN has been invited to attend the next meeting to provide an overview of the approach used in that LHN and to share her experiences. Work will then commence on the development of the YNLHN Consumer and Community Engagement Strategy.</i></p>
<i>9.2 Mental Health Reports</i>	<i>This item was withdrawn from agenda.</i>
<i>9.3 Clinical Risk Report</i>	<p><i>The report was discussed and noted.</i></p> <p><i>The issue of overdue reports was discussed, with advice being provided that there is ongoing monitoring and follow up to ensure SLS incidents are closed in a timely manner.</i></p> <p><i>It was noted that the reports indicate that is an area requiring improvement. Further discussion will occur at the Clinical Governance Board Committee.</i></p>
<i>9.4 NYP Private Hospital update</i>	<p><i>Discussion occurred about the outcome of the meeting held with NYP Private Hospital representatives.</i></p> <p><b>ACTION:</b> <i>A formal response is to be requested from the NYP Private Hospital Board (RK).</i></p>
<i>9.5 YNLHN Budget and Service Agreement - update</i>	<i>The 2019-20 Service Agreement was signed as agreed at the previous meeting, and has been forwarded to the CE of SA Health.</i>
<i>9.6 Medical Services - update</i>	<p><i>Medical models across the YNLHN continue to be reviewed, with strategies to support sustainability being investigated.</i></p> <p><i>The issue of access to interstate Locums in the current situation was also discussed.</i></p>
<i>9.7 Financial reports</i>	<p><i>The reports were discussed at length, and the current and projected financial position noted.</i></p> <p><i>The bad debtors report was discussed, with strategies for recovery and improved management process noted as essential.</i></p> <p><b>ACTION:</b> <i>Implement an improved process for the efficient management of bad debtors. (VB)</i></p>

9.8 YNLHN Performance Report – February 2020	Report noted. <b>ACTION:</b> Further review of this report to be undertaken and revised format to be trialled. (RK/LS)
9.9 Health Advisory Councils	A teleconference was held with YNLHN HAC Presiding Members on 17 March 2020. It was agreed that these meetings be conducted on a quarterly basis. The Board Chair and CEO recently attended the Mid North HAC meeting. The Board Chair has met with other Presiding Members of YNLHN Health Advisory Councils, at their request.
9.10 Balaklava Hospital update	The outcomes of the meeting with Balaklava / Riverton Health Advisory Council were discussed and noted. Further planning work will occur in the future.
9.11 YNLHN Strategic Planning Workshop	Noted as deferred.
9.12 YNLHN Risk Management Workshop	Noted as deferred.
<b>10. Matters for Noting</b>	
10.1 CEO Report – by exception	A verbal report was provided. R. Kirchner advised that Accreditation has formally been deferred and that that advice has also been received that all unannounced visits to Aged Care facilities have been suspended indefinitely. Aged Care complaints will still be investigated.
10.2 Chair's Update	A meeting has been held with EDMS and Kadina Medical Associates. It was noted that several meeting schedules have been disrupted due to priorities associated with the COVID-19 Pandemic. A meeting will be arranged for relevant YNLHN Board members in preparation for the review of the Mental Health Memorandum of Administrative Agreement. It was noted that there is a process in place to review the 2020-21 Service Agreement.
10.3 RSS Adverse Events Report	The report from the RSS Adverse Events Committee was discussed and noted.
10.4 Sundry Information	
10.4.1 Virtual meeting arrangements	Arrangements for future meetings to be held virtually are to be investigated and implemented. <b>ACTION:</b> Options to be investigated and arrangements to be made. (LS)
10.4.2 Financial delegations	A brief discussion occurred about financial delegations and the current arrangements for induction for new staff.
<b>11. Correspondence</b>	Nil
<b>12. Meeting Evaluation</b>	It was agreed that face to face video options would be preferred.
<b>13. In-Camera</b>	Nil

**Meeting closed at 2.20pm.**  
**Date of next meeting: 6 May 2020.**  
**Agenda items due 27 April 2020.**