

**MINUTES OF THE BOARD MEETING OF THE WAIRARAPA DHB,
HELD ON TUESDAY 26 JUNE 2007 AT 9.05AM,
BOARD ROOM, WAIRARAPA DHB, BLAIR STREET, MASTERTON**

Present: Bob Francis (Chair), Trish Taylor, Pamela Jefferies, Yvette Grace, Dr Liz Falkner, Dr Rob Tuckett, Vivien Napier, Janine Vollebregt, Perry Cameron

In Attendance: David Meates (Chief Executive), Eric Sinclair (Chief Financial Officer), Joy Cooper (Director Planning and Funding), Danielle Keith (Mental Health Adult Services Team Leader), John Kirkup (Financial Analyst), Maree Day (Board Secretary / Minute Taker)

1. Apologies

It was noted that Cheryl Kurei (Board Member) and Stephanie Turner (Director Maori Health) were not in attendance.

Mrs Napier and Mrs Taylor advised they would both be away in July and would not be attending the July Board Meeting.

2. Conflicts of Interest

Nil.

The CEO referred to the importance of having the Interest Register (that logs potential Conflicts of Interest) updated on a regular basis. This has generally been done on a six month basis. Doctor Falkner and Mrs Napier will provide the Board Secretary with further details in regards to their interests.

The Chair referred to correspondence received from the MOH. Disclosure is an ongoing process. The Wairarapa DHB has in the past held papers back from Board members due to there being a potential conflict. Board members have an obligation to identify potential conflicts of interest. The register will now be included within the agenda papers at each Board meeting.

Mrs Jefferies referred to the robust processes the Wairarapa DHB used in terms of the contracting out of its laboratory services and suggested this be documented and covered off as part of the induction for the incoming Board. The Chairman agreed and asked that the principles be summarised and provided to the Board.

Resolved:

THAT THE BOARD NOTE THE LETTER DATED 1 JUNE 2007 FROM THE MINISTRY OF HEALTH REGARDING CONFLICTS OF INTEREST AND THE DUTY NOT TO DISCLOSE INFORMATION, AND NOTE THAT THE INTEREST REGISTER IS AN OPEN DOCUMENT.

3. Minutes from the Previous Board Meeting Held 22 May 2007

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 22 MAY 2007 BE CONFIRMED AS A TRUE AND ACCURATE RECORD, WITH MINOR CORRECTIONS NOTED.

4. Matters Arising

- It was agreed a date for the Relationship Agreement signing ceremony between Te Iwi Kainga and the Wairarapa DHB be confirmed once approval has been received from the MOH. It was noted that this could take some time.
- Overall energy consumption for the DHB campus has dropped dramatically. It is pleasing to this downward trend.
- The Wairarapa Hospital's south courtyard memorial work is being followed up.
- A full capital expenditure schedule will be part of the July Board papers. This will cover item requirements for the 2007/08 and 2008/09 financial years.
- The CFO awaits further feedback from the IRD on mileage rates.

Resolved:

THAT THE BOARD RECEIVES THE 2006/07 "MATTERS ARISING" SCHEDULE.

5. Chairman's Report

The Chair and CEO met with the PHO Chair, Elaine Brazendale and Manager, Joe Howells. The Wairarapa Community PHO is doing a very good job. Mr Howells has been appointed to the position of General Manager for WIPA and will carrying out some overlap of both his current and new role for a few months.

Resolved:

THAT THE BOARD NOTE THE CHAIRMAN'S REPORT NUMBERED D281.

6. Chief Executive's Report

The Chief Executive spoke to his report.

- Wairarapa DHB has spent more on clinical equipment items in the past three years, then the total previously spent since 1993. Many more items continue to be needed as new developments and technology come on stream.
- Last week was Volunteers Awareness Week. The CEO attended a function to celebrate the work of the volunteers and was amazed at how many people now participate in the Wairarapa Hospital Volunteer Programme. Doctor Tuckett suggested the DHB's Volunteer Programme be extended out to NGOs noting there is a considerable gap in this area. The CEO will follow up on this as it the type of programme that could be easily adapted and extended to the wider community. The Board asked for some questions around the effectiveness of the volunteer's work to be included within the cultural survey, given this programme was not in place when previous surveys have been carried out. The CEO advised there is some flexibility with the cultural survey questions and he will take this up with GM Human Resources. Mrs Taylor asked if the volunteers work will extend to include gardening work as she knows a group of people who are willing to offer their help. This will be looked into.
- The Board congratulated Wairarapa Hospital on being one of the few hospitals who deals effectively with triage 4, ED admissions.
- The 2007/08 SOI and DAP have been submitted to the Minister of Health for sign off.
- Three different colours of linen are being integrated throughout the Hospital.
- The orientation programme for the Board will be reviewed and updated over the coming months. Treaty training will be included.
- The financial result is tracking back to a break even position. IDFs are generally lower in the 2nd half of the year, and this is expected to be case. IDFs will continue to be treated with caution.

- Doctor Simon Snook has been appointed as a member Central NZ Cancer Network.
- Pharmaceutical expenditure is tracking under budget. The Chair asked that this budget be split into two to show what additional funding comes on stream during the year. This will then show the net position more clearly. The CFO will arrange this.
- Mrs Jefferies expressed concern that the 2006/07 pharmaceutical budget is under spent. More clarification will be provided.
- Low paid workers are receiving a funding boost. The requirements of this are very specific to ensure providers pay these funds to individual employees.
- Ongoing discussions are occurring with a view to developing a local Pharmacist Contract.
- The Director Planning and Funding advised a number of action groups have been set up to progress actions points within the Health Promotion Plan, which is an attempt to bring a number of programmes together. WOOPs is part of this work. Mrs Jefferies commented people within the South Wairarapa often do not benefit from the programmes when they are Masterton based. It is known that healthy living interventions in the late 40s to 50 age group can make a real difference to improving one's quality of life.
- Wairarapa DHB staff are taking part in the HEHA evaluation training that is being facilitated by the MOH. There is to be a lot of information sharing along with a follow up meeting.
- Regional discussion is ongoing as to whether the CCDHB requires a further linear accelerator.
- A regional cardiology programme is underway that focuses on an integrated region wide service.
- The Hospital continues to deliver on contract and received green status once again for its ESPIs. Orthopaedics has the most difficulty achieving green status.
- The seven year immunisation vaccination has gone very well. Out of the eligible population, 19 declined to be vaccinated. Overall, communications have shown that people have been impressed by the reduction in meningococcal resulting from the vaccination campaign. Mrs Taylor asked for some statistics to be provided on pneumococcal rates. The Chief Executive will follow this up, although it may be too early to capture this data.
- The FOCUS service has undergone a review. Expectations towards moving to a one stop shop are progressing, with existing staff coming up with a number of initiatives to move this forward.
- Brian Dolan, RN, PhD Candidate, Director of Service Improvement and Patient Flow for the Canterbury DHB was guest speaker at the International Nurses and Midwives Day celebrations, whose input was very valuable.
- The Maori Student Nursing Mentorship Programme demonstrates a good support structure.
- SWFU strike notices are being received on a daily basis.
- A letter of confirmation has been received from the MOH in regards to oral health funding. Two mobile units will be funded along with the dental hub. The additional funding required for operations is going before the Ministry's Clinical Services Directorate Funding Board for approval, and then through the Ministry's Health and Treasury approval process. The timeframes for this work cannot yet be confirmed. More information should be known in August. This proposal captures a number of service provision opportunities.
- The CEO is to meet with the CEO of Telarc to discuss certification processes.
- Records management project work is well underway to align with General Disposal Authority processes. The DHB is currently storing a large number of records. The GDA outlines a complex set of rules. Discussions with local archivist, Gareth Winter have been held with some of the most historical records now being held at Wairarapa Archives. A detailed process must be undertaken before any records are moved off site or tagged for destruction. Many of the old xray films will be identified and disposed off as part of this work. The Board will be kept informed.

- The “On the Pulse” news is to be revamped.
- Biomedical Services are progressing well with new service contracts being secured and financials in a comfortable position.
- The CEO is to travel to the UK for eight days at the end of June, as part of the International Learning Set. The theme for this set is long term conditions. The same participants will be visiting NZ in October 2007.
- A large number of Health Select Committee questions have been received. Draft responses are to be finalised and submitted in the next few days.
- LINZ has signed off on the concept for the sub division of the DHB campus. Resource Consent conditions have been worked through. The surveyor is now submitting the final plan.
- A lot of parking, particularly in front of the FOCUS / Mental Health Services is not being utilised. The Council is to approve a time limit for the frontage angle parks in Te Ore Ore Road to ensure these spaces are only available to patients and their families. It was suggested designated parking areas for staff be clearly identified. The CEO will come back to the Board with a plan to address parking issues.
- The CEO is coordinating a recruitment drive to attract up to 250 junior doctors from the UK. This is a proposal to address underlying doctor shortages that currently exist in New Zealand.

Resolved:

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE’S REPORT NUMBERED D282.

7. Financial Report

The CFO spoke to this report.

- The financial position in the last month has improved.
- Electricity costs have flattened out with an average monthly reduction of \$20K to \$30K occurring in the past few months. The Energy Manager is examining all energy costs with the aim to bring these down further. The recent cost reductions occurred as a result of PowerCo billing, the balancing of some equipment, along with energy efficiency savings, however more work is needed. The initial energy budget for Wairarapa Hospital was \$33K per month with monthly expenditure currently coming in \$10K over this.
- The definition of Governance covers the Board of the Wairarapa, the Office of the Chief Executive and the Planning and Funding Team. Costs associated with the laboratory legal advice is part of non clinical supplies.
- Appendices to the Financial Report relate to FRS3 additional costs relating to revaluations undertaken. It is no surprise that there is a cost for the repayment of depreciation, based on the 2006/07 valuation. A further valuation is underway however this has not been reflected in any accounts as yet.
- A Form of Board Certificate requires sign off by the Board, as part of the ANZ Bank’s annual process.

Resolved:

THAT THE BOARD:

- (1) **RECEIVES** THE FINANCIAL REPORT FOR THE MONTH ENDED MAY 2007 NUMBERED D283.
- (2) **APPROVES** THE REPAYMENT OF EQUITY TO THE VALUE OF \$3,320 FROM FUNDING RECEIVED FOR FRS3 ADDITIONAL COSTS.
- (3) **APPROVES** THE BOARD CHAIR AND CHAIR OF THE AUDIT & RISK COMMITTEE SIGN THE ANZ BOARD CERTIFICATE
- (4) **APPROVES** THE TRANSACTIONS CONTAINED WITHIN THE BOARD CERTIFICATE

- (5) **APPROVES** THAT THE OFFICERS WHO HAVE AUTHORITY TO GIVE NOTICES UNDER CLAUSE 9 OF THE ANZ BOARD CERTIFICATE BE THE CHIEF EXECUTIVE AND CHIEF FINANCIAL OFFICER.

8. Committee Reports

Report of the Community Public Health Advisory Committee

Committee Chair, Bob Francis spoke to the report.

- National contract variation issues for PHO contracting and funding have been resolved.
- Pharmacy Service. Good progress is being made towards developing a strategic options report. It is most encouraging to see people are thinking outside the square, with some very interesting components being scoped up. The Director Planning and Funding advised the after hour pharmacy hours will be covered as part of this work.
- The Oral Health Annual Report showed the Wairarapa compared well to the rest of NZ. This report was sent to the Mayors of the South Wairarapa District Council and Carterton District Council. This report will also be sent to the Mayor of the Masterton District Council.
- There is a need to focus on oral health care for Maori children to ensure regular oral checks are being carried out by primary care nurses. The Director Planning and Funding advised there is a group of preschool Maori children who aren't accessing oral health services, however with an increase in information sharing and more regular monitoring, improvements in this area are definitely being made.
- The transfer of community outreach nursing clinics from Wairarapa Public Health to the Wairarapa Community PHO takes effect from 1 July.
- The committee was impressed with the performance report on the PHO. The Wairarapa Community PHO topped 10 out of the 18 primary indicators.
- The health promotion plan "Towards a Vibrant and Healthy Wairarapa" is not a public document. It is a document to be used by the NGOs and other providers, and is a first attempt to get together strategic direction for all these service providers. It is an extensive piece of work.
- Some specific details were provided in terms of five people who have undergone bariatric surgery. Real success stories were shared. The selection process for this surgery is important. The Dietician ensures patients first go on a diet before they are assessed for this surgery. Dr Tuckett commented that many people get great benefit from the programme itself, even if they do not go on to have the surgery. The dietician, Michelle Downman will be asked to do a presentation to the Board. It has been suggested that this programme be put forward to the Health Innovations Award.

Resolved:

THAT THE BOARD:

- (1) **RECEIVE** THE REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE FOR JUNE 2007 NUMBERED D284.
- (2) **APPROVE** "TOWARDS A HEALTHY AND VIBRANT WAIRARAPA" FOR PUBLICATION, SUBJECT TO FEEDBACK FROM TE IWI KAINGA BEING INCORPORATED.
- (3) **APPROVE** THAT A MINIMUM OF FIVE BARIATRIC OPERATIONS BE FUNDED IN 2007/08
- (4) **NOTE** THAT, SUBJECT TO YEAR END FINANCIAL RESULTS, IT MAY BE POSSIBLE TO FUND A FURTHER FOUR OPERATIONS

Meeting adjourned: 10.45am

Meeting commented: 11.05am

9. Long Terms Conditions Project

Elaine Brazendale (Chair, Wairarapa Community PHO Chair), David Nixon (Trustee, Wairarapa Community PHO) and Joe Howells (General Manager, Wairarapa Community PHO) attended the meeting.

A presentation was provided to the Board. **Presentation slides are attached.**

Discussion

- Care Plus is an extremely important piece of work. Wairarapa is leading the field with this Plan with the update in the district being considerably higher than other part of the country. A lot of hard work has gone into achieving such good results, some of which have been very pragmatic.
- It is agreed there ought to be a discussion with the MOH around the success of this programme.
- To date a huge difference is not being made in terms of avoidable admissions through Care Plus. The CEO advised a greater number of referrals are coming through but the repeat admissions appear to have reduced slightly. This will need to be managed and monitored going forward.
- Mr Howells advised it is too early to collect trends in terms of the pneumococcal statistics at this stage.
- Approximately 15% of the Care Plan patients are Maori / Pacific Island.
- It is pleasing to see an increase in the number of flu vaccination rates each year.
- The primary health care nursing framework is a key component to the success of the long term conditions programme and associated work. This is very much a case of team work.
- A large amount of effort is going into the professional development of primary health nurses. Practice nurses now have a higher nurse : GP ratio than they used with new environments / developments allowing this.
- The PHO is employing a very experienced Family Practice Nurse Practitioner from the USA to assist with the South Wairarapa Nurse Practitioner Project. They are expected to commence work in October 2007. Mrs Napier advised that with the Cuisine School being set up in the South Wairarapa with over 300 students, practices will need to plan and be aware of what requirements will need to be in place. Mr Howells advised a detailed process is to be put in place to ensure people don't work in isolation.
- A recent focus for the Wairarapa Community PHO currently has been on inter practice culture change and relationship building among all practices. This has been a very positive experience with trust levels being built. Creating IT consistency across all practices is taking time however it will be achieved. Primary care is a lot more advanced with its data entry compared to hospitals. The focus going forward will be on enhancing education and training in these areas.
- In order for practice teams to stay motivated they need to be well equipped with skills and have the right information and technology on hand to provide the best possible results and care to the community. Everyone needs to play a role in making the practice work well.
- Doctor Falkner referred to the need to extend nurse practitioner responsibilities so they can sign off Death Certificates. Currently a doctor must see the deceased within a period of time. The rules need to be amended to avoid unnecessary hold ups.
- Key areas of focus in the next three year's include IT systems (better use of information), workforce development, culture change, measuring and reporting results and developing information.
- The Board Chairman asked for some case studies to be provided showing the results being achieved by the long term chronic disease programme (ie. diabetes). Mr Nixon advised some small coding tidy ups are being done. Mrs Jefferies commented that further training may be needed to ensure mental health components are picked up as part of the Care Plus Service as these can be difficult to detect.
- The Wairarapa Community PHO is aspiring to a collective vision for the health of our community.

The board thanked the Wairarapa Community PHO representatives for attending the meeting and congratulated them on their good work.

11.58am - Joe Howells, David Nixon and Elaine Brazendale left meeting.

10. HAC Report

The Board Chairman spoke to this report, as he chaired the June meeting in the absence of Pamela Jefferies.

- High level industrial action is looming. The financial impacts going forward do pose a risk. It was suggested this matter be referred to the Audit & Risk Committee.
- Mental Health Services. There was a significant workload increase for the medical team in May compared to April 2007. This trend cannot be explained.
- Community and Public Health Services showed the highest enrolment and transfer rate from the school dental service to the adolescent service, in what can be described as a tough environment. A letter was sent to the dentists in recognition of their commitment and perseverance.
- The Hospital reported a satisfactory financial period.
- Four Patient Service nurses provided an excellent presentation outlining the principles of team work, and the new ways in which they are working. The discussion was very compelling. It was very clear that real progress has been made, however there is still a long way to go. Succession planning and the importance of professional staff development were covered. The Board may wish to see this presentation at later date. Gender segregation was not raised.
- The Urology service is an ongoing concern. The GM Hospital Service is looking at a new focus for delivering this service. The Committee sees this work as urgent. Currently, two visiting Urologists (one from Hawkes Bay DHB, the other from MidCentral) to deal with urgent cases. There is not the capacity to deal with non urgent urology cases at this time.
- Fall statistics were reviewed and the improvement rate noted.
- Two Mental Health patients were held in the Police cells last month due to a lack of beds throughout the region.
- Mr Cameron asked for statistics on schizophrenia to be provided (ie. The numbers of schizophrenia patients in the Wairarapa). It was noted this would be covered off in the next quarterly report on Mental Health to CPHAC in July. Mr Cameron further asked if this data can be matched with the resources available to support these people.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE HOSPITAL ADVISORY COMMITTEE FOR JUNE 2007 NUMBERED D285.

11. Artworks / Contributors Recognition

Vivien Napier spoke to this report as Chairperson of the Arts Committee. Interesting feedback has been received on the various artworks that are now on display within Wairarapa Hospital.

Example text has been placed on one of the windows overlooking the courtyard as recognition to the various landscapers and donors who have provided their time and support / contributions to Wairarapa Hospital. As the text is a little hard to read, it was suggested this be reversed, and perhaps a larger font be used, especially for the larger donors. The Sign Factory will be asked to do some further examples. This

work will then proceed. Ms Grace commented that from a Maori perspective, a koha is just as relevant, regardless of the amount. It was noted that the list of donors will be in no particular order.

The two main options in terms of making headway with a sculpture for the front entrance of Wairarapa Hospital were outlined. The Board preferred option 2 that involves advertising for expressions of interest and coming up with a concept proposal within a set amount. Mrs Jefferies declared a conflict of interest in that her daughter is a sculptor. She advised some sculptors may provide a limited sketch or some photos of their previous work free of charge.

Mrs Napier attended the last Maori Health Committee to discuss an initiative from them for a contemporary carving or piece of work in the foyer of Wairarapa Hospital. The Chief Executive advised any work must fit with the base principles that were signed off by the Board last year. All artwork proposals, including RFPs will need to fit and be judged in line with these principles. These will be resent to the Arts Committee.

Resolved:

THAT THE BOARD:

- (1) NOTE THE REPORT ON ARTWORKS AND CONTRIBUTORS RECOGNITION NUMBERED D286.
- (2) NOTE THE DONOR RECOGNITION WORK IS TO BE PROGRESSED FORWARD BY THE ARTS COMMITTEE.
- (3) NOTE OPTION 2) ADVERTISING FOR EXPRESSIONS OF INTEREST AND A CONCEPT PROPOSAL WITHIN A SET BUDGET AMOUNT IS THE PREFERRED OPTION FOR SOURCING AN APPROPRIATE SCULPTURE FOR THE FRONTAGE OF WAIRARAPA HOSPITAL.

12. Health Sector Conference – Paying for Tomorrow’s Health

Resolved:

THAT THE BOARD RECEIVE THE REPORT AND PRESENTATION ON THE HEALTH SECTOR CONFERENCE – PAYING FOR TOMORROW’S HEALTH NUMBERED D287.

11.25am

13. Move into Confidential Business

Resolved:

THAT THE PUBLIC BE EXCLUDED FROM CONFIDENTIAL BUSINESS ITEMS LISTED WITHIN THE BOARD MEETING AGENDA PURSUANT TO THE FOLLOWING:

- (1) TO ENABLE THE BOARD TO DELIBERATE IN PRIVATE ON ITS RECOMMENDATIONS
- (2) WITHHOLDING OF INFORMATION IS NECESSARY TO MAINTAIN THE EFFECTIVE CONDUCT OF PUBLIC AFFAIRS THROUGH THE FREE AND FRANK EXPRESSION OF OPINIONS BY OR BETWEEN OR TO MEMBERS OR OFFICERS OR EMPLOYEES OF ANY LOCAL AUTHORITY.

14. Report Back from Confidential Business

The Chairman reported back the following resolutions that were passed on confidential business as follows:

Minutes from Previous Confidential Board Minutes Held 22 May 2007

Resolved:

THAT THE CONFIDENTIAL MINUTES FORM THE LAST BOARD MEETING HELD 22 MAY 2007 BE CONFIRMED AS A TRUE AND ACCURATE RECORD.

Chairman's Report

Resolved:

THAT THE BOARD RECEIVE THE CONFIDENTIAL CHAIRMAN'S REPORT NUMBERED D288.

Confidential CPHAC Report

Resolved:

THAT THE BOARD:

- (1) RECEIVE THE CONFIDENTIAL REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE FOR JUNE 2007 NUMBERED D289.
- (2) NOTE THE CONTRACT ISSUES AROUND ONE MAORI PROVIDER PROVIDER AND ASK THAT A REPORT BACK ON THIS MATTER BE PROVIDED AT THE JULY BOARD MEETING.

Audit NZ Fees

Resolved:

THAT THE BOARD:

- (1) **RECEIVE** THIS REPORT.
- (2) **APPROVE** THE PROPOSED FEE OF \$68,500 FOR 2007/08 YEAR AND MOVE TO AN AGREEMENT WITH AUDIT NZ OF THE 2007/08 FEE PLUS 5% FOR THE NEXT 2 SUBSEQUENT YEARS.
- (3) **NOTE** THAT THERE WILL BE AN ADDITIONAL FEE IN RESPECT OF THE REVALUATION OF WAIRARAPA DHB'S LAND AND BUILDINGS THAT IS SET TO OCCUR AS AT 30 JUNE 2007.
- (4) **APPROVE** THE ADDITIONAL FEE OF \$2,500 FOR FY 2006/07 TO COMPLETE THE AUDIT OF THE REQUIRED REVALUATION AS IDENTIFIED WITHIN THE LETTER OF UNDERTAKING.
- (5) **NOTE** THAT IFRS WILL BE PICKED UP AS A SEPARATE ONE-OFF COST IN ADDITION TO THE ANNUAL AUDIT FEE (ESTIMATED AT \$10K).
- (6) **APPROVE** THE CHAIR SIGN THE LETTER OF UNDERTAKING WITH AUDIT NZ.

KiwiSaver

Resolved:

THAT THE BOARD:

- (1) RECEIVE THE REPORT ON IMPACTS OF KIWISAVER NUMBERED D291.
- (2) NOTE THAT REGULAR UPDATES WILL BE PROVIDED TO THE BOARD AS FURTHER INFORMATION BECOMES AVAILABLE.
- (3) NOTE THAT FUNDING OF KIWISAVER HAS NOT BEEN CONFIRMED.
- (4) NOTE THAT DHB NZ AND TREASURY ARE UNDERTAKING WORK ON BEHALF OF THE SECTOR.

Energy Management Review and Implementation

Resolved:

THAT THE BOARD NOTE THE ENERGY MANAGEMENT REVIEW AND IMPLEMENTATION REPORT NUMBERED D292.

Learning & Logistics Facility Option Business Case

Resolved:

THAT THE BOARD:

- (1) **RECEIVES** THIS REPORT
- (2) **AGREE** THAT THE OPTION CHOSEN TO DEVELOP A NEW PURPOSE BUILT FACILITY FOR THE LIBRARY, LEARNING CENTRE, VARIOUS OFFICE ACCOMMODATION AND LOGISTIC SERVICES (INCORPORATING THE BULK STORE, EQUIPMENT STORE, LINEN & UNIFORM STORE AND CLEANING AND GROUNDS BASE) IS THE BEST OPTION.
- (3) **NOTE** THAT THE OPTION CHOSEN IS CONSISTENT WITH THE OVERALL CAMPUS FACILITY MASTER PLAN.
- (4) **NOTE** THAT THE PREFERRED OPTION IS CONSISTENT WITH THE PRIORITIES AND OBJECTIVES SET OUT IN THE WAIRARAPA HOSPITAL DEVELOPMENT BUSINESS CASE APPROVED BY THE BOARD IN 2004.
- (5) **NOTE** THAT THE PREFERRED OPTION WILL ENABLE AN ORGANISATIONAL CULTURE OF LEARNING TO BE ACHIEVED.
- (6) **NOTE** THAT THE PREFERRED OPTION REQUIRES INVESTMENT OF \$3,000,000.
- (7) **NOTE** THAT A FINANCING PARTNER WILL FINANCE THE FACILITY DEVELOPMENT AND A LEASE AGREEMENT WILL BE ENTERED INTO WITH THE FINANCING PARTNER.
- (8) **NOTE** THAT MANAGEMENT WILL FINALISE A LEASE AGREEMENT WITH THE PREFERRED FINANCING PARTNER AND SUBMIT THAT AGREEMENT TO THE BOARD FOR APPROVAL.
- (9) **NOTE** THAT APPROVAL FROM THE MINISTERS OF HEALTH & FINANCE IS REQUIRED FOR THE LEASE AGREEMENT.
- (10) **NOTE** THAT THE DHB HAS PROVIDED FOR \$300,000 WITHIN ITS CAPITAL EXPENDITURE PROGRAMME OVER THE NEXT FINANCIAL YEAR TO COVER EQUIPMENT TO BE INSTALLED WITHIN THE LEARNING & LOGISTICS CENTRE.
- (11) **NOTE** THAT MANAGEMENT WILL ACTIVELY EXPLORE SPONSORSHIP OPTIONS FOR FURTHER ACQUISITION OF EQUIPMENT FOR THE LEARNING & LOGISTICS CENTRE AND THAT THE RESULTS WILL BE REPORTED TO THE BOARD.
- (12) **NOTE** THAT THE PROJECT DESIGN AND COSTS HAVE BEEN DEVELOPED WITH THE MAIN CONTRACTOR OF THE WAIRARAPA HOSPITAL DEVELOPMENT AND WILL BE CONFIRMED FOLLOWING DETAILED DESIGN BY THE DHB'S QUANTITY SURVEYOR SUBJECT TO LEGAL CONFIRMATION.
- (13) **NOTE** THAT THE DHB WILL NEED TO ENSURE DELIVERY OF AGREED FINANCIAL EFFICIENCY LEVELS, STATED WITHIN THE WAIRARAPA HOSPITAL BUSINESS CASE, TO ENABLE THE COSTS INCURRED UNDER THIS BUSINESS CASE TO BE ACHIEVED WITHIN BUDGET.
- (14) **NOTE** THAT THE PROJECT WILL RESULT IN INCREASED ANNUAL OPERATING COSTS BUT THESE HAVE BEEN FACTORED INTO THE DHB FINANCIAL BUDGETS.
- (15) **AGREE** THAT THE LEARNING & LOGISTICS CENTRE BUSINESS CASE BE SUBMITTED TO THE MINISTRY OF HEALTH TO FACILITATE THE APPROVALS REQUIRED BY THE MINISTERS OF HEALTH & FINANCE.

Dalcam Health Care

Resolved:

THAT THE BOARD:

- (1) **NOTE** THE BUSINESS CASE PROVIDED BY DALCAM HEALTH CARE LIMITED
- (2) **AGREE** TO CONFIRM WITH DALCAM HEALTH CARE LIMITED THAT:
 - (A) WAIRARAPA DHB WISHES THEM TO DEVELOP A NEW FACILITY FOR 40 BEDS, TO PROVIDE ADDITIONAL CAPACITY FOR AGED RESIDENTIAL CARE IN MASTERTON; AND
 - (B) WAIRARAPA DHB WILL OFFER A CONTRACT TO DALCAM FOR AGED RESIDENTIAL CARE SERVICES AFTER THE FACILITY HAS BEEN BUILT, STAFFED AND RECEIVED MINISTRY OF HEALTH CERTIFICATION; AND
 - (C) WHEN A CONTRACT FOR AGED RESIDENTIAL CARE SERVICE PROVISION HAS BEEN AGREED WITH DALCAM HEALTH CARE LIMITED, WAIRARAPA DHB WILL UNDERWRITE FUNDING FOR UP TO 85% OF TOTAL CAPACITY FOR THE FIRST 90 DAYS ONLY OF OPERATION OF THE NEW FACILITY.
- (3) **NOTE** THAT A CONTRACT WITH AN AGED RESIDENTIAL CARE SERVICE PROVIDER COMMITS THE DHB ONLY TO PAYING, ON A PER DIEM BASIS, FOR THOSE PATIENTS WHOSE PLACEMENT IN THE FACILITY HAS BEEN APPROVED BY THE DHB.
- (4) **NOTE** THAT POPULATION PROJECTIONS AND ANALYSIS INDICATE THAT ADDITIONAL AGED RESIDENTIAL CARE CAPACITY IS REQUIRED IN WAIRARAPA.
- (5) **NOTE** THAT SUFFICIENT FUNDING FOR PROVISION OF ADDITIONAL AGED RESIDENTIAL CARE SERVICES, INCLUDING THOSE PROPOSED BY DALCAM, IS BUDGETED IN THE DHB'S OUTYEAR BUDGET FORECASTS.
- (6) **NOTE** THAT DALCAM WILL BE ASKED TO ATTEND THE NEXT MEETING OF THE DISABILITY ADVISORY COMMITTEE TO PRESENT AND DISCUSS THEIR PROPOSAL IN DETAIL.

DHB Culture Survey 2007

Resolved:

THAT THE BOARD:

- (1) **NOTE** THAT IT WAS PREVIOUSLY AGREED THAT THE WDHB WOULD CONDUCT A CULTURE SURVEY IN 2007 AS A FOLLOW-UP TO THE CULTURE SURVEYS CONDUCTED IN 2002 AND 2004.
- (2) **NOTE** THE QUOTE FROM HUMAN SYNERGYSTICS TO CONDUCT THE SURVEY.
- (3) **NOTE** THE TIMEFRAMES FOR THE CONDUCT OF THE CULTURE SURVEY.
- (4) **NOTE** THE OUTCOMES OF THE SURVEY WILL BE INCORPORATED INTO FUTURE ORGANISATION DEVELOPMENT INITIATIVES CURRENTLY BEING PLANNED.

Post Implementation Review

Resolved:

THAT THE BOARD:

- (1) **RECEIVE** THE FINAL WAIRARAPA HOSPITAL POST – IMPLEMENTATION REVIEW
- (2) **NOTE** THE KEY FINDINGS FROM THE REVIEW
- (3) **NOTE** THAT THE “IMPROVING THE PATIENT JOURNEY” FRAMEWORK WILL BE THE MAIN QUALITY INITIATIVE ACROSS THE DHB PROVIDER ARM FOR 2007/08
- (4) **NOTE** THAT A DETAILED “IMPROVING THE PATIENT JOURNEY” FRAMEWORK WILL BE BROUGHT TO THE BOARD AT ITS JULY 2007 MEETING

Health and Disability Commissioner Response to Capital & Coast DHB Report

Resolved:

THAT THE BOARD:

- (1) **RECEIVE** THE REPORT OF THE HEALTH AND DISABILITY COMMISSIONER RESPONSE TO THE CAPITAL AND COAST DHB REPORT.
- (2) **AGREED** THE DRAFT LETTER FOR SUBMISSION TO THE H&D COMMISSIONER SUBJECT TO MINOR CHANGES.

Imaging Radiology Contract

Resolved:

THAT THE BOARD:

- (1) **RECEIVE** THIS REPORT.
- (2) **NOTE** THE SIGNIFICANT IMPROVEMENTS IN THE QUALITY OF IMAGING SERVICES PROVIDED THROUGH WAIRARAPA HOSPITAL
- (3) **NOTE** THAT THE 3 YEAR AGREEMENT WITH PACIFIC RADIOLOGY LTD EXPIRES AT 30 JUNE 2007
- (4) **NOTE** STATUS OF PACS ACROSS CENTRAL REGION DHB'S
- (5) **NOTE** THE LACK OF OTHER VIABLE EXTERNAL CONTRACT OPTIONS AT PRESENT
- (6) **AGREE** THAT THE EXISTING PRL CONTRACT BE ROLLED OVER FOR UP TO 6 MONTHS TO ENABLE A NEW THREE CONTRACT TO BE DEVELOPED.
- (7) **NOTE:** THAT A NEW CONTRACT WITH PRL WILL BE BROUGHT BACK TO THE BOARD FOR APPROVAL

Confidential Board Correspondence_

Resolved:

THAT THE BOARD NOTE THE LETTER SENT TO ST JOHN DATED 11 JUNE 2007.

CEO Performance Criteria

Resolved:

THAT THE BOARD RECEIVE THE CEO'S PERFORMANCE CRITERIA AND PERFORMANCE FOR 2006/07 NOTING EXCELLENT ACHIEVEMENTS WERE MADE IN RESPECT OF THE SEVEN KPIS. NOTE THAT THE CHAIR WILL ARRANGE FOR THE APPROPRIATE ADMINISTRATION TO BE ACTIONED.

Meeting closed: 3.40pm

Bob Francis – Chair

Date