

**Minutes of the Board Meeting of the Wairarapa DHB,
Held in the Board Room, Wairarapa DHB, Blair Street, Masterton, on
Tuesday 25 March 2008 at 9.00am**

Present: Janine Vollebregt, Perry Cameron, Trish Taylor, Vivien Napier, Bob Francis (Chair), Helen Kjestrup, Fiona Samuel, Yvette Grace, Liz Falkner, Pamela Jefferies (lateness)

In Attendance: Joy Cooper (Director Planning and Funding), Eric Sinclair (Chief Financial Officer), Stephanie Turner (Director Maori Health), Maree Day (Board Secretary and Minute Taker)

1. Apologies

David Meates (Chief Executive) – apology sustained.

2. Conflicts of Interest

Nil.

The Board Chairman referred to the latest media releases surrounding conflicts of interests, including the recently released report in regards to the Hawke's Bay DHB. The report is very comprehensive and picks up a number of disclosure issues. The review panel had a number of complex issues to deal with.

Mrs Vollebregt confirmed there are 14 Board member appointments around the country that haven't yet been confirmed. The Board Chairman has recently spoken to the MOH representative who deals with Board appointments about this matter.

The Act refers to significant financial interests being a good base line for consideration. Mr Cameron referred to the financial disclosures that are covered off in the Annual Report. The CFO advised more detail on related party transactions will be required under the new IFRS reporting requirements. The CEO will be asked to bring back a paper to the May Board meeting covering off Hawkes Bay issues and the Wairarapa DHB's present practices will provide an opportunity for further discussion. The CFO will also provide clarification on the nature and extent to which all interests need to be captured and disclosed (ie. Day to day interests with medical practices etc) at the up and coming Financial Workshop on 4th April 2008.

Doctor Falkner expressed the need to be very clear on whether the person actually has a potential conflict or whether they have expertise, commenting there is something wrong if discussion removes a person who is an expert on the matter (hence the reason they were appointed). In these situations surely the person needs to be part of the discussion.

3. Minutes of 25 February 2008

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 28 FEBRUARY 2008 BE CONFIRMED AS A TRUE AND ACCURATE RECORD.

Matters Arising:

A report outlining details and lessons learnt from the Christmas shut down and merger of Wards will be tabled at today's Board Meeting.

Titles for the subdivided land at the Masterton DHB campus are awaited from LINZ.

There continues to be unresolved issues relating to the St John's Ambulance Contract. These relate to pricing. Doctor Falkner commented ambulance services have recently increased its fees for attending to people with personal alarms and queried the fairness of this increase.

MPs, Tony Ryall and John Hayes will be visiting the Wairarapa DHB on 2 May 2008. The Chairman asked board members to advise him should they wish to attend.

A detailed report in respect of the New Graduates pertaining to Maori students is due to come to the Board.

4. Chairman's Report

The meeting with the Health Select Committee on 5th March went well and overall the Wairarapa DHB had a very good hearing. The Select Committee members were very interested in community initiatives.

The Board Chairman referred to the DHB Chair's Meeting that was held on 10th March. Presentations from this meeting are provided for Board information. Discussions at dinner confirmed the Wairarapa DHB is highly regarded.

The Pacific Festival held on 15th March 2008 was outstanding. A letter will be sent congratulating those who helped organise this event.

Resolved:

THAT THE BOARD RECEIVE THE CHAIRMAN'S REPORT NUMBERED D825.

5. CEO's Report

The Director Planning and Funding spoke to the report.

- Was a very busy month with a lot of DHB media coverage.
- There has been a lot of interest in ambulatory sensitive admission rates following Jim Primrose's visit. The health promotion pharmacy promotion is underway. This promotion is likely to start with smoking cessation. Ilana Burt is running a project to see what can be done with cellulitis. Dr Falkner felt a strong campaign or promotion on hygiene would be beneficial in future, as it makes such a difference to one's well being. The Director Planning and Funding made a note of this and noted this could also be picked up under HEHA.
- The Skin Infection Promotion is still a priority and was the main theme at the Pacific Festival.
- B4 School Checks. An initial meeting was held last week. There is a general willingness for a collaborative model in the Wairarapa. The planning process is underway and some preliminary evaluation reports are coming in from other areas.
- Smoke free planning information will come through the Committees next month.
- Information from Capital Coast DHB shows IDFs are in a break even position overall. There will be an offset position at year end with no additional money left over.
- Cancer Network. A lot of work has occurred in this area in the last month, including exploration of options in terms of providing a local chemotherapy service. A full business case needs to be developed.
- An enormous amount of HEHA initiatives are ongoing and this is certainly an area where some big gains can be made. The Board Chairman asked for some of the larger Wairarapa employers to be contacted in order to get their buy in. Messages are being displayed in the cafeteria. The wallet size cards on how to read food labels proved very popular. There are improvements when ordering food. A cycle survey was recently undertaken. The DHB is investigating prices for push bikes as a number of staff indicated they would look at biking to work.

- The CFO advised there is a room for staff set aside in Maternity for mothers to breastfeed their babies. There are also certain breast feeding requirements within some of the DHB MECAs.
- A second dietician starts work at Wairarapa Hospital next week
- Residential beds for older persons continue to be very full throughout the district. Access to continuing care beds remains a risk until further beds come on stream.
- Hospital volumes cannot continue to be sustained at such high levels going forward. Mrs Jefferies advised Wairarapa Hospital must investigate further the ED attendances. This work is being picked up by HAC.
- A large number of collective employment agreements are about to expire.
- The Bachelor of Nursing Programme continues to grow which is very encouraging. There is a national shortage of nurses. The wider scope of practice provides many opportunities.
- A night assistant has been employed in the Rehab unit as this area is a lot fuller than original benchmarking indicators. Night cover therefore includes one Registered Nurse in AT&R, along with the recently employed Rehab Support Worker.
- A number of OIAs continue to be received. The OIA on stillborns does not include miscarriages.
- It was agreed that the number of OIAs coming through from the National Party Office ought to be raised with MP Tony Ryall when he visits.
- The CFO has again raised the road alignment issue between Te Ore Ore Road, Totara and Blair Streets with the Masterton District Council.
- The Health Needs Assessment is a large document containing a great deal of information. This document is due to come to the Board in May.
- The Local Cancer Society is very keen to get a local chemotherapy service set up in the district. The preparation work for a business case is underway. The availability of specialists in the region is a key component and initial work shows things are quite positive.
- Initial discussions have been held with local Pharmacists around additional services. The DHB is providing funding for Wairarapa Pharmacists to attend training that is being run by MidCentral in regards to the Medicines Use Review.
- The Oral Health Implementation awaits the finalisation of some procurement services.
- Nine house surgeons have been secured for the next quarter.
- Whanganui and MidCentral DHBs have both confirmed their agreement to work with the Wairarapa DHB to look at PAS options. A TOR is being finalised to outline how all three DHBs will work together in conjunction with COOs, CFOs and IT Managers. Next steps will involve an RFP and Business Case process. Further discussion is to be had on the actual timelines of the project.
- The CFO confirmed the current “patient record” system can talk to the local GP systems, however there continues to be some issues that require further work. The Mental Health Service has a number of silo systems that sit outside the main patient record system. It is intended the main PAS system will link with MH Services in the future. Further work is needed on electronic discharge summaries. The requirements on this summary differ slightly between GP and Hospital needs therefore work is progressing to find an appropriate balance. Mrs Kjestrup referred to results of a recent survey that showed 70% of the discharge summaries received were not eligible. Doctor Falkner commented that the Hospital doctors ought to be typing the patient notes directly into the report like any other practice.
- The archive work is ongoing and is part of national requirements. The DHB will be audited against the Public Records Act in the future. A number of historical records have been sent to the local Archives in Masterton for storage. The Project team is liaising with Archives NZ about the storage of a number of non patient records.

Resolved:

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE REPORT NUMBERED D826.

6. Financial Report

The CFO spoke to key points within the monthly Financial Report.

- The financials are in a reasonable position for the eight months to February 2008. The DHB is tracking towards a break even position at year end.
- The forecast does not allow for any revenue in terms of additional “additional” electives. If the result does become favourable then the DHB will be in a position to look at carrying out some additional surgery ie. bariatric surgery.
- A number of costs the last 18 months are starting to come through.
- It is pleasing to see electricity costs over the last seven months have flattened out. The electricity costs for the last month are now in keeping with the expenditure outlined in the latest three year agreement with Meridian that has now been signed.
- As per one of the recommendations following the Electricity Review, buffer tanks are to be installed. The timing for this work is yet to be finalised between Riggs, the sub- contractor and the Wairarapa DHB as theatres will need to be out of action for a short period of time.
- A claim has come through in respect of contingencies in relation to the building of Wairarapa Hospital. Discussions have been held with the main contractor and these details have been put to the QS for confirmation. Invoices in respect of this work are being held, awaiting confirmation. The Board Chair asked for a report to come to the Board on outstanding Wairarapa Hospital matters. This is within the Board’s Workplan for May 2008.
- Next Monday will mark the second anniversary since the move into Wairarapa Hospital.
- The cash flow now incorporates the draw down of \$6m (of which \$4.5 is to be invested). The CHFA has fully agreed to this arrangement and the monies are due to be received early next week. One stipulation is for the Wairarapa DHB to prepare a debt ammonization schedule that incorporates quarterly repayments. The CFO is looking to accommodate this requirement within the DAP.
- The CFO is considering the best AA rated investment options for the \$4.5m and would like to invest this amount as one lump sum rather than break it up.

Resolved:

THAT THE BOARD:

- (1) AUTHORISE THE CFO TO INVEST \$4.5M WITH ANZ OR AN EQUIVALENT AA RATED BANK AT AN INTEREST RATE OF NOT LESS 9% FOR A ONE YEAR FIXED TERM.
- (2) RECEIVE THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 2008 NUMBERED D827.

7. Committee Reports to the Board

Disability Support Advisory Committee

This committee held its meeting on 11th March 2008. Committee Chair, Janine Vollebregt summarised key points from the report.

An update regarding Aged Care services was provided. Residential providers are getting together to develop a strategic plan themselves. The DHB is supporting this approach and will ensure the strategy aligns with Wairarapa DHB directions. A Carer Support forum is planned in April.

Fred Wheeler provided a presentation on implementing the AT&R Review recommendations. New ways of working were outlined. A new model of care is to be developed with staff.

Funding for additional nurse specialists have been factored into the 2008/09 DAP.

Portfolio Manager, Joanne Edwards provided a presentation on the disability section within the DAP. Committee members were asked to provide feedback on this.

DSAC has a Work Plan in place until June 2008. A further Work Plan is to be developed for the next financial year.

A Qualified Nurse Specialist has expressed interest in coming to live in Wairarapa.

HAC as well as DSAC will be invited to look at the detailed implementation plan for AT&R which will cover stroke services. More work is needed on the detail of the Plan. The Nurse Specialist who is to be employed will be heavily involved in this work.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE DISABILITY SUPPORT ADVISORY COMMITTEE FOR MARCH NUMBERED D828.

Meeting adjourned: 10.30am

Meeting recommenced: 10.48am

Community and Public Health Advisory Committee

Committee Chair, Bob Francis summarised key points from the meeting held 18th March 2008.

Nurse Practitioner, Nancy Williams has arrived from the States and is working through her orientation programme.

The new site for the Breast Screening mobile bus is working well. Some publicity will be arranged.

The Needle exchange initiative started poorly. There was a lack of consultation. It is recognised that it is going to be difficult to identify a site within close proximity to town. All options will be considered.

The Chemotherapy service initiative was discussed. Initial work is ongoing,

Mr Jim Anderton has this week confirmed the Government's Initiative on suicide prevention. The Wairarapa DHB has experienced high numbers of suicide for its population, particularly in 2003, which affected the DHB's figures for some time. The number of self harm attempts is also high. This is a priority for the Board. The Wairarapa DHB has been successful in securing funding for a Suicide Prevention Coordinator as part of a MOH Pilot Programme for two years which is a very good initiative.

An access issue to Mental Health Services for older people has been highlighted with the percentage for this group being just 1%. Management is looking at how improvements in this area can be made. The report provided to the Committee outlined where the focus needs to be.

The Committee were happy to sign off on the Wellington Regional Population Health Strategy. This Strategy dovetails with a lot of work the DHB is currently doing. Te Iwi Kainga needs to be involved with the implementation of this Plan as do the Maori Health Committee.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE FOR MARCH 2008.

Hospital Advisory Committee

Committee Chair, Pamela Jefferies summarised key points from the meeting held 18th March 2008.

Year to date contract performance for the provider arm is \$2.2m above target. The MOH has been invoiced for \$800K in respect of additional electives (that includes cataracts) and \$330K has been received from the funder. Marginal costs are sitting at around 20% - 25% of total over contract performance.

With the shortage of RMOs, senior nurses are stepping up and taking on more responsibilities. A strategy is to be developed going forward so the DHB gets to a point where it has some very highly experienced nurses who can step into RMO roles if required. Management has been asked to prepare a paper based on having 4-5 RMOs and a permanent pool of senior nurses who can work with SMOs.

Both Public Health and Mental Health Service costs are down due to FTE shortages. It is important these FTEs get secured as quickly as possible.

Four corrective actions came through from the Telarc Quality Health NZ Audit. Telarc are bringing certification and accreditation into a single process.

An analysis of triage 4 and 5 emergency department presentations has been done and shows these people are continuously being told to come back for review, which is creating ED's own early morning feast. Expectations around revenue are also driven by ACC revenue. Further work is to be done to unravel and investigate trends further. ED doesn't have a triage nurse at reception. There is a need for some gradual changes to be put in place. The model of care approved for ED included one triage nurse being on each shift. This model of care now needs to be implemented. Ms Samuel commented that an additional person would need to be employed for this role as currently there are not enough staff.

The ED presentation report that went to the Committee can be obtained from the Board Secretary.

Publicity around visiting hours is working well.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE HOSPITAL ADVISORY COMMITTEE MEETING HELD 18TH MARCH 2008.

8. Regional Clinical Services Plan

The process to bring the Plan together is going well. Patient representatives have been involved in all of the workshops allowing patient views to be reflected in the RCSP. However these patient representatives have not been from the Wairarapa. Mrs Jefferies felt it would be worthwhile to have the interests of patient demographics reflected in the final decision making.

The date for the Combined Boards Meeting will be checked.

Tertiary services are experiencing difficulties as there is a shortage of specialists in many fields. The first Draft Plan will be available for feedback in May.

Resolved:

THAT THE BOARD NOTE THE FEBRUARY 2008 UPDATE REPORT ON THE REGIONAL CLINICAL SERVICES PLAN FOR CENTRAL REGION DHB CEOS AND BOARDS.

9. Health Eating / Healthy Action

Resolved:

THAT THE BOARD:

- (1) NOTE THAT AT PRESENT THERE ARE SEPARATE LEAD GROUPS FOR ACTIVE WAIRARAPA, AND FOR HEALTHY EATING HEALTHY ACTION, AND THAT MANY OF THE SAME AGENCIES ARE REPRESENTED ON BOTH GROUPS.
- (2) NOTE THAT CONTINUING WITH TWO SEPARATE GROUPS IS RESOURCE INTENSIVE AND RISKS LOSS OF POSSIBLE PROJECT SYNERGIES.
- (3) APPROVE THE PROPOSAL TO ESTABLISH A HEALTHY LIFESTYLES OVERSIGHT GROUP TO PROVIDE GOVERNANCE FOR HEALTHY EATING – HEALTHY ACTION, ACTIVE WAIRARAPA, SMOKEFREE DHB, AND POSSIBLY OTHER SIMILAR POPULATION WIDE HEALTHY LIVING PROGRAMMES.
- (4) AGREE THE HEALTHY LIFESTYLES OVERSIGHT GROUP WILL BE LED AND SUPPORTED BY THE DHB AND HAVE MULTI-AGENCY, INTERSECTORAL MEMBERSHIP.
- (5) AGREE THE HEALTHY ACTIVE-HEALTHY EATING LEAD GROUP SHOULD BE DISBANDED.

10. Board Correspondence

Resolved:

THAT THE BOARD NOTE THE LETTER DATED 11 MARCH 2008 FROM THE ASSOCIATE MINISTER OF HEALTH, MITA RIRINUI.

11. Move into Confidential Business at 1.20pm

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

- TO ENABLE THE BOARD TO DELIBERATE IN PRIVATE ON ITS RECOMMENDATIONS.

12. Report Back from Confidential Business

The following resolutions were passed in confidential business as follows:

Minutes from the last Confidential Board Meeting Held 28th February 2008

Resolved:

THAT THE MINUTES FROM THE LAST CONFIDENTIAL BOARD MEETING HELD ON 28 FEBRUARY 2008 BE CONFIRMED.

Confidential CPHAC Report

Resolved:

THAT THE BOARD RECEIVE THE CONFIDENTIAL REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE FOR MARCH 2008 NUMBERED D833.

Updates from Boards from DHBNZ

Resolved:

THAT THE BOARD:

- (1) APPROVE THE CFO PAY ACROSS FUNDING FOR SPOTLESS SERVICES NZ LTD FOR ITS LOW COST WORKERS THAT WAS EFFECTIVE FROM 1 JULY 2007 THIS WEEK.
- (2) NOTE THE REPORT UPDATES PROVIDED FOR BOARD INFORMATION.

Presentations

Resolved:

THAT THE BOARD NOTE:

- (1) THE FUTURE WORKFORCE PRESENTATION.
- (2) CEO GROUP ACTIVITY PRESENTATION.

- (3) NATIONAL QUALITY IMPROVEMENT PROGRAMME INITIATIVES.
- (4) LONG TERM SYSTEM FRAMEWORK PRESENTATION.
- (5) EMPLOYMENT RELATIONS PORTFOLIO PRESENTATION.

Wairarapa DHB Campus Development Update

Resolved:

THAT THE BOARD NOTE THE LETTER DATED 4TH MARCH 2008 THAT HAS BEEN SUBMITTED TO THE MOH IN RESPECT OF THE WAIRARAPA DHB'S CAMPUS DEVELOPMENT.

Draft 2008/09 Statement of Intent

Resolved:

THAT THE BOARD:

- (1) NOTE THE PAPER OUTLINING THE CHRISTMAS SHUTDOWN PLANNING PROCESS.
- (2) NOTE THE BOARD WILL RECEIVE A PAPER OUTLINING PROCESSES FOR THE 2008/09 SHUTDOWN IN OCTOBER.
- (3) NOTE THAT FURTHER WORK ON ED ADMISSIONS IS UNDERWAY.

Meeting closed: 1.52pm

Bob Francis – Board Chairman

Date