

**MINUTES OF THE BOARD MEETING OF THE WAIRARAPA DHB
HELD IN THE BOARD ROOM, WDHB, BLAIR STREET, MASTERTON,
ON THURSDAY 28 FEBRUARY 2008 AT 9.00AM**

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

In attendance: David Meates (lateness), Joy Cooper (Director Planning & Funding), Stephanie Turner (Director Maori Health), Eric Sinclair (Chief Financial Officer), Maree Day (Minute Taker)

1. Apologies

Vivien Napier – apology noted and approved by the Board.

2. Conflicts of Interest

Additions / Changes to the Interest Register include:

- Yvette Grace has become Interim Chair of Rangitane and has resigned from the Wairarapa Community PHO.
- Te Iwi Kainga committee membership will be shown.

3. Minutes of the previous Board Meeting held on 18 December 2007

Resolved:

THAT THE MINUTES FROM THE LAST MEETING OF THE WAIRARAPA DHB HELD 18 DECEMBER 2007 BE CONFIRMED AS A TRUE AND ACCURATE RECORD.

4. Matters Arising

Dalcam Healthcare expect to have its facility up and running by December this year.

John Hayes and Tony Ryall will now visit Wairarapa DHB on 2 May. The Chair, CEO and Pamela Jefferies will be available for this visit.

The Minister of Health will be invited to visit in the next few months.

The installation of Health TV is due to take place in April / May. These TVs will be located in Outpatients and will display health messages.

Resolved:

THAT THE BOARD RECEIVE THE MATTERS ARISING SCHEDULE NUMBERED D801.

5. Chairman's Report

The Chairman thanked Board members for their commitment to two full days at induction and the strategic workshop. Two days at the end of May (29th / 30th) have been set aside for Treaty Training for Board members and senior management. The Board's commitment would be appreciated for this training.

A financial workshop is to be organised for Board members within the next two months.

South Wairarapa has its new ambulance which has been very well received.

HEHA progress is going very well.

Healthy Homes is a very proactive initiative. To date 809 houses throughout the region have been retrofitted. Major referrals are coming through from health providers, with others coming from WINZ. The Director Planning and Funding will arrange for messages to be reactivated to providers about this initiative.

Government has provided \$70m to EECA directed at low income families who live in pre 1970 homes. An interest free loan or grant will be awarded to these families to the value of \$500.00 so an approved heat pump or wood fire can be installed. This initiative fits well with Wairarapa's Clear Air Strategy. Mrs Vollebregt referred to the need of track the long term outcomes of this programme. The Director Planning and Funding advised Otago University has a dedicated project team who research this programme.

The Board Chair and CFO met with Colleen Pilgrim from the Office of the Auditor General's Office. The Board Chair, CEO, CFO and Director Planning and Funding are due to meet with the Health Select Committee at the beginning of March to speak about the DHB's 2007 financial review. A questionnaire providing answers to over 80 questions has been provided to the committee prior to the meeting.

The Chair attended a Maori Health Hui on 12th February 2008. The attitude and motivation of local Iwi and Maori providers is in great heart and provides a wonderful base in the Wairarapa.

The last job size exercise of the CEO's position was undertaken three year's ago. The Hays Group were appointed by the Board Chair to undertake a review and have just provided their first report. The Board Chair is to speak to the State Services Commission and will then report back to the Board.

Resolved:

THAT THE BOARD NOTE THE CHAIRMAN'S REPORT FOR FEBRUARY 2008 NUMBERED D802.

6. CEO Report

The first two months of the New Year have been extremely busy with DAP preparation and national negotiations (largely SMOs).

The financial result as at end of January 2008 is \$418K unfavourable to budget. A break even result at year end continues to be projected. Management has met with the MOH to discuss the additional, "additional" elective services funding that equates to around \$700K, of which \$315K is able to be invoiced immediately. A letter and production plan has been sent to the MOH.

Homelinks are now targeting short term home care packages that offer a more responsive service.

The single point of entry concept, particularly in the out reach type services such as district nursing, is working very well. Connections are being made for complex patients who are in hospital.

An interim funding pool is about to be devolved to DHBs. There is a significant risk for the Wairarapa DHB in terms of PBFF going forward.

Team work is a major component of the Long Term Conditions Project. There has been a small slippage in terms of numbers, which is only temporary until a few of the remaining changes come into line. A change in culture will see the greatest gains. The PHO are putting together a training programme for health promoters and agencies. The first was held earlier in the week with 50 people attending, mostly made up of Practice Nurses and GPs.

Mrs Jefferies asked about the appeal process that people need to know about, in terms of single entry. The CEO advised there is an appeal process. There does however remain a lack of understanding in the community in terms of the framework therefore there will be an emphasis on bringing this to life. To date the focus has been on the point of entry. Feedback from patients and consumers has been very positive.

Nurse Practitioner, Nancy Williams has commenced work at the Martinborough / Featherston Medical Practices.

The Wairarapa DHB is to receive funding of \$164K for the B4 School Checks. Protocols in terms of how the follow up information is to be dealt with and by whom. Planning information will come back to the Board.

Oral Health Business Case. Initial indicators are that two Chair's and Caravans will be here by the end of June 2008. Capital for the buses has been taken into the financial accounts. Risk sits with the operational expenditure that is to go into PBFF over time.

A report back on the close down and merger of Wards within Wairarapa Hospital during the Xmas / New Year period will be provided through to HAC in March. In the past week the Hospital experienced a major shortage of junior doctors. This resulted in a new way of working having to be put in place from this Monday involving a range of nurses operating at a significantly higher level than previously. This is expected to be a new model that the Wairarapa DHB will eventually move to. There was also an 18 hour period where no O&G cover was in place. However these issues have since been resolved.

The Chair advised he received regular updates regarding the shortages and advised he would involve the Board straight away if appropriate. Junior doctor shortages have been discussed at HAC. Staffing is being carefully managed on a daily basis.

Resolved:

FIONA SAMUEL'S CONFLICT AS A RECENTLY APPOINTED REGISTERED NURSE, WITHIN ACUTE SERVICES AT WAIRARAPA HOSPITAL WAS NOTED BY THE BOARD. IT WAS FURTHER NOTED THAT MS SAMUEL DID NOT TAKE PART IN ANY DISCUSSION IN TERMS OF HOSPITAL STAFFING.

Ambulance Services. The St John Contract is taking longer to work through than intended. It is hoped an agreement can be reached within the next 5 weeks. St Johns is responsible for 15% of the overall provision of Ambulance services in the Wairarapa.

Ambulance Contract will be placed on the Matters Arising Schedule.

John Buchanan is due to visit Wairarapa DHB to speak to each clinician about their training and educational requirements. Medical map is a new UK based system that is being reviewed that drives out care plans and demonstrates best health practice. Further details will follow.

National activity around sentinel events will become part of the annual reporting cycle for all DHBs. Management at the Wairarapa DHB contacted the families involved prior to this information being released.

Electronic payslips under the new HR Leader system have been trailed in three areas before they are rolled out organisation wide.

The Pay & Equity report showed the Wairarapa DHB to be better than five other DHBs. The report will be circulated to Board members by the Board Secretary.

MH Services. An automatic referral and follow up system is now in place to refer any person who has attempted suicide or self harm to the appropriate services. MOH funding has been approved for a Suicide Prevention Coordination.

A paper will be brought back to the Board outlining the ED / MH Service interface, including the identification and action that is being generated from ED. The Director Planning and Funding will do this.

The Director Planning and Funding will check whether any MH Service representative attends or has input into the East Coast Rural Support Group. There is a real lack of free counselling services in the Wairarapa.

The CEO will pick up the queries on the Nurse Graduate Programme pertaining to Maori Nurses. This will be placed on the Matters Arising schedule.

There is an opportunity for the Wairarapa DHB's Adult MH Services to grow in their responsiveness to Maori (ie. cultural assessment and the way we work). The responsibility to lead and drive this work sits with MH services. The underwriting of nurse graduate roles has been a conscious funding decision and a key choice to support and promote local home grown people.

Strategic Issues. The transfer of the land sale is just conditional upon LINZ issuing the new titles, which are expected in the next 5-6 weeks. Discussions have continued with the CHFA and the MOH about the Wairarapa DHB sale proceeds being retained. This process needs to be formalised.

Energy costs continue to be carefully monitored. The cost is coming back into line with the original Hospital budget of \$350K per annum.

Locum costs continue to increase significantly nationwide. Wairarapa Hospital is set to undertake a new blitz on Urology at the end of March. This will involve Canterbury, MidCentral and Wairarapa DHB and will enable 100 FSAs to be done with three theatres operating. Patients must ensure they attend their appointments on time. A formal recommendation will come to the Board in April.

Stroke Services. Dr Liz Falkner asked that stroke services be included on the strategic issues schedule. It was noted stroke services is being picked up by HAC and is part of the rehabilitation model work. This service has also been covered off in the 2008/09 DAP.

Routine ultra sounds have been done at weekends. All urgent and acute ultra sounds are being seen immediately. Currently there is a waiting list for non urgent cases. The DHB is recruiting for a further ultra sonographer. CT is to also be promoted more widely as it is not necessarily a more expensive option, as people are often led to believe.

The alignment of Blair Street and Te Ore Ore Road will be picked up under the property / sale disposal point within Strategic Issues.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE CHIEF EXECUTIVE NUMBERED D803.

Meeting adjourned: 10.28am

Meeting commenced: 10.45am

7. Board Financial Report

The CFO spoke to this report.

- The majority of the YTD deficit of (\$485K) is associated with the higher level of activity within the provider arm.
- The current forecast is conservative and assumes a zero for additional, “additional” electives.
- The key issue going forward is cash flow. The CFO and CEO recently met with the Board Chair and Chair of the Audit & Risk Committee to discuss the cash flow position going forward. The Wairarapa DHB has a debt facility available of \$6m that is currently undrawn. Of this \$4.5m can be held in a long term account receiving 9.5% making a positive gain each month. The remaining \$1.5m will be a cash injection. This is the preferred approach discussed at the meeting. The other alternatives such as not paying creditors, stopping capital spend were not considered suitable. The CFO will look at how the position of the long term deposit is positioned within the accounts. It is felt this would be best linked into a 5 year cycle.
- It is suggested a Financial Workshop for Board members be held on the afternoon of Friday 4 April. The issue of dealing with accruals at year end will be discussed at that Workshop.
- The Wairarapa DHB is looking for a quick turn around in regards to the approval additional funding by the MOH for elective services, which will be invoiced on a monthly basis.

Resolved:

THAT THE BOARD RECEIVES THE FINANCIAL REPORT NUMBERED D804 FOR THE PERIOD ENDED JANUARY 2008.

8. Committee Reports

CPHAC.

Committee Chair, Bob Francis spoke to the reports of the December and February committee meetings.

- The Cancer Society has asked to meet with the Chair about options in regards to a local chemo facility. There are some very high expectations out in the community. It is important engagement is kept at the right level as the Wairarapa DHB isn't yet in a position to set up a chemo service.
- The Wairarapa DHB is one of seven DHBs declared as outstanding for its elective services delivery in the first Health Targets Report.
- A report will come to the March HAC meeting covering off key points and learnings in relation to the Rehab Ward over Xmas / New Year and the high level of acute admissions during this period.
- Masterton Medical are to be invited to the March HAC meeting to discuss the CDEvolution which is a programme being used to identify patients who have an increased risk of CVD.
- A meeting is taking place with Whaiora Whanui this week to discuss its service provider contracts.
- Mrs Grace advised she recently met with PHO reps and others regarding clinics at the Kura. Hearing and vision clinics are being held on site. An issue has arisen about whether it is okay for the Public Nurses going into the classes to speak English.

10.50am – Yvette Grace left the meeting.

The entire strategy relating to HEHA is a great initiative. This strategy is expanding and will encompass smoke free as well as further physical activities. The Director Planning and Funding advised suicide prevention may also be linked into this framework. A holistic approach provides real benefits. East Wairarapa and parts of Featherston are priority areas. There is a real opportunity to bring all the connected agencies together.

Mr Cameron expressed concern about the process for Mental Health and Addiction services in that requests for proposals have not been asked for as a matter of policy in this instance and that the new service agreements are now being negotiated with existing MH and Addiction NGO providers. The CEO

advised an RFP process was gone through three years ago at the time of the accreditation process. Since then a major realignment has occurred and it is felt it would be disruptive and costly to go through another RFP at this stage. The thinking is the Wairarapa DHB will definitely renegotiate and go out to RFP at the end of the next 3 year term. The Board Chair agreed another three years will enable these providers to cement the work they are currently doing.

Resolved:

THAT THE BOARD:

- (1) **RECEIVE** THE REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE FOR DECEMBER 2007.
- (2) **RECEIVE** THE REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE FOR FEBRUARY 2008
- (3) **APPROVE** THE PAYMENT OF \$329.5K BY THE FUNDER TO THE PROVIDER: \$288.5K BEING THE MARGINAL COST (25%) OF TOTAL ACUTE CASEWEIGHT OVERDELIVERY AT THE END OF QUARTER TWO OF \$1,154K AND \$41K BEING IDF INFLOWS PERFORMED AT WAIRARAPA HOSPITAL IN EXCESS OF BUDGET AS AT THE END OF QUARTER TWO.
- (4) **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.
- (5) **AGREE** THE HEALTHY LIFESTYLES OVERSIGHT GROUP WILL BE LED AND SUPPORTED BY THE DHB, AND HAVE MULTI- AGENCY, INTERSECTORAL MEMBERSHIP.
- (6) **AGREE** THE HEALTHY ACTION HEALTHY EATING LEAD GROUP SHOULD BE DISBANDED
- (7) **AGREE** TO ADOPT THE DIABETES REPORT FOR THE CALENDAR YEAR, 2007
- (8) **AGREE** TO ADOPT THE REVISED MANAGED BEDS POLICY AND ENDORSES THE PROPOSED MANAGED BEDS POLICY FOR CONTRACTED PROVIDERS SUBJECT TO EXPERT LEGAL CONFIRMATION
- (9) **AGREE** THAT MANAGEMENT SHOULD PROCEED TO DIRECT NEGOTIATION OF NEW AGREEMENTS WITH WAIRARAPA ADDICTION SERVICE, RICHMOND NZ AND TE HAUORA RUNANGA O WAIRARAPA, FOR THE SAME RANGE OF SERVICES, AND, WHERE POSSIBLE, IDENTIFYING WAYS IN WHICH THE PROVIDER COULD BE DEVELOPED FURTHER TO ENHANCE OR IMPROVE SERVICE PROVISION.
- (10) **AGREE** THAT THE NEW AGREEMENTS WITH WAIRARAPA ADDICTION SERVICE, RICHMOND NZ AND TE HAUORA, BE FOR A FURTHER 3 YEAR PERIOD.

HAC Committee.

Committee Chair, Pamela Jefferies spoke to the reports of the December and February meetings.

- The HAC Committee has a workplan for the current year. This includes a new set of graphs and information to better monitor and illustrate trends within the provider arm.
- An additional table is to be provided showing the number of births by GPO, independent lead maternity carer, and hospital lead maternity carers each month. Separate information is to also be provided for Maori.
- Ambulance admissions, along with ED admissions are now graphed showing more detail.
- Each month the Committee will focus on a target area.
- The hospital experienced an extremely high level of activity throughout the Xmas / New Year period, the busiest for 5 years.
- A commitment to support Maori staff in MH Services is a priority.
- The Committee is satisfied with the skill mix and staff levels that are operating in the Scbu unit. All staff who work in this unit receive training, including some training that is provided by Hutt Hospital.
- The patient journey work is progressing. The discharge and coordination components are commenced from the time a patient is admitted. There are daily visits to acute and inpatient areas by

members of the Community Nursing Service. Reports on Ambulance and Discharge Coordination can be obtained from the Committee Chair.

- A survey on food was recently undertaken. Creative ways to provide food to mothers 24/7 are being considered. The CFO has banned toasters from the Hospital as these set off fire alarms.
- A further survey was undertaken on cleaning services. The results showed improvements.
- The Wairarapa DHB is advertising for a GP Liaison person since the departure of Doctor Snook from this role.

Resolved:

THAT THE BOARD RECEIVE THE HOSPITAL ADVISORY COMMITTEE REPORTS FOLLOWING THE DECEMBER 2007 AND FEBRUARY 2008 MEETINGS.

9. Time for Quality

This document was prepared in conjunction with DHBs and ASMS and is an attempt to capulate and be more overt about the rules of engagement. This is an adjunct to the Tripartite framework and reflects more of a medical focus, which was understated in the Relationship Agreement.

Resolved:

THAT THE BOARD RECEIVE THE TIME FOR QUALITY PAPER NUMBERED D809.

10. Board Workplan 2008

A visit to the hydro pool and hospital accommodation will be organised for March 2008.

The hospital accommodation is to be clad in the same way as Wairarapa Hospital.

Resolved:

THAT THE BOARD APPROVE THE 2008 BOARD WORKPLAN 2008 AND NOTE THIS IS A WORK IN PROGRESS SCHEDULE.

11. Public Health Bill Submission

The CEO advised a mechanism is being looked at as to whether nurses can certify death certificates.

Page 67 - non communicable diseases. The Regional Public Health Unit is flagging this part of the Bill may get lost. Board members agreed it is important this part of the Bill doesn't get lost, particularly when this section has the potential to introduce changes in terms of food and beverage vending machines, along with gambling machines, which are big issues in the Wairarapa.

Resolved:

THAT THE BOARD PROVIDE ITS SUPPORT FOR THE PUBLIC HEALTH SUBMISSION PREPARED BY THE REGIONAL PUBLIC HEALTH DEPARTMENT.

12. 2007/08 Quarter 2 Health Targets Report to MOH

- Local immunisation is going well, however there are national data issues that must be addressed.
- Elective services are going well.
- ESPs are orange. Problems are being addressed.

Jim Primrose visited last week. Information was shared that showed enormous improvement for avoidable hospitalisation trends, particularly for Maori in the first 5 year age group. This information will be packaged up. The medical map model will help address some of the ED practice and system issues.

If the numbers are too small they are left out altogether. The DHB does struggle to increase its Maori workforce. The 30% reduction in Paediatric Maori admissions, high number of Maori going to ED along with Maori mortality are key requirements to be looked at.

It is very encouraging to see a movement towards reducing disparities. The Director Planning and Funding will work with Communications to get key points put into Insite.

Resolved:

THAT THE BOARD APPROVE THE QUARTER 2 2007/08 HEALTH TARGETS REPORT FOR SUBMISSION TO THE MOH.

13. Combined 2008 Te Iwi Kainga / Board Meeting 2008

Resolved:

THAT THE BOARD NOTE AND DIARY THE 2008 COMBINED TE IWI KAINGA / BOARD MEETING DATES AS SUGGESTED BY TE IWI KAINGA.

14. 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.

15. Report Back from Confidential Business

The following resolutions were passed in confidential business as follows:

Minutes from the last Meeting Held 18 December 2007

Resolved:

THAT THE MINUTES FROM THE LAST CONFIDENTIAL BOARD MEETING HELD ON 18 DECEMBER 2007 BE CONFIRMED.

CPHAC Confidential Report

Resolved:

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

Audit & Risk Committee Meeting Held 8 February 2008

Resolved:

THAT THE BOARD:

- (1) NOTE THE DRAFT MINUTES FROM THE AUDIT & RISK COMMITTEE MEETING DATED 8 FEBRUARY 2008.
- (2) APPROVE THE TERMS OF REFERENCE FOR THE AUDIT & RISK COMMITTEE.
- (3) NOTE THAT A FINANCIAL WORKSHOP IS TO BE HELD FOR ALL BOARD MEMBERS.
- (4) NOTE THAT THE AUDIT & RISK COMMITTEE RECEIVED THE RISK MANAGEMENT REPORT AND AGREED WITH THE DIRECTION THAT THE WORKBOOK IS TAKING.

Draft 2008/09 DAP

THAT THE BOARD:

- (1) AGREE THE GENERAL DIRECTION AND CONTENT OF THE STATEMENTS OF PROGRESS IN 2007/08 AND ACTIVITY PROPOSED FOR 2008/09, AS SET OUT IN THE DRAFT DAP FOR 2008/09.
- (2) AGREE THE PROVISIONAL ALLOCATION OF FUNDS AS A WORKING DRAFT FOR 2008/09 AS SET OUT IN SECTION 2 OF THE DRAFT DAP

- (3) AGREE THAT THE FINANCIAL FORECASTS FOR 2008/09, 2009/10, AND 2010/11 WILL SHOW BREAK-EVEN.
- (4) AGREE THAT THE RISKS AND ASSUMPTIONS ASSOCIATED WITH THESE FORECASTS HAVE BEEN IDENTIFIED AND DESCRIBED APPROPRIATELY IN SECTION 2 OF THE DRAFT DAP.

Employment / Industrial Relations Update

Resolved:

THAT THE BOARD NOTE THE ATTACHED EMPLOYEE RELATIONS AND WORKPLAN INITIATIVE PAPERS THAT ARE PROVIDED FOR INFORMATION PURPOSES.

Organisational Culture

Resolved:

THAT THE BOARD NOTE THE PRESENTATION PROVIDED ON THE RESULTS OF THE LATEST ORGANISATIONAL CULTURE SURVEY UNDERTAKEN IN 2007.

Palliative Care Plan

Resolved:

THAT THE BOARD:

- (1) **NOTE** THAT THE BOARD APPROVED THE WAIRARAPA PALLIATIVE CARE STRATEGY AND FRAMEWORK IN MARCH 2007 AND ASKED MANAGEMENT TO ARRANGE FOR IT TO BE IMPLEMENTED.
- (2) **NOTE** THAT IMPLEMENTATION DETAILS WERE WORKED OUT AT A SERIES OF MEETINGS WITH ALL STAKEHOLDERS AND PROGRESS REPORTED TO THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE.
- (3) **NOTE** THAT A FULL BUSINESS CASE, AND INTENTIONS TO REQUEST EXPRESSIONS OF INTEREST AND THEN TENDER FOR SPECIALIST PALLIATIVE CARE SERVICES WERE CONSIDERED AND AGREED BY THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE IN OCTOBER 2007
- (4) **NOTE** ONE TENDER WAS RECEIVED AND IS CURRENTLY BEING EVALUATED BY A PANEL.
- (5) **NOTE** A RECOMMENDATION FROM THE PANEL WILL COME TO THE BOARD AT THE END OF THE EVALUATION PROCESS.

Facility Master Plan Update

Resolved:

THAT THE BOARD NOTE THE FINANCIAL REVIEW QUESTIONNAIRE AND ANSWERS PROVIDED TO THE HEALTH SELECT COMMITTEE FOR THE PERIOD ENDED 30 JUNE 2007.

Correspondence

Resolved:

THAT THE BOARD NOTE THE FOLLOWING CORRESPONDENCE:

- (1) LETTER FROM ANTHONY HILL, MOH, RE: DHBS' BARGAINING CONSULTATION PROCESS WITH THE MOH DATED 17 DECEMBER 2007.
- (2) STATE SERVICES COMMISSION LETTER, RE: STANDARDS OF INTEGRITY AND CONDUCT IN THE STATE SERVICES DATED 18 DECEMBER 2007.

Meeting closed: 3.45pm

Bob Francis – Board Chairman

Date