

**Minutes of the Board Meeting of the Wairarapa DHB
Held in the Board Room, WDHB, Blair Street, Masterton,
Tuesday 22 July 2008, at 9.00am in the Board Room**

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

In attendance: David Meates (Chief Executive), Joy Cooper (Director Planning and Funding), Eric Sinclair (Chief Financial Officer), Stephanie Turner (Director Maori Health), Tracy O'Neale (Board Secretary/Minute Taker)

1. Apologies

Vivien Napier, Fiona Samuel.

2. Conflicts of Interest

Pamela Jefferies is a Trustee of Cobblestone Museum and asked it be noted on the Register of Board Member Interests.

3. Minutes from the Last Meeting

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 26 JUNE 2008 BE CONFIRMED AS A TRUE AND ACCURATE RECORD WITH MINOR AMENDMENT.

Matters Arising:

- Still awaiting confirmation from LINZ.
- Cultural Competency Framework will come to the Board in August.
- The CFO has received an email from the Council regarding the alignment of land. They have confirmed the land has been earmarked, but there was nothing in the plan and no timeframe around it. A discussion around process was needed as a priority with Hamish Pringle.
- A media release on Palliative Care will go out today. We are getting closer to the end of the transition phase. Interviews are happening this week.
- Library Learning Centre. The name is giving the wrong idea. Peoples' perception needed to be changed. It was suggested to come up with a new name.
- A pathway forward for the Kura clinic had been agreed.
- Renal Dialysis work is ongoing regionally.

Resolved:

THAT THE BOARD RECEIVE THE MATTERS ARISING SCHEDULE NUMBERED D882.

4. Chairman's Report

- The Community Health Transport vans will be replaced in 2009. The PHO are very much involved and the process is underway. Joy Cooper was asked to report back to the Board regarding growth of numbers from the Red Cross Report.

- Trish Taylor raised the issue of people having difficulty disembarking the Wairarapa train at Masterton station and asked that we write to the Regional Council regarding the issue. The Chairman confirmed a letter will be written.

Resolved:

THAT THE BOARD RECEIVE THE CHAIRMAN'S REPORT NUMBERED D883.

5. Chief Executive's Report

The CEO spoke to his report highlighting key points.

- Looking back over the last 12 months the Board has continued to make progress over a number of areas. This reinforces the real strength we have in the region in working towards a common goal.
- It is pleasing to see from the Health Needs Assessment that a significant health gain is being achieved. The gap with Maori is reducing in some areas but the region still has a long way to go.
- A question was raised regarding Bariatric surgery. A proposal was being put together and an integrated pathway is being developed for weight management. A paper with clear recommendations and confirmation of the funding available was requested by the Board.
- A Chronic Conditions workbook to guide DHBs is expected in September.
- An agreement in principal has been reached with the Principal of the Kura and Whaiora Whanui that a clinic will be held in the premises of the Whairoa Whanui early childhood centre, Ko Te Aroha.
- Care Plus continues to be a priority for the PHO.
- The Smoke Free Plan has been approved by the Ministry.
- The detailed Health Needs Assessment report will be made available on CD by the end of August.
- An extensive publicity campaign around Palliative Care continues. Regular updates will be given over the next weeks to keep everyone up to date.
- Concerns were raised about the naming of the new Palliative Care service. The Board were assured that no decision will be made on a name without input and endorsement from the Board.
- The petition to have a hospice in the Wairarapa was discussed. It was noted that if there was support to build a hospice then the investigation team would have to convince the community that it was a viable option. The process will need to be transparent to the community. It is important the DHB provide a quality service and perform well to convince the community we have a service in place that is better than what we have had before. It is also important to highlight our successes to the media as we go.
- The Ministry has approved the Plan for Healthy Lifestyles.
- Wairarapa Hospital has seen a more than anticipated increase in activity.
- The Chairman asked if the increases we have seen in the hospital over the last two years were sustainable. A Hospital Service Plan paper to the next HAC meeting raising questions around the issue will also come to the next Board meeting.
- The contract with St John is now in place.
- The Professional Managers' Framework has been signed off.

- HRIS electronic rosters are planned to be in place in November.
- There is a desire to be nominated and recognised nationally as the “best place to work”. A paper regarding this will come to the Board in August.
- The Regional Clinical Service Plan and engagement process will come back to the next Board meeting.
- The Board raised concerns regarding the limitations placed on the Nurse Practitioner based in Martinborough. It was advised that the Nurse Practitioner still needed to be registered and that pressure had been put on the Nursing Council to progress the registration.
- The Board asked for clarification around the part-time Nurse Educator roles. It was confirmed that we do not have full time Nurse Educators but full time employees with a Nurse Educator component included in their role.
- The Board noted the financial result to May 2008 for Biomedical Services. Their profit was below budget but was an improvement on last year.
- A date is still to be confirmed for the Mobile Oral Health Unit procurement process. It was noted that we may pull out of the group procurement process if answers are not forthcoming.
- The DHB has seen a decline in energy consumption over the last three weeks. Further work will be undertaken on overall plant commissioning.

Resolved:

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE’S REPORT NUMBERED D884.

Meeting adjourned: 10.30am

Meeting recommenced: 10.50am

6. Financial Report

The CFO spoke to the Financial Report to 30 June 2008.

- The financial result reported a deficit of \$1.3m which reflected a one off sick leave adjustment. It was noted that the adjustment would not be taken into account by the MOH when assessing the financial performance of the DHB.
- It was noted there were no accruals for bariatric surgery.
- The 12 month cash forecast remains tight. It was pleasing to see we had stayed within the \$4m overdraft in July while absorbing inter-district flows.
- It was noted the vehicle procurement programme will look at fuel consumption and carbon emissions.

Resolved:

THAT THE BOARD RECEIVE THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 2008 NUMBERED D885.

7. Committee Reports**CPHAC Committee**

Committee Chair, Bob Francis, spoke to the report of the July Committee meeting.

- The Health Needs Assessment was presented to the Combined Council, an update on Palliative Care and the Clinical Service Plan was also given.
- A report from Stephen Palmer has indicated that although there have been four cases of Guillain-Barre Syndrome in the Wairarapa, these were not considered to be a cluster. Stephen will monitor occurrences and report back to the Committee.
- A meeting was held with the PHO on the Palliative Care Plan.
- A paper on the Child Health Strategy will come back to the Board within six months. There was reference made to a lack of parenting skills in the CPHAC minutes, the Board saw the strategy as more of an opportunity for parents to acquire skills and asked that the minutes be altered to reflect this view. It was noted that great work has been done with antenatal, post natal and Plunket and there was a need to encourage greater involvement of the community in parenting programmes.
- The Committee agreed to the draft approach and timeline for the District Strategic Plan.
- The Before School Checks were not in the DAP. The PHO have put a proposal forward which will need to be discussed.
- Foot Mechanics are now working in Wairarapa. Feedback from patients has been pleasing. A local podiatrist has been causing some issues that could be damaging. The Board expressed their commitment to the new process and instructed the CEO to communicate to the local podiatrist to desist from his actions.

Resolved:

THAT THE BOARD

1. RECEIVE THE REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE FOR JULY 2008.
2. AGREED THE CEO COMMUNICATE TO THE PREVIOUS PROVIDER OF PODIATRY SERVICES.

HAC Committee

Committee Chair, Pamela Jefferies, spoke to the report of the July Committee meeting.

- The Provider arm was \$3m ahead of budget; this was due to a supreme effort from everyone. To put this into perspective, three years ago we could not deliver on contract.
- The ED FACEM will not start until September 2008. It is now a requirement of the Medical Council that O&Gs come to the Wairarapa under supervision if they come from a foreign country. This will need to be factored into the budget.
- The Committee had received regular updates on the Optimising Patient Journey project. Part of the project involves making sure GPs know what medications their patients have been discharged with. The IT team have done some great work around setting up a system that sends an electronic report to GPs patients who have been to ED and patients present in the hospital within 24 hours of their discharge.
- The Board acknowledged that collaboration between the GP and Hospital was certainly the way forward and requested a presentation on the Patient Journey project.
- Richard Bohmer will be visiting on 28th and 29th July. We will continue to use Richard on an ongoing basis.
- Community, Public and Mental Health were ahead of budget.
- MOH is offering a generous programme to fund training for Maori and Pacific dental therapists.

- The Model of Team Care for the Med-Surg ward has been approved by the Senior Management Team. The Committee has asked for more information which will be presented to the HAC meeting in August.
- The Virtual FSA project involves contact between Doctors and Specialist without the need for the patient to be present. The agreed process will be sent to GPs.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE HOSPITAL ADVISORY COMMITTEE FOR JULY 2008.

8. Central Regional Renal Network Project

Joy Cooper updated the Board on the regional project.

- Two meetings have been held to date. An overview and stock take of renal services has been undertaken. The project will ensure a better integration of services.
- Even though not stated in the report it was thought the project timeline would be 12 to 18 months. Concern was raised about this timeline.
- There is still consideration for a local service but the Wairarapa did not have the critical mass to sustain a service. An intermediate fix could be to establish a unit in Upper Hutt. Recommendations from the working group will come back to the Board.
- Joy Cooper was asked to follow up with regard to having a Wairarapa consumer appointed to the CRRN group. The Board asked that the leader of the group be invited to talk about the options, process, issues and challenges and to give Board members a chance to ask questions.

Resolved:

THAT THE BOARD

1. NOTE THE REPORT.
2. AGREE THE LEADER OF THE CRRN BE INVITED TO SPEAK TO THE BOARD.

9. Information Systems Strategic Plan

The CFO spoke to the Information Systems Strategic Plan report.

- Further work had been completed on quick wins and priorities and the report had been endorsed by the Senior Management Team.
- A critical component was to manage the risk in the IT area.
- The capital identified in the plan is funded through the capital budget but does not fully cover the total cost of the plan. Some of the priorities are being worked on in conjunction with other DHBs which will reduce costs to us.
- The Chairman raised the issue of expenditure, the ISSP is a five year plan with \$6-6.5m being assigned to the programme. There was a need to look at the total capital expenditure going forward. More detail on unbudgeted capital expenditure will come back to the Board.
- Detailed terms of reference are currently being pulled together to ensure priorities are met and monitored. The Ministry is focusing on putting clear standards in place regarding systems.
- The Board acknowledged the progress that had been made to date.

Resolved:

THAT THE BOARD APPROVE THE INFORMATION SYSTEMS STRATEGIC PLAN AND THAT THE REQUIREMENTS TO INTEGRATE THE PLAN WITH BUDGETED AND UNBUDGETED CAPITAL EXPENDITURE BE NOTED.

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.

Report Back from Confidential Business

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

Confidential Board Meeting

Resolved:

THAT THE CONFIDENTIAL MINUTES FROM THE LAST MEETING HELD ON 26 JUNE 2008 BE CONFIRMED WITH MINOR AMENDMENTS.

Confidential Report of the Community and Public Health Advisory Committee – July 2008

Resolved:

THAT THE BOARD RECEIVE THE CONFIDENTIAL REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE – JULY 2008.

Health Sector Relationship Framework Tripartite Framework – Update

Resolved:

THAT THE BOARD NOTE THE REPORT.

Aged Related Residential Services

Resolved:

THAT THE BOARD ASK THE CEO TO SHAPE A RESPONSE TO ISSUES RAISED IN THE A23 CONTRACT MEDIATION.

State Services Commission

Resolved:

THAT THE BOARD ENDORSE THE INCREASE IN THE CEO'S REMUNERATION PACKAGE.

Meeting closed: 2.35pm

Bob Francis – Board Chairman

Date