

**Minutes of the Board Meeting of the Wairarapa DHB
Held in the Board Room, WDHB, Blair Street, Masterton,
Tuesday 26 June 2008, at 9.00am in the Board Room**

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

In attendance: David Meates (Chief Executive), Eric Sinclair (Chief Financial Officer), Stephanie Tuner (Director Maori Health), Gillian Malton (Minute Taker)

1. Apologies

Liz Mellish, Liz Falkner, Viv Napier, Joy Cooper

2. Conflicts of Interest

Fiona Samuel is now a Casual Practice Nurse at Masterton Medical.

3. Minutes from the Last Meeting

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 27 MAY 2008 BE CONFIRMED AS A TRUE AND ACCURATE RECORD WITH MINOR AMMENDMENTS

Matters Arising:

- Disposal of Surplus Land – The CFO has received an email stating he will receive papers on Monday for signing. The Certificate of Title will be issued 15 days after the signed papers have been received. The Minister of Health will then approve transfer to Crown Financing Agency.
- The Cultural Competency is currently with Iwi Kainga members for amendments. It will come back to the Board in draft in next two months.
- The Board Chairman asked the CFO to follow up with the Council on the road alignment of Te Ore Ore and Blair Streets.
- The contract for Palliative Care Medical coverage from Te Omanga is progressing well. The transition of patients from Te Omanga has gone smoothly. A small detailed booklet that explains how the whole Palliate Care Service is intended to work is in the final stages of completion.
- Public Health have met with the Kura clinic to look at the health needs. A more formal update will come back to the Board.
- A report on the Renal Dialysis Service Investigation will be on the Board Agenda next month.

Resolved:

THAT THE BOARD RECEIVE THE MATTERS ARISING SCHEDULE NUMBERED D874.

4. Chief Executive's Report

The CEO spoke to his report highlighting key points.

- The 2008/09 SOI has now been signed. The DAP has been verbally agreed but is still awaiting formal sign off. After the Health Select Committee meeting, held yesterday, the Minister has said no DAPs are to be signed off yet.
- Smokefree screening has been introduced into all areas of Wairarapa Hospital. For the month of May Smokefree Exposure Intervention Plans were completed for 114 out of 426 patients (26.6%). This will become part of the HAC reporting process.
- A high level of occupancy continues in aged care beds. While Dalcam have formally indicated they are not going ahead with their planned facility, Glenwood have advised that their plans are

going ahead. A forecast of beds throughout Wairarapa will be presented to the next DSAC meeting.

- The PHO contract expires on 31 December 2008. During June/July Planning and Funding and the PHO will agree a plan for the review of Wairarapa specific contract clauses and development of the new contract.
- Progress of the Long Term Conditions Project will continue to be monitored by Planning and Funding and CPHAC.
- Implementation of B4 School Checks is still being released by the Ministry. Planning and Funding are reluctant to rush into the delivery of the checks until the options are fully examined.
- A Clinical coordinator has been appointed to begin the planning of the HPV Screening programme. Board members agreed that the potential for risk with this programme cant be underestimated. After some discussion of concerns, the Chairman and Board members asked the CEO to formally write a letter to the Ministry stating that while we are committed to this project, WDHB feel that it needs some careful planning with the schools.
- Final MOH approval of the Wairarapa Smokefree Plan is yet to be given, but verbal approval has been received.
- A review of the Mental Health Adult services structure has been undertaken. The new structure will be implemented from 1 July 2008 with the biggest change being the responsibility for crisis response being shared across the whole of the community mental health team.
- Activity within the Provider Arm continues to show significant increased activity. There is approx a 40% increase in activity compared to that of the old hospital.
- Mental Health Bed nights out of region have been reducing over the past year with only two bed nights used in May.
- It is expected that WDHB will take delivery of the three mobile Oral Health units by the end of this year.

Yvette Grace left the meeting at 10.25am

- The trail of the 'Employee Kiosk' is now complete. Parallel work continues on developing and implementing the Managers Kiosk. This includes electronic rostering which should be completed by the end of the year.
- The draft Cultural Competency Framework is currently with members of Iwi Kainga for amendments.
- South Wairarapa's Nurse Practitioner continues to work out of both Featherston and Martinborough Practices. She has begun to mentor Practice Nurses undertaking post graduate studies.
- A Project Director has been appointed who will work across the three DHBs to manage the collaborative Patient Admin system project.
- Next year there are 360 House Surgeons applying for places nationally. Currently there are only 330 places available.

Resolved:

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE'S REPORT NUMBERED D875

5. Financial Report

The CFO spoke to the Financial Report as at 31 May 2008.

- The projected result for FY 2007/08 remains as at a breakeven position.
- Electricity costs since July 2006 show a marked decline. The small rise in the last few months reflects the winter period.
- High Level Capital Expenditure for the 11 months show a total of 96% of the capital budget has been either spent or committed.

Resolved:

THAT THE BOARD RECEIVE THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 2008 NUMBERED D876

6. Committee Reports

CPHAC

Janine Vollebregt advised this committee met on 17th June 2008, items of business included:

- While the Breast and Cervical Cancer Screening didn't quite meet the PHO Performance target, they are still in line with National averages.
- The PHO have given a revised Long Term Conditions project management plan with timelines for deliverables revised. Management are to provide feedback to the PHO and request some further detail be included in descriptions of deliverables.
- The Ministry of Social Development are looking to fund health checks for children in CYF care. WDHB are interested in being a pilot site for this in conjunction with MidCentral.

Resolved:

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

HAC

Committee Chair, Pamela Jefferies advised the committee met on 17th June 2008. Items of business included:

- Despite recent publicity around Code Red status in some DHBs, beds are being managed well by good use of the AAU who over-performed by 37% for the month end.
- There was discussion regarding work undertaken for Selina Sutherland which is not captured by WDHB. The Selina Sutherland Hospital contract will be discussed at the September HAC meeting.
- The HAC report is being expanded - New services such as Palliative Care and Stroke services will be reported right from the beginning.

Resolved:

THAT THE BOARD:

- (1) RECEIVE THE REPORT OF THE HOSPITAL ADVISORY COMMITTEE REPORT FOR JUNE 2008.

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 resolution that was passed on confidential business:

THAT THE BOARD NOTE THE UPDATE PRESENTED BY PHARMAC

Helen Kjestrup joined the meeting at 12.30pm

7. Health Target Progress (2007/08)

This report summarised the Wairarapa DHBs progress towards each of the National Health Targets for 2007/08 Quarters one and two.

- Wairarapa DHB are performing well against the National Targets.
- The National Survey of Year 10 smoking 2007 was conducted in the fourth term. The number of smokers at Kuranui College is high and Board members agreed that these smoking results should be shared with all College Boards.

Resolved:

THAT THE BOARD:

- 1) RECEIVE THE HEALTH TARGET PROGRESS 2007/08 REPORT
- 2) NOTE THAT WAIRARAPA DHB IS GENERALLY PERFORMING WELL AGAINST NATIONAL TARGETS.

8. DHBNZ Collective Activity Update

This report provided updates against the key strategic areas that DHBs should / need to be working collaboratively on.

- There are ongoing negotiations with PSA Allied Health, RDA Junior Doctors and APEX Cardiopulmonary Technologists and Psychologists.
- The Collective Procurement Programme has made good progress with several projects coming to fruition in the coming months and further collective projects proposed.

Resolved:

THAT THE BOARD

RECEIVE THE DHBNZ COLLECTIVE ACTIVITY UPDATE REPORT

9. Regional Services Development Initiatives (RSDI) Update

This report provided members with an update on Central Region DHB Regional Services Development Initiatives (RSDI) as at June 2008.

The three regional groups, Plastic Services, Cardiology and Renal work across the seven DHBs and have acted as a forerunner for the Regional Clinical Services Plan, currently under development. In addition they link with the Central Cancer Network on cancer service matters.

Resolved:

THAT THE BOARD:

RECEIVE THE RSDI UPDATE JUNE 2008 REPORT

10. Central Region DHBs Regional Clinical Services Plan

The Chairs and the CEO's of the Central Region DHBs met last week. A proposal will come back to the Boards by next month.

Resolved:

THAT THE BOARD:

- 1) RECEIVE THE DRAFT RCSP INCLUDING COMPANION DOCUMENTS
- 2) NOTE THE KEY AMENDMENTS AND NEXT STEPS WITH FINAL DOCUMENTATION DUE FOR CONSIDERATION AT THE SEPTEMBER MEETING.

11. Board Correspondence

Resolved:

THAT THE BOARD NOTE THE LETTER DATED 5 JUNE 2008 FROM HON DAVID CUNLIFFE, MINISTER OF HEALTH RE ADVICE RELATING TO A DHB OR OTHER CROWN ENTITY BOARD MEMBER INVOLVEMENT IN THE 2008 GENERAL ELECTION.

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

THAT THE CONFIDENTIAL MINUTES FROM THE LAST MEETING HELD ON 27 MAY 2008 BE CONFIRMED.

Collaboration of Corporate Services

Resolved:

THAT THE BOARD

- (1) RECEIVE THE COLLABORATION ON CORPORATE SERVICES REPORT
- (2) AGREE IN PRINCIPLE THAT THE MIDCENTRAL CHB / WHANGANUI DHB AND WAIRARAPA DHB WILL WORK TOGETHER TO EXPLORE OPTIONS AND POSSIBILITIES FOR A JOINT PROVISION OF COMMERCIAL AND CORPORATE SERVICES FOR THE THREE DHB'S AND
- (3) AGREE TO PROCEED WITH THE EXPLORATION OF OPPORTUNITIES FOR A JOINT APPROACH, INCLUDING PREPARATION OF SPECIFIC BUSINESS CASES AND PROPOSALS TO BE BROUGHT BACK TO THE THREE BOARDS FOR THEIR CONSIDERATION.

Confidential Audit and Risk Minutes

Resolved:

THAT THE BOARD

RECEIVE THE AUDIT AND RISK COMMITTEE MINUTES FOR 13 JUNE 2008

Confidential CPHAC Report

Resolved:

THAT THE BOARD:

- 1) RECEIVE THE CONFIDENTIAL CPHAC REPORT – JUNE 08
- 2) APPROVE THAT, SHOULD THE ADDITIONAL \$1 CHARGES BEING LEVIED BY SOME PHARMACIES NOT CEASE, THE DISPUTE RESOLUTION PROCESS DESCRIBED IN THE PHARMACY SERVICES AGREEMENT BE INVOLVED

Meeting closed: 2.35pm

Bob Francis – Board Chairman

Date