

**Minutes of the Board Meeting of the Wairarapa DHB
Held in the Board Room, WDHB, Blair Street, Masterton,
Tuesday 16 December 2008, at 1.00pm in the Board Room**

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

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

Bob Francis opened the meeting by thanking the Board for their contribution in 2008 and recognising the strengths brought by each member.

1. Apologies

No apologies were received.

2. Conflicts of Interest

There were no conflicts of interest recorded in relation to the agenda.

Liz Falkner raised a potential conflict to Item 5 on the confidential business agenda, CEO Discussions. The Board agreed there is no conflict and that Dr Falkner should remain for the discussion.

Fiona Samuel is now a member of the Long Term Conditions Steering Group and the Before School Checks Steering Group. Practice Nurse at Masterton Medical and Practice Nurse Casual at Masterton Medical should be removed from her conflicts.

3. Minutes from the Last Meeting

Resolved:

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

4. Matters Arising

- MECA impacts – Negotiations have commenced with the NDU with regard to ambulance officers' pay.
- A Cultural Competency Facilitator has been appointed.
- Clinical Support Centre – Proposals have been sent to Masterton Trust Lands Trust and a private investor.

Resolved:

THAT THE BOARD

1. **RECEIVE** THE MATTERS ARISING SCHEDULE NUMBERED D952.

5. Chairman's Report

The Chairman spoke to his report.

- Wairarapa Hospice – Joy Cooper will continue to liaise with Wairarapa Hospice Trust and provide them with any information required. The Board has given the Trust a clear message that if the hospice goes ahead the DHB will provide funding along the same lines as that provided to Glenwood-Masonic and the other aged care facilities who provide beds for palliative care patients.
- The Chairman and David Meates attended a Chairs meeting in Wellington on 8 December. Discussions included the Government's 100 day action plan, halt to bureaucracy, clinical leadership, review of health targets, issues with workforce and the establishment of a voluntary bonding scheme.
- The DHB is expecting advice on implementing the Government's commitments.
- DHBs were asked to provide the Ministry a 2009/2010 financial forecast. A \$150m deficit is estimated across the sector. The Government is committed to adding \$750m to Vote Health over a three year period.
- The Minister gave a clear message that he expects Chairs and Boards to perform.

Resolved:

THAT THE BOARD RECEIVE THE CHAIRMAN'S REPORT NUMBERED D953.

6. Chief Executive's Report

The Acting CEO, Joy Cooper, spoke to David Meates' report highlighting key points.

- The Ministry are working on a plan of allocation for extra funding for afterhours funding. DHBs have been asked to provide a detailed proposal by the end of February on how access can be enhanced with the extra funding. Wairarapa DHB's share of the funding will be around \$90k.
- Rehab will merge with the Medsurg Ward over the Christmas/ New Year period. Theatre activity will commence earlier than usual on 5 January to allow for more elective services. The new model of care pilot will commence on 26 January.
- Emergency Preparedness – the Board asked for information on Exercise Phoenix.

Resolved:

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE'S REPORT NUMBERED D954.

7. Financial Report

Eric Sinclair, CFO, spoke to the Financial Report to 30 November 2008.

- The DHB has a provisional net deficit of (\$852k) which is (\$607k) unfavourable against the budgeted YTD November result.
- The cashflow forecast is being closely monitored. The 12-month rolling cashflow forecast on page 9 of the CFO's report does not include the proceeds from the sale of the Masterton Hospital.
- The sale agreement is awaiting the Minister's signature. The process is likely to be complete in early February.

Resolved:

THAT THE BOARD RECEIVE THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 2008 NUMBERED D955.

8. Committee Reports

CPHAC Committee

Committee Chair, Bob Francis, updated the Board on discussions held at the morning's CPHAC Committee Meeting.

- Two new programmes are to be implemented, an outpatient clinic for people suffering from Hepatitis C, and a small multi-systemic therapy programme for college students at risk of expulsion or suspension due their use of alcohol and/or drugs.

Resolved:

THAT THE BOARD RECEIVE THE VERBAL UPDATE FROM THE COMMUNITY AND PUBLIC HEALTH ADVISORY MEETING HELD 16 DECEMBER 2008.

HAC Committee

The Committee Chair, Pamela Jefferies, updated the Board on discussions held at the morning's HAC Committee Meeting.

- An offer has been extended to the preferred applicant for the Quality and Risk Manager role.
- Maori Mental Health specialists are still sought after.

Resolved:

THAT THE BOARD RECEIVE THE VERBAL UPDATE FROM THE HOSPITAL ADVISORY COMMITTEE MEETING HELD 16 DECEMBER 2008.

Te Iwi Kainga

Yvette Grace spoke to the report of Te Iwi Kainga meeting held on 9 December 2008.

- A meeting will be scheduled in early 2009 to discuss the Regional Clinical Services Plan with Iwi.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE TE IWI KAINGA FOR DECEMBER 2008 NUMBERED D956.

9. Board Workshop 2009

- A Board Planning Workshop will be scheduled for 3 February 2009 commencing at 9.00am.

10. Joint Health Management System Update

- An update on the current status of the Multi-District Health Management system is before the Board.
- The outcome of a meeting and workshop held at the Ministry of Health in December means the project will now converge with other similar projects.

- There will be a number of check points throughout the duration of the project where Board approval will be sought to continue with the system implementation.
- A new RFI will be issued.
- The earliest a system can be up and running will be October 2009. Discussions have been held with iSOFT about providing support for the Galen system after 30 June 2009, no agreement has been reached.
- The Board will receive monthly updates.

11. Incubator Programme

- Wynn Schollum, Hawkes Bay DHB, attended for this item and spoke to the Board about outcomes and successes of the programme at a decile 1a school in Hastings.
- The programme is a career development programme that encourages students to engage in the Health sector.
- Wairarapa DHB has been asked to take part in the programme in 2009 and to nominate a school to be approached within the district.

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 27 NOVEMBER 2008 BE CONFIRMED.

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

Resolved:

1. THAT THE BOARD NOTE THE CHAIRMAN'S VERBAL UPDATE FROM THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE MEETING HELD 16 DECEMBER 2008.

Audit and Risk Committee Report

Resolved:

THAT THE BOARD

1. **APPROVE** THE FOLLOWING POLICIES:
 - a. DELEGATIONS POLICY
 - b. TREASURY MANAGEMENT POLICY
 - c. RESPONSE TO ALLEGATIONS OF FRAUD, THEFT AND CORRUPTION POLICY
 - d. SENSITIVE EXPENDITURE POLICY
2. **NOTE** THAT THE DELEGATIONS POLICY WILL BE SUBMITTED TO THE MINISTER OF HEALTH FOR APPROVAL AS REQUIRED BY THE NZ PUBLIC HEALTH AND DISABILITY ACT 2000.

Facilities Development

Resolved:

THAT THE BOARD:

1. **NOTE** A LETTER WILL BE WRITTEN COVERING THE FOUR POINTS REQUIRED TO PROGRESS THE DEVELOPMENT OF THE COMMUNITY HEALTH FACILITY
2. **NOTE** THE FINAL DECISION WILL COME BACK TO THE BOARD.

Meeting closed: 3.00pm

Bob Francis – Chairman

Date