

**Minutes of the Board Meeting of the Wairarapa DHB
Held in the Board Room, WDHB, Blair Street, Masterton,
Tuesday 23 September 2008, at 9.00am in the Board Room**

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

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

Apologies were noted for Perry Cameron.

2. Conflicts of Interest

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

Agenda

The Board moved to add the following item to the agenda:

- Recommended Chairs and Committee Membership for the period October 2008 to December 2010.

3. Minutes from the Last Meeting

Resolved:

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

4. Matters Arising

- A letter has been received from the Masterton District Council requesting the DHB engage a roading engineer to assess whether the proposed new building will have an affect on traffic flow. A traffic assessment took place three years ago and the proposed building should not change traffic flows.
- The Palliative Care Service is going remarkably well.
- The working name for the new building is to be the Clinical Support Centre.
- Progress is being made with the Kura Clinic.
- Health Career Promotion – A report will come to the Board in December.
- A bus touring the country promoting health as a career will go to all schools.
- Discussions have been held with Hawkes Bay DHB who has been involved in a successful pilot project run in five DHBs, where children follow patients in the wards. The conversion rates for a career choice in health have been very good.

Resolved:

THAT THE BOARD RECEIVE THE MATTERS ARISING SCHEDULE NUMBERED D907.

5. Chairman's Report

The Chairman spoke to his report.

- The Chair recently attended a Chairs Conference in Wellington attended by both the Minister and Director General. Three priorities the Minister commented on were Workforce Development, Information Technology and Development of a Long Term Financial Strategy.
- The CEO of Plunket presented at the conference. Plunket are doing some really good work and are involved in the DHBs Before School Checks.
- The DHB contract with the PHO is coming up for renewal.
- The Chair has been appointed to the Chairs' Executive Committee and will retain a link to the organisation now that David Meates has tendered his resignation from the DHB.
- A copy of the CEO's resignation was circulated to the Board. David will leave the DHB on 12 December.
- A letter will be sent to recruitment consultants asking them to provide details of how, if successfully appointed, they will run the recruitment process for a new CEO. The Board will be asked to formalise the process and a group selected to be involved in the appointment of a professional consultant.

Resolved:

THAT THE BOARD RECEIVE THE CHAIRMAN'S REPORT NUMBERED D908.

6. Chief Executive's Report

The CEO spoke to his report highlighting key points.

- The CEO noted the past months have seen a more traditional winter that has put pressure on primary care and the hospital, staff sickness has added more pressure.
- Six DHBs have been requested to be part of a programme called "The Productive Ward". The MOH have funded training for Carol MacDonald in the use of a range of tools developed in the NHS. Productive Theatre and ED are follow on programmes the DHB will get benefit from.
- The financial result to 31 August is \$64k unfavourable which reflects the winter pressures experienced. It is noted community pharmaceutical spend has increased.
- There are ongoing pressures for residential services. Masonic Villages have received resource consent for their new facility which could possibly open at the beginning of 2010. This will provide about 20 new/additional beds at hospital level.
- Statistics show that people are going into aged care later needing more of a palliative care service. The model is changing with an emergence of supported apartments or villas where people are supported in their own environment.
- Placements for nurse graduates are being finalised. The DHB is looking at taking on more new graduates this year.
- Emphasis has been put on improving the competencies of the home based support workforce at recent contract review meetings. A significant amount of health care workers are unregulated. Healthcare New Zealand and Access Homehealth employ the workforce and focus on long term health support. The DHBs role is to contract and fund this support.

- Discussions with providers have focused on getting the incentives right when employing the workforce, ensuring the right training is provided and that there is accountability.
- Board members noted that they have received concerns from individual consumers about the quality of services and staffing provided by both Access Homehealth and Healthcare New Zealand, and that these consumers are unwilling to make formal complaints.
- The Code of Rights provides protection but may be little understood by the elderly. The Board suggested the DHB make people more aware of the Code through the media, advertising or handing out information.
- Past audits of home based support services have been disappointing in that they have not addressed these concerns. The Board felt this matter needed urgent attention and that Home Based support Services should be listed in the Board's strategic issues schedule.
- The DHB needed to have a clear view of the service it wanted to provide going forward. The Board suggested special audits or reviews could be conducted and both providers could be asked what customer satisfaction surveys they have done and how they credential their staff.
- Joy Cooper was asked to report back to the Board through CPHAC in February 2009 with a long term strategy for Home Based Support Services in Wairarapa.
- The DHB's contract with the PHO expires on the 31 December 2008. The DHB and PHO have a good model to a degree but are keen to have a new direction; the new contract will provide an opportunity for this. Joy Cooper will report back to the Board in November.
- A lot of emphasis was placed on primary care in the Cabinet papers circulated to the Board. The DHB has done well and has come a long way but needed to look at primary care more strategically. The Cabinet papers linked with the work the DHB will be doing over the next six to eight months. The DHB will continue to work closely with the PHO.
- The Long Term Conditions project is getting back on track and the Board will receive a formal report in November.
- The first management advisory group meeting for the palliative care service has taken place. The service has been busier than expected but is bedding down well.
- A Weight Watchers at Work group has been set up for staff.
- Pat Farry will attend the October Board meeting to discuss the Rural Immersion Programme.
- Janeen Cross has been appointed as the Maori Health Co-ordinator.
- The Board requested the Cultural Competency Framework be included on the October Board agenda. The Board would like to see an outline of the process going forward and reporting on the Framework's implementation.

Fiona Samuel left the meeting at 10.20am.

- An order has been placed for a 10.5m mobile dental unit; the unit is expected by the beginning of the school year. The DHB is still in discussions with the Ministry regarding fixed and mobile units with the hope issues will be resolved within the next six days.
- Biomedical's aggressive growth strategy adopted last year has started to reflect through in its performance.

Resolved:

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE'S REPORT NUMBERED D909.

Meeting adjourned: 10.45am

Meeting recommenced: 10.55am

7. Financial Report

The CFO spoke to the Financial Report to 31 August 2008.

- The result of 64k unfavourable is worse than planned. It is difficult to know at this point whether there is a trend emerging, the September result will give more clarity. The result is attributable to the winter peak, community and hospital pharmaceutical spend and air ambulance transfers.
- The CFO has met with the Ministry regarding the DHB's liquidity position.
- After discussion the Board agreed to increase the DHB's overdraft to \$5m and for the CFO to hold discussions with the CHFA and the Ministry regarding how to address the DHB's liquidity issues.
- A report on plant and equipment will come to the Board in November.
- Eric Sinclair, CFO has been accepted for the ANZSOG Executive Fellows Program.

Resolved:

THAT THE BOARD:

1. **RECEIVE** THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 2008 NUMBERED D910.
2. **AGREE** TO INCREASE THE OVERDRAFT FACILITY WITH THE ANZ BANK TO \$5M.

8. Committee Reports

CPHAC Committee

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

- Dr Annie Lincoln has been appointed GP Liaison.
- The Ministry has advised a delay in the Strategic Plan.
- Referrals from Before School Checks will be monitored regarding capacity.

Resolved:

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

HAC Committee

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

- A report on the Palliative Care service will be on the October Committee meeting agenda.
- The FACEM is in New Zealand undertaking one month's supervision at Capital and Coast. An invitation to a Board lunch should be extended.
- Understaffing in the quality area is still a concern.

Resolved:

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

9. Health Management System Replacement Update

- An update on progress for the replacement of the Health Management System was before the Board.
- John Tolchard has been appointed Project Director.
- A number of joint workshops have been held across the three DHBs involved (Whanganui, MidCentral and Wairarapa).
- Nelson/Marlborough and South Canterbury have undertaken a similar project and discussions have been held with regard to combining the two projects.
- The Chair expressed concern over the lack of leadership from the Ministry; he felt the Ministry should have set a compulsory standard for the project.

Resolved:

THAT THE BOARD RECEIVE THE HEALTH MANAGEMENT SYSTEM REPLACEMENT UPDATE NUMBERED D913.

Jamie Morton, Reporter from the Times Age, joined the meeting at 11.35am.

10. 21 District Health Boards Strategic Priority Updates for Quarter to August 2008

- A range of updates covering each of the strategic priorities for the 21 District Health Boards was provided to the Board for information.
- The Board felt better ways of communicating the updates needs consideration.
- Pamela Jefferies raised a concern regarding the DHBs ability to influence the strategic projects and was advised any issues should be directed to Cathy Cooney as Lead CE.

Resolved:

THAT THE BOARD RECEIVE THE 21 DISTRICT HEALTH BOARDS STRATEGIC PRIORITY UPDATES FOR QUARTER TO AUGUST 2008 NUMBERED D914.

11. Draft Regional Clinical Services Plan

- A number of changes have been made to the draft Plan following the Combined Boards meeting, these changes are highlighted in the documents before the Board.
- The key messages and questions and answers start to give a clear picture of the challenges the DHBs will face over the next 10 to 15 years. The services the DHB provides now may not look the same as the services it will provide in the future. 18 services in the central region have been identified as being unsustainable.
- The Chair and CEO advised they will attend the Joint Chairs and CEO Executive Meeting next week.

Resolved:

THAT THE BOARD

1. **RECEIVE** THE DRAFT REGIONAL CLINICAL SERVICES PLAN, INCLUDING COMPANION DOCUMENTS AND THE SUMMARY OF THE COMBINED BOARDS FORUM
2. **NOTE** THE DRAFT PLAN HAS EMERGED FROM A PROCESS OF CLINICAL COLLABORATION

3. **NOTE** THAT THERE ARE A NUMBER OF CLINICAL SERVICES AT PRESENT WHERE URGENT PLANNING WORK ACROSS THE REGION IS REQUIRED
4. **NOTE** AND AGREE THAT EACH DHB IN THE REGION IS COMMITTED TO REGIONAL AND NATIONAL NETWORKS AS A COMPONENT OF THE DHB'S OWN CLINICAL PLANNING
5. **AGREED** THAT PROCESS ON COMMUNITY ENGAGEMENT REGARDING THE PLAN WILL BE IN PARTNERSHIP WITH BOARD AND MANAGEMENT AND THAT IT WILL OCCUR AS PART OF THE DISTRICT STRATEGIC PLAN COMMUNITY ENGAGEMENT.

12. Health Cabinet Papers

- A suite of Cabinet papers prepared by the MOH were before the Board.
- The papers included one on Primary Health Care Strategy. It was noted Primary Care is part of the DHBs long term strategy.
- The DHB will meet with the PHO Board in October.
- The Board agreed it is critical to develop a comprehensive district primary health care development plan with the PHO.

Resolved:

THAT THE BOARD

1. **RECEIVE** THE HEALTH CABINET PAPERS – SEPTEMBER 2008 NUMBERED D916
2. **NOTE** THE PAPERS WILL FORM PART OF THE DHBS STRATEGY DEVELOPMENT.

Joy Copper left the meeting at 12.20pm.

13. Nurse Practitioner DVD

- The Board viewed the Nurse Practitioner DVD.
- The Board found it encouraging there are 49 Nurse Practitioners with the five year Masters qualification and recognised the commitment to undertake the qualification.
- Helen Dore is in the process of identifying practice nurse candidates to start the qualification. Interest has been expressed but there has been no commitment as yet.
- Discussions need to take place regarding where Nurse Practitioners fit into the community system.
- The Board asked that a report be prepared for the November meeting including details of the training path, time commitments and salary structure.
- The Masters level programmes are available at most universities.

Meeting adjourned: 12.35pm.

Fiona Samuel rejoined the meeting at 12.40pm.

Yvette Grace left meeting at 12.50pm.

Trish Taylor left the meeting at 1.05pm.

Meeting recommended: 1.05pm

14. Healthy Masterton East

Debi Lodge-Schnellenburg, Manager, Wairarapa Public Health, presented to the Board.

- The project is an integrated action plan focused on a defined area of Masterton.
- The key players in the project are the community residing in the area, Pasifika Wairarapa Trust, Masterton District Council, PHO-DHB, Sport Wairarapa, Police, Truancy Services, Schools, Te Puni Kokiri, He Kahui, Whaiora Whanui and Rangitaane O Wairarapa.
- Key issues affecting the health of the community have been identified.
- The project is currently in the consultation stage.
- A further update will be provided to the Board in November.

Jamie Morton left the meeting at 1.30pm.

Joy Cooper rejoined the meeting at 1.30pm.

15. Betty Bounce and Florence Forethought – Deliberate Organisational Design

- Joanne Edwards, Portfolio Manager, Lisa Birch, Portfolio Manager and Helen Dore, Manager FOCUS presented the story of two women who have travelled through the health system, one in 2005, the other at the end of 2008.
- The story of their journey is a result of the deliberate organisational design sessions held with Richard Bohmer in 2007.

16. Recommended Chairs and Committee Membership October 2008 – December 2010

- The Chair circulated a list recommending Chair and Committee memberships.
- The main changes are:
 - Perry Cameron to Chair the Audit and Risk Committee
 - Janine Vollebredgt to become a member of the Audit and Risk Committee
 - Vivien Napier to become a member of the HAC Committee
 - David will relinquish his position on the Biomedical Board in December 2008.

Resolved:

THAT THE BOARD AGREE TO THE RECOMMENDATIONS.

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 28 AUGUST 2008 BE CONFIRMED WITH AMENDMENT.

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

Resolved:

THAT THE BOARD:

1. **RECEIVE** THE CONFIDENTIAL REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE – SEPTEMBER 2008
2. **APPROVE** THE COMPLETION OF AN AGREEMENT WITH TE WHARE ATAWHAI FOR A 27 MONTH TERM TO PROVIDE MENTAL HEALTH AND ADDICTION SERVICE USER PARTICIPATION AND ADVOCACY SERVICES FOR WAIRARAPA TO THE VALUE OF \$123,000.

Audit and Risk Committee Report

Resolved:

THAT THE BOARD

1. **RECEIVE** THE AUDIT AND RISK COMMITTEE REPORT – SEPTEMBER 2008
2. **RECOMMEND** THAT THE CHIEF EXECUTIVE BE INSTRUCTED TO CORRESPOND WITH CAPITAL AND COAST DHB REGARDING THE TIMELY RELEASE AND DATA CAPTURE FOR IDF PAYMENTS.

Annual Report

Resolved:

THAT THE BOARD RECEIVE THE ANNUAL REPORT AND NOTE THE AMENDMENTS.

Resolved:

THAT THE BOARD:

1. **NOTE** THAT DHBS WISH TO MAINTAIN A NATIONAL BASE CONTRACT AND COMMON FEE FOR COMMUNITY DISPENSING OF PHARMACEUTICALS
2. **NOTE** THAT THE CURRENT CONTRACT REQUIRES THAT THE DISPENSING FEE BE REVIEWED AND A NEW FEE IMPLEMENTED FROM 1 MARCH 2009
3. **AGREE** THAT A NATIONALLY CONSISTENT INCREASE IN THE COMMUNITY PHARMACY SERVICES DISPENSING FEE BE OFFERED FROM 1 OCTOBER 2008
4. **NOTE** THAT CHANGES IN PRICES OF PHARMACEUTICALS, EFFECTIVE FROM 1 JANUARY 2009, WILL REDUCE WHOLESAL MARGINS SIGNIFICANTLY
5. **NOTE** THAT DHB WORKING GROUPS ARE CONSIDERING THE WHOLESAL MARGIN ISSUES AND WILL PROVIDE FURTHER ADVICE PRIOR TO 1 JANUARY 2009.

General Business

Estate of Edith May Baker

Resolved:

THAT THE BOARD AGREE TO THE MINUTES OF SETTLEMENT.

Meeting closed: 2.40pm

Bob Francis – Chairman

Date