

**Minutes of the Board Meeting of the Wairarapa DHB
Held in the Board Room, WDHB, Blair Street, Masterton,
Thursday 30 October 2008, at 9.00am in the Board Room**

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

In attendance: David Meates (Chief Executive), John Kirkup (Acting Chief Financial Officer), Tracy O'Neale (Board Secretary/Minute Taker)

1. Apologies

Apologies were noted for Yvette Grace, Liz Falkner, Perry Cameron, Joy Cooper (Director Planning and Funding), Eric Sinclair (Chief Financial Officer), Stephanie Turner (Director Maori Health).

2. Conflicts of Interest

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

3. Minutes from the Last Meeting

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 23 SEPTEMBER 2008 BE CONFIRMED AS A TRUE AND ACCURATE RECORD.

4. Matters Arising

- The Board noted the RMO Agreement has been ratified across the country.
- A more comprehensive approach is needed for the Clinical Support Centre, a paper will come back to the Board in November.
- An update on the Masterton East Project will come to the November Board meeting. The Board requested the Masterton East Project be included in the Matters Arising schedule.
- A strategic meeting with the PHO is planned for November.

Resolved:

THAT THE BOARD RECEIVE THE MATTERS ARISING SCHEDULE NUMBERED D921.

5. Chairman's Report

The Chairman spoke to his report.

- The CEO recruitment process is progressing well.
- Commitment to progress the Regional Clinical Services Plan has been confirmed by the six Regional DHBs.

Resolved:

THAT THE BOARD RECEIVE THE CHAIRMAN'S REPORT NUMBERED D922.

6. Chief Executive's Report

The CEO spoke to his report highlighting key points.

- The first quarter has been unusually busy with increased activity in primary and secondary care.
- The DHB has a deficit of 339k adverse to plan for the first quarter. In part the result reflects the compliance costs associated with the recruitment and registration of senior medical staff. These costs will become a standard part of recruitment. The Board requested the costs involved in the supervision of medical staff prior to registration and the backfilling of their positions be raised as a regional issue at the Joint Chairs' and CEOs' Meeting.
- The 2008/09 DAP has been signed by the Minister.
- The Ministry has briefed DHBs on DSP requirements. The Ministry's expectation is that all DHBs have a more consistent DSP underpinned by the RCSP. The RCSP will need to be incorporated into the DHB's strategy for 2009 and will present some exciting and challenging times.
- The current PHO contract will be extended to 30 June 2009.
- Feedback on the Wairarapa Palliative Care Service has been positive. The effects of better integration and communication are starting to be seen. Training on the palliative care manual will take place in November for general practice teams.
- The project implementation plan for the Wairarapa HVP project has been approved by the Ministry. The profiles of two families from the Wairarapa will be used in national campaigns. Positive feedback on the HPV vaccine was received at the women's health expo.
- Issues with the design have further delayed the delivery of the oral health mobile units. The Board instructed the CEO to keep pressure on the Ministry to deliver and requested any developments regarding the units be emailed to the Board.
- Two Medical Workforce Commissions have been confirmed by the Director General of Health, one to look at issues facing the junior doctors, the other to investigate and make recommendations on a recruitment and retention strategy for the senior medical workforce. Pamela Jefferies requested a copy of the terms of reference for both Commissions.
- The DHB has received verbal indication that three GP obstetricians will retire next year. Although not an immediate issue, the Board requested maternity be added as a DHB Strategic Issue. A formal support paper will be developed for nurses who are interested in a career in midwifery.
- Seven new graduates have been offered positions under the NETP programme.
- The Quality and Risk Manager role has been advertised.
- The ACC audit has taken place and the DHB will be recommended for Tertiary Accreditation.
- 19,982 patient files have been culled under the Records Management / Archive project. The Board asked for confirmation that patients have been given the opportunity to claim their records.

Resolved:

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE'S REPORT NUMBERED D923.

7. Financial Report

John Kirkup, Acting CFO, spoke to the Financial Report to 30 September 2008.

- The DHB has a provisional deficit of \$519k which is (339k) unfavourable against budget. Medical compliance costs and the local costs of implementing national MECAs have had an impact.
- The DHB's cashflow position is tight but remains within the working capital limit.

Resolved:

THAT THE BOARD RECEIVE THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 2008 NUMBERED D924.

The meeting adjourned at 10.35am.

The meeting recommenced at 10.50am.

Janine Vollebredgt left the meeting at 10.50am.

8. Committee Reports

CPHAC Committee

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

- A Volunteer Coordinator has not been appointed to the Wairarapa Palliative Care Service.
- A reassessment of the Long Term Conditions Project will take place due to concerns targets are not being met by the PHO.
- The Committee has received a report on the incidence and impact of flu in the Wairarapa and has requested technical information on the effects of injections. The Board raised concerns around the manpower required to deliver the vaccine and requested the DHB raise it as a strategic issue with the PHO.

Resolved:

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

HAC Committee

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

- Sick leave, cost of clinical supplies and personnel costs have impacted on Provider Arm performance.
- The two positions for the Family Violence Intervention programme have been filled. The Quality and Risk Manager position needs to be filled as soon as possible.
- The Medsurg Ward Model of Care Team Nursing will be trialled in November. Under the trial there will be a reshaping and refocusing of the wards. The CEO is currently meeting with Units Managers on a weekly basis to map out the process. The full programme and implementation plan will go to the HAC Committee and the Clinical Board will sign off the model at their next meeting.
- The Board asked to receive the regular ward updates on progress.
- Smokefree clinics currently have waiting lists for people who want to give up smoking. Resources need to be found for more clinics. Joy Cooper will discuss this with the PHO.

Resolved:

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

9. Proposed 2009 Wairarapa DHB Board and Committee Dates

Proposed dates for 2009 Board and Committee meetings were before the Board for approval. The Board questioned when Labour weekend fell in 2009 and requested a date be set for strategic planning early in the year. The Chairman will advise the Board at its next meeting.

Resolved:

THAT THE BOARD APPROVE THE BOARD AND COMMITTEE DATES FOR 2009 SUBJECT TO THE OCTOBER 2009 MEETING DATE BEING CONFIRMED.

Janine Vollebregt rejoined the meeting at 11.25am.

10. Health Management System Project Update – October 2008

The project is progressing well with Whanganui and MidCentral. South Canterbury, Nelson Marlborough, Canterbury and the four Northern DHBs have indicated their interest to be involved.

Resolved:

THAT THE BOARD RECEIVE THE HEALTH MANAGEMENT SYSTEM PROJECT UPDATE NUMBERED D928.

11. Annual Report

The 2007/08 Annual Financial Statements and Statement of Service Performance is tabled as a late paper to the Board.

The Board noted the DHB had achieved the targets it had set out to achieve.

Resolved:

THAT THE BOARD

1. **RECEIVE** THE REPORT
2. **APPROVE** THE 2007/08 FINANCIAL STATEMENTS AND STATEMENT OF SERVICE
3. **NOTE** THAT AUDIT NZ WILL BE ISSUING AN UNQUALIFIED AUDIT OPINION ON THE 2007/08 FINANCIAL STATEMENTS AND STATEMENT OF SERVICE PERFORMANCE
4. **APPROVE** THE CHAIR OF THE BOARD, CHAIR OF THE AUDIT AND RISK COMMITTEE, CHIEF EXECUTIVE AND CHIEF FINANCIAL OFFICER SIGN THE STATEMENT OF RESPONSIBILITY AND THE LETTER OF REPRESENTATION FOR AUDIT NZ.

12. Treaty of Waitangi Workshops

- Feedback from the recent Treaty of Waitangi Workshops held by Robert Consedine is before the Board for information.
- The positive feedback is consistent from the 18 workshops held.
- The Board noted the workshops were also open to PHO staff.
- Janine Vollebregt requested staff who have completed the Treaty of Waitangi Training and have finished with the course material be asked to donate their copies of 'Healing our History' to the UCOL Library to support the nursing students.

Resolved:

THAT THE BOARD RECEIVE THE PAPER NUMBERED D930.

13. Inter District Flows (IDFs) for Renal Services

- A paper informing actual IDF costs for 08/09 and estimated IDF costs for 09/10 is before the Board for information.
- IDF costs remain an ongoing pressure.

Resolved:

THAT THE BOARD:

1. **NOTE** THE IDF COSTS FOR RENAL SERVICES IN 08/09 IS \$612K
2. **NOTE** THE ESTIMATED IDF COST OR RENAL SERVICES IN 09/10 IS \$701K
3. **NOTE** THAT THERE IS NO WASH-UPS FOR THESE SERVICES AS THEY ARE NOT CASE WEIGHTED.

14. Health Targets – First Annual Results

- A report on the first annual results of the Health Targets for 2007/08 is before the Board for information.
- Wairarapa DHB has been very successful in meeting or exceeding almost all of the health targets.
- Areas for improvement are reducing ambulatory sensitive (avoidable) hospital admissions and reducing cancer waiting times. Diabetes has been a focus over the last couple of years and is now more recognised. The DHB needs to look at simplifying and de-cluttering the payment mechanisms.
- The Communications Unit will look at the Health Targets and ways to communicate and celebrate the DHBs successes.

Resolved:

THAT THE BOARD:

1. **NOTE** THE HEALTH TARGETS – FIRST ANNUAL RESULTS REPORT 2007/08
2. **NOTE** THE OVERALL PERFORMANCE OF THE WAIRARAPA DISTRICT HEALTH BOARD IN RELATION TO NEW ZEALAND.

15. Optimising the Patient Journey – September 2008

The presentation by Carol MacDonald is deferred to the November Board Meeting.

Resolved:

THAT THE BOARD RECEIVE THE PATIENT JOURNEY UPDATE NUMBERED D933.

16. DSP Process and Timeline

This item is deferred to the November Board Meeting.

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 23 SEPTEMBER 2008 BE CONFIRMED.

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

Resolved:

THAT THE BOARD:

1. **RECEIVE** THE CONFIDENTIAL REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE – OCTOBER 2008
2. **AGREE** THAT THE PHO CONTRACT BE EXTENDED FOR A SIX MONTH PERIOD ON THE EXISTING TERMS AND CONDITIONS.

Confidential Report of the Hospital Advisory Committee – October 2008

Resolved:

THAT THE BOARD RECEIVE THE CONFIDENTIAL REPORT OF THE HOSPITAL ADVISORY COMMITTEE – OCTOBER 2008

Minutes of CEO Recruitment and Selection Process Meeting of the Board on 21 October 2008

Resolved:

THAT THE BOARD

1. **APPROVE** THE APPOINTMENT OF EQI GLOBAL AS THE CONSULTANT TO MANAGE THE RECRUITMENT OF THE WAIRARAPA DISTRICT HEALTH BOARD CEO
2. **AGREE** THAT THE BOARD'S APPOINTMENT COMMITTEE BE INVOLVED THROUGH TO THE DECISION OF A SHORT LIST AND THAT THE FULL BOARD BE INVOLVED WITH THE FINAL INTERVIEWS AND DECISION.

Meeting closed: 2.12pm

Bob Francis – Chairman

Date