

**Minutes of the Board Meeting of the Wairarapa DHB  
Held in the Board Room, WDHB, Blair Street, Masterton,  
Thursday 28 August 2008, at 9.00am in the Board Room**

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

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 Bob Francis and Liz Mellish.

**2. Conflicts of Interest**

A conflict of interest was noted for Pamela Jefferies in respect of item 4 on the confidential business agenda.

Fiona Samuel asked for the following to be added to the Register of Board Member Interests:

- Team Leader – Wharora Whanui.
- Casual Pool Wairarapa Hospital.
- Member of HPV Product Steering Group.

**3. Minutes from the Last Meeting**

**Resolved:**

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 22 JULY 2008 BE CONFIRMED AS A TRUE AND ACCURATE RECORD WITH AMENDMENT.

**4. Matters Arising**

- Certificates of title have been received from LINZ. The DHB is now awaiting formal confirmation from the National Capital Committee to retain sale proceeds from the land.
- A letter has been sent to Masterton District Council asking them to consider including the Totara Road and Blair Street alignment in their DAP for next year.
- The Staff Enhancement Programme will come back to the Board in September.
- The Board requested a quarterly report presentation on the Patient Journey.

**Resolved:**

THAT THE BOARD RECEIVE THE MATTERS ARISING SCHEDULE NUMBERED D893.

**5. Chairman's Report**

**Resolved:**

THAT THE BOARD RECEIVE THE CHAIRMAN'S REPORT NUMBERED D894.

## 6. Chief Executive's Report

The CEO spoke to his report highlighting key points.

- The Ministry have confirmed Pamela Jefferies' reappointment to the Board, written confirmation is awaited.
- The DAP is now complete. Due to delays in ministerial processes, all DHBs are still waiting for formal sign off.
- Strategic Planning – The Ministry have advised DHBs not to consult with the Community leading up to the Election. The Board noted this could affect the DHB's strategic planning process and timing.
- Regional Clinical Services Plan – The Plan has been strongly endorsed by Cabinet. The DHB is awaiting formal confirmation of the endorsement by way of a Cabinet Minute.
- The workshop held with Richard Bohmer in August was very successful. It is intended to use Richard on a regular basis and the Board requested a session be organised for them, possibly on Governance. The case studies used in the workshop will be made available to the Board.
- The Support to Live at Home programme has been evaluated with positive results.
- The Before School Checks programme process has been agreed.
- All pharmacies have now ceased applying the \$1 additional charge on prescriptions. The DHB will continue to monitor this.
- IDFs have had a significant impact on the DHB. Finding new ways to managed IDFs in the future presents some challenges. The DHB needs to ensure GPs understand the full range of services available at Wairarapa Hospital and to understand why GPs refer to services outside the Wairarapa. The DHB and Board have a responsibility to delivery the best outcomes for the community in the most cost effective way.
- Preparation for the new Palliative Care Service to start on 1<sup>st</sup> September is going to plan.
- Activity in the Hospital has been high with more winter related admissions than recent years.
- Treaty of Waitangi workshops were held in August. A summary of all feedback received from attendees will come to the Board.
- The Nursing Entry to Practice Programme has been accredited for a further three years.
- Communications – The Board requested presentation material from Committee meetings be circulated to all Board members for their information. The Masterton East Project presentation will be circulated to the Board.
- Confirmation has been received that the DHB will receive the oral health mobile units in early 2009.
- Patient Admin System – Progress is being made with South Canterbury and Nelson Marlborough wanting to be involved with the central DHBs. An update will come to the Board in September.

### **Resolved:**

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE'S REPORT NUMBERED D895.

Meeting adjourned: 10.45am

Meeting recommenced: 11.00am

## 7. Financial Report

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

- The DHB has had a positive start to the new financial year.
- Cash flow is tight caused by a double payment for IDFs in July due to a change in policy.
- Discussions with the Ministry and CHFA will take place over the next couple of weeks. The DHB will need to be proactive in its approach.
- Discussions have been held with the DHB's ANZ Account Manager. ANZ are comfortable with the DHB's position and are supportive.

### **Resolved:**

THAT THE BOARD RECEIVE THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 2008 NUMBERED D896.

## 8. Committee Reports

### **CPHAC Committee**

Janine Vollebregt spoke to the report of the August Committee meeting.

- The Masterton East Project has been presented to the Committee. The Board requested the presentation be on the September Board meeting agenda.
- There are a number of key players involved and the project gives an opportunity to pull services together.

### **Resolved:**

THAT THE BOARD

1. **RECEIVE** THE REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE FOR AUGUST 2008.
2. **APPROVE** THAT MANAGEMENT PROCEEDS TO AN OPEN PROCESS OF REQUEST FOR PROPOSALS TO PROVIDE THE RIPPLE PROGRAMME.
3. **RECOMMEND** THAT THE PROPOSAL TO ESTABLISH A NEW MORE COMPREHENSIVE SPECIALIST BARIATRIC SERVICE BE APPROVED IN PRINCIPLE.

### **HAC Committee**

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

- There has been a good start to the year.
- Sustainability of the Hospital forms part of the Hospital Services Plan for this year. The draft plan is currently out for comment and the full plan is expected at the next Committee meeting.

### **Resolved:**

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

## **DSAC**

Committee Chair, Janine Vollebregt, spoke to the report of the August Committee meeting.

- The Board noted the request from DSAC for HAC to report on progress in implementing the AT&R Action Plan and development of a Stroke Service.

### **Resolved:**

THAT THE BOARD RECEIVE THE REPORT OF THE DISABILITY SUPPORT ADVISORY COMMITTEE FOR AUGUST 2008.

## **9. FVI Audit Report**

- The Board noted that the DAP had been written prior to the commencement of the programme but that the majority of suggestions can be managed with existing resources.
- Family Violence Prevention is a priority for the Wairarapa. Progress has been made in a number of areas but has not been as targeted as the DHB would have liked.
- A quarterly report through HAC was requested by the Board, reporting on progress against the KPIs of the Family Violence Coordinator.
- Recommendations and milestones need to be set and reported against.
- The Board were reassured that processes were in place for the screening and referral of patients.

### **Resolved:**

THAT THE BOARD

1. **RECEIVE** THE FVI AUDIT REPORT.
2. **NOTE** THE KEY ISSUES RAISED IN THE REPORT.

## **10. Report to Ministry of Health for Quarter 4 2007/08 – Non-Financial Indicators**

- The report showed the DHB had achieved well although there were a small number of areas where improvement was needed.

### **Resolved:**

THAT THE BOARD RECEIVE THE REPORT TO MINISTRY OF HEALTH FOR QUARTER 4 2007/08 – NON-FINANCIAL INDICATORS.

## **11. Cultural Competency Framework**

Janice Wenn, Janeen Cross, Mike Kawana, Dr Grant Pigeon, Andrew Campbell-Stokes, Jan McLaren, Jill Stringer, Joanne Edwards and Darryl Oldfield were in attendance for this item.

Janice Wenn, Janeen Cross, Stephanie Turner and Mike Kawana presented the Cultural Competency Framework to the Board.

- The Framework was before the Board for approval to officially launch and celebrate the birth of the document.
- The Deputy Chair confirmed that provision has been set aside to support the implementation of the Framework.

- The Deputy Chair thanked those involved in the project and presentation for their willingness to share their stories and the Framework with the Board.

The Cultural Competency Framework presentation has been emailed separately to Board members.

**Resolved:**

THAT THE BOARD RECEIVE THE DOCUMENT AND WILL EITHER FORMALLY ENDORSE THE DOCUMENT OR MAKE SUGGESTED CHANGES AT THE SEPTEMBER 2008 BOARD MEETING.

Stephanie Turner and Darryl Oldfield left the meeting at 12.25pm.

**12. Dialysis Services - Wairarapa**

Dr Grant Pidgeon, Renal Physician, Capital and Coast DHB and Andrew Campbell-Stokes, Project Leader, Central Regional Technical Advisor Services presented to the Board.

- Dr Grant Pidgeon is the Chair of the Central Region Renal Network which was set up last year. He and Andrew Campbell-Stokes discussed information regarding Dialysis Services and Patient Groups with the Board.
- Joy Cooper was asked to provide the Board with IDF costs for Renal Services.

The presentation on Dialysis Services has been emailed separately to Board members.

**Resolved:**

THAT THE BOARD RECEIVE THE PRESENTATION ON DIALYSIS SERVICES.

Meeting adjourned: 1.05pm

Yvette Grace, Janice Wenn, Janeen Cross, Mike Kawana, Dr Grant Pigeon, Andrew Campbell-Stokes, Jan McLaren, Jill Stringer and Joanne Edwards left the meeting.

Meeting recommenced: 1.45pm

**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 Deputy Chair 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 22 JULY 2008 BE CONFIRMED WITH AMENDMENT.

### **Confidential Report of the Community and Public Health Advisory Committee – August 2008**

#### **Resolved:**

THAT THE BOARD:

- (1) **RECEIVE** THE CONFIDENTIAL REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE – AUGUST 2008.
- (2) **APPROVE** THE FOLLOWING FUNDING ARRANGEMENTS:
  - a. RENEWAL OF CONTRACT WITH RED CROSS TRANSPORT FOR A FURTHER TWO YEARS TO A TOTAL VALUE OF \$25,220.
  - b. RENEWAL OF CONTRACT WITH RIDE SHOP LTD FOR A TERM OF THREE YEARS, UP TO A TOTAL VALUE OF \$330,000.
- (3) **APPROVE** THE PROPOSAL TO CONTRACT WITH HEARING CARE MANAWATU LTD FOR AUDIOLOGY SERVICES, FOR A TERM OF TWO YEARS (FROM 01 JULY 2008 TO 30 JUNE 2010) FOR A TOTAL AMOUNT OF \$240,000 (\$120,000 PER ANNUM).
- (4) **AGREE** THAT WCPHO BE CONTRACTED AS LEAD PROVIDER FOR THE IMPLEMENTATION OF B4 SCHOOL CHECKS AND CO-ORDINATION OF COMMUNITY HEALTH SERVICES FOR ALL CHILDREN FROM BIRTH TO FIVE YEARS.
- (5) **AGREE** THAT UP TO AN ADDITIONAL \$57,600 PER ANNUM BE ALLOCATED FOR THE COORDINATION OF COMMUNITY CHILD HEALTH SERVICES, AND THAT WCPHO BE REQUIRED TO SUBCONTRACT PLUNKET AND WHAIORA WHANUI FOR COLLABORATIVE DELIVERY OF THE B4 SCHOOL CHECK.

### **Campus Facility Update**

#### **Resolved:**

THAT THE BOARD

**RECEIVE** THE CAMPUS FACILITY UPDATE NUMBERED D903.

### **Draft Annual Report**

#### **Resolved:**

THAT THE BOARD RECEIVE THE 2007/08 ANNUAL FINANCIAL STATEMENTS AND STATEMENT OF SERVICE PERFORMANCE.

### **Palliative Care Update**

#### **Resolved:**

THAT THE BOARD:

- (1) **NOTE** MAORI HAVE PROPOSED THAT THE NEW PALLIATIVE CARE SERVICE BE NAMED KAHUKURA.
- (2) **AGREE IN PRINCIPAL** THE SERVICE BE NAMED AND IDENTIFIED AS KAHUKURA – WAIRARAPA PALLIATIVE CARE SERVICE AND **NOTE** THE NAME BE PUT FORWARD FOR ENDORSEMENT AT THE TE IWI KAINGA COMBINED BOARD MEETING ON 9<sup>TH</sup> SEPTEMBER.

- (3) **NOTE** THAT PROGRESS AND PERFORMANCE OF THE PALLIATIVE CARE SERVICE COMPONENTS DELIVERED BY THE DHB PROVIDER ARM WILL BE REPORTED TO THE HOSPITAL ADVISORY COMMITTEE.
- (4) **NOTE** THAT A PALLIATIVE CARE SERVICE OVERSIGHT GROUP HAS BEEN ESTABLISHED TO OVERSEE AND MONITOR PERFORMANCE OF THE SERVICE AS A WHOLE, AND THAT THIS GROUP WILL REPORT TO THE DHB THROUGH THE DIRECTOR PLANNING AND FUNDING.
- (5) **NOTE** THAT PERFORMANCE AND PROGRESS OF THE SERVICES OVERALL WILL BE REPORTED TO THE BOARD THROUGH THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE.
- (6) **NOTE** THE OPERATIONAL AND ESTABLISHMENT COSTS THAT HAVE BEEN BUDGETED.

#### **Laboratory Services Contract Quality Payment**

**Resolved:**

THAT THE BOARD

**APPROVE** THE PAYMENT OF \$28,417.50 TO MEDLAB CENTRAL LTD BEING 90% OF THE MAXIMUM QUALITY PAYMENT FOR THE PERIOD 1 MARCH 2007 TO 29 FEBRUARY 2008.

Fiona Samuel and Liz Falkner left the meeting.

#### **Employment Relations Update**

**Resolved:**

THAT THE BOARD RECEIVE THE CEO VERBAL UPDATE

#### **13. General Business**

- The Board asked that the number of people who use Taku Wāhi be reported through HAC.
- It was noted the service is for everyone but this was not necessarily the perception in the community. The Board suggested there be some form of communication around who the service is available to.

David Meates, Eric Sinclair, Joy Cooper and Tracy O'Neale left the meeting.

- The Board agreed that the CEO performance payment for 2007/2008 be paid as per the Chair's performance review.

Meeting closed: 3.55pm

---

Janine Vollebregt – Deputy Chair

---

Date