

**Minutes of the Board Meeting of the Wairarapa DHB
Held in the Board Room, WDHB, Blair Street, Masterton,
Thursday 27 November 2008, at 9.00am in the Board Room**

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

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)

Public Forum

Elizabeth Fisher attended for the Public Forum section of the meeting.

Mrs Fisher is concerned about the environment around the Mental Health Unit in the old hospital. She feels the drab surroundings and un-kept gardens do nothing to raise the spirits of those people who use the facility.

The Board noted Mrs Fisher's concerns and will ask DHB management and staff to look into the concerns raised.

Mrs Fisher left the meeting at 9.05am.

1. Apologies

Apologies were noted for Pamela Jefferies and Liz Mellish.

2. Conflicts of Interest

There were no conflicts of interest recorded in relation to the agenda. Janine Vollebregt advised the Board she is involved in the Nurse Mentor Programme.

3. Minutes from the Last Meeting

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 30 OCTOBER 2008 BE CONFIRMED AS A TRUE AND ACCURATE RECORD WITH MINOR AMENDMENT.

4. Matters Arising

- The DHB has been asked to be involved in a Health Career Promotion Campaign called the Incubator Programme. The Incubator programme attaches clinical staff to schools to enable teenagers to learn about a career in health. The annual cost of the programme will be \$75k and it is thought one of the Trusts in the Wairarapa could be approached to provide support.
- The DHB has been asked to identify one secondary school where an initial approach will be made.
- A presentation will be arranged for the Board in December.

Resolved:

THAT THE BOARD

1. **RECEIVE** THE MATTERS ARISING SCHEDULE NUMBERED D940
2. **AGREE** TO PROCEED WITH THE INCUBATOR PROGRAMME.

5. Chairman's Report

The Chairman spoke to his report.

- The Chairman and the CEO will attend the Chairs' Board of Governance meeting scheduled for 8 December. The Minister of Health has been invited to the meeting to speak regarding the direction of the new government.
- Members of the Board have attended the recent community hospice public meetings. The Board restated their commitment to the DHB's new palliative care plan.
- Service clubs, district councils and organisations were invited to a recent community reference group meeting for the new palliative care service. The meeting was very positive and well represented.
- A report on the performance of the palliative care service is due in March 2009.

Liz Falker joined the meeting at 9.25am.

Resolved:

THAT THE BOARD RECEIVE THE CHAIRMAN'S REPORT NUMBERED D941.

6. Chief Executive's Report

The CEO spoke to his report highlighting key points.

- It has been a challenging first quarter with significantly high clinical activity.
- Simon Everitt will be appointed Acting General Manager Planning and Funding.
- A report detailing the Ministry's assessment of the DHB's 2007-2008 fourth quarter and annual performance was circulated to the Board. It is noted Wairarapa had received five outstanding performance ratings and eight other indicators were rated as achieved. This is an excellent result for the Wairarapa.
- A meeting of the Board and PHO Board will take place on 2 December.
- The Child Health Strategy is well underway.
- The RCSP has been presented to the Clinical Society, Primary and Secondary Care Clinicians. The DHB will take direction from Te Iwi Kainga and the Maori Health Committee on the consultation process for the RCSP with the Maori community.
- Rehab will merge with the Medsurg Ward over the Christmas and New Year period.
- The new Model of Care will commence in the Medsurg Ward on 26 January 2009.
- A second Paediatrician and third Obstetrician and Gynaecologist have been confirmed.
- Maternity services are under pressure with three midwife vacancies. Three new midwives have been confirmed to start in the New Year.

- A recent OIA response states Wairarapa Hospital performed 74 abortions in the months January to June 2008. The Board noted Wairarapa DHB also performs this service for other regions. The Board requested further information.

Resolved:

THAT THE BOARD RECEIVE THE CHIEF EXECUTIVE'S REPORT NUMBERED D942.

The meeting adjourned at 10.45am.

Perry Cameron left the meeting at 10.30am.

The meeting recommenced at 11.05am.

7. Financial Report

Eric Sinclair, CFO, spoke to the Financial Report to 31 October 2008.

- The DHB has a provisional net deficit of \$623k which is \$380k unfavourable against the budgeted October result.
- Cash balance is tight. Details of cashflow for the rest of the year will come to the Board in December.
- Decreased petrol prices are not having a flow on effect as the value of the dollar has decreased.
- The DHB has fixed interest rates, as do the DHBs suppliers, so no benefit will be seen from interest rate decreases.

Resolved:

THAT THE BOARD RECEIVE THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 2008 NUMBERED D943.

8. Committee Reports

DSAC Committee

Committee Chair, Janine Vollebregt, spoke to the report of the November Committee Meeting.

- Acute Hospital admissions from residential care are declining, 271 in 2008 compared with 440 in 2005.
- Anne Savage is no longer on the DSAC Committee and a new representative will need to be appointed. All providers will be written to seeking nominations and Janine Vollebregt will bring a recommendation to the February Board Meeting.

Resolved:

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

CPHAC Committee

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

- The DHB are on track to deliver on the HPV immunisation programme.
- The result of the DHB's application for funding for a chemotherapy service in Wairarapa Hospital will be known in December.

Resolved:

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

HAC Committee

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

- 46 responses have been received for the seven Health Care Assistant positions.
- The palliative care single point of entry process has been simplified. Forms were causing confusion, this has now been rectified.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE HOSPITAL ADVISORY COMMITTEE NOVEMBER 2008.

Te Iwi Kainga

Yvette Grace spoke to the report of Te Iwi Kainga meeting held on 11 November 2008.

- Meeting dates for 2009 will be set and communicated.
- Iwi noted the uptake for the HPV immunisation in Maori is higher than the rest of the country; members agreed it is important to find out why Wairarapa is so successful and whether the formula can be applied to other programmes.
- The Ministry have invited proposals to support Maori students to complete a degree in Dental Therapy. The Board suggested the Manager of Oral Health Services communicate with the Ministry and the University of Otago to ensure there are enough spaces.
- Future Te Iwi Kainga minutes will come to the Board.
- The Board requested resolution 4. from Te Iwi Kainga meeting be changed to NOTE TE HAUORA RUNUNGA O WAIRARAPA AND WAIRARAPA COMMUNITY PHO IN PARTNERSHIP WITH TUMAI MO TE IWI PHO ADVANCING THEIR PROPOSAL TO UNDERTAKE RESEARCH IN THE PAPER, AND TO SEEK FUNDING FOR THE PROJECT.

Resolved:

THAT THE BOARD RECEIVE THE REPORT OF THE TE IWI KAINGA FOR NOVEMBER 2008.

9. Rural Medical Immersion Programme

Pat Farry, Otago University, attended for this item.

- Pat Farry presented the Rural Medical Immersion Programme to the Board and gave the Board an opportunity to ask questions. He also shared the results from last year's pilot programme.
- The programme will start on 9 February. 20 students will spend the first two weeks of the programme at one of the six teaching centres. Four students will be placed in the Wairarapa, rotating around the Hospital and in general practice.
- The Board expressed their delight in being involved in the programme and recognised the DHB's obligation to the training of the students and the significance of the programme.

The meeting adjourned at 12.40pm.

David Meates left the meeting at 12.50pm.

The meeting recommenced at 1.05pm

10. Optimising the Patient Journey

Carol MacDonald attending for this item.

- Carol MacDonald presented to the Board Optimising the Patient Journey – One Year On.
- Carol recapped the original goals and strategic target of the project and informed the Board of the progress made.
- The Board were invited to visit the Emergency Department to see some of the improvements that have been implemented. A visit can be arranged in the New Year.

11. Cultural Competency Framework – Where to from here

Stephanie Turner, Director Maori Health, spoke to the report.

- The report provided an update on the Cultural Competency Framework.
- The Board noted the Framework is a working draft and this session provided them with an opportunity to comment and make changes.
- The Framework has gone back to Iwi, the Maori Health Committee and Te Iwi Kainga and can now be printed and officially launched as Te Arawhata Totika in February 2009.
- The appointment process for a Co-ordinator is complete and a person has been identified for the role. Once appointed the Co-ordinator will be required to implement the framework within the Wairarapa DHB.
- The Framework will be given a strong focus over the next two years. Turning the framework into reality and setting up systems to measure improvements is a very exciting opportunity for the DHB to lead in cultural responsiveness to Maori.

Resolved:

THAT THE BOARD

1. **NOTE** THE CULTURAL COMPETENCY FRAMEWORK WORKING DRAFT HAS BEEN SHARED AND COMMENTS INVITED
2. **RECEIVE** THIS REPORT.

12. District Strategic Plan (DSP)

- A report seeking the Board's approval of the timeline proposed for review and development of the new strategic plan is before the Board.
- The Ministry advised DHBs should work more regionally and the RSCP should underpin the DSP.
- After advice from the Ministry consultation on the DSP was postponed until after the election. DHBs were asked to reconsider their proposed timing and processes for DSP development.

Resolved:

THAT THE BOARD

1. **AGREE** TO ADVISE THE MINISTRY OF HEALTH THAT WAIRARAPA DHB WILL SUBMIT A NEW DRAFT DISTRICT STRATEGIC PLAN (DSP) BY 31 OCTOBER 2009
2. **AGREE** THAT IN PREPARING ITS NEW DSP, WAIRARAPA DHB WILL WORK COLLABORATIVELY WITH OTHER DHBS IN THE CENTRAL REGION TO ENSURE IT

REFLECTS A COMMON APPROACH TO INCLUSION AND FURTHER PROGRESSION OF THE REGIONAL CLINICAL SERVICES PLAN

3. **AGREE** THAT LOCAL COMMUNITY ENGAGEMENT AND DISCUSSION ON THE REGIONAL CLINICAL SERVICES PLAN AND POSSIBLE PRIORITIES FOR THE DSP WILL COMMENCE IN FEBRUARY 2009
4. **NOTE** THAT A REPORT PROPOSING THE DETAILED TIMELINE AND PROCESS WILL COME TO THE BOARD FOR APPROVAL IN DECEMBER.

David Meates rejoined the meeting at 1.30pm.

13. Inter District Flows (IDFs) as at 30 September 2008

A report informing IDF activity and associated costs for the 08/09 financial year as at 30 September 2008 is before the Board.

- The DHB has seen a major shift in IDFs over a one month period.
- The Board noted there is only one wash up in a year.
- IDFs continue to be a challenge for the DHB.

Resolved:

THAT THE BOARD:

1. **NOTE** THE IDF POSITION AS AT 30 SEPTEMBER 2008 IS \$417K WORSE THAN BUDGET
2. **NOTE** THAT THE IDF POSITION HAS DETERIORATED BY (\$538K) BETWEEN THE END OF AUGUST AND THE END OF SEPTEMBER AND IS MAINLY DUE TO THE INCLUSION OF PREVIOUSLY UNCODED CASES DONE AT CAPITAL AND COAST DHB
3. **NOTE** THAT THERE IS ONLY ONE WASH-UP AT YEAR END FOR IDFS AND AS SUCH THIS ADVERSE YTD VARIANCE HAS NO IMMEDIATE CASHFLOW IMPLICATIONS.

14. 21 District Health Boards Quarterly Update for Boards – October 2008

The quarterly update for Boards to October 2008 is before the Board.

- The language and presentation of the updates has changed dramatically.
- The Board are impressed with the new look.

Resolved:

THAT THE BOARD RECEIVE THIS REPORT.

15. Additional Business

This being the last Board Meeting attended by David Meates, CEO, the Chairman and each member of the Board expressed their thanks, gratitude, congratulations and well wishes to David and his family.

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 30 OCTOBER 2008 BE CONFIRMED.

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

Resolved:

THAT THE BOARD:

1. **ENDORSE** DHBS' COMMITMENT TO INVEST THIS WINDFALL GAIN IN THE AGED RESIDENTIAL CARE SECTOR
2. **AGREE** THAT RAISING THE PRICE INCREASE PAID FOR AGE RELATED RESIDENTIAL CARE IN 2008/09 FROM 2.8% TO 3.3% SHOULD BE THE FIRST PRIORITY FOR USE OF THIS FUNDING
3. **AGREE** THAT ALLOCATION OF THE REMAINING \$4M (AFTER ALLOWING FOR THE GENERAL PRICE INCREASE TO 3.3%) WILL BE DISCUSSED FURTHER WITH THE BOARD.

Facilities Overview

Resolved:

THAT THE BOARD NOTE THE PAPER AND NOTE THAT FURTHER DISCUSSIONS WILL TAKE PLACE AT THE DECEMBER BOARD MEETING.

DHB Performance Update

Resolved:

THAT THE BOARD RECEIVE THE CEO'S REPORT ON DHB PERFORMANCE AND NOTE THERE WILL BE A REPORT TO THE AUDIT AND RISK COMMITTEE WHICH WILL THEN COME TO THE BOARD.

CEO Remuneration and Arrangements

Resolved:

THAT THE BOARD

1. **AUTHORISE** THE CFO TO PAY 100% OF THE 10% 'AT RISK' COMPONENT OF THE CEO'S REMUNERATION PACKAGE PRO RATA TO THE 12 DECEMBER 2008 PRIOR TO THE CEO'S DEPARTURE
2. **SUPPORT** THE RECOMMENDED SALARY RANGE FOR THE ACTING CHIEF EXECUTIVE.

Meeting closed: 3.00pm

Bob Francis – Chairman

Date