

**Minutes of the Board Meeting of the Wairarapa District Health Board
Held in the Boardroom, WDHB, Blair Street, Masterton,
Tuesday 30 June 2009, at 9.00am**

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

In attendance: Tracey Adamson (Chief Executive), Joy Cooper (Deputy Chief Executive) (lateness), Eric Sinclair (Chief Financial Officer), Stephanie Turner (Director Maori Health), Simon Everitt (Acting Director Planning and Funding), Alan Shirley (Chief Medical Officer), Tracy O'Neale (Board Secretary).

Public Forum

Phillipa and Adam Tucker attended the Public Forum section of the meeting. Mrs Tucker had prepared a statement which she read to the Board regarding the importance of breastfeeding mothers having access to home-visit lactation consultancy services in Wairarapa.

Tracey Adamson, CEO, responded in brief that a number of conversations had taken place over recent weeks and the service currently provided is being reviewed. The CEO undertook to respond formally to Mrs Tucker once the review is complete.

1. Apologies

Apologies were received from Trish Taylor and Janine Vollebregt and apologies for lateness were received from Joy Cooper.

Bob Francis, Chair, congratulated Yvette Grace on her appointment as Manager of the Wairarapa Community Primary Health Organisation (WCPHO). The CEO read out Ms Grace's letter of resignation to the Board which was accepted with regret and good wishes. The July Board meeting will be Ms Grace's last meeting.

2. Conflicts of Interest

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

3. Minutes from the last meeting of the Board

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 26 MAY 2009 BE CONFIRMED AS A TRUE AND ACCURATE RECORD.

4. Matters Arising

Performance Management Framework will be an agenda item at the next Board meeting; it will also be added to the Matters Arising schedule.

Resolved:

THAT THE BOARD RECEIVES THE MATTERS ARISING SCHEDULE NUMBERED D1035.

5. Chairman's Report

The Chairman gave a verbal report to the Board.

- The CEO and Chair had a positive meeting with the Minister of Health following the May Board meeting. The DHB's deficit, facility developments, the Good to Great Programme and the Senior Leadership Team proposed restructure were items of discussion.
- All District Annual Plans (DAPs) have been rejected by the Minister. A number of DHBs now have to revise their budgets and reduce deficits. The CFO advised that Wairarapa DHB's DAP has been sent to the Minister for approval.
- The Chair has advised David Pannett, Governance Section, Ministry of Health (MOH), of Yvette Grace's resignation from the Wairarapa District Health Board.

Resolved:

THAT THE BOARD NOTES THE CHAIRMAN'S VERBAL REPORT.

6. Chief Executive's Report

The CEO, Tracey Adamson, spoke to her report highlighting key points.

- Acute caseweights are on target and elective castweights are ahead of target.
- The MOH have indicated that any over delivery in electives in 2008/09 will be considered for additional funding.

Liz Falkner left the meeting 9.35am.

- The financial result has improved since April 2009. This signals that we are starting to see the results of cost saving initiatives such as the Wairarapa Clinical Services Action Plan (WCSAP), clinical supplies and locum use.
- The WCSAP is progressing well. At a recent Steering Group meeting a prioritisation process and tool for ranking the value of different types of services was discussed. A sub group of the group will be formed to complete the tool.
- The workforce and service projects are all on track with the status of the projects being reported fortnightly to the SLT. A team has been established for the review of Peri-operative services.
- ACC claiming has increased. Julie Ball from Hawkes Bay DHB will be visiting in July 2009 to look at processes.
- The contract with Presbyterian Support Services for additional dementia care beds has been signed. The beds will be available from 1 July 2009.
- The SLT recently considered a proposal for an oncology nurse and have agreed to fund a community nurse with an interest in oncology. It is anticipated the position will be in place by 1 September 2009.
- The response to the flu pandemic has changed to management rather than containment. The community based assessment centre has not been activated. Wairarapa has a very low reported incidence compared to neighbouring DHBs. The SLT and other parties are meeting weekly. John Channon, Incident Controller, is working with all community groups and will be asked to provide the Board with an update on what is happening in the community and what support is being provided.
- Some lines of communication around the pandemic could have been better. A quality review process will take place with stakeholders and the Regional Public Health Team.

- A meeting has been held with the management teams of Capital Coast and Wairarapa DHBs regarding Inter-district Flows (IDFs), opportunities in ambulatory care were discussed. The IDF result for April 2009 was \$1.3m adverse.
- Certification will take place on 1 to 3 July 2009.
- A clinical documentation audit is taking place organisation wide against HDC standards; areas for improvement have been identified.
- The mobile oral health units will be delivered in September/October 2009. The DHB is moving ahead with the enabling works but there are issues with the power connections in some schools. It is hoped the MOH will provide funding for upgrading the connections but the DHB may need to fund the work at outset.

Resolved:

THAT THE BOARD RECEIVES THE CHIEF EXECUTIVE'S REPORT NUMBERED D1036.

Agenda

The order of the agenda will be changed to address item 12, Correspondence -Health Minister's speech notes for PHO Alliance meeting in Wellington, Friday 5 June 2009, next on the agenda.

12. Correspondence

Health Minister's speech notes for PHO Alliance meeting in Wellington, Friday 5 June 2009

The Board discussed the Minister's comments regarding the devolution of services from secondary to primary care, DHB and PHO governance, concerns regarding Maori Health and the possibility of growing disparities.

The Board felt it important to ensure that when devolving services to primary care, primary care has the capacity to carry out the services. Improved collaboration between practices is important.

Resolved:

THAT THE BOARD NOTES THE HEALTH MINISTER'S SPEECH NOTES FOR PHO ALLIANCE MEETING, FRIDAY 5 JUNE 2009.

7. Financial Report

Eric Sinclair, CFO, spoke to the Financial Report to 31 May 2009.

- The financial result for May 2009 was a deficit of (\$41k). The result is pleasing and reflects the cost management strategies that have been put in place over recent months.
- The cash position is slightly adverse and reflects the payment made to C I Munro for manufacture of the oral health mobile unit.
- The DHB will receive a \$1m deficit support equity injection from the Ministry of Health for the 2009/10 year which will be phased into the budget in November 2009.
- The Board noted that the commentary of the report is repeated each month which made it difficult to identify if there are any changes, the Board asked that the commentary be relevant to the month.

Resolved:

THAT THE BOARD RECEIVES THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 2009 NUMBERED D1037.

The meeting adjourned at 10.30am
Alan Shirley left the meeting at 10.30am.
The meeting reconvened at 10.50am.

8. Committee Reports

CPHAC Committee

Perry Cameron, spoke to the minutes of the June Committee meeting.

- The Board noted there is no after hours emergency service for pharmaceuticals in South Wairarapa.
- The DHB is achieving the National Target for Breastfeeding for the total population but not for the Maori and Pacific population. The Board felt the service needs to provide targeted advice to high need individuals. Liz Mellish suggested the DHB align itself with midwife courses ran at Massey University similar to the Nursing Model of Care programme ran with UCOL in the past.
- Stephanie Turner, Director Maori Health, advised that the Central Region Maori General Managers have developed a regional workforce priorities programme. The development of Maori midwives will be a priority for next year. The Board suggested a programme should be implemented in the Wairarapa to establish pathways and structures and to determine what the local needs are.
- The Board requested clarification on referrals to Podiatry Services. Simon Everitt clarified that high risk patients are being seen quickly, there is a waiting list of up to six months for low risk patients. Planning and Funding are in touch with the provider on a regular basis.

Resolved:

THAT THE BOARD RECEIVES THE MINUTES OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE MEETING – JUNE 2009.

HAC Committee

The Committee Chair, Pamela Jefferies, spoke to the report of the June Committee Meeting.

- A Paediatric Rheumatology clinic will be delivered from July 2009.
- Hospital occupancy has declined since February 2009, analysis will be undertaken to determine the reason for this.
- Theatre utilisation was 91% for the month of May 2009.

Joy Cooper joined the meeting at 11.15am.

Resolved:

THAT THE BOARD RECEIVES THE REPORT FROM THE HOSPITAL ADVISORY COMMITTEE MEETING - JUNE 2009.

Te Iwi Kainga

Yvette Grace provided a verbal update from the meeting held on 25 June 2009.

- Bob Francis attended the meeting to inform Iwi of the process to be taken for a new Maori Board member.

- Fluvax was discussed. The Committee noted that many people choose not to be vaccinated. This is not identified in the data as there is nowhere to record the patient has declined to have the vaccination.
- The WCSAP was discussed.
- The Committee discussed presenting whangai (adoption) as an option for Maori woman instead of termination. Whangai is a valid form of Whanau Ora and Iwi requested increasing knowledge of whangai be included in the Maori Health Plan.
- Iwi requested they present on Whanua Ora at the next combined Board and Te Iwi Kainga meeting.

Resolved:

THAT THE BOARD NOTES THE VERBAL REPORT FROM THE TE IWI KAINGA MEETING HELD ON 25 JUNE 2009.

9. Terms of Reference for the Funding Management Committee

The purpose of the Funding Management Committee is to ensure that funding decisions are supported by robust analysis, subject to careful review, linked to strategies and are consistent with Wairarapa DHB's strategic plan and prioritisation policy. The process needs to be formalised and the membership of the Committee strengthened.

The Board noted it is an internal process and will provide the CEO and management with confidence that a robust process is being followed.

Resolved:

THAT THE BOARD

1. **RECEIVES** THE FUNDING MANAGEMENT COMMITTEE REVISED TERMS OF REFERENCE
2. **APPROVES** THE REVISED FUNDING MANAGEMENT COMMITTEE TERMS OF REFERENCE
3. **NOTES** THE FUNDING MANAGEMENT DECISION TEMPLATE.

10. A Snap Shot of the Incidence and Impact of Cancer across Wairarapa Patients at April 2009

In April 2009, the Board requested management complete a snap shot of cancer services in Wairarapa.

The DHB provides a comprehensive service in Wairarapa and out of the region. These services were looked at over a one month period.

The DHB is meeting national targets for screening but needs to target services for the Maori and Pacific population.

The Board noted that 55% of cancers occurred in people over the age of 65. Concern was expressed about the high rates of melanoma.

The report will be provided to the Cancer Society and discussed at the Regional Cancer meeting.

Resolved:

THAT THE BOARD

1. **RECEIVES** A SNAP SHOT OF THE INCIDENCE AND IMPACT OF CANCER ACROSS WAIRARAPA PATIENTS AT APRIL 2009

2. **NOTES** THE EXTENSIVE RANGE OF CANCER SERVICES PROVIDED TO WAIRARAPA PATIENTS ACROSS A CONTINUUM OF CARE
3. **NOTES** THAT THE DHB WILL CONTINUE TO IMPLEMENT ACTIONS FROM THE WAIRARAPA CANCER CONTROL ACTION PLAN 2007 TO REDUCE THE INCREASE IN THE INCIDENCE AND IMPACT OF CANCER AND IMPROVE HEALTH OUTCOMES FOR PATIENTS WITH CANCER.

11. Summary Report on the Care of a Patient with a Severe Disability Prepared for Hutt Valley District Health Board

A letter from the Chief Operating Officer, Hutt Valley DHB, and summary report of an external review commissioned following the death of a patient in their care, is before the Board for information.

The summary report will be discussed in more detail at the Disability Support Advisory Committee in August 2009.

Resolved:

THAT THE BOARD RECEIVES THE SUMMARY REPORT ON THE CARE OF A PATIENT WITH A SEVERE DISABILITY PREPARED FOR HUTT VALLEY DISTRICT HEALTH BOARD.

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.

Open meeting closed: 11.25am

Bob Francis – Chairman

Date