

**Minutes of the Board Meeting of the Wairarapa District Health Board
Held in the Board Room, WDHB, Blair Street, Masterton,
Tuesday 26 May 2009, at 9.00am**

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

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

1. Apologies

An apology was received from Joy Cooper (Deputy Chief Executive) and an apology for lateness was received from Simon Everitt (Acting Director Planning and Funding).

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 30 APRIL 2009 BE CONFIRMED AS A TRUE AND ACCURATE RECORD.

4. Matters Arising

- Hospital Benchmarking Information – The wrong denominator was used for staff turnover rates in the quarter October to December 2008, this will be rectified in the next quarter.
- The CFO has received a letter from Hamish Pringle, Masterton District Council, confirming the Te Ore Ore/Blair Street road alignment is on the Council's 2009/10 subsidised minor capital works programme. A copy of the DHB's letter concerning the road alignment will be put forward as a submission to the Long Term Community Council Plan (LTCCP).

Resolved:

THAT THE BOARD RECEIVES THE MATTERS ARISING SCHEDULE NUMBERED D1014.

5. Chairman's Report

The Chairman spoke to his report highlighting the key points.

- DHBNZ has made progress on their 2009/10 Annual Plan and 2009/14 Strategic Plan.
- The Chairman and Chief Executive attended the Central Region Chairs' and CEOs' meeting receiving an update on the Regional Clinical Service Plan (RCSP).
- The Central Region combined Boards meeting will be deferred to November 2009.
- The Vulnerable Services review and the first phase of the RCSP project will be largely complete by October 2009.
- The road map for change, shared back office functions and community health centres were also discussed at the Central Region meeting.

Resolved:

THAT THE BOARD RECEIVES THE CHAIRMAN'S REPORT NUMBERED D1015.

6. Chief Executive's Report

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

- The financial result for April 2009 was disappointing with non productive personnel costs and allowances having an impact.
- The Good to Great programme is a key focus at the moment. The Wairarapa Clinical Services Action Plan (WCSAP) Steering Group has had two meetings, both extremely well attended. The Group is energised by the project and keen to be involved.
- Recruitment for non clinical administration positions is on hold until further notice.
- There is a lot of evidence that the DHB is not capturing all of its ACC revenue, a small team has been set up to look at processes.
- A comprehensive communications programme has been developed around the Good to Great Programme. 130 staff attended presentations given by the Chief Executive. The feedback from the presentations has been very positive. Steering and reference groups have been established for the workforce and service efficiency projects with staff and union involvement.
- Agreement in principle has been reached with Presbyterian Support Central (PSC) for the DHB to underwrite nine out of 12 dementia care beds. There are currently 12 patients receiving care outside the district. PSC estimate it will take eight weeks to make minor improvements to the facility prior to opening. The Board resolved to approve the underwriting of the nine beds and delegated authority to the Chief Executive and Management to complete the negotiations and for the Chief Executive to proceed with the signing of the contract.
- The Board commended the Family Violence Intervention Team for the work they have put into achieving a provisional score of 82% in an external audit.
- IDFs for March 2009 were disappointing. A meeting has been organised with Ken Whelan and his team, Capital and Coast DHB (CCDHB), and Wairarapa DHB to discuss the management of IDFs.
- The end of year IDF wash up will not be known until late September 2009. CCDHB will be asked for a more accurate forecast of what the end of year wash up will be.
- Electives are green but there are some challenges in orthopaedics. MidCentral DHB have approached Wairarapa DHB to carry out six hip procedures in June and Hutt Valley DHB has asked Wairarapa DHB to do six months of non-cancer general surgery.
- The Cultural Competency Framework will be trialled in Maternity and Paediatric Services. The Board will receive a short presentation on Cultural Competency in August 2009.
- The Certification audit is scheduled for 1 to 3 July 2009.
- 51% of staff received a flu vaccination this year, up from 38% in 2008. A follow up campaign for Maori over 65 will take place over the next couple of weeks.
- The SMO and RMO Commissions are due to report in the next six weeks; a range of issues have been identified through the commission process.
- The deadline for the District Strategic Plan (DSP) is October 2009. The consultation process for DSP will be held in conjunction with the WCSAP consultation process.

- The Afterhours Plan will be circulated to the Board.

Resolved:

THAT THE BOARD:

1. **RECEIVES** THE CHIEF EXECUTIVE'S REPORT NUMBERED D1016
2. **APPROVES** THE UNDERWRITING OF NINE DEMENTIA CARE BEDS AT KANDAHAR COURT
3. **DELEGATES** AUTHORITY TO THE CHIEF EXECUTIVE AND MANAGEMENT TO COMPLETE THE NEGOTIATIONS WITH PRESBYTERIAN SUPPORT CENTRAL AND FOR THE CHIEF EXECUTIVE TO PROCEED WITH THE SIGNING OF THE CONTRACT.

7. Financial Report

Eric Sinclair, CFO, spoke to the Financial Report to 30 April 2009.

- The financial result for April 2009 was disappointing. The expected reduction in clinical supplies and annual leave did not materialise. Work and training has been carried out around accrual calculations within the Human Resource Information System (HRIS).
- Clinical supply costs are expected to reduce with the implementation of an electronic requisitioning system. The system will be linked to delegations.
- A spike in electricity costs was experienced due to the colder weather and a compressor failure occurred on the heat pump. The final report on the compressor failure has been received and the DHB is currently awaiting legal opinion.
- Cashflow remains tight. The proceeds from the sale of the old Masteron Hospital have been included in the investing cashflow section of the financial report. A meeting with the Crown Health Financing Agency to discuss the sale will be scheduled for July 2009.

Resolved:

THAT THE BOARD RECEIVES THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 2009 NUMBERED D1017.

Simon Everitt joined with meeting at 10.05am.

8. Committee Reports

DSAC Committee

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

- FOCUS single point of entry referrals have increased nearly five-fold since September 2008. 19% of referrals do not have ethnicity recorded.
- 37% of people who meet the criteria for residential care are currently being supported in their homes.
- The Committee discussed the complaints process and the risk of older people not being able to complain anonymously.

Resolved:

THAT THE BOARD RECEIVES THE REPORT OF THE DISABILITY SUPPORT ADVISORY COMMITTEE MEETING – MAY 2009.

CPHAC Committee

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

- The Committee will receive a report on suicide prevention health needs assessment in July 2009.
- Dr Stephen Palmer joined the Committee meeting to give presentations on Guillain-Barre Syndrome and Swine Flu.
- Central Region Technical Advisory Services (TAS) conducted an audit on the Wairarapa Community Primary Health Organisation's (WCPHO) performance for the six months to 31 December 2008. The WCPHO had performed well however progress against three of the indicators had not been achieved. A targeted approach to achieve these indicators will be discussed with WCPHO.
- Simon Everitt was asked to check the measurement time for the flu vaccination indicator.
- A strategic initiative around an education programme for parents of teens that may be contemplating self harm was discussed at the Committee meeting. Scheduled classes and events with schools are being arranged by the Rotary Club.

Resolved:

THAT THE BOARD RECEIVES THE REPORT OF THE COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE MEETING – MAY 2009.

HAC Committee

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

- The Ministry is rolling out a newborn hearing screening programme. Newborns requiring follow-up will be referred to Wellington.
- The high level of readmissions to Wairarapa Hospital is being looked into. Anecdotally it is understood that the figures include patients being readmitted when returning from another DHB prior to going home. This will be confirmed following detailed investigation.

Resolved:

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

Te Iwi Kainga

Stephanie Turner provided a verbal update from the meeting held on 21 May 2009.

- The combined Board and Te Iwi Kainga meeting scheduled for 21 May was cancelled. The planned August meeting will be brought forward to July 2009.
- The Committee received a presentation on the Good to Great Programme, an update on the WCSAP and workstreams and discussed its link with the RCSP.
- A discussion also took place on how to ensure Iwi and Community engagement with the RCSP.
- The Committee raised concerns about Whanau attending appointments in Wellington and the lack of communication when appointments are cancelled. Their concerns will be picked up as part of the Transport Review and raised at the meeting with Capital and Coast DHB.
- A hui is planned for 8 June to develop a suicide prevention plan for Maori.

9. Performance Monitoring Framework

The Chief Executive introduced her paper on a potential performance monitoring framework for Board and Advisory Committees.

The paper recommended the use of a balanced scorecard of governance performance objectives (key performance indicators (KPIs)) that focus on a critical few areas important to the achievement of the organisation's strategic goals.

A small working party of Board members and Senior Leadership Team members will be formed to develop the scorecard. Janine Vollerbregt, Viv Napier, Yvette Grace and Fiona Samuel volunteered to be involved.

The Board discussed the current focus of reporting and how the process can be streamlined and reporting enhanced without onerous duplication.

The framework will need to ensure that the Board is able to fulfil its governance role and have clear sight of the key Ministry priorities. The Board felt linking reporting to the District Annual Plan (DAP) and including previous years information, trends, would be useful.

The Chief Executive will seek advice on how to incorporate the community's perception, patient experience and outcomes into the scorecard.

Reporting should be meaningful and straightforward, discharges and caseweights should both be reported.

Frequency of meetings was discussed. The Board felt that due to the current financial situation and monitoring of the Good to Great Programme, monthly Board and Advisory meetings should remain in place. The frequency of Advisory Committee meetings will be reviewed in October 2009.

The Board noted the Chairman will be away for three weeks in June 2009.

Resolved:

THAT THE BOARD

1. **SUPPORTS** THE PRINCIPLES AND STRUCTURE FOR PERFORMANCE MONITORING OUTLINED IN THE PAPER
2. **AGREES** TO ESTABLISH A SMALL WORKING PARTY OF BOARD AND SENIOR LEADERSHIP TEAM REPRESENTATIVES, TO FINALISE THE PERFORMANCE MONITORING FRAMEWORK FOR THE PROVISION OF AN AGREED FRAMEWORK AT THE JUNE BOARD MEETING.

10. Aged Related Residential Care Contract Variation

A paper seeking approval to proceed to enter into a contract variation for aged related residential care (ARRC) is before the Board.

The ARRC contract is a nationally negotiated contract. The contact rate increase is to be used for the retention and recruitment of registered nurses in residential care. DHBs are required to pass on the full amount of the increase.

The contract variation is over the Chief Executive's delegated authority and requires Board approval.

The Board asked how DHB's can ensure the increase is passed on to staff working within the ARRC area whether through wage increases or increases in hours of training and whether the DHB is able to monitor if there is an improvement in services. Simon Everitt was asked to review the contract variation and report to CPHAC in June 2009.

Resolved:

THAT THE BOARD

1. **APPROVES** A CONTRACT VARIATION FOR THE ARRC TO ALLOCATE FFT AND A FUNDING INCREASE FOR 2009/10
2. **NOTES** THAT THE TOTAL COST OF THE CONTRACT VARIATION IS ESTIMATED TO BE \$482,414 for 2009/10, WITH THE TOTAL ARRC CONTRACT VALUE ESTIMATED TO BE \$9,806,414 IN 2009/10
3. **NOTES** A POTENTIAL FUNDING SHORTFALL FOR THIS CONTRACT VARIATION OF \$32,864 BASED ON NATIONAL MODELLING
4. **NOTES** THAT THE ARRC CONTRACT WAS DEVOLVED TO THE DHB IN OCTOBER 2003 AND IS DUE TO EXPIRE IN AUGUST 2010.

11. Healthy Homes Project – 2008/09 Progress Report

The Board received a progress report on the 2008/09 Wairarapa Healthy Homes Project.

1000 homes in the Wairarapa have been retrofitted as part of the project. Wairarapa DHB was the first DHB to get involved in the project; it was then rolled out nationally.

Resolved:

THAT THE BOARD NOTES THE HEALTHY HOMES PROJECT 2008/09 PROGRESS REPORT.

12. Good to Great Presentation

The Board were provided with a copy of the presentation “Going from Good to Great – Facing our Future with Confidence” for information. 130 staff attended three presentations given by the Chief Executive.

Resolved:

THAT THE BOARD RECEIVES THE PRESENTATION “GOING FROM GOOD TO GREAT”.

13. 21 DHBs Quarterly Update for Boards – April 2009

Resolved:

THAT THE BOARD RECEIVES THE 21 DHB'S QUARTERLY UPDATE FOR BOARDS – APRIL 2009.

14. Correspondence

The Board noted the following correspondence:

- Response to Murray Horn re Request for Input on Review.
- Response to Hon Tony Ryall re In Good Hands.

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 resolution that was passed on confidential business:

Appointment of Director: Central Region Technical Advisory Services Limited and Biomedical Services New Zealand Limited

Resolved

THAT THE BOARD:

1. **APPROVES** THE APPOINTMENT OF TRACEY ADAMSON, CHIEF EXECUTIVE, AS DIRECTOR OF CENTRAL REGION TECHNICAL ADVISORY SERVICES LIMITED
2. **APPROVES** THE APPOINTMENT OF JOY COOPER, DEPUTY CHIEF EXECUTIVE, AS ALTERNATIVE DIRECTOR OF CENTRAL REGION TECHNICAL ADVISORY SERVICES LIMITED
3. **APPROVES** THE APPOINTMENT OF TRACEY ADAMSON, CHIEF EXECUTIVE, AS DIRECTOR OF BIOMEDICAL SERVICES NEW ZEALAND LIMITED.

Open meeting closed: 11.55am

Bob Francis – Chairman

Date