

**Minutes of the Board Meeting of the Wairarapa DHB
Held in the Board Room, WDHB, Blair Street, Masterton,
Thursday 30 April 2009, at 9.00am**

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

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

1. Apologies

Apologies are received from Alan Shirley (Chief Medical Officer) and an apology for lateness is received from Fiona Samuel.

2. Conflicts of Interest

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

Agenda

The CEO, Tracey Adamson, advised that reports from Clinical Board meetings will not form part of the Board agenda but any matters of concern or interest will be reported through to the Board in the CEO report.

The Chairman advised he was required to attend a telephone conference at 9.30am at which point the Deputy Chair, Janine Vollebregt, will chair the meeting.

3. Minutes from the last meeting of the Board

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 24 MARCH 2009 BE CONFIRMED AS A TRUE AND ACCURATE RECORD WITH MINOR AMENDMENT.

4. Matters Arising

- Road alignment – A letter has been written to the Chief Executive of the Masterton District Council requesting action. The letter will be sent again as a submission to the Long Term Community Council Plan.

Resolved:

THAT THE BOARD

1. **RECEIVES** THE MATTERS ARISING SCHEDULE NUMBERED D997.

5. Chairman's Report

The Chairman spoke to his report highlighting the key points.

- A positive meeting was held with the Cancer Society, they have a clear strategic direction and would like to work with the DHB more closely.

- At the May meeting the Board will be asked to consider moving to a six weekly meeting cycle, to consider whether the DHB has the right reporting processes in place, Board effectiveness and its effectiveness to management. Any changes decided by the Board will be effective from July 2009. The Board used to be evaluated on an annual basis, this was found to be a useful process and could be considered for the future.
- WDHB has been asked to provide input into a review, conducted by Murry Horne, of the reporting processes to the Ministry.

Resolved:

THAT THE BOARD RECEIVES THE CHAIRMAN'S REPORT NUMBERED D998.

6. Chief Executive's Report

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

- The CEO provided the Board a situation report on the flu pandemic as at 7.00pm last night. Wairarapa has two contacts, both in isolation. All communication is being directed through the Regional Public Health Unit for consistency. The Medical Officer of Health has been in contact with the contacts and WDHB is taking direction from the Medical Officer of Health.
- The financial YTD result has deteriorated in March.
- A positive meeting has been held with the Chair and Chief Executive of Presbyterian Support Services Central regarding dementia care beds. They are happy to consider the conversion of their wing at Kandahar Court and WDHB has been asked to commit to underwrite seven of the twelve beds. The capital fit out will not take long and will enable the DHB to repatriate clients back to the Wairarapa. Formal discussions will be entered into.

Bob Francis left the meeting at 9.28am.

- The Board asked for an update on the mobile surgical bus, a general description of the services it provides and potential services it could provide.
- Communications initiatives will continue to be reported to the Board. The Communications team have been tasked with improving the intranet, using it as a prime source of communication.
- The Board asked management to look into emailing patient information, with patient consent, while the DHB is waiting for the new patient administration system project to be completed.
- Stroke services can be removed from the strategic issues list. A gap analysis report is due to CPHAC.

Resolved:

THAT THE BOARD RECEIVES THE CHIEF EXECUTIVE'S REPORT NUMBERED D999.

7. Financial Report

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

- The year to date financial result as at 31 March 2009 was a (\$2,189k) deficit which is (\$2,059k) unfavourable against the budgeted year to date result. This represents a deficit for March of (\$199k).
- The main reason for the deterioration was theatre consumables purchased to boost stock levels through the Easter period; this should drop back in April.

- Cashflow remains tight and is an ongoing challenge.
- Actual performance and forecast performance will appear in future reports to the Board as will the month's result.
- The Provider Arm financial report will be broken down into Hospital and Community Health.

Resolved:

THAT THE BOARD RECEIVES THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 2009 NUMBERED D1000.

8. Committee Reports

CPHAC Committee

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

- Positive feedback has been received on the draft SOI.
- The Child Health Strategy is now out for consultation.
- Delivery of the Oral Health Mobile units has been confirmed for July/August.
- Maori Diabetes is a priority area for WDHB. All diabetic patients are being referred to the WDHB's provider, Foot Mechanics, for assessment resulting in long waiting lists. The Board asked more detailed information be sought from the provider on whether high risk patients are being seen in a timely manner.

Resolved:

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

HAC Committee

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

- Activity reduced over the Easter period.
- An analysis on the average length of stay in maternity will be conducted.

Fiona Samuel joined the meeting at 10.00am.

- The HPV campaign is going well.

Resolved:

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

Te Iwi Kainga

Yvette Grace provided a verbal update from the meeting held on 23 April 2009.

- A submission to the Greater Wellington Regional Council was supported.
- The meeting discussed concerns about the Maori vacancies in mental health; two vacancies have existed for the past four years. A report on what action has been taken and what active recruitment processes have been used will be discussed at the next meeting.
- The meeting also discussed the subjects of elder abuse and diabetes.

9. Certification and Accreditation

A report seeking approval to pursue certification in July 2009 and not accreditation is before the Board.

WDHB holds certification and accreditation, both of which are due for renewal. Certification is mandatory. A review of the DHB's ability to achieve certification has been conducted and it was concluded that some work is required around restraint minimisation practices, clinical documentation, policies and procedures.

Given the amount of work the DHB is undertaking at the moment, management is recommending the WDHB progresses as planned for the certification audit in July 2009 but does not pursue accreditation at this time.

Resolved:

THAT THE BOARD

1. **AGREES** THAT WDHB WILL UNDERGO A CERTIFICATION AUDIT IN JULY 2009
2. **AGREES** THAT THE WDHB WILL, IN 2009/10, REVIEW THE DECISION TO SEEK ACCREDITATION.

10. Wairarapa Clinical Services Action Plan

Joy Cooper, Deputy Chief Executive, spoke to her paper.

The new Wairarapa Clinical Services Action Plan (WCSAP) is an exciting initiative that will review all clinical services provided and funded by the DHB commencing next week and concluding at the end of July 2009. 24 clinical representatives from across the hospital and primary care have been invited to join the steering group chaired by Robert Logan.

The plan has a number of objectives which include encouraging partnership across clinical teams and to identify and encourage clinical leadership.

WDHB already does a lot of things well, it is considered to be one of the best DHBs in the country. The steering group will need to think about how this links with clinical leadership, how does the DHB maintain its leading edge and move from "Good to Great".

The Board agreed the plan needed to have a strong link with primary care.

The Board challenged the management team on the meaning of clinical and financial sustainability and what it means in the context of the plan. It asked that the project goals be expanded to clearly articulate the meaning of sustainability..

The Board asked management to consider how to include the community voice through the discussion and whether there were possibilities of using existing community groups. The Chief Executive will come back to the Board with a response. Yvette Grace will speak with Joy Cooper and Stephanie Turner to ensure WDHB's Maori providers are included in the discussions.

Joy Cooper and Carol MacDonald will work full time on the plan with analytical support from Planning and Funding.

Joy Cooper was asked to enhance the goals of the TOR with regard to the Board's discussion around the meaning of sustainability.

Resolved:

THAT THE BOARD

1. **APPROVES** THE DRAFT TERMS OF REFERENCE, WITH ENHANCED GOALS, FOR THE PROJECT TO DEVELOP A WAIRARAPA CSAP (WCSAP), FOR DISCUSSION WITH AND FINALISATION BY THE PROJECT STEERING GROUP
2. **NOTES** THAT PROJECT PROGRESS REPORTS WILL BE PROVIDED TO THE BOARD IN MAY, JUNE AND JULY 2009
3. **NOTES** THE INTENTION TO COMPLETE THE WCSAP BY 31 JULY 2009.

Bob Francis rejoined the meeting and updated the Board on the Chairs' telephone conference with the Ministry and Director General regarding the flu pandemic.

The Chairs were informed that there is major pressure on Auckland and DHBs are asked to support Auckland DHB and relocate staff to provide that support if necessary.

Emergency centres have been established in all DHBs. WDHB's centre has been set up and WDHB has made a commitment to man the centre for 14 days.

WDHB are taking direction from Regional Public Health.

Regular updates will be provided to the Board.

Presentation

Mike Grant, General Manager Planning and Funding, MidCentral DHB and Project Director for the Regional Clinical Services Plan (RCSP) joined the meeting at 10.30am.

Bob Francis welcomed Mike Grant to the meeting and gave some background on the development of the WCSAP and how it is intended to be integrated into the RSCP.

Mike Grant gave an overview of what has been happening with the RCSP over the last six months. He provided an outline of the document, the resources being used and current work plan. The implementation of the plan is underway and on track.

The presentation can be made available to the Board.

The Chair thanked Mike Grant for his presentation and time.

Mike Grant left the meeting at 12noon.

11. Submission to the Greater Wellington Regional Council regarding the Ruamahanga River

The submission to the Greater Wellington Regional Council (GWRC) is before the Board for information.

Resolved:

THAT THE BOARD NOTES THE SUBMISSION TO THE GWRC REGARDING THE RUAMAHANGA RIVER.

12. Value for Money (VfM) Update

An update on the VfM programme is before the Board for information.

Bob Francis is now the lead Chair for VfM.

The report listed the various initiatives reported through to VfM. VfM gives DHBs the ability to look at the initiatives undertaken by other DHBs and to share information on successes and failures and to gain knowledge from the lessons learned.

A brief report on the revamped priorities will come to a future Board meeting. Quarterly updates will be provided to the Board.

Resolved:

THAT THE BOARD RECEIVES THE VfM UPDATE NUMBERED D1006.

13. Hospital Benchmarking Information

An extract from the Hospital Benchmarking (HB) Information report for the quarter October to December 2009 is before the Board for information.

Overall the report was very good and the Board acknowledged the efforts of staff.

WDHB rates 19 out of the 21 DHBs for acute readmissions. This included planned and unplanned readmissions. Staff turnover rates were also high although it is understood that the wrong denominator has been used. The Chief Executive will look into this and report back to the Board.

Resolved:

THAT THE BOARD RECEIVES THE HOSPITAL BENCHMARKING INFORMATION REPORT NUMBERED D1007.

14. Ministry Six Monthly Feedback on DHB Performance

A paper providing feedback from the Ministry of Health (MoH) on the WDHB's performance for the first two quarters of the 2008/09 year, and the WDHB's response to that feedback is before the Board for information.

Resolved:

THAT THE BOARD NOTES THE WDHB'S RESPONSE AND PLANNED ACTIONS FOR THE FOUR INDICATORS OF DHB PERFORMANCE FOR WHICH A PARTIALLY ACHIEVED RATING WAS AWARDED BY THE MOH.

15. Correspondence

The Board noted the following correspondence:

- Formal Response to Mr Dalziell and Ms McLean
- Letter from Tony Ryall re Government's Expectations for Pay and Employment Conditions in the State Sector and capping management and administrative employee numbers – application to District Health Boards
- Health Management System Collaborative (HMSC) Project Status Report for period ending 31 March 2009
- RCSP – Update for Central Region DHB CEOs and Boards – April 2009.

May Board Meeting

The Board asked that the following to be covered at the May Board meeting.

- Directors fees - rationalisation behind why WDHB has been classified as one of the bottom groups in relation to size but is a hard working and high achieving DHB.
- Mileage allowances.
- Payment of fees to Te Iwi Kainga.

Helen Kestrup left the meeting at 12.33pm.

Meeting adjourned at 12.33pm.

Meeting recommenced at 1.10pm.

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.

Meeting closed: 3.10pm

Bob Francis – Chairman

Date