

**Minutes of the Board Meeting of the Wairarapa District Health Board
Held in the Boardroom, Wairarapa District Health Board
Blair Street, Masterton
Thursday 29 October 2009, at 9.00am**

Present: Janine Vollebregt (Deputy Chair), Trish Taylor, Fiona Samuel, Liz Falkner, Pamela Jefferies, Vivien Napier, Perry Cameron

In attendance: Tracey Adamson (Chief Executive), Eric Sinclair (Chief Financial Officer), Stephanie Turner (Director Maori Health), Nigel Broom (Business Manager), Tracy O'Neale (Board Secretary).

1. Apologies

Apologies were received from Bob Francis, Helen Kjestrup, Liz Mellish, Liz Falkner, Alan Shirley (Chief Medical Officer) and Simon Everitt (Acting General Manager Planning and Funding).

2. Conflicts of Interest

There were no conflicts of interest noted in relation to the agenda. Pamela Jefferies is now a Director of New Zealand Blood.

3. Minutes from the last meeting of the Board

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 22 SEPTEMBER 2009 BE CONFIRMED AS A TRUE AND ACCURATE RECORD WITH MINOR AMENDMENT.

4. Matters Arising

- The proposal for blueprint funding for mental health and addiction services submitted to the Ministry of Health (MOH) was declined.
- Whaiora has submitted a proposal for the Maori Innovations Fund.
- The Masterton East project is progressing. Te Puni Kokiri has provided some funding.

Resolved:

THAT THE BOARD RECEIVES THE MATTERS ARISING SCHEDULE NUMBERED D1102.

5. Chairman's Report

- The new National Health Board (NHB) is to be formed within the Ministry. Murray Horne has been appointed as Chair of the NHB.

Resolved:

THAT THE BOARD NOTES THE CHAIRMAN'S REPORT NUMBERED D1103.

6. Chief Executive's Report

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

- Anne McLean finished employment with the DHB on 16 October 2009. Robyn Brady will act in the position of General Manager Hospital Services until an appointment is made to the General Manager Clinical Services position.
- Bruce McGregor officially left the DHB on 29 October 2009. Gretchen Dean will act in the position of General Manager Human Resources until a decision is made regarding the General Manager Human Resources and Organisational Development position.
- The DHB is below on acute caseweights for September, this indicates strategies put in place are starting to have some impact. First and follow up attendances are down.
- Nursing contacts are continuing to increase. Evidence is being sought to see if it is related to acute caseweights.
- Community nursing contacts are trending up. The DHB is looking at strengthening services through the Community Nursing review. Social work resources were discussed by the Senior Leadership Team (SLT), the social work team has been asked to report back to SLT recommending a process for prioritising work and suggested changes to the service.
- The financial result continues to be favourable despite being unfavourable in ACC revenue.
- The DHB is below the FTE management/admin cap set by the Ministry of Health (MOH) although the number has increased by seven since last month. This is due to actively recruiting the new SLT positions whilst we have acting staff in the current SLT roles.
- IDFs continue to be of concern. A letter has been sent to Ken Whelan at Capital and Coast.
- The Expression of Interest (EOI) for Better, Sooner More Convenient Primary Health Care has been submitted to the MOH.
- A joint Central Region SLT workshop was held on 15 October 2009. Agreement was reached on how to move forward with clinical networks and the technology roadmap. Central Region Technical Advisory Services (TAS) has been asked to compile a work programme.
- The Board asked whether there is a comprehensive support system in place for clinicians to ensure they are not burdened with paperwork for ACC invoicing. Eric Sinclair (CFO) advised that gathering the information does require input from clinicians but acknowledged that we do not want clinicians overburdened. The ACC Review recommended data entry be carried out at source, e.g. someone entering the data in the Emergency Department (ED). The ACC Steering Group met on 28 October and will look at a range of different systems. Front line staff are members of the Steering Group.
- The Board noted that if the DHB submits a claim to ACC within 24 hours, payment of the claim will be received within seven days.
- Positive discussions have been held with Hutt Valley DHB regarding joint senior medical staff positions. Tracey Adamson (CEO) and Alan Shirley (CMO) met with Senior Management, General Surgeons and Anesthetists from both DHBs. Both DHBs are keen to work together.
- The Board asked for an update on regional discussions regarding strengthening hospital services and asked whether capacity planning software can be purchased. Eric Sinclair (CFO) advised that regional CFOs are looking at a software solution called CapPlan. DHBNZ are convening a workshop to look at capacity planning. The Board noted capacity planning is number four on the Information Systems Strategic Plan (ISSP) priority list.
- Helen Pocknall, Director of Nursing, Midwifery and Allied Health has been appointed by the Minister of Health to the newly formed Clinical Training Agency Board.

- There is concern about Orthopaedics service provision due to being one Orthopaedic Surgeon down. Locums have been organised for November and December. The CEO was asked to find out whether the stand by list is still operational and report back to the Board.
- Wairarapa will host Tu Kahu – Building on our Strengths Maori Health Workforce Conference 2010. The conference supports Maori providers to come together to network and talk about practice and approaches in health care.
- The Hon Tony Ryall, Minister of Health, will be visiting the DHB on 30 October 2009.
- Ron Patterson, Health and Disability Commissioner, will attend the November Board meeting followed by an interactive workshop with clinicians.

Strategic Issues

- The Board will receive an update on the Health Management Systems Collaborative (HMSC) at the November Board meeting.
- The Board noted no notification has been received on whether Before School Checks will continue to be funded.

Resolved:

THAT THE BOARD RECEIVES THE CHIEF EXECUTIVE'S REPORT NUMBERED D1104.

7. Financial Report

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

- The first quarter result is pleasing although there are still challenges ahead.
- The IDF over expenditure has not been included in the result. The over-delivery in IDFs is predominantly for electives.
- Other key areas of concern are ACC revenue and community pharmaceuticals. A lot of work is being done in these areas both locally and nationally.
- Cashflow is very tight.
- A meeting was held with the Crown Health Financing Agency (CHFA) regarding the DHBs annual credit review. The CHFA has given Wairarapa DHB a credit rating of C "at risk" but are comfortable with the DHB's overall financial results. The CHFA has offered an extension of the current debt facility to 31 December 2019.

Resolved:

THAT THE BOARD:

1. **RECEIVES** THE FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2009
2. **APPROVES** THE EXTENSION OF THE CHFA FACILITY TO 31 DECEMBER 2019 AND **APPROVES** THE CHIEF EXECUTIVE AND CHIEF FINANCIAL OFFICER SIGN THE ACCEPTANCE OF THE FACILITY EXTENSION
3. **APPROVES** THAT THE AUTHORISED SIGNATORIES FOR TRANSACTIONS WITH THE CHFA BE ONE GOVERNANCE REPRESENTATIVE AND ONE MANAGEMENT REPRESENTATIVE FROM THE FOLLOWING SELECTION:
 - CHAIR OF THE BOARD
 - CHAIR OF THE AUDIT AND RISK COMMITTEE
 - CHIEF EXECUTIVE

- CHIEF FINANCIAL OFFICER.

8. Committee Reports

CPHAC Committee

Janine Vollebregt, Deputy Chair, spoke to the minutes of the October Committee meeting.

- The Board expressed concern regarding Hospice Wairarapa Community Trusts' property purchase and the message the community may take from it, for example, there may be an expectation that there is going to be a hospice in the new building.
- A memorandum of understanding (MOU) between WDHB and HWCT will be signed on 9 November 2009. The Board are happy for HWCT to be on the Community Advisory Group and would like HWCT membership of the Management Board reviewed in six months.
- The Cancer Society will also be asked to be on the Management Board.
- The Board asked whether an MOU should be signed with the Cancer Society. The CEO will look into this and report back to the Board.
- The Board noted WDHB receives positive feedback regarding Kahukura, the Wairarapa Palliative Care Service.

Resolved:

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

HAC Committee

Pamela Jefferies, Committee Chair, spoke to the minutes of the October Committee meeting.

- WDHB continues to meet the six hour target in ED.
- The Committee were advised the new UBook system is a telephone system where patients can call an 0800 number to make an appointment. Fiona Samuel expressed her concern about the system and the fact that patients may not call to make an appointment. UBook is currently being trialled.
- Smokefree screening has been below target. The September result shows the DHB is now above target (86%).
- Two medical staff resignations have been received.

Resolved:

THAT THE BOARD RECEIVES THE MINUTES OF THE HOSPITAL ADVISORY COMMITTEE MEETING – OCTOBER 2009.

9. 2010 PROPOSED Board and Committee Meeting Dates

The 2010 proposed Board and Committee meeting dates are before the Board for approval.

- The Board noted all 2010 Board, CPHAC and HAC meetings will take place on a Tuesday.
- The timetable enables papers to be discussed by the SLT prior to coming to the Board.
- The Te Iwi Kainga meeting dates are still to be advised. The Board asked whether two of the combined Board and Te Iwi Kainga meetings in 2010 be held on a Tuesday and the other two on a Thursday.

- The date for the Board Strategic Planning Workshop will be discussed at the next meeting.
- Tracy O'Neale was asked to check when Easter falls and revise the start times for the December 2010 meetings. The timetable will then be reissued.

Resolved:

THAT THE BOARD APPROVES THE BOARD AND ADVISORY COMMITTEE MEETING DATES FOR 2010.

10. Correspondence

The Board noted the following items of correspondence:

- Press release from Tony Ryall - Major push to lift public health performance.
- Update for Central Regional DHB CEOs and Boards – October 2009.
 - The Board asked whether the issues of cardiothoracic intervention rates and access thresholds should be referred to the Cardiac Network and whether WDHB can be included as part of the pre hospital thrombolysis therapy. The CEO was asked to report back to the Board.
 - An Integrated Care Strategy has been produced for renal patients by the Central Region Renal Network. The Board asked what this means for Wairarapa. The CEO was asked to report back to the Board.
 - The Board is concerned about the slow development of regional strategies and asked that updates regarding Central Region initiatives continue to be reported to the Board until DHBs start working more regionally.
 - The Board are concerned the Central Region Joint Boards meeting has been deferred to next year.
- Feedback on indicators of DHB Performance: Ministry assessment of Wairarapa DHB quarter four 2008/09 performance.
- Letter from Tony Ryall on Health Targets.
 - The Board are supportive of the overall look of the summary however not all of the health targets are under the direct control of each DHB. For example, Wairarapa DHB does not have control of the health target "Shorter waits for Cancer treatment" as it relies on its regional partners to provide this service for its population.
 - The Board asks that the Minister consider highlighting the DHBs who do not have direct control over a health target and provide an explanatory footnote to that effect.

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.

Move into Open Business

Te Arawhata Totika (Cultural Competency Framework) Presentation

John Tibble, Tina Te Tua, Janeen Cross, Brad Martin, Andrew Curtis Cody, Libby Trafford, Holly Jackson and Laura MacIntosh attended the meeting.

- Te Arawhata Totika is a comprehensive document which is flexible enough to enable WDHB to work together in a true bi-cultural manner.
- John Tibble gave a general overview of the document, its aims and key themes.
- Core training will start in February 2010 and will be aligned with the Good to Great Programme and Performance Development Programme.

The presentation can be made available on request.

Nga Aho te Akaroa (Maori DNA Project) Presentation

Janeen Cross, Tina Te Tua, Libby Trafford and Holly Jackson presented.

- The presentation provided background to the project, an overview of the work undertaken and information on the barriers faced by Maori.

The presentation can be made available on request.

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Open meeting closed: 2.05pm

Bob Francis – Chairman

Date