

**Minutes of the Board Meeting of the Wairarapa DHB
Held in the Board Room, WDHB, Blair Street, Masterton,
Tuesday 24 February 2009, at 3.00pm in the Board Room**

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

In attendance: Joy Cooper (Acting Chief Executive), Eric Sinclair (Chief Financial Officer), Stephanie Turner (Director Maori Health), Tracy O'Neale (Board Secretary/Minute Taker)

Jamie Morton, Wairarapa Times Age and Piers Fuller, Wairarapa News are also in attendance.

1. Apologies

Simon Everitt (Acting Director Planning and Funding).

2. Conflicts of Interest

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

Viv Napier informed the Board she is now the Vice President of the Wairarapa Branch of the Plunket Society.

3. Minutes from the Last Meeting

Resolved:

THAT THE MINUTES FROM THE LAST BOARD MEETING HELD 16 DECEMBER 2009 BE CONFIRMED AS A TRUE AND ACCURATE RECORD.

4. Matters Arising

- Nothing has been heard from the Council regarding the road alignment.

Resolved:

THAT THE BOARD

1. **RECEIVE** THE MATTERS ARISING SCHEDULE NUMBERED D959.

5. Chairman's Report

The Chairman spoke to his report.

- A small financial committee has been set up to look at the issues facing the DHB. Issues and initiatives will be further advanced at the meeting scheduled for 3 March to review the financial plan to 30 June 2009 and the forecast deficit for 2008/09. The 2009/10 DAP needs to be submitted to the Minister by 12 March. The draft DAP will come to the 3 March Board meeting for review.

Resolved:

THAT THE BOARD RECEIVE THE CHAIRMAN'S REPORT NUMBERED D960.

6. Acting Chief Executive's Report

The Acting CEO, Joy Cooper, spoke to her report highlighting key points.

- The financial situation is quite challenging and a detailed line by line review of expenditure and revised year end forecast has been completed. Further details of the review and initiatives will come to the Board on 3 March.
- The model of care in the Medsurg ward is going well. Changes in the organisation of ED are also yielding benefits.
- The Kura Clinic has been put on hold; the DHB will go back to the community to find out what service they want.
- Elective services performance indicators are all green, the DHB is performing well ahead of contract targets.

Pamela Jefferies joined the meeting at 3.15pm.

- The Palliative Care service is going well. Interviews are being held for the last palliative care nurse vacancy, an appointment will be made shortly.
- The HRIS system will be rolled out over the coming months. A number of staff are now entering timesheets electronically. The system will also help manage staff budgets.
- The next meeting with the National Distribution Union regarding the ambulance service collective agreement will be held later this week.
- There was a 100% pass rate from the 2009 UCOL nursing programme, the DHBs nurse educators should be congratulated for the training they have provided.
- The first draft of the DAP is due to the Ministry in March.
- The Board asked whether our representatives for the RCSP could identify some quick wins to achieve this year to show the Ministry that regional plans do work.

Stephanie Turner left the meeting at 3.35pm.

Resolved:

THAT THE BOARD RECEIVES THE ACTING CHIEF EXECUTIVE'S REPORT NUMBERED D961.

7. Financial Report

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

- The result for January 2009 is \$495k deficit, the impact of medical staffing, nursing and the cost of patient travel has impact on this.
- The Board will receive more detail at the 3 March meeting.

Resolved:

THAT THE BOARD:

1. **RECEIVES** THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 2009 NUMBERED D962
2. **NOTES** THAT MANAGEMENT IS REVIEWING ALL LINES OF EXPENDITURE TO REDUCE THE FORECAST DEFICIT.

8. Committee Reports

CPHAC Committee

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

- A productive meeting has been held with Presbyterian Support Central, they have a wing of 12-16 beds that may be made available for dementia care.
- The DHB is keen to see a greater uptake in the community of vaccines for preventable diseases. Staff should also be encouraged to be vaccinated.

Resolved:

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

HAC Committee

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

- The Clinical Board have been asked to advise the committee what standards Wairarapa DHB does and does not meet from the NZ Medical Journal report regarding respiratory and sleep services.
- January was a quiet month for the hospital.
- Family Violence Training is taking place.
- Smokefree screening rates need to improve. It is important to target 100% of patients, it is also important not to overload services and to ensure the DHB can provide the support to quit smoking.

Resolved:

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

9. Board Terms of Reference

- Minor changes are required to the Board's Terms of Reference, namely the addition of Liz Mellish to the Board's membership, the removal of the sponsor's name and the removal of the names of those who attend Board meetings, designated positions will remain.
- The Terms of Reference appeared incomplete. A complete version will come to the Board for approval.

10. Exercise Phoenix

- A paper providing information on Exercise Phoenix, the civil defense exercise run biannually, is before the Board for information.
- The Board felt they needed clarification on who makes the decision on who leads an emergency.
- Rian van Schalkwyk, Manager Wellington Region CDEM Office, will be invited to make a presentation to the Board.

Resolved:

THAT THE BOARD RECEIVES THE PHOENIX EXERCISE PAPER NUMBERED D966.

11. Wairarapa DHB Policies Approved at the December 2008 Board Meeting

The following policies are provided to the Board for information.

- Delegations Policy
- Treasury Management
- Response to Allegations of Fraud, Theft and Corruption Policy
- Sensitive Expenditure Policy.

12. Correspondence

The Board noted the following correspondence:

- Health Information Strategy for New Zealand – Progress Update
- Improving Stroke Outcomes in New Zealand – WDHB Innovations, challenges and potential solutions – Claudia Wyss, Coriolis Healthcare.

Additional Business

- A QIC report on serious and sentinel events was release yesterday. The report recommends that DHBs discuss sentinel events in the open section of meetings. Wairarapa reported two events. The Board felt it useful to do some analysis to see whether we are reporting the same as other DHBs.

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 16 DECEMBER 2009 BE CONFIRMED WITH MINOR AMENDMENT.

Confidential Special Board Meeting

Resolved:

THAT THE CONFIDENTIAL MINUTES FROM THE SPECIAL BOARD MEETING HELD ON 3 FEBRUARY 2009 BE CONFIRMED.

THAT THE BOARD:

1. **APPROVES** THAT MANAGEMENT AND THE DHB'S LEGAL ADVISOR COMPLETE FORMAL DISCUSSIONS ON THE LEGAL DOCUMENTATION WITH THE FINANCING PARTNER FOR THE CLINICAL SUPPORT FACILITY
2. **NOTES** THAT THE FINAL LEGAL DOCUMENTATION WITH THE FINANCING PARTNER FOR THE CLINICAL SUPPORT FACILITY WILL COME TO THE BOARD FOR APPROVAL
3. **APPROVES** THAT MANAGEMENT AND THE DHB'S LEGAL ADVISOR COMPLETE FORMAL DISCUSSIONS ON THE LEGAL DOCUMENTATION WITH THE FINANCING PARTNER FOR THE COMMUNITY HEALTH FACILITY
4. **NOTES** THAT THE FINAL LEGAL DOCUMENTATION WITH THE FINANCING PARTNER FOR THE COMMUNITY HEALTH FACILITY WILL COME TO THE BOARD FOR APPROVAL
5. **NOTES** THAT THE SIZE OF THE COMMUNITY HEALTH FACILITY IS TO BE LIMITED TO APPROXIMATELY 1400 SQUARE METRES
6. **NOTES** THAT AN APPLICATION FOR BUILDING CONSENT HAS NOT YET BEEN PUT FORWARD FOR THE COMMUNITY HEALTH FACILITY
7. **ASKS** MANAGEMENT TO SEEK THE MINISTRY OF HEALTH'S CO-OPERATION TO FACILITATE THE ALL-IN-ONE CONSTRUCTION OF THE COMMUNITY HEALTH FACILITY, INCLUDING THE ORAL HEALTH SERVICE HUB, RATHER THAN A TWO STAGE PROCESS, IN VIEW OF THE CLEAR FINANCIAL COST SAVINGS OBTAINABLE FROM THE ALL-IN-ONE APPROACH.

Confidential Minutes of the Community and Public Health Advisory Committee – December 2008

Resolved:

THAT THE BOARD

1. **APPROVES** THE COMPLETION OF A SERVICE AGREEMENT WITH WAIRARAPA COMMUNITY PHO FOR PROVISION OF SEXUAL ABUSE ASSESSMENT AND TREATMENT SERVICES FOR AN INITIAL FOUR MONTH TERM FROM 1 MARCH 2009 (TO COORDINATE WITH THE PHO'S MAIN CONTRACT RENEGOTIATION)
2. **APPROVES** THE DHB TO SUBCONTRACT WITH THE WAIRARAPA PHO FOR SEXUAL ABUSE ASSESSMENT AND TREATMENT SERVICES TO THE ANNUAL VALUE OF \$37,000.

Confidential Report of the Community and Public Advisory Committee – February 2009

Resolved:

THAT THE BOARD RECEIVES THE CONFIDENTIAL REPORT OF THE COMMUNITY AND PUBLIC ADVISORY COMMITTEE – FEBRUARY 2009.

Confidential Report of the Hospital Advisory Committee – February 2009

Resolved:

THAT THE BOARD RECEIVED THE CONFIDENTIAL REPORT OF THE HOSPITAL ADVISORY COMMITTEE – FEBRUARY 2009.

Audit and Risk Committee Minutes – 13 February 2009

Resolved:

THAT THE BOARD RECEIVES THE MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD 13 FEBRUARY 2009.

Convergence of Corporate and Commercial Services Review

Resolved:

THAT THE BOARD RECEIVES THIS REPORT.

Wairarapa DHB Disability Support Advisory Committee Nominations

Resolved:

THAT THE BOARD APPROVES THE APPOINTMENT OF LYN OLDS TO THE DISABILITY SUPPORT ADVISORY COMMITTEE.

Board Member Representation on the Clinical Board and Staff Attendance at Board and Committee Meetings

Resolved:

THAT THE BOARD:

1. **NOMINATES** PAMELA JEFFERIES TO JOIN THE CLINICAL BOARD
2. **AGREES** THAT IT WOULD BE HELPFUL TO HAVE THE ATTENDANCE OF A REPRESENTATIVE OF THE SENIOR CLINICAL STAFF AT BOARD AND HOSPITAL ADVISORY COMMITTEE MEETINGS
3. **ASKS** THE CHIEF MEDICAL ADVISER TO ATTEND BOARD MEETINGS FOR A TRIAL PERIOD OF SIX MONTHS, COMMENCING IN MARCH 2009
4. **ASKS** THE DIRECTOR OF NURSING TO ATTEND ALL MEETINGS OF THE HOSPITAL ADVISORY COMMITTEE, COMMENCING MARCH 2009
5. **AGREES** STAFF IN REGULAR ATTENDANCE AT BOARD AND COMMITTEE MEETINGS FROM MARCH 2009 WILL BE:
 - a. **COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE:** CEO; DIRECTOR PLANNING AND FUNDING; CFO
 - b. **HOSPITAL ADVISORY COMMITTEE:** CEO; GM HOSPITAL; GM COMMUNITY, PUBLIC AND MENTAL HEALTH; DIRECTOR OF NURSING; CFO; MANAGER, PERFORMANCE AND ANALYSIS; MAORI HEALTH CO-ORDINATOR
 - c. **DISABILITY SUPPORT ADVISORY COMMITTEE:** CEO; DIRECTOR PLANNING AND FUNDING, CFO; PORTFOLIO MANAGER AGED CARE AND DISABILITIES; MANAGER SUPPORT SERVICES
 - d. **AUDIT AND RISK COMMITTEE:** CEO; CFO; GM HOSPITAL; QUALITY AND RISK MANAGER
 - e. **BOARD:** CEO; CFO; DIRECTOR MAORI HEALTH; DIRECTOR PLANNING AND FUNDING; CHIEF MEDICAL ADVISER

f. **TE IWI KAINGA:** CEO; DIRECTOR MAORI HEALTH; DIRECTOR PLANNING AND FUNDING

6. **NOTES** THAT FROM TIME TO TIME OTHER STAFF WILL ATTEND BOARD AND COMMITTEE MEETINGS AS MAY BE REQUIRED TO SPEAK TO SPECIFIC AGENDA ITEMS.

Meeting closed: 4.30pm

Bob Francis – Chairman

Date