

# Minutes

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**Date:** 29 July 2022 **Time:** 11.30 am **Venue:** Lameroo Hospital & via TEAMS **Meeting Number:** #33

## Riverland Mallee Coorong Local Health Network Governing Board Meeting

**Present:** Peter Joyner (PJ), Elaine Ashworth (EA) (via MS Teams), Mel Ottaway (MO), Claudia Goldsmith (CG), Fred Toogood (FT)

**Attendees:** Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Sharon Wingard (SW) – Director Aboriginal Health

**Guests:** Deb Lawrence, Practice Manager, RMCLHN Mallee Medical Practice  
Susan Peterson, RMCLHN Communications Advisor

**Apologies:** Nil

**Secretariat:** Zia Earl (ZE)

### Traditional Acknowledgement

*We would like to acknowledge the Aboriginal custodians of the Land and waters that we are meeting upon today. We respect their spiritual relationship with their country and acknowledge that their cultural beliefs are an important focus of their past, present and future. We also pay respect to the cultural authority of Aboriginal people in attendance from other areas.*

ITEM NO.	ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
<b>1</b>	<b>PRESENTATION</b>		
1.1	Deb Lawrence, Practice Manager, Mallee Medical Practice	<ul style="list-style-type: none"> <li>Deb Lawrence provided an overview of the Mallee Medical Practice following a tour of the clinic by the Governing Board.</li> <li>The Governing Board acknowledged the work undertaken by Deb Lawrence over many years and wished her well in her retirement.</li> </ul>	
1.2	Susan Peterson, Senior	<ul style="list-style-type: none"> <li>Susan Peterson provided a presentation to the Governing Board to generate a discussion about potential strategies for</li> </ul>	ACTION: 20220729-01 - Susan Peterson to follow up with Board Chair to further

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	Communications Advisor	communication and raising the profile of the Governing Board, with general support for the ideas presented.	develop proposed strategies. ACTION: 20220729-02 - Photoshoot to be organised for Board Members (Assignee(s): Susan Peterson; Due Date: 30/09/2022)
<b>2</b>	<b>IN CAMERA DISCUSSION</b>		
		o In-Camera discussion held at the beginning of the meeting.	
<b>3</b>	<b>CONFIRMATION OF MINUTES &amp; ACTION ITEMS</b>		
3.1	Acknowledgement/ Present and Apologies	o Chair welcomed members and attendees and provided acknowledgement.	
3.2	Interests and Conflicts Disclosure Log	o Current Interests and Conflicts Disclosure Log noted.	
3.3	Confirmation of Minutes	o The minutes from the Board Meeting held 30 June 2022 were endorsed.	
3.4	Review Actions Log	<ul style="list-style-type: none"> <li>o The Board noted the Actions Log including completed actions and those included in the agenda.</li> <li>o ACTION 20220331-04 &amp; 20220630-05 <ul style="list-style-type: none"> <li>o Noted the meeting between the Minister, Chair and CEO held 26 July 2022.</li> <li>o Noted the meeting of the Board with prospective member held 28 July 2022.</li> </ul> </li> <li>o ACTION 20220630-02 - RMCLHN Communications Activities <ul style="list-style-type: none"> <li>o Refer 1.2 re presentation / discussion with Susan Peterson.</li> </ul> </li> <li>o ACTION 20220630-03 &amp; 04 - RMCLHN Aged Care Workshop <ul style="list-style-type: none"> <li>o Refer 5.1</li> </ul> </li> <li>o ACTION 20220526-03 - Quality and Safety Reports <ul style="list-style-type: none"> <li>o Refer 4.4</li> </ul> </li> <li>o ACTION 20220331-06 - RMCLHN Planning</li> </ul>	

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		<ul style="list-style-type: none"> <li>○ Refer 4.6</li> <li>○ ACTION 20220630-06 - Governing Board Action Plan</li> <li>○ Refer 5.4</li> </ul>	
3.5	Board Work Plan	<ul style="list-style-type: none"> <li>○ The Board noted the Work Plan</li> <li>○ Public consultation report to remain on Work Plan but change to annual.</li> <li>○ Discussion about Independent Living Units.</li> </ul>	<p>ACTION: 20220729-04 - Independent Living Units Annual Financial Statement to be added to Finance Committee Work Plan</p> <p>ACTION: 20220729-03 - Independent Living Units AGM Agenda and Minutes to be added to Work Plan.</p>
<b>4</b>	<b>MATTERS FOR NOTING</b>		
4.1	Chairperson Report	<ul style="list-style-type: none"> <li>○ The Chairperson Report was noted.</li> </ul>	Chairperson's Report noted.
4.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> <li>○ Report provided a summary of current issues, noting the following topics: <ul style="list-style-type: none"> <li>○ Fantastic Awards night - celebrations of success!</li> <li>○ Reflections of 2021-22</li> <li>○ Japanese Encephalitis - Communicable Disease Control Branch (CDCB) planning how to respond to summer season with expected mosquito increase. Working with RMCLHN as the LHN with the biggest risk in relation to mosquito corridor and pig population.</li> <li>○ GP contract negotiations - All practices have now reached agreement with RMCLHN. <ul style="list-style-type: none"> <li>○ Acknowledgement of the work undertaken by Caroline Phegan, Executive Director Medical Services and Brad Birleson while Acting CEO.</li> </ul> </li> <li>○ Meeting of Board Chair and CEO with the Minister for Health and Wellbeing. Discussion included: <ul style="list-style-type: none"> <li>○ Mannum proposal to transfer aged care beds to Aminya following community consultation and community support. Minister provided verbal approval to proceed with proposed</li> </ul> </li> </ul> </li> </ul>	CEO'S Report noted.

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		<p>transfer and to develop future options for utilisation of the space.</p> <ul style="list-style-type: none"> <li>○ Section 19(2) exemption application with draft agreement now received. Noted that the outgoing Federal Government commenced the process and the incoming Government provided endorsement. Noted that RMCLHN will have 10 placements under Section 19(2) exemption.</li> <li>○ CSSD Project update with available funding only covering two of four sites.</li> <li>○ Waikerie Birthing Services with request to provide a plan for a model of care (and associated costings) to enable a safe and efficient birthing service for the Waikerie community.</li> </ul>	
4.3	COVID -19 Update	<ul style="list-style-type: none"> <li>○ COVID-19 status as of date of meeting provided with 485 active cases in RMCLHN and 68 staff furloughed.</li> <li>○ Discussion about forecast modelling with two different models providing variable predictions regarding the expected peak of the current wave.</li> <li>○ Discussion about the demand for hospital beds noting that initial COVID-19 planning was for 300 COVID beds in South Australia and the current occupancy is 370 beds. This impacts on regions with DHW requesting 130 beds to be available in regional South Australia.</li> </ul>	The Board noted the COVID-19 update.
4.4	Accreditation Preparedness Update	<ul style="list-style-type: none"> <li>○ The Board noted the RMCLHN National Standards Accreditation Preparation Schedule with 15 months lead time as a result of the extension provided to all sites due to COVID-19 with expiry date now 24 February 2024. Accreditation assessment is planned for October 2023.</li> <li>○ Noted that RMCLHN will undertake mock surveys at each site as part of preparation and the pre-assessment summary will be provided six weeks prior.</li> <li>○ Noted that Working Groups for each standard are undertaking a gap analysis and monthly accreditation forums will be held to assist with preparedness.</li> </ul>	ACTION: 20220729-05 - QRS Manager to develop plan for engaging Health Advisory Councils in mock accreditation process.

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		<ul style="list-style-type: none"> <li>○ Noted that this accreditation assessment will include six new aged care modules for multi-purpose sites (MPS) aimed to bridge the gap to the Aged Care Standards and there will be a specific assessor for these sites.</li> <li>○ Noted that assessments are now more focussed on observations and interviews.</li> <li>○ Discussion about how to engage Health Advisory Councils more in the process including involvement in the mock assessments.</li> </ul>	
4.5	Barmera Accreditation	<ul style="list-style-type: none"> <li>○ The Board noted the draft Site Reports from the Aged Care Quality and Safety Commission for Barmera Residential Aged Care and the RMCLHN response.</li> <li>○ The Plan for Continuous Improvement is regularly updated and identified issues addressed.</li> <li>○ The Board acknowledged the amount of work undertaken to achieve the good result and noted that the assessors also commented on the changes and how much had been achieved.</li> </ul>	The Board noted the Barmera Accreditation update.
4.6	Strategic Asset Management Summary	<ul style="list-style-type: none"> <li>○ The Board noted the report from the RMCLHN Strategic Asset Manager providing a summary of current projects.</li> </ul>	
<b>5</b>	<b>MATTERS FOR DISCUSSION</b>		
5.1	RMCLHN Aged Care Strategy Update	<ul style="list-style-type: none"> <li>○ The Board noted the information and outcomes from the Enkindle aged care strategic planning day held in May 2022 and the aged care information from the RMCLHN strategic planning day held in June 2022.</li> <li>○ Noted the attendance of Board members and staff at the two day on-line Aged Care Conference.</li> <li>○ The Board noted the information and endorsed the future state and plan going forward to progress the RMCLHN Aged Care Strategy.</li> <li>○ Noted that Director of Nursing - Aged Care, Pam Thomson, to present to August Board meeting.</li> </ul>	

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5.2	Board and Sub Committee Evaluations	<ul style="list-style-type: none"> <li>○ The Board noted the summary reports of the self evaluation surveys for the Governing Board, Clinical Governance Committee and Finance Committee.</li> <li>○ The Board noted that the Audit and Risk Committee report will be presented at the August meeting.</li> <li>○ The Board noted that the focus area topics identified through the self-evaluation process have been incorporated into the Governing Board Action Plan (refer 5.4).</li> <li>○ Discussion about identified focus area topics including environmental issues.</li> </ul>	<p>ACTION: 20220729-06 - Board agenda to be restructured with items for noting lower on agenda and Sub-committee Chairs to provide a verbal report in addition to the minutes.</p> <p>ACTION: 20220729-07 - The annual Planning Day in December to have a specific focus on environmental issues and sustainability.</p> <p>ACTION: 20220729-08 - Initiatives to improve environmental sustainability, including recycling options, to be explored for each site</p> <p>ACTION: 20220729-09 - Board Chair to provide the Minister for Health and Wellbeing with an evaluation report.</p>
5.3	Review Governing Board Charter Volume 2	<ul style="list-style-type: none"> <li>○ The Board endorsed the updated RMCLHN Board Charter Volume 2 following the annual review, noting that minor amendments made and the RMCLHN branding applied.</li> </ul>	The Board endorsed the updated RMCLHN Board Charter Volume 2
5.4	Governing Board Action Plan Quarterly Report	<ul style="list-style-type: none"> <li>○ The Board endorsed the proposed closure of identified actions related to the 2020-21 and 2021-22 self evaluations and the carryover of identified actions to the 2022-23 action plan along with new focus area topics identified in the current self evaluation (refer 5.2).</li> </ul>	ACTION: 20220729-10 - Board Chair, CEO and Manager Secretariat to review and update Board Action Plan.

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5.5	Board Structure	Member	<ul style="list-style-type: none"> <li>○ Board Chair provided an update following the meeting with the Minister for Health and Wellbeing regarding Board membership and the proposed process for achieving Aboriginal representation, temporarily increasing membership as a transition process, and ideas for achieving medical representation.</li> <li>○ Discussion about the sub-committee structure and the frequency and timing of meetings, and membership.</li> <li>○ The Board endorsed the ongoing attendance of Director of Aboriginal Health, Sharon Wingard, at Board meetings until Aboriginal representation is finalised.</li> </ul>	<p>ACTION: 20220729-11 - Board Chair and CEO to develop potential candidate pool with medical background, and aligned to the Health Care Act 2008 requirements, for the Board's consideration prior to undertaking an Expression of Interest process.</p> <p>ACTION: 20220729-12 - Board Chair and CEO to contact various Aboriginal leaders within RMCLHN to develop a list of potential Board members.</p> <p>ACTION: 20220729-13 - Clinical Governance Committee to consider frequency of Clinical Governance and Aged and Disability Governance at the meeting to be held 3 August 2022.</p>
5.6	CHSP Assessment	Viability	<ul style="list-style-type: none"> <li>○ The Board noted the information and viability assessment of the Community Home Support Program (CHSP) specifically in relation to lifestyle programs, cottage respite and CHSP transport under the new funding model, noting there is uncertainty about the timeframe as this has been delayed by the Commonwealth Department of Health.</li> <li>○ The Board supported not continuing to reform unviable activity types and supported further viability assessment.</li> </ul>	<p>ACTION: 20220729-14 - CEO to follow up with the Rural Support Service to ensure a briefing is provided to the Minister about the statewide impacts related to the Community Home Support Program.</p> <p>ACTION: 20220729-15 - RMCLHN to continue to</p>

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		<ul style="list-style-type: none"> <li>○ The Board supported the formation of a Transition Team to implement the RMCLHN Aged Care Strategy, inclusive of the new Support at Home Program.</li> <li>○ Discussion about processes to formally relinquish any services and the process for managing any impacts for staff.</li> <li>○ Noted the potential risk for all six regional LHNs was flagged with the Minister for Health and Wellbeing at the recent meeting, on behalf of the six LHNs, and the Rural Support Service will brief the Minister further.</li> </ul>	develop an increasing level of analysis of CHSP activity types to ensure viability and improve effectiveness.
5.7	RSS Mannum Health Service Proposal	<ul style="list-style-type: none"> <li>○ The Board noted the proposal from the Rural Support Service (RSS) to undertake the development of a Mannum Health Service Plan and endorsed the elements and proposed timeframe.</li> <li>○ Refer also Item 4.2 about the Minister's support.</li> </ul>	
<b>6</b>	<b>STANDARD AGENDA ITEMS FOR DISCUSSION</b>		
6.1	Performance Report	<ul style="list-style-type: none"> <li>○ The Board noted the RMCLHN Performance Reports, noting that these were discussed in detail at the Finance Committee and Clinical Governance Committee meetings.</li> </ul>	The Board noted the RMCLHN Performance Reports.
6.1.1	Finance and FTE Report- PPRC	<ul style="list-style-type: none"> <li>○ The Finance and FTE Report was noted and discussed at the Finance Committee Meeting.</li> </ul>	
6.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> <li>○ The KPI Monthly Performance Report was noted and discussed at the Finance Committee Meeting.</li> </ul>	
6.1.3	People and Culture Report	<ul style="list-style-type: none"> <li>○ Noted that COVID-19 has impacted elective surgery.</li> <li>○ The People and Culture Report was noted.</li> </ul>	
6.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> <li>○ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee.</li> </ul>	
6.1.5	SA Health KPIs Performance Report Q2 2021/2022	<ul style="list-style-type: none"> <li>○ The SA Health KPIs Performance Report Q3 2021-2022 report was noted.</li> </ul>	
6.2	RMCLHN Planning Update	<ul style="list-style-type: none"> <li>○ The Board noted the Report of the Strategic Planning Workshop held 24 June 2022 and the participant evaluation.</li> </ul>	The Board noted the Planning Update.



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		<ul style="list-style-type: none"> <li>The Board noted the draft priorities for the RMCLHN Operational Plan 2022-23 that include items carried over from the 2021-22 plan along with priorities identified through the 2022 Strategic Planning Workshop, by Executive and previously identified for year two of the iterative plan.</li> </ul>	
<b>7</b>	<b>MATTERS FOR DECISION</b>		
7.1	Annual ACSQHC Attestation Statement	<ul style="list-style-type: none"> <li>The Board endorsed the 2022 RMCLHN Governing Board Attestation Statement and nominated Chair, Peter Joyner to sign the statement with the Chief Executive Officer.</li> </ul>	The Board endorsed the 2022 RMCLHN Governing Board Attestation Statement.
7.2	Annual Safety and Quality Account	<ul style="list-style-type: none"> <li>The Board endorsed the RMCLHN 2021-22 Safety and Quality Account to be submitted to the Department for Health and Wellbeing (DHW).</li> <li>Discussion about barriers such as the digital health environment.</li> </ul>	ACTION: 20220729-16 - A cover letter to be provided with the submission of the annual Safety and Quality Account highlighting issues of concern regarding digital health.
<b>8</b>	<b>MATTERS FOR INFORMATION</b>		
8.1	RMCLHN Board Finance Committee Minutes June 2022 (Draft)	<ul style="list-style-type: none"> <li>Noted the RMCLHN Board Finance Committee Minutes June 2022 (Draft).</li> <li>The Board endorsed the recommendation from the Finance Committee to merge the Residential Aged Care provider identifiers from six to three.</li> </ul>	The Board endorsed the recommendation from the Finance Committee to merge the RAC provider identifiers from six to three.
8.2	RMCLHN Board Clinical Governance Committee Minutes June 2022 (Draft)	<ul style="list-style-type: none"> <li>Noted the RMCLHN Board Clinical Governance Committee Minutes June 2022 (Draft).</li> </ul>	
8.3	RSS Governance Committee	<ul style="list-style-type: none"> <li>Noted that CG attended July meeting with two presentations provided that would be of relevance for the Board.</li> </ul>	
8.3.1	RSS Governance Committee Meeting Minutes May 2022	<ul style="list-style-type: none"> <li>The RSS Governance Committee Meeting Minutes May 2022 (approved) were noted.</li> </ul>	

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8.3.2	RSS Governance Committee Meeting Minutes June 2022	<ul style="list-style-type: none"><li>○ The RSS Governance Committee Meeting Minutes June 2022 (draft) were noted.</li></ul>	
8.3.3	RSS Governance Committee Meeting Summary June 2022	<ul style="list-style-type: none"><li>○ The RSS Governance Committee Meeting Summary June 2022 (draft) were noted.</li></ul>	
<b>9</b>	<b>ITEMS APPROVED BY CEO FOR NOTING - Nil</b>		
<b>10</b>	<b>CORRESPONDENCE</b>		
10.1 10.1.1	Incoming: Mr David Steel re Mannum Medical Associates	<ul style="list-style-type: none"><li>○ Noted the incoming correspondence.</li></ul>	
10.2 10.2.1	Outgoing: Mr David Steel re Mannum Medical Associates	<ul style="list-style-type: none"><li>○ Noted the incoming correspondence.</li></ul>	
<b>11</b>	<b>MEETING FINALISATION</b>		
11.1	Questions ./ Comments	<ul style="list-style-type: none"><li>○ Discussion about status and scope of digital health future business case</li></ul>	
11.2	Review actions to be taken	<ul style="list-style-type: none"><li>○ Refer items: 1.2, 3.5, 4.4, 5.2, 5.4, 5.5, 5.6, 7.2 and 8.3.</li></ul>	
11.3	Meeting evaluation	<ul style="list-style-type: none"><li>○ PJ summarised the meeting and noted the value of being able to meet on site.</li></ul>	

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**Meeting Close:** 3.35 pm  
**Next Meeting:** **Date:** 25 August 2022  
**Time:** 1.30pm – 4.30pm  
**Location:** Murray Bridge Hospital

**Apologies:**

**Signed:**

Peter Joyner

Chair



Date: / /

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