

# Governing Board Minutes

## Official Acknowledgement to Country

We acknowledge the Aboriginal custodians of the Land and waters within the Footprint of the Flinders and Upper North Region. 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.

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| <b>Date: Friday 27 August 2021</b> | <b>Time: 09:00 to 13:06</b> | <b>Location: Roxby Downs Health Service</b> |
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## Membership:

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| <b>(MW) Mark Whitfield</b> , Chairperson     | P     | <b>(GM) Geri Malone</b> , Board Member | P     |
| <b>(GB) Garnett Brady PSM</b> , Board Member | P     | <b>(KR) Karyn Reid</b> , Board Member  | Teams |
| <b>(SG) Suzy Graham</b> , Board Member       | Teams | <b>Vacant</b> - Board Member           |       |
| <b>(JL) John Lynch OAM</b> , Board Member    | P     |  |       |

## Regular Attendees:

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| <b>(CP) Craig Packard</b> , Chief Executive Officer (CEO) | P | <b>(LT) Lisa Taylor</b> , Director Governance and Performance | P |
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## Invited Guests:

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| <b>(FT) Fran Thorn</b> , Healthcare Act Governance Review Lead | P | <b>(MD) Mike McDonough</b> , <b>(CG) Carol Gannon</b> , <b>(CC) Clinton Cenko</b> , Drug and Alcohol Service SA (DASSA) | P |
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| 1. MEETING OPENING |                                     |  |
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| 1.1                | Official Acknowledgement to Country | Meeting opened at 09:04 with the Chair providing Acknowledgement to Country, Chair welcomed all present.<br><br>Chair acknowledged through GB, that the meeting today is held on Kokatha land. |
| 1.2                | Present and Apologies               | Nil Apologies  |

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| 1.3                            | In Camera Board Discussion                 | In camera session 12:42 to 13:06  |
| 1.4                            | Conflict of Interest Declarations          | Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items   |
| 1.5                            | Confirmation of Previous Minutes           | Minutes from Board Meeting 30 July 2021 tabled.<br>JL acknowledged timely minutes provided to the board<br><b>Action:</b> Minutes Accepted and Endorsed by all members present  |
| 1.6                            | Actions Arising from Previous Minutes      | Action Register updated / Completed Actions removed and Archived<br><b>Action:</b> Action Register to be updated, completed actions to be removed and archived  |
| 1.7                            | Presentation to Board                      | Drug and Alcohol Service South Australia (DASSA) presented to acknowledge requested service delivery within FUNLHN. Questions provided to DASSA prior to presentation occurring.<br><br>Provided overview of current services across statewide services. Referral process briefly discussed. Discussion held around models of care and funding options for DASSA and how they link into other services for example DCP, Corrections.<br><br>FUNLHN Board discussed service gaps to remote sites within our LHN and requested further data around this to be provided.<br><br><b>Action:</b> LT to acquire presentation<br><br><b>Action:</b> DASSA to provide accurate breakdown of statistics<br><br><b>Action:</b> DASSA to provide any reports on Aboriginal Consumer uptake<br><br><b>Action:</b> FUNLHN Board members to provide questions to LT for written response by DASSA and intent to invite back with ADAC<br><br><b>Action:</b> Ascertain what funding PHN provide<br><br><b>Action:</b> MW to draft correspondence to Carol Gannon |
| <b>2. MATTERS FOR DECISION</b> |  |   |
| 2.1                            | {2021-027} SA Health Policies              | Summary for noting tabled, all present endorsed   |
| 2.2                            | {2021-024} Final Draft Financial Statement | Final Draft Financial Statement endorsed by circular resolution 5 August 2021   |

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| 2.3                               | {2021-025} Terms of Reference<br>FUNLHN Finance and Performance<br>Committee | FUNLHN Terms of reference for Finance and Performance<br>Board Committee tabled for endorsement.<br><br>Discussion held regarding amendments tabled, further<br>review requested and return for endorsement   |
| 2.4                               | {2021-026} FUNLHN Annual Report  | Draft Annual report tabled, relevant changes to occur and<br>circulate out of session for Board review and any final<br>suggested changes.<br><br>KR tabled congratulations on report presentation,<br>significant improvement from previous year<br><br>All present endorsed signatory of Board Chair and CEO<br>within document for presenting to the Minister of Health and<br>Wellbeing by 30 September 2021  |
| <b>3. STRATEGIC DISCUSSIONS</b>   |  |   |
| 3.1                               | Priorities of the Strategic Plan – KPI<br>Reporting                          | Discussions held around Strategic Plan and developing<br>strategies. This to occur out of session to be tabled for<br>further discussion at a later stage with sessions facilitated<br>as required  |
| <b>4. BOARD COMMITTEE REPORTS</b> |  |   |
| 4.1                               | Consumer and Community Engagement<br>Committee                               | KR tabled next meeting to be held Friday 3 September<br>2021. KR provided confirmation the Annual HAC<br>Conference is occurring and GM has agreed to represent<br>the Board at this conference.  |
| 4.2                               | Finance and Performance Committee  | Detailed summary reports tabled for information<br><br>JL discussed further notation of RFDS Remote Nursing<br>Contract and GM assisting with development of KPI<br>reporting.<br><br>CEO suggested having Chief Finance Officer (CFO) and<br>members of her team present the PPRC and<br>Commissioning outcomes to the Governing Board next<br>meeting, all in attendance agreeing<br><br><b>Action:</b> LT to table half an hour allocation for Bridgette Rau<br>and team to present at September Board meeting |
| 4.3                               | Clinical Governance Committee  | GM tabled next meeting 15 September 2021. GM tabled for<br>noting confirmation of Consumer Representative(s) on this<br>Committee and that letters had been drafted for formal<br>acknowledgment to the consumers by the Board Chair<br><br><b>Action:</b> LT to provide drafted letters to MW for signatory  |
| 4.4                               | Audit and Risk Committee   | Detailed summary report tabled.   |

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|  |   | <p>MW discussion around outstanding action being resolved by operational staff not the chair of this committee, to be discussed with relevant staff member</p> <p>Discussion held regarding TOR for this Board committee, All present agreed review required by Governing Board in the first instance</p> <p>CP noted updated medical model with working group formed to assess processes</p>   |
| <b>5. MATTERS FOR INFORMATION AND DISCUSSION</b> |   |   |
| 5.1  | Chief Executive Report  | <p>Report tabled for information. Discussion held around various topics as follows.</p> <p>Medical recruitment and Anaesthetic services discussed at length. Discussions held relating to strategic service provisions and salaried models.</p> <p><b>Action:</b> CP to bring back service plan for Anaesthetic services</p> <p>Discussions held around Mental Health Research project and funding provisions.</p> <p>Congratulations acknowledged through the chair on recent scholarships in FUNLHN for Mental Health and Renal Navigators</p> <p><b>Action:</b> Letters to be drafted and signed by Board Chair</p> <p>Discussion held around recruitment for Director of Nursing in Quorn Health Service. CEO advised progression plan in place to recruit.</p> |
| 5.2  | FUNLHN Performance Report   | Report tabled for information. Information provided well-constructed and clear with extra detail provided on performance improvements.  |
| <b>6. CORRESPONDENCE FOR NOTING</b>              |   |   |
| 6.1  | FUNLHN CEO Bulletin: Aboriginal health Engagement and Development Officer | Tabled out of session for information   |
| 6.2  | DHW CE- COVID-19 Vaccination Requirements update                          |   |
| 6.3  | Wellbeing SA CE Bulletin – 5 Ways to Wellbeing                            |   |
| 6.4  | Minister Update- <i>Healthcare (Governance) Amendment Act 2021</i>        |   |
| <b>7. MEETING FINALISATION</b>                   |   |   |
| 7.1  | New Business  |   |

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| 7.1.1 | Final External Review Report                                 | Discussed final presentation to the board on this report<br><b>Action:</b> LT to put some dates together outside of a board meeting to complete this task   |
| 7.1.2 | Consultation Draft SA Rural Aboriginal Health Workforce Plan | Workforce plan circulated out of session. Discussion around feedback from the Governing Board. Agreed any feedback to be provided to LT for collation and feeding back.   |
| 7.1.3 | SA Pharmacy Strategic Plan                                   | Strategic Plan tabled out of session and request to present to the Governing Board.<br><b>Action:</b> Arrange for plan to be presented to a board meeting identifying what this means for the LHN.  |
| 7.1.4 | Board Vacancy  | JL tabled enquiry as to current process to recruit to vacancy. MW provided an update of current recruitment stage.<br><br>Discussions held regarding successional planning for future replacements.   |
| 7.2   | Meeting Scheduling   | Nil discussion tabled   |
| 7.3   | Meeting Evaluation   | Discussion held to await final report from external review and develop from recommendations of this report.   |
| 7.4   | Next Meeting   | <b>Date: Friday 24 September 2021</b><br><b>Time: 09:00</b><br><b>Venue: Whyalla Hospital</b><br><b>Invited Guest: Fran Thorn, Healthcare Act Governance Changes Lead (09:30)</b><br><b>Debbie Martin, Director Rural Support Service (13:00)</b> |
| 7.5   | Meeting Close  | Meeting Closed at 13:06   |

Signed: Mark Whitfield, FUNLHN Governing Board Chair



DATE: 24 September 2021