

**LIMESTONE COAST LHN
GOVERNING BOARD
MEETING MINUTES**

Meeting Date: 27 January 2021 11:30am – 4:00pm

Location: WebEx Video Conferencing

Acknowledgement of Country Limestone Coast Local Health Network acknowledges Traditional Custodians of Country throughout the region and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islander cultures; and Elders past and present.

Board Members: Chair: Grant King (GK) Glenn Brown (GB) Lindy Cook (LC) John Irving (JI) Dr Anne Johnson (AJ)
Dr Andrew Saies (AS)

Members: Ngaire Buchanan (NB) Kristen Capewell (KC) Dr Elaine Pretorius (EP) Paul Bullen (PB) Hannah Morrison (HM)
Angela Miller (AM) Ravinder Singh (RS) Sally Foster (SF)

Guests: Jennie Jacobs (JJ), Executive Officer/Director of Nursing (EO/DON) Bordertown & Kingston
Michael Goldsworthy (MG), Managing Director, Australian Strategic Services

Secretariat: Emily Baker, Senior Administration Officer, Governance & Planning

1.	IN CAMERA SESSION	
Item		Discussion
1.1		IN CAMERA SESSION – 11:30am – 12:00pm
2.	MEETING OPENING	
Item		Discussion
2.1	Acknowledgement of Country	GK provided the Acknowledgement of Country.
2.2	Apologies	An apology was provided for Sally Foster, Senior Communications Advisor, LCLHN and Paul Bullen, Executive Director of Nursing and Midwifery (EDNM),

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		LCLHN.
2.3	Introduction	GK provided an introduction to the meeting of the Limestone Coast Local Health Network (LCLHN) Governing Board.
2.4	Director Conflict of Interest Disclosures	Nil Conflicts of Interest disclosed.
2.5	Confirmation of previous meeting minutes and actions	<p>The minutes of the meeting held on 30 November 2020 were accepted as a true and accurate reflection of the meeting held and an update on actions was provided.</p> <p>The process for Out of Session (OoS) approval of the previous meeting minutes was discussed, with a consensus reached that a unanimous vote, via the online platform Diligent, would be required to confirm OoS approval and confirmation would be provided at the following meeting of the Governing Board.</p>
3.	BOARD CHAIR REPORT	
3.1	Report from Grant King, Board Chair	<p>The Governing Board Chair provided an update on the recent unplanned absences of key leadership staff, extending gratitude to the Executive Director of Medical Services (EDMS) and to various executive team members for their stewardship, to ensure that operational activities had continued across the LCLHN with minimal disruption.</p> <p>An update was provided in relation to work progressing to form an independent Board for the Rural Support Service (RSS), with confirmation provided that John Irving and Lindy Cook, Governing Board Directors and Kristen Capewell, Chief Finance Officer (CFO), LCLHN had been nominated for consideration as the representative for the LHN.</p> <p>Progress updates were provided on key topics, including:</p> <ul style="list-style-type: none">• Recruitment of an Aboriginal Health (AH) Expert to the LCLHN Governing Board, and an anticipated commencement date, for the successful candidate, of February 2021• Recent discussions with the Minister for Health and Wellbeing (MHW) and the Chief Executive (CE) of the Department for Health and Wellbeing (DHW), to discuss the provision of support to the Keith District Hospital (KDH), and to develop a plan for services to support the health care

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		<p>needs of the Keith community into the future</p> <ul style="list-style-type: none">• The inclusion of a meeting evaluation as a standing agenda item for all LCLHN Governing Board meetings moving forward <p>The Aged Care Strategy workshop, to be hosted by SA Health in mid February, was discussed, noting that Paul Bullen, EDNM and Jennie Jacobs, EO/DON had been nominated to attend as executive representatives of the LCLHN. It was agreed that Dr Anne Johnson, Lindy Cook and Glenn Brown, Board Members, would also attend as representatives of the LCLHN Governing Board.</p>
4.	LIMESTONE COAST LHN REPORTS	
4.1	CEO Report a) General update	<p>The Chief Executive Officer report was noted.</p> <p>A progress update was provided in relation to the rollout of the COVID-19 vaccination program, including:</p> <ul style="list-style-type: none">• The re-establishment of the LCLHN Incident Management Team (IMT) to support with planning and management activities relating to the vaccination program• The requirement for logistics and workforce planning, the procurement of suitable sites and storage requirements of the vaccine• The need to operate the COVID-19 Vaccination Program concurrently with the Business as Usual (BAU) operational activity for the LHN, and the resulting need for recruitment of additional project staff• Confirmation that additional funding, from both Commonwealth and State Government sources, would be available to support with the establishment and operational costs relating to the program• Anticipation for a confirmed date for the commencement of the COVID-19 Vaccination Program, to be provided by the Department for Health and Wellbeing (DHW) <p>An update was provided in relation to recent approval received from the DHW to commence scoping activities and consultation, to investigate the viability of an Ambulatory Care Centre at the Mount Gambier and District Health Service (MGDHS). Details of the improvements to infrastructure to support the unique model of care, and the potential benefits for the community, bringing services closer to home, were discussed.</p>

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	b) Performance Reporting Summary November 2020	<p>The Chief Finance Officer (CFO) provided a summary of key points from the November 2020 Finance Report, including:</p> <ul style="list-style-type: none">• The Year to Date (YTD) November financial position, reported to be \$100k unfavourable to budget• The End of Year (EOY) forecasted Net Adjusted Result (excluding revaluations), reported to be \$1m unfavourable to budget• Noting that the allowable variances had increased from the previous reporting period• Continued negotiations with the DHW in relation to an adjustment to the allocation for depreciation for the current budget period• The work progressing with the preparation of Commissioning and Budget bids, due for submission to the DHW by 31 January 2021 <p>An update was provided on work progressing with debtors, including investigations into adjusting Residential Aged Care (RAC) budgeting models, improvements to systems and the implementation of new auditing software, to improve accuracy with coding.</p>
	c) Key Performance Indicator (KPI) Summary November 2020	<p>The Key Performance Indicator (KPI) Summary for November 2020 was noted.</p> <p>An update was provided regarding recent assessments against the National Safety and Quality Health Service (NSQHS) Standards, which occurred in December 2020, including confirmation that the LCLHN had achieved accreditation for a period of three years.</p>
5.	ENGAGEMENT STRATEGIES	
5.1	Engagement Strategy Update	<p>An update was provided on the Consumer, Carer & Community (CCC) and Clinician & Staff (CS) Engagement Strategies, including:</p> <ul style="list-style-type: none">• Confirmation that the draft CCC Engagement Strategy had been completed and was ready to progress to the consultation phase• Progress made to finalise an online survey for future dissemination, to support the consultation process, which was anticipated for completion mid February <p>It was noted that the Governing Board is enthusiastic about the progression of the CCC and CS Engagement Strategies, supporting active engagement with the LCLHNs various stakeholders, which had been previously delayed due to</p>

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		COVID-19.
6.	GOVERNING BOARD COMMITTEE UPDATES	
6.1	Audit & Risk Committee Summary	<p>An update of the meeting of the Audit & Risk Committee on 26 October 2020 was provided.</p> <p>Progress updates were provided on key topics, including:</p> <ul style="list-style-type: none">• The Across Government Facilities Management Arrangements provided by the Department of Planning, Transport and Infrastructure (DPTI)• The lease arrangement between Honeywell maintenance services and the MGDHS, due to expire in June 2022• Work progressing with a consolidated record of assets and an audit of physical assets for the LCLHN• The development of a three year plan for minor works across the LCLHN, including the development of a report to monitor progress• The continued implementation of Risk Console software, and the anticipated improvements to reporting• The 2019-20 Financial Year – Annual Internal Controls Letter, provided by the RSS
6.2	Clinical Governance Committee Summary	<p>An update of the meeting of the Clinical Governance Committee on 27 January 2021 was provided.</p> <p>The impact of increased numbers of ED presentations in relation to the Key Performance Indicator (KPI) results for Potentially Preventable Admissions and Healthcare Acquired Infections, was discussed, including the benefits hospital avoidance strategies such as the ambulatory care model currently being investigated as a future option for the LCLHN.</p>
6.3	Finance & Performance Committee Summary	<p>An update of the meeting of the Finance & Performance Committee on 27 January 2021 was provided.</p> <p>Progress updates were provided on key topics including:</p>

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		<ul style="list-style-type: none"> • A recent meeting between regional CFOs and the RSS to discuss debtors, and to commence planning of a coordinated project, aiming to address system issues with debt management processes • A review of the current model for calculating Aged Care budgets, to ensure that revenue and expenses targets are achievable and consistent with the delivery of safe and quality care • The receipt of SA Health Service Agreement Grant Funding of \$250k, to be utilised in the 2020-21 FY, and the importance for considering potential future grant funding amounts during strategic planning discussions • Confirmation of a recent letter received from the DHW congratulating the LCLHN for achieving a favourable result to Budget for the 2019-20 Financial Year.
7.	STRATEGIC PLANNING	
7.1	Strategic Planning Update	An update was provided on the LCLHN Strategic Planning activities, including a resolution from LCLHN Governing Board to conduct a further planning session, to be held in March 2021, to progress planning activities and to further refine the direction of the LCLHN Strategic Plan 2021-24.
	BREAK	
8.	LCLHN AGED CARE STRATEGY	
8.1	Strategic discussion with Michael Goldsworthy, Managing Director, Australian Strategic Services	<p>Michael Goldsworthy, Managing Director, Australian Strategic Services and Jennie Jacobs, EO/DON Kingston & Bordertown joined the meeting to participate in a strategic discussion regarding Aged Care in the LCLHN, and the anticipated impact of the final outcomes from the Royal Commission into Aged Care, due mid February 2021</p> <p>The fundamentals of future strategic organisational success and sustainability of Aged Care services were discussed, including:</p> <ul style="list-style-type: none"> • The provision of services close to home, ensuring community needs and expectations are met • The standard model of care potentially shifting away from institutionalised care to the provision of health care at home

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		<ul style="list-style-type: none">• The anticipated reform of funding models, and subsequently workforce planning models, to ensure the viability of services, and to ensure that infrastructure is fit for purpose, often competing with the private sector• Ensuring that the care provided is safe, appropriate and quality, and that it meets the relevant standards, including the National Disability Insurance Scheme (NDIS) Standards in addition to the Aged Care Standards• Provision of consumer centred care, ensuring geriatric support is available within aged care facilities, and to support the provision of complex care for people with dementia• Complexities that arise with the increased acuity of patients, including those requiring palliative care, with health care at home care• Engagement with consumers, carers and communities to promote the various aged care services available <p>RESOLUTION</p> <p>The Governing Board resolved to ensure that Aged Care Services would represent a key priority in the LCLHN Strategic Plan 2021-24, and to progress with the implementation of a formal Aged Care Sub Committee to the Board, providing expertise and oversight of Aged Care reform within the LCLHN, and ensuring that community needs are met, both now and into the future.</p>
9.	MATTERS FOR DISCUSSION	
9.1	Board Charter Volume 2 – annual review	<p>A review of the Board Charter Volume 2 was completed and required updates were discussed, including:</p> <ul style="list-style-type: none">• the number of meetings per year to detail that at least one meeting annually to be held at Pangula Mannamurna Aboriginal Corporation• an update to ensure that the Annual Public Meeting is clearly defined as a meeting designed for engagement with community members• the desire to develop and include a Risk Appetite Statement in future updates, anticipated to follow the completion of the LCLHN Strategic Plan 2021-24• a reference to the new online software utilised for meeting papers,

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		<p>Diligent for Boards</p> <ul style="list-style-type: none">• an update to amend the requirements for sub-committee members from a defined number, to be a minimum number of members per committee <p>A review of performance against the terms set out in the LCLHN Governing Board Charter Volume 1 and Volume 2, was discussed.</p>
9.2	Mount Gambier Private Hospital	<p>An update was provided on the request received from the Mount Gambier Private Hospital (MGPH) for the provision of grant funding from the LCLHN, including discussions between the MGPH and LCLHN CEOs, following the completion of a review, undertaken by the LCLHN subject experts in November 2020, on the provision of private services provided by the MGPH.</p>
9.3	Keith & District Hospital	<p>An update on the Keith and District Hospital (KDH) was provided including recent discussions with the Minister for Health and Wellbeing (MHW) and the Chief Executive of the DHW, to discuss the provision of support to the KDH, and the health care needs of the Keith community into the future, including:</p> <ul style="list-style-type: none">• Extending the current interim funding agreement, which would provide financial support to the KDH, at the current funding level, until 30 June 2022.• Seeking additional funding for one year to recruit a project lead to work with the LCLHN and KDH to investigate the viability of a community health hub for the Keith community• Ensuring that future planning activities for the LCLHN incorporate the provision of a ranges of services to the communities of both Keith and Bordertown• The provision of support from the LCLHN contingent on the KDH continuing to maintain accreditation to the NSQHS Standards and the Aged Care Standards <p>RESOLUTION</p> <p>The LCLHN Board resolved to develop formal recommendations to progress to the Minister for Health and Wellbeing for consideration, to support the health care needs of the Keith community into the future.</p> <p>The LCLHN Board resolved to seek additional funding from the DHW to recruit a</p>

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		project lead to work with the LCLHN and KDH to investigate the viability of a community health hub for the Keith community, and additionally to seek to increase the current interim funding agreement, which would provide guaranteed financial support until 31 December 2022..
10.	MATTERS FOR APPROVAL	
10.1	Governing Board Briefing – LCLHN Grant 2020-21	<p>The Governing Board Briefing – LCLHN Grant 2020-21 was discussed, noting the need to include a contingency for the CEO to exercise discretion to vary expenditure, ensuring that the funding is utilised within the current Financial Year (FY).</p> <p>RESOLUTION</p> <p>The Governing Board approved the proposed breakdown of expenditure of the SA Health Service Agreement Grant Funding, in the 2020-21 FY, contingent to a reconciliation of any variations made at the discretion of the CEO, and subject to any variations being consistent to support strategic projects across various health units within the LCLHN.</p>
10.2	Governing Board Briefing – Historical Aged Care Banking Account Signatories	<p>The Governing Board Briefing – Historical Aged Care Banking Account Signatories was discussed, including the need to remove historical signatories who no longer hold financial delegation within the LCLHN.</p> <p>RESOLUTION</p> <p>The Governing Board approved the proposed amendments to historical Aged Care Banking Account Signatories, contingent to the provision of formal approval from the Governing Board for future expenditure, in line with Strategic Planning for the LCLHN.</p>
10.3	LCLHN Business Case – Haematology Service	<p>The LCLHN Business Case – Haematology Service was discussed, to provide further information to the Governing Board relating to Haematology services within the LCLHN, and to ensure segregation of duties for the author and Acting Chief Executive Officer.</p> <p>RESOLUTION</p> <p>The Governing Board provided full support for the LCLHN Business Case – Haematology Service, noting the opportunity to support the Limestone Coast community with the provision of additional services closer to home.</p>

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11.	MATTERS FOR NOTING	
11.1	LCLHN Payment Performance Report November 2020	The LCLHN Payment Performance Report November 2020 was noted.
11.2	LCLHN Late Payments of Interest (LPI) November 2020	The LCLHN Late Payments of Interest (LPI) November 2020 were noted.
11.3	LCLHN Payment Performance Report December 2020	The LCLHN Payment Performance Report December 2020 was noted.
11.4	LCLHN Late Payments of Interest (LPI) December 2020	The LCLHN Late Payments of Interest (LPI) December 2020 were noted.
11.5	Audit & Risk Committee Minutes – 26 October 2020	The Audit & Risk Committee Minutes – 26 October 2020 were noted.
11.6	Finance & Performance Committee Minutes – 30 November 2020	The Finance & Performance Committee Minutes – 30 November 2020 were noted.
11.7	Finance & Performance Committee Agenda – 27 January 2021	The Finance & Performance Committee Agenda – 27 January 2021 was noted.
11.8	Clinical Governance Committee Agenda – 27 January 2021	The Clinical Governance Committee Agenda – 27 January 2021 was noted.
11.9	Correspondence from Minister Stephen Wade	The Correspondence from Minister Stephen Wade was noted.
11.10	Correspondence from SAPOL	The Correspondence from SAPOL was noted.
11.11	Correspondence from the Australian Council on Healthcare Standards	The Correspondence from the Australian Council on Healthcare Standards was noted.
12.	OTHER BUSINESS	
12.1	Any other business	It was agreed that an invitation would be extend to Gail Harding, Aged Care Consultant, Active Quality Management, to discuss Aged Care Governance, to attend the next meeting of the Governing Board on 22 February 2021.

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		Confirmation was provided, in relation to a briefing to be prepared for discussion at the next meeting of the Governing Board, regarding Across Government Facilities Management Arrangements provided by the Department of Planning Transport and Infrastructure (DPTI).
13.	SUMMARY AND CLOSE	
13.1	Meeting Evaluation	AJ provided an evaluation of the LCLHN Governing Board Meeting.
13.2	Next Meeting & location	Monday 22 February 2021, Mount Gambier & District Health Service
13.3	Meeting Close	4:20 pm