MINUTES

Riverland Mallee Coorong Local Health Network
Governing Board Meeting # 8

Date: **Thursday 26 March 2020**
Time: **1.00 pm – 4.00 pm**
Venue: **Video Conference Meeting - Murray Bridge, Berri and Adelaide**

In Attendance: Peter Joyner (PJ), Elaine Ashworth (EA), Fred Toogood (FT), Claudia Goldsmith (CG), Melanie Ottaway(MO), Shane Mohor (SM), Wayne Champion (WC), Craig Lukeman (CL)

Apologies:
Guests: Karen Hollitt, EDON/M for Item 4.1

Secretariat: Jeanette Brown

Acknowledgement:
We acknowledge and respect the traditional custodians whose ancestral lands we are meeting on here today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respects to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia/Australia present here.

ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
1. IN CAMERA DISCUSSION		
2. MEETING OPENING		
2.1 Acknowledgement	• PJ provided Acknowledgement •	
2.2 Present and Apologies	• PJ, EA, FT, CG, WC, MO, SM, CL, JB • Apology: Nil	
2.3 Interests and Conflicts Disclosure	• Nil conflicts of interest declared. • Interests disclosure log updated for FT, MO and CG.	The Board update the Interests Disclosure log.
2.4 Confirmation of Minutes from previous meeting	• The minutes from the Board Meeting held 27 February 2020 were endorsed.	The Board endorsed the previous minutes.
2.5 Review Actions Log	• Actions Log Reviewed. • Noted that relevant CEO Bulletins to be forwarded to Board members.	

3. MATTERS FOR NOTING		
3.1	Chairperson Report	• Report provided summary of Australian Commission on Safety and Quality in Health Care Governance Symposium and also covered current issues and future directions.	Chairperson's Report noted.
3.2	Chief Executive Officer Report	• Report highlighted achievements of RMCLHN and current operational issues. • Noted the SA Health Integrity Program being implemented in response to the ICAC report on SA Health Governance although noting that aspects of the program on hold as a result of COVID-19. • Noted the opening of the Central Sterilising Services Department (CSSD) at Murray Bridge with work progressing on demolition of the old administration area in order to commence construction of the new emergency department. Noted that the redevelopment does not include funding for an emergency department staffing model. • Noted that changes to Renmark emergency services took effect 20 March 2020.	CEO Report noted.
4. PRESENTATION		
4.1	COVID-19	• In attendance Karen Hollitt (Executive Director Nursing and Midwifery). • WC and Karen Hollitt provided overview of actions to date and current planning in relation to COVID-19 from South Australia and RMCLHN perspective and discussed potential projections and responded to questions. • The aim remains to slow the rate to minimise the impact on the health system. Current data discussed noting that those who don't know they have the virus are the people who pose the greatest risk. • Emergency Management structure noted including Karen Hollitt as RMCLHN Commander. • Potential hospital utilisation in Adelaide noted. • Information related to supply of equipment noted including personal protective equipment (PPE). • Potential service delivery changes to support vulnerable clients noted. • Impact of restrictions to interstate travel on the provision of locum and agency staff noted. • Noted the impact on staff and GPs and the need to support staff and manage situations flexibly.	The Board noted the update about COVID-19.

	• Noted that known people who have tested positive are being followed up by phone to check on welfare and that they are complying with self-isolation. • Clarification that current theatre changes relate to non-deferrable elective surgery. • Specific patient issue in relation to COVID-19 discussed. Noted that a separate 1800 number now established for COVID-19. Noted that patient incidents to be recorded on Safety Learning System (SLS).	
5. MATTERS FOR DISCUSSION		
5.1 RMCLHN NSQHS Accreditation and Aged Care Update	• Confirmation of National Safety and Quality Health Care Standards (NSQHS) Version 2 accreditation received. • Noted that consideration being given to a way of celebrating and acknowledging the work of staff within the current COVID-19 environment. • Aged Care assessment reports now received. • Noted that the Aged Care Safety and Quality Commission (ACSQC) has ceased site visits in current environment and has asked all aged care facilities to update and submit their self-assessments. These are currently being updated for each site along with the Improvement Plan for Loxton.	The Board noted the update about NSQHS and ACSQC accreditation.
5.2 Diligent Board Management System	• Discussion about the utilisation of an electronic management system for the Board and the implementation of the Diligent Board Management System in other metropolitan and regional Local Health Networks. • Estimated costs for RMCLHN discussed noting that the cost will vary depending on the number of users.	The Board noted the information about the Diligent Board Management System. ACTION: JB to organise a demonstration of the Diligent system.
5.3 Other Matters for discussion 5.3.1 Electronic access	• Discussion about options for Board members to continue to meet within COVID-19 restrictions. • Noted that the Digital Telehealth Network (DTN) is experiencing major pressure and the first priority for access needs to be clinical care. • Noted that teleconferencing is an option and also Microsoft Teams.	ACTION: Microsoft Teams Learning package to be developed for Board Members.
6. STANDARD AGENDA ITEMS FOR DISCUSSION		
6.1 Performance Report 6.1.1 Finance and FTE Report- PPRC 6.1.2 KPI Monthly Performance Report	• The RMCLHN February Performance Reports were noted. • Noted that detailed discussion about financial performance reports occurred at the Finance Committee meeting with all Board members now able to attend.	The Board noted the RMCLHN Performance Reports.

Item	Topic	Discussion	Outcome
6.1.3	People and Culture Report		
6.1.4	Quality and Safety Reports		
6.1.5	Other	• Noted the recommendation from the Finance Committee to commence an escalated approval process for the utilisation of agency staff in aged care. • Noted that a specific COVID-19 cost centre established. • Discussion about options related to financial performance review noting that RMCLHN remains on quarterly performance meetings with the Department for Health and Wellbeing (DHW) while metropolitan LHNs performance results in more frequent performance meetings. • CEO responded to questions in relation to the KPI Report, People and Culture Report and Quality and Safety report.	ACTION: Specific briefing to be provided about strategies in relation to Aboriginal self-discharges.
6.2	RMCLHN Strategic Plan	• Noted the update about the RMCLHN Strategic Plan process including consultation to date about the draft statement of purpose and values.	The Board noted the Strategic Plan process update.
6.3	Board Consumer and Community Engagement Strategy	• Discussion about the draft Consumer and Community Engagement Strategy with minor suggestions about wording. • Noted the current COVID-19 environment will impact the consultation phase. • Determined to proceed but then review the Plan in 12 months (and thereafter every three years). • Subject to minor changes, the draft Strategy endorsed for broader consultation.	The Board endorsed the draft Consumer and Community Engagement Strategy for consultation.
6.4	Board Clinician and Workforce Engagement Strategy	• Discussion about the draft Clinician and Workforce Engagement Strategy with minor suggestions about wording. • Noted the current COVID-19 environment will impact the consultation phase with different strategies for providing feedback identified. • Determined to proceed but then review the Plan in 12 months (and thereafter every three years). • Subject to minor changes, the draft Strategy endorsed for broader consultation.	The Board endorsed the draft Clinician and Workforce Engagement Strategy for consultation.
7. MATTERS FOR DECISION			
7.1		• Nil	
8. MATTERS FOR INFORMATION			
8.1	RMCLHN Board Finance Committee Minutes (Draft)	• Noted the draft Minutes of February 2020.	The Board noted the draft Minutes.
8.2	RMCLHN Board Audit & Rick Committee Minutes	• Meeting deferred to March 2020.	

Item		Notes
8.3	Checklist for Interim Board Appointments	• Noted the information from DHW about the management of any interim LHN Governing Board vacancies and the roles and responsibilities of the Minister's Office, DHW and the LHN.	The Board noted the information about interim Board vacancies.
9. ITEMS APPROVED BY CEO FOR NOTING			
9.1	COVID-19 related changes	• Noted that RMCLHN has an Emergency Management structure in place and rapid decisions may be required in relation to service delivery changes to support vulnerable consumers and the community. • Noted that some changes may be directives from the Prime Minster, Premier, SAPOL or DHW. • Any proposed change that is outside the normal delegations of the CEO will be discussed with the Board Chair.	The Board noted the decision making process associated with COVID-19.
10. CORRESPONDENCE			
10.1	Incoming	• Nil	
10.2	Outgoing	• Nil	
11. MEETING FINALISATION			
11.1	Questions / Comments	•	
11.2	Review actions to be taken	•	
11.3	Meeting Evaluation 11.3.1 Suggestions for next meeting Agenda items 11.3.2 Board Evaluation process	• PJ summarised the meeting. •	.
11.4	Next meeting	**Date: Thursday 30 April 2020** **Time: 11.00 – 2.30 pm** **Location: Mannum (tbc)**	
11.5 Meeting Close			

Signed:

Peter Joyner
Chair
Date: 30 / 4 20