



# MINUTES

## Riverland Mallee Coorong Local Health Network Governing Board Meeting # 20

**Date:** Thursday 29 April 2021

**Time:** 1.30 pm – 4.20 pm

**Venue:** Day Centre, Karoonda Hospital

**In Attendance:** Peter Joyner (PJ), Elaine Ashworth (EA), Fred Toogood (FT), Claudia Goldsmith (CG), Mel Ottaway (MO), Wayne Champion (WC), Ken Brown (KB), Karen Hollitt (KH), Anne McKinlay (AM)  
**Apologies:** Shane Mohor (SM), Craig Lukeman (CL), Jeanette Brown (JB)

**Secretariat:** Zia Earl (ZE)

**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
<b>1. IN CAMERA DISCUSSION</b>	<ul style="list-style-type: none"> <li>1:30 – 2pm</li> </ul>	
<b>2. MEETING OPENING</b>	<ul style="list-style-type: none"> <li>PJ provided Acknowledgement</li> <li>PJ, EA, FT, CG, MO, WC, KB, KH, AM Apology: SM, CL, JB</li> <li>Nil conflicts of interest declared.</li> <li>Interests disclosure log noted and updates provided.</li> <li>The minutes from the Board Meeting held 26 March 2021 were endorsed.</li> <li>Actions Log Reviewed</li> <li>NPC – NDIS clearance required for Peter Joyner.</li> <li>REMINDER as of 1 June 2021 cannot enter a residential aged care facility without proof of a current Flu vaccination.</li> </ul>	The Board endorsed the previous minutes. <b>ACTION:</b> Provide Board Members with information about Mandatory Training Requirements
<b>3. MATTERS FOR NOTING</b>	<ul style="list-style-type: none"> <li>Chairperson Report</li> </ul>	Chairperson's Report noted.

3.2 Chief Executive Officer (CEO) Report	<p>workforce and the proposed Riverland Academy of Clinical Excellence;</p> <ul style="list-style-type: none"> <li>Report highlighted achievements and current operational issues.</li> <li>Noted the current status of COVID-19 vaccination program; proposed regional LHN combined Health Advisory Council Conference; launch of Strategic plan; update on development works for the Riverland Academy of Clinical Excellence; update on feasibility for the Central Sterile Supply Department upgrades.</li> <li>Discussion on RMCLHN health workforce exhaustion.</li> <li>Reminder of the RMCLHN Awards and encourage Board Members to nominate. 7 May 2021 closing date.</li> </ul>	<p>CEO Report noted.</p> <p>ACTION: Statistics to be provided on usage of the Employee Assistance Program by RMCLHN staff.</p> <p>ACTION: Inclusion of staff vacancy and turnover in the People &amp; Culture reports</p>
<b>4. MATTERS FOR DISCUSSION</b>		
4.1 Commissioning Bids Update	<ul style="list-style-type: none"> <li>Noted there has been no formal feedback to date about the RMCLHN bids for 2021-22.</li> </ul>	
4.2 SA Health Aged Care Strategy Update	<ul style="list-style-type: none"> <li>KH attending meeting on behalf of WC on the Future State of the Aged Care Strategy on Monday 3 May 2021. Update next meeting.</li> </ul>	
4.3 Aged Care Royal Commission	<ul style="list-style-type: none"> <li>Awaiting what will be funded in the Federal budget.</li> <li>Noted there is a lack of appropriately qualified staff available.</li> </ul>	
4.4 Other – Riverland Academy of Clinical Excellence - workforce	<ul style="list-style-type: none"> <li>Discussion around RACE potential administration, policy &amp; funding</li> <li>RMCLHN received SA Medical Training Council approval for Post Graduate Year 1 &amp; 2 Interns and Junior Doctors, still require approval for Registrars</li> <li>Application sought for Section 19-2 Exemptions &amp; funding for Training (concerns around process)</li> </ul>	
<b>5. STANDARD AGENDA ITEMS FOR DISCUSSION</b>		
5.1 Performance Report  5.1.1 Finance and FTE Report-PPRC 5.1.2 KPI Monthly Performance Report 5.1.3 People and Culture Report 5.1.4 Quality and Safety Reports 5.1.5 Other	<ul style="list-style-type: none"> <li>The RMCLHN March Performance Reports were noted.</li> <li>Noted that discussion about financial performance reports occurred at the Finance Committee.</li> <li>Key Performance Indicators, People and Culture, and Quality Risk and Safety performance reports, including compulsory reporting, were noted.</li> <li>Discussion around SAC reclassifications.</li> <li>Noted improvement in number of suspended employees from the same time last year. March 2020 – 20, March 2021 – 4.</li> <li>Noted improvement in number of misconduct open matters from the same time last year. March 2020 – 11, March 2021 – 1. Some people on Performance management plans, Management intervening before becoming issues.</li> </ul>	<p>The Board noted the RMCLHN Performance Reports.</p> <p>ACTION: Capture and report changes in SAC reclassifications</p>
5.2 RMCLHN Planning Update	<ul style="list-style-type: none"> <li>Operational Plan development underway draft, due to Governing</li> </ul>	

	<p>Board in June 2021.</p> <ul style="list-style-type: none"> <li>• Planning workshop planned the day after the June 2021 Board meeting. Planning to engage staff and incorporate feedback on draft Operational plan and discussion of what the Strategic Plan means for Quality and Safety, Aged Care and the development of other plans and strategies.</li> <li>• Operational plan will include an annual plan with glimpses of Year 2 and Year 3 priorities.</li> <li>• Operational plan will include actions from plans completed prior to June 2021 and plans to be completed after June 2021</li> <li>• Will include actions from the Consumer and Community Engagement Strategy</li> <li>• Timeframes provided for the development of additional plans. Board considers proposed timeframes appropriate.</li> </ul>	
<p>5.3 Board Member Observations – Aged Care</p>	<ul style="list-style-type: none"> <li>• Discussion held regarding the Boards observations whilst visiting residential aged care facilities and how this feedback is addressed by the sites. WC and KH advised they have spoken with site managers, documented issues and then followed up with site visits to observe the implemented suggested improvements. Discussed with site managers in the context of Continuous Quality Improvement.</li> <li>• Additional discussion following from the Clinical Governance Committee regarding options for undertaking observational audits at the residential aged care facilities and to broaden observational audits to be undertaken across all sites.</li> <li>• Recognise that in undertaking observational audits appropriately experienced people must be involved.</li> <li>• KH discussed the responsibilities of the Advanced Nurse Unit Manager (Aged Care) in relation to documentation, relationships, site visits, interpretation, and implementation of processes.</li> </ul>	<p>ACTION: Investigate options and processes to implement more observational type audits in aged care</p>
<p><b>6. MATTERS FOR DECISION</b></p>		
<p>6.1 Opportunity to host Combined Regional LHN HAC Conference</p>	<ul style="list-style-type: none"> <li>• RMLHN have been asked to host the 2021 Combined regional LHN Health Advisory Council (HAC) Conference.</li> <li>• Board supported the proposal to host the conference in Murray Bridge in potentially October 2021.</li> <li>• If any Board members being involved in the detail of organising – CG and FT volunteered to assist in building relationships with HAC's and engaging with Presiding members in designing the agenda for the conference.</li> </ul>	<p>ACTION: Organise and host the 2021 regional LHN Combined HAC Conference in Murray Bridge</p>



<b>7. MATTERS FOR INFORMATION</b>	
7.1 RMCLHN Board Committee Minutes	<p>Finance</p> <ul style="list-style-type: none"> <li>Noted the draft Minutes of 26 March 2021.</li> </ul> <p>The Board noted the draft Minutes.</p>
7.2 RMCLHN Board Governance Committee Minutes	<p>Clinical</p> <ul style="list-style-type: none"> <li>Noted the draft Minutes of 26 March 2021.</li> </ul> <p>The Board noted the draft Minutes.</p>
7.3 Governing Board Vacancies	<ul style="list-style-type: none"> <li>Noted updates provided about the Board Member reappointment process for 2021.</li> <li>Verbal update provided regarding the exclusion of SM to be reappointed in 2021. The re-appointment of SM cannot occur until his current period is due to expire.</li> <li>The Minister's office has advised that the reappointment of current board members will now be considered on Monday 7 June 2021.</li> </ul>
7.4 DHW Performance Reporting	<ul style="list-style-type: none"> <li>Noted the proposed reporting framework from the Department of Health and Wellbeing (DHW) framework planned for implementation from July 2021</li> <li>No formal performance meetings in the last year</li> <li>People and Culture Key Performance Indicators (KPI's) have been added for completion of performance reviews on a 6monthly basis; Employees with Excess annual leave.</li> <li>Noted that COVID-19 has affected the People and Culture KPI's, particularly Employees with Excess annual Leave. Board agreed that it is not reasonable to reduce Annual Leave balances at a time when we are asking extra from our staff. Addressing workforce burnout is important in terms of staff taking leave. Focusing on ensuring documentation is in place for 6 monthly reviews at a time when there is so much pressure on staff is not the top priority but rather ensuring managers are talking to staff about their wellness.</li> <li>New Workplace Injury Claims rate is up but doesn't show that the RMCLHN cost per claim and the severity of injury's have decreased. Doesn't give headcount to allow real benchmarking.</li> <li>Board found the benchmarking against other LHN's interesting.</li> </ul> <p>ACTION: Provide feedback to DHW - New Workplace Injury Claims KPI is difficult to benchmark without headcount included.</p> <p>ACTION: Appropriate Sub-committee of the Board to receive "SA Health Performance Framework KPI's – LHN Performance" reports on a regular basis for information.</p>
<b>8. PRESENTATION</b>	
8.1 Anne McKinlay, Quality, Safety & Risk Manager	<ul style="list-style-type: none"> <li>Anne McKinlay provided a presentation on QRS team philosophy, core business roles, responsibilities, challenges and goals</li> <li>Consumer representatives on all site Quality Safety groups, information provided to consumers via a number of media including, newsletters, resident meetings, HAC's, Facebook.</li> </ul> <p>The Board noted the presentation from Anne McKinlay.</p> <p>ACTION: Implement methods for sites to better inform consumers about statistics related to their own sites in the interests of open disclosure.</p>

9. ITEMS APPROVED BY CEO FOR NOTING	
9.1	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
10. CORRESPONDENCE	
10.1 Incoming – Chair Vacancy SA Rural Health Workforce Strategy Committee	<ul style="list-style-type: none"> <li>• Noted the correspondence</li> <li>• PJ did fill in on the workforce meeting but found it too operational with up to 30 separate issues raised. PJ advised that as a Board RMCLHN would be better served by a summary report being provided after each meeting. PJ will raise feedback at the next Board Chairs meeting.</li> </ul> <p>The Board noted the correspondence.</p>
10.2 Outgoing – Chair BHFLHN Board re Rural Support Services Savings	<ul style="list-style-type: none"> <li>• Noted the correspondence</li> </ul> <p>The Board noted the correspondence</p>
10.3 Outgoing – Lynne Cowan re proposed budget adjustments	<ul style="list-style-type: none"> <li>• Noted the correspondence</li> </ul> <p>The Board noted the correspondence.</p>
11. MEETING FINALISATION	
11.1 Questions / Comments	<ul style="list-style-type: none"> <li>• KB left meeting at 3:30pm</li> <li>• AM left meeting at 4:06pm</li> <li>• Observations from the Board that considerable time was spent in the Clinical Governance Committee. Noted that clinical issues are very important, Finance stable, Q&amp;S presentation was great. Focus is on consumer experience in care</li> <li>• Noted that the last CEO update email was helpful to Board Members</li> <li>• Discussed the opportunities and feedback received today by the Board Members in meeting face to face with Residents and staff</li> <li>• Recognised that training our own workforce is important</li> <li>• Refer items: 2.5, 3.2, 5.1, 5.3, 6.1, 7.4, 8.1</li> </ul>
11.2 Review actions to be taken	<ul style="list-style-type: none"> <li>• PJ summarised the meeting.</li> </ul>
11.3 Meeting Evaluation / Suggestions for next meeting	
11.4 Next meeting	<p><b>Next Meeting - Date: 28 May 2021</b>  <b>Time: 1.30 – 4.30 pm</b> (including lunch)  <b>Location: Murray Bridge</b></p>
11.5 Meeting Close	4.20pm
<b>Signed:</b>	
	Peter Joyner Chair Date: <i>28/5/21</i>
	

