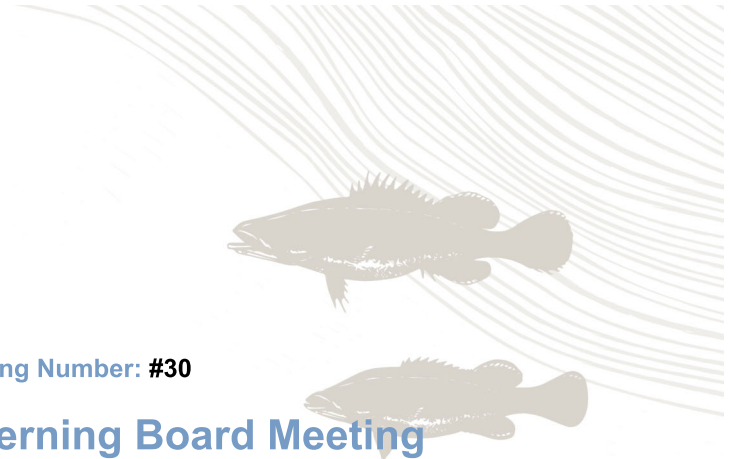




Minutes

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Date: 28 April 2022 **Time:** 1.30 pm **Venue:** Murray Bridge Hospital & via TEAMS **Meeting Number:** #30

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ), Elaine Ashworth (EA), Mel Ottaway (MO),
Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Louise Greenlees (LG) – DPC, Sharon Perkins (SP) – Director Aboriginal Health

Guests: Nil
Apologies: Claudia Goldsmith (CG), Fred Toogood (FT)
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
1	IN CAMERA DISCUSION		
		<ul style="list-style-type: none"> In-Camera discussion held at the end of the meeting. 	
2	CONFIRMATION OF MINUTES & ACTION ITEMS		
2.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> Chair welcomed members and attendees and provided acknowledgement. Apologies – Claudia Goldsmith (CG), Fred Toogood (FT). 	
2.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> Nil conflicts of interest for meeting declared. 	

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2.3	Confirmation of Minutes	<ul style="list-style-type: none"> The minutes from the Board Meeting held 31 March 2022 were endorsed. 	
2.4	Review Actions Log	<ul style="list-style-type: none"> Actions Log reviewed. 	
2.5	Board Work Plan	<ul style="list-style-type: none"> Draft Workplan developed. Noted that December 2021 Strategic planning session was delayed to May 2021 due to COVID-19 with the Aged Care Strategic Workshop planned for 27 May 2022. Noted that the Board needs to plan for the December 2022 planning session. 	<p>20220428-01 – Agenda Item to be added to May 2022 meeting to address Strategic Planning Session December 2022.</p> <p>20220428-02 – Provide Draft Board Workplan to members for review and feedback.</p>
3	MATTERS FOR NOTING		
3.1	Chairperson Report	<ul style="list-style-type: none"> Report provided a summary of current issues. Briefly highlighted the change in State Government and change of Minister, COVID-19 response and the upcoming Aged Care Strategic Planning Session in May 2022. 	Chairperson's Report noted.
3.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> Report provided a summary of current issues, noting the following topics: <ul style="list-style-type: none"> GP contract negotiations going well - Finance Committee received detailed update. Expected approval of S19 training exemptions for RACE. Mannum granted 3 year ongoing aged care accreditation. 	CEO'S Report noted.
3.3	COVID -19 Update	<ul style="list-style-type: none"> 5% of RMCLHN workforce currently on leave either confirmed COVID-19 cases or close contacts. Residential Aged Care Facility outbreaks in Loxton, Barmera, Waikerie and Lameroo. Renmark's outbreak has been managed and all residents are well. Staff Fatigue. 	The Board noted the COVID-19 update.
4	MATTERS FOR DISCUSSION		
4.1	Combined Regional LHN HAC Conference	<ul style="list-style-type: none"> Peter Joyner nominated to be Board Representative to attend the Combined Regional LHN HAC Conference 2022. May be a need to have the RMCLHN Rural Support Service (RSS) Governance representative attend the RSS stakeholder meeting 	

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	2022 – Board Representative	the day prior to the Combined Regional LHN HAC Conference 2022.	
5	STANDARD AGENDA ITEMS FOR DISCUSSION		
5.1	Performance Report	<ul style="list-style-type: none"> ○ Performance Reports were discussed in detail at the Finance Committee Meeting. ○ Australian National Aged Care Classification (AN-ACC) modelling has not yet been undertaken but will be explored. ○ My Aged Care portal provides Aged Care Funding Instrument (ACFI) to AN-ACC conversion tool. ○ 1 July 2022 funding model changes in provision of Residential Aged Care (RAC) services in relation to impacts on Nursing and Carer hours still to be explored. ○ Commonwealth will be providing a roadshow detailing changes. ○ Provider Assist have advised potential for \$172K increased income at Loxton for 5 residents reclassifications and have proposed they now want to look at potential impacts for the Hospital along with the wider Loxton population. Intention is to undertake this review process across the rest of the RMCLHN business over May to June. ○ The Finance Committee will be reviewing more detailed reporting on the Riverland General Hospital (RGH) financial performance at next month's meeting which will most likely extend to the review of Murray Bridge financial performance in the future. 	The Board noted the RMCLHN Performance Reports.
5.1.1	Finance and FTE Report- PPRC	<ul style="list-style-type: none"> ○ The Finance and FTE Report was noted. 	
5.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> ○ The KPI Monthly Performance Report was noted. 	

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<p>5.1.3</p>	<p>People and Culture Report</p>	<ul style="list-style-type: none"> ○ The People and Culture Report was noted, in particular, strategies to address the three (3) key SA Health KPI reporting areas (i.e. Performance Review and Development (PRD), Excess Leave and Workers Compensation). ○ PRD's - focus has been on Executive and Leadership leading by example in their completion. Saw an increase in PRD's last month and then a decrease this month. Stocktake on Leadership compliance is underway. ○ Excess Leave - continues to increase, mainly due to COVID response. It has been very hard to enforce people to take leave during this time. However, the expectation is that staff who are in excess and are unable to take leave implement a leave plan. Focusing on staff that have accumulated a 3 year excess at the moment. ○ Workers Compensation claims - Year to Date (YTD) claims have decreased, however cost of claims has seen an increase. Will be monitoring this closely over the coming months. ○ Noted that compliance with undertaking Manual Handling mandatory training is low across the LHN and could be a contributor to Workers Compensation claims. Although the LHN is mindful of current staff workload and fatigue, a focus is on at least completing the online Manual Handling mandatory training if staff are unable to undertake practical training. ○ Staff COVID Vaccinations - a very small number of the workforce are currently working that have not yet received third dose. ○ A brief discussion was held regarding the potential loosening of the requirements for mandatory Influenza and COVID vaccinations under the Emergency Management Direction. 	
<p>5.1.4</p>	<p>Quality and Safety Reports</p>	<ul style="list-style-type: none"> ○ The Quality and Safety reports were noted and discussed in detail at the Clinical Governance Committee. 	

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		<ul style="list-style-type: none"> ○ Noted at the Clinical Governance Committee that RGH was identified as struggling to meet the KPI "ED length of stay less than 4hrs". Investigation is underway as to what the drivers are that are affecting the results in this KPI and will be reported to the Clinical Governance Committee. ○ The number of patient complaints at RGH has reduced in the last month compared to the previous month. 	
5.2	RMCLHN Planning Update	<ul style="list-style-type: none"> ○ The Operational Planning Status Report was noted ○ The Diversity and Inclusion Plan and the Disability Access and Inclusion Plan are completed, launches have been delayed by COVID-19. ○ The Reconciliation Action Plan was officially endorsed by Reconciliation Australia last week and will be presented to the Board at its next meeting. Plan to launch during Reconciliation Week 2022. 	ACTION: 20220428-03 – Reconciliation Action Plan to be provided to the Board for Endorsement and approval to launch.
5.3	Diligent	<ul style="list-style-type: none"> ○ Feedback from Board Members on the use of Diligent was provided to the Secretariat. ○ The Board thanked the Secretariat team for their support in its implementation. 	
6	MATTERS FOR DECISION		
6.1	Waikerie Aged Care	<ul style="list-style-type: none"> ○ In 2017 Country Health SA LHN applied to the Commonwealth to convert Waikerie from a Multi-Purpose Service (MPS) to Residential Aged Care Facility (RACF). ○ The Commonwealth Department of Health has indicated that it will withdraw 42 provisionally allocated RACF bed licenses for Waikerie Health Service as RMCLHN has not demonstrated progress with the plan to convert Waikerie from a MPS to a RACF. ○ Previously the Board had agreed not to focus the conversion of Waikerie to a RACF due to challenges faced by the required state-wide COVID-19 response as well as their preference to concentrate on resolving issues raised through accreditation assessments at Barmera. 	

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		<ul style="list-style-type: none"> ○ Following discussion of the benefits and risks of Waikerie becoming a RACF, the Board agreed not to pursue the conversion of Waikerie Health Service from a MPS to a RACF at this time. 	
7	MATTERS FOR INFORMATION		
7.1	Staff Survey – Action Plans	<ul style="list-style-type: none"> ○ RMCLHN undertook a staff survey in November to December 2021. ○ The Governing Board noted the five (5) Site Action Plans developed to address unfavourable results received through the RMCLHN Staff Survey 2021, noting that Waikerie Health Service plan requires additional development. ○ Site Action Plans status will be monitored through the Operational Leadership Committee. ○ A RMCLHN wide plan was also developed to concentrate on the ongoing development of LHN wide strategies for improvement of processes in the following areas <ul style="list-style-type: none"> ○ Induction and Orientation ○ Wellness ○ Recruitment and Selection ○ Recognition ○ Performance Development ○ Specific tactics for improvement in the following areas were discussed <ul style="list-style-type: none"> ○ Development of a work experience framework ○ Leadership development program ○ Bullying and Harassment ○ Mental Health ○ Culture 	ACTION: 20220428-04 – Provide updated Waikerie Staff Survey Site Action Plan.
7.2	RMCLHN Public Consultation Bi-Annual Report	<ul style="list-style-type: none"> ○ The information provided on reporting of RMCLHN Public Consultations was noted. 	
7.3	Loxton re-accreditation 2022	<ul style="list-style-type: none"> ○ The Loxton Draft Re-accreditation Snapshot report, The Great Things and the Plan for Continuous Improvement were noted. 	

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7.4	RMCLHN Board Finance Committee Minutes March 2022 (DRAFT)	<ul style="list-style-type: none"> ○ The RMCLHN Finance Committee draft minutes of 31 March 2022 were noted. 	
7.5	RMCLHN Clinical Governance Committee Minutes March 2022 (DRAFT)	<ul style="list-style-type: none"> ○ The RMCLHN Clinical Governance Committee draft minutes of 31 March 2022 were noted. 	
7.6	RSS Governance Committee	<ul style="list-style-type: none"> ○ An update was provided on the RSS Governance committee noting the following: <ul style="list-style-type: none"> ○ Continue to work through process regarding whether the RSS will look to become a separate entity from Barossa Hills Fleurieu LHN. ○ Strategic plan launched. ○ Continue to work through structural changes of reporting lines. Report to be released today. ○ Continue to work through Clinical Governance metrics noting there is a significant time lag on data being reported to the committee. ○ Membership – still have 2 vacancies for Aboriginal Health representatives – struggling to get someone – RSS is exploring some individual representation from employees of LHNS's. Aboriginal Health Directorates are exploring scholarships for Board training. 	
7.6.1	RSS Meeting Minutes 23 February 2022 (Approved)	<ul style="list-style-type: none"> ○ The RSS Meeting minutes of 23 February were noted. 	
7.6.2	RSS Meeting Minutes 23 March 2022 (Draft for Circulation)	<ul style="list-style-type: none"> ○ The RSS Meeting draft minutes of 23 March 2022 were noted. 	
7.6.3	RSS Governance Committee Meeting Schedule 2022	<ul style="list-style-type: none"> ○ The RSS Governance Committee Meeting schedule 2022 was noted. 	
8	PRESENTATION - Nil		

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9	ITEMS APPROVED BY CEO FOR NOTING - Nil		
10	CORRESPONDENCE		
10.1 10.1.1	Incoming: Crazy Socks 4 Docs Day Friday 3 June 2022-SASMOA	<ul style="list-style-type: none"> ○ The information provided regarding the #CRAZYSOCKSFORDOCS day Friday 3 June 2022 was noted. 	
10.2 10.2.1	Outgoing: Letter to new Minister escalating replacement of legacy systems	<ul style="list-style-type: none"> ○ The letter to Minister Picton regarding the escalation to mitigate the risk posed by the legacy patient administration system was noted. ○ WC chairing Regional Reform and Digital Foundations Governance Committee of which legacy system replacement is a focus. ○ CEO and Chair in the process of scheduling a meeting with the Minister to discuss a number of items including. <ul style="list-style-type: none"> ○ Aboriginal Representative for Board. ○ Establishment of Aged Care & Disability Governance Sub-Committee. ○ Minister Picton visit at Murray Bridge Hospital Friday 29 April 2022 at 8:30am. 	
11	MEETING FINALISATION		
11.1	Questions ./ Comments	<ul style="list-style-type: none"> ○ Update provided to Board Members regarding their involvement in the Judging Panels over the coming weeks for the RMCLHN Staff Awards. 	
11.2	Review actions to be taken	<ul style="list-style-type: none"> ○ Refer items: 2.5,5.2,7.1 	
11.3	Meeting evaluation	<ul style="list-style-type: none"> ○ PJ summarised the meeting. 	

Meeting Close: 2.38 pm

Next Meeting: **Date:** 26 May 2022
Time: 1.45 pm – 4.45 pm
Location: TEAMS / Murray Bridge

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Apologies:

Signed:

Peter Joyner

Chair



30 May, 2022 11:04:36 AM ACST

Date: / /

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