

Counties Manukau District Health Board

Minutes of the meeting of the members of the Counties Manukau District Health Board held on Wednesday, 3 June 2009 at 1.00pm at CMDHB offices, 19 Lambie Drive, Manukau City

Present: Professor Gregor Coster (Chair), Mr Paul Cressey, Mr Don Barker, Mr Michael Williams, Ms Colleen Brown, Ms Miria Andrews, Ms Ruth DeSouza, Ms Lope Ginnen, Mr Bob Wichman

In attendance: Mr Geraint Martin, Mr Ron Pearson, Dr Don Mackie, Mr Alan Wilson, Ms Sam Cliffe, Ms Pauline Hanna, Mrs Lyn Butler (Board Secretary)

Apologies: Anae Arthur Anae, Ms Anne Candy

Ms Andrews opened the meeting with karakia. The Chair welcomed Mr Alan Wilson to the meeting as Acting Chief Operating Officer.

1. Attendance and Apologies

Apologies

Resolution

That the above apologies be accepted.

Moved: Gregor Coster **Seconded:** Ruth DeSouza **Carried:** Unanimously

2. Confirmation of Minutes – 6 May 2009

Resolution

The Minutes of the Board Meeting held on Wednesday, 6 May 2009 were taken as read and confirmed as a true and correct record.

Moved: Don Barker **Seconded:** Colleen Brown **Carried:** Unanimously

3. Matters Arising/Action Points

4. Procedural issues

Committee Membership

The Membership Schedule was noted.

Register of interests

The new interests were declared.

Disclosure of special interests

No new special interests declared.

Gift register

The Register was noted.

Meeting Attendance Schedule

The Schedule was noted.

6. Presentations

Restructure Update (Ms Sam Cliffe)

Ms Cliffe updated the Board on the current status of the restructure, which has been communicated to staff. Their feedback is due on the 29 May, with a further staff meeting being held early June.

IHI Getting Boards on Board (Ms Stella Ward)

Ms Ward presented to the Board on her recent IHI 'Getting Boards on Board' training in Phoenix in March 2009, and highlighted the following:

'What Do the Best Boards Do, and How Do They Do It?'

- The CEO is held accountable for quality and safety goals.
- The Board Quality Committee annually reviews patient satisfaction scores.
- The board sets the board agenda for quality.
- The medical staff are involved in setting the agenda for the board's discussion surrounding quality.

Better Outcomes Are Associated With Hospitals in Which . . .

- The Board spends more than 25% of its time on quality issues.
- The Board receives a formal quality performance measurement report.
- There is a high level of interaction between the board and the medical staff on quality strategy.
- The CEO is identified as the person with the greatest impact on QI, especially when so identified by the QI Executive.

Questions that all Boards Should Ask Regularly...

- Are we on track to achieve our aim?
- Are we executing our strategy to achieve our aim?
- Are we "off the rails" on any regulatory or compliance issues?
- Does this set of recommendations fully support our mission, aims, and strategies?
- How many patients is that?
- Who is the best in the world?
- Were patients and families involved?

Seven Leverage Points: Places to Start, if You Want to Achieve System-Level Results...

- Set specific system-level aims and oversee their achievement at the highest levels of governance.
- Build an executable strategy to achieve the aims, and oversee the execution at the highest levels of administration.
- Channel attention to system-level aims and measures.
- Get patients and families on your team!
- Engage the CFO in achieving the aims.
- Engage physicians in achieving the aims.
- Build the improvement capability necessary to achieve the aims, at every level of the organization.

The Chair thanked Ms Ward for her presentation and asked her to undertake further work in conjunction with Dr Seddon to identify what CMDHB were doing well and not so well, and to report back to a future meeting.

7. Chair's Report

The Chair highlighted the following:

- 12 May – attended the CMDHB Nursing & Midwifery Awards held in the Lecture Theatre at Middlemore Hospital on World Nursing Day.
- 14 May – attended DHB NZ Executive Meeting in Wellington.
- 15 May – attended the CMDHB PHO Chairs Forum.
- 25 May – teleconference with two South Island CEOs regarding Primary Care Developments.

- 26 May – attended MIT Graduation Ceremony, including Nurses’ Graduation.
- 29 May – met with ProCare Chair, Dr Peter Didsbury and CEO, Mr Ron Hooton with Mr Martin, Ms Cliffe and Dr Allan Moffitt, to discuss devolution of Primary Care.
- 2 June – attended the opening of Module 10 (Women’s Health & Urology) at the Manukau SuperClinic.
- 2 June – teleconference for ARDHBs Chairs & CEOs with our representative on the LabTests Governance Group to discuss proposed motions to the three Auckland DHBs at their next Board Meeting
- Condolence letters have been sent to Mr Donny Rangiaho’s family and work colleagues.

Resolution

That the Chair’s report be received.

Moved: Gregor Coster **Seconded:** Bob Wichman **Carried:** Unanimously

CMDHB Annual Board Agenda

The Annual Board Agenda was noted.

Chair’s Correspondence

- Minister’s Letter – Expectation on Capping Growth in Management & Administrative Personnel – 28 April 2009.
Our response has been sent to the Minister on 2 June 2009.

Resolution

That the above correspondence be received.

Moved: Gregor Coster **Seconded:** Don Barker **Carried:** Unanimously

8. Chief Executive

Chief Executive’s Report

Mr Martin paid tribute to Donny Rangiaho and acknowledged the great leadership he had shown in improving Maori health.

Mr Martin said now was a good time for everyone to reflect and consolidate on the huge amount of work undertaken, particularly over the last few months. There are many major pieces of work currently underway – Whai Manaaki, HSP, DAP, Centre for Health Services Innovation, opening of the Edmund Hillary Block, Clinical Services Block, LabTests, Restructuring, Innovation Hub, new focus on Primary Care and Locality Planning, design and enhancement of Clinical Management Partnership.

He offered his congratulations to Mr Alan Wilson for his twelve months leave of absence from CMDHB, to take up the position of Deputy Chief Executive of Acute Care in the Northern Territory.

Resolution

That the Chief Executive’s report be received

Moved: Gregor Coster **Seconded:** Ruth DeSouza **Carried:** Unanimously

Chief Medical Officer’s Report

Report was taken as read. Mr Martin thanked Dr Mackie, Mr Pearson and Ms Louise Kerridge for their great work in a short timeframe on the Innovation Hub, which has been sent to Ministry of Economic Development. Mr David Clarke, Cranleigh and LECD had also assisted in this process.

Resolution

That the Chief Medical Officer’s report be received.

Moved: Ruth DeSouza **Seconded:** Paul Cressey **Carried:** Unanimously

Quality Improvement Unit Report (Dr Mary Seddon)

Report was taken as read.

Dr Seddon presented on the recent changes to the layout of the Medication Chart, which were coming into effect next week. These changes were approved by the Medicines Advisory Committee.

Resolution

That the Quality Improvement Unit report be received.

Moved: Paul Cressey **Seconded:** Lope Ginnen **Carried:** Unanimously

Chief Operating Officer's Report

Report was taken as read.

Resolution

That the Chief Operating Officer's report be received.

Moved: Gregor Coster **Seconded:** Ruth DeSouza **Carried:** Unanimously

Director Service Integration's Report

Report was taken as read.

Resolution

That the Director of Service Integration's report be received.

Moved: Lope Ginnen **Seconded:** Don Barker **Carried:** Unanimously

Director Performance & Planning's Report

Report was taken as read.

a. SOI Approval

Ms Hanna advised this was the same information as included in the DAP, but had been presented differently.

Resolution

That the Board approve, subject to any minor amendments, the revised Statement of Intent for 2009/10 for Counties Manukau District Health Board, and that the Chair and Deputy Chair sign the document.

Moved: Bob Wichman **Seconded:** Miria Andrews **Carried:** Unanimously

b. Performance Reporting Framework

Ms Hanna is working with several people to establish what level of reporting requirements should be included in the above. Ms Ginnen said we need to be very clear what information is to be reported at a Governance level. The choice of indicators is very important. The Chair added that we need to include and highlight the six National Targets in this report.

Resolution

It is recommended that the Board endorse the framework presented for regularly reporting the performance of the organisation to the monthly Counties Manukau DHB Board meeting.

Moved: Paul Cressey **Seconded:** Don Barker **Carried:** Unanimously

Resolution

That the Director of Performance & Planning's report be received.

Moved: RuthDeSouza **Seconded:** Colleen Brown **Carried:** Unanimously

Finance Director's Report

Mr Pearson reported that we were tracking to budget and year end. Forecast to year end has given a high level of comfort for the year end position. We need to ensure we maximise mental health spend by year end. The Minister has requested an update on year end spend, which is also to be provided to MoH.

Resolution

That the Finance Director's report be received.

Moved: Gregor Coster **Seconded:** Michael Williams **Carried:** Unanimously

9. Community and Public Health Advisory Committee

A written report was tabled in Ms Candy's absence.

10. Hospital Advisory Committee

Mr Cressey tabled a written report

11. Pacific Health Advisory Committee

No report tabled in Mr Anae's absence.

12. POU

No report tabled in Ms Candy's absence.

13. DiSAC

Ms Brown's written report was tabled.

Resolution

That the above reports be received.

Moved: Gregor Coster **Seconded:** Lope Ginnen **Carried:** Unanimously

16. Achievement Register

The Achievement Register was noted.

17. Information

a. DHBNZ Quarterly Update for Boards – April 2009

18. General Business

The meeting closed at 4.55pm

The next meeting of the Board will be Wednesday, 1 July 2009 at Lambie Drive.

The minutes of the meeting of the Counties Manukau District Health Board of 3 June 2009 are approved.

Signed as a true and correct record on 1 July 2009

Chair Gregor Coster (Chair)

Recommendation (moved **Lope Ginnen**/seconded **Ruth DeSouza**)