

# Counties Manukau District Health Board

**Minutes** of the meeting of the members of the Counties Manukau District Health Board held on Wednesday, 6 May 2009 at 1.00pm at CMDHB offices, 19 Lambie Drive, Manukau City

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**Present:** Professor Gregor Coster (Chair), Mr Paul Cressey, Anae Arthur Anae, Mr Don Barker, Mr Michael Williams, Ms Colleen Brown, Ms Miria Andrews, Ms Anne Candy, Ms Ruth DeSouza

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

**Apologies:** Ms Lope Ginnen, Mr Bob Wichman

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## 1. Attendance and Apologies

### Apologies

#### **Resolution**

That the above apologies be accepted.

**Moved:** Gregor Coster                      **Seconded:** Arthur Anae                      **Carried:** Unanimously

## 2. Confirmation of Minutes – 1 April 2009

### **Resolution**

The Minutes of the Board Meeting held on Wednesday, 1 April 2009 were taken as read and confirmed as a true and correct record.

**Moved:** Gregor Coster                      **Seconded:** Colleen Brown                      **Carried:** Unanimously

## 3. Matters Arising/Action Points

## 4. Procedural issues

### Committee Membership

The Membership Schedule was noted.

The Chair advised that the Board Committee Terms of Reference required an amendment, as follows:

### **Resolution**

That the Board Committee Terms of Reference Clauses regarding the quorum required to be present for a meeting, be amended in all cases to read:

## 6. Quorum

6.1 If the total number of members of the Committee is an even number, half that number; but

6.2 If the total number of members is an odd number, a majority of the members.

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

### Register of interests

Ms DeSouza, Ms Andrews and Ms Brown noted new interests to be added to the Register.

### Disclosure of special interests

No new special interests declared.

### Gift register

The Register was noted.

### Meeting Attendance Schedule

The Schedule was noted.

### Board Member Contact Details

The Chair wished to discuss the issue of providing their personal contact details to those who requested them. Current practice was for all correspondence to be directed to the Board Secretary, who passed the information on accordingly. Members agreed that they wished the current practice to continue, as it worked well.

### **Resolution**

That the Board agreed for all communication to continue to be directed to the Board Secretary, who would forward the information accordingly.

**Moved:** Gregor Coster

**Seconded:** Paul Cressey

**Carried:** Unanimously

## **5. Strategy**

### **Research Strategy**

Mr Stuart Ryan attended on Dr Peter Gow's behalf.

The Research Strategy has been developed as an important means of stimulating interest in and commitment to research in the Counties Manukau community, and among the health professionals serving that community. It will also support the development of high quality research and investment in research in this role, and is particularly important in the context of the plans for the Centre for Health Services Innovation.

There are no fiscal implications for the Board. The Policy is owned by CMDHB and CCRep will assist in its implementation.

The Board made the following amendments:

Vision Statement on page 9 should read '...delivery of our health services to our communities **and beyond**'.

Point ii should read '...additional health benefits to the **people of the Counties Manukau district**...' throughout the document.

### **Resolution**

That the Board approve the 'Te Kaupapa Rangahau Hauora o Counties Manukau District Health Board' (CMDHB Research Strategy), as amended.

**Moved:** Colleen Brown

**Seconded:** Anne Candy

**Carried:** Unanimously

## **6. Presentation**

### **Workforce Design (Mr Sam Bartrum, Mr Matt Pontin, Ms Jenna Clarke)**

Mr Bartrum advised that most of the 21 DHBs were finding some roles easier to replace and others much harder in the present climate. For CMDHB, the demand for health services is increasing, our population is ageing, clinical vacancies are proving difficult to fill, and we have an under-representation of Maaori/Pacific staff. We are currently working around traction on our Vision, and continual work is required to encourage students to take sciences at school. We have a good reputation and are known as a good and safe employer.

Ms Clarke outlined our pipeline approach to workforce development. In order to be sufficiently prepared for the Centre for Health Services Innovation, we need to change what we are currently

doing in regards to workforce development and are working with Ms Louise Kerridge, Project Manager, for CHSI.

South Auckland Health Foundation has given out 34 scholarships for 2009 – 19 to Maaori students and 15 to Pacific Island students. We are working closely with SAHF following the students through into their employment.

Professor Tony Butterworth, a Workforce Development Consultant recently visited from the UK, and held a number of workshops for CMDHB staff.

Mr Pontin commenced as CMDHB Recruitment Manager in January 2009 and has been working on re-focussing our recruitment strategy, with a new 'end to end' recruitment model being adopted, which is achieved by accountability and improved process. We will have new 'assessment centres' which will utilise a new component to us of psychometric profiling, as well as employee referral programme and employment branding. This will assist Managers in reducing time currently spent reviewing CVs and interviewing candidates, and encourage staff to recruit from their community. Career Services will look at assisting previously unsuccessful candidates in upskilling in certain areas. CMDHB are also focussing on increasing the number of Maaori and Pacific employees. There will also be a targeted campaign through an employment branding discovery – 'Everyday Heroes', which will be linked in to the opening of the Edmund Hillary Block.

Mr Martin congratulated the team on an excellent presentation.

#### **Procurement – healthAlliance (Mr Nigel Wilkinson & Mr Horst Fischer)**

HealthAlliance is responsible for the procurement of CMDHB and Waitemata DHB on a corporate level, mainly for the Provider Arms (excluding buildings). Their purchasing volumes are also combined with Auckland DHB, which puts them in a strong position for negotiating with suppliers. HealthAlliance staff are either clinically qualified or have procurements skills, or both.

Significant savings have been achieved in several areas for CMDHB, and are showing a steady increase in both capital and operating procurement costs each year. The process is well run and complies with audit requirements. HealthAlliance also work on Regional and National Collaboration for many contracts and projects.

New initiatives are; E-tendering system, providing procurement for Northland DHB, RFP for Orthopaedic implants, improved customer and supplier management and sustainability in procurement.

The Chair thanked Mr Wilkinson and Mr Fischer for a great presentation.

## **7. Chair's Report**

The Chair highlighted the following:

- 1 April - Farewell for Sir John Scott and Mr Garnet Tregonning following Board Meeting.
- 1 April - Attended a 'Meet the Minister' session with Auckland GPs and PHOs.
- 2 April - Met with Dr Jonathan Simon.
- 6 April - Board to Board Meeting with LabTests, and tour of their facilities. Chairs, Board Members, CEOs, HR Manager and Project Director attended.
- 8 April - Met, as part of DHB NZ Executive, with the Ministerial Advisory Committee, chaired by Murray Horn.
- 16 April – Breakfast Meeting with Hon Anne Tolley (Minister of Education) and Hon Paula Bennett (Minister of Social Development, Disability Issues and Youth Affairs), at Porter Novelli, publicist.
- 24 April – Regional Governance Group Meeting, NDSA.
- 29 April – Parliamentary Dinner at Beehive with Government members (for PHARMAC).
- 4 May – Meeting with Stephen Lucy & Emma Boddy, OAG, regarding relationship risks reporting.

**Resolution**

That the Chair's report be received

**Moved:** Anne Candy                      **Seconded:** Colleen Brown                      **Carried:** Unanimously

**CMDHB Annual Board Agenda**

The Annual Board Agenda was noted.

**Chair's Correspondence**

- a. MoH Letter – QIC Recommendations Serious & Sentinel Events
- b. Dr Elizabeth Berry Letter – Community Labs
- c. Minister's Letter – Community Labs
- d. QIC Letter – Improving Outpatient Processes
- e. Minister's Letter – Expectations for Pay & Employment Conditions in the State Sector

**Resolution**

That the above correspondence be received.

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

**8. Chief Executive****Chief Executive's Report**

Mr Martin expressed a huge thank you to the Finance Team and Ms Sam Cliffe for their work in relation to the DAP over the last few months. It has been a difficult time and they have done a superb job.

He also wished to acknowledge the great work and leadership undertaken by Mr Ron Dunham heading up the Regional/National Response to Swine Flu epidemic. The Chair endorsed these comments and also added the great achievement in relation to YTD Elective volumes, which were 7% higher than budgeted.

**Resolution**

That the Chief Executive's report be received

**Moved:** Don Barker                      **Seconded:** Ruth DeSouza                      **Carried:** Unanimously

**Chief Medical Officer's Report**

Report was taken as read.

**Resolution**

That the Chief Medical Officer's report be received.

**Moved:** Ruth DeSouza                      **Seconded:** Colleen Brown                      **Carried** Unanimously

**Quality Improvement Unit Report (Dr Mary Seddon)**

Report was taken as read.

**a. Root Cause Analyses**

Dr Seddon presented two case studies for the Board, to keep them informed of serious and sentinel events, to highlight patient safety problems and the impact on patients and their families and to show what CMDHB are doing about the problems identified during investigation.

The Chair thanked Dr Seddon for her presentation on two excellent case examples, which highlighted to the Board how their decisions could directly affect and make a difference to patient care.

**Resolution**

That the Quality Improvement Unit report and Root Cause Analyses presentation be received.

**Moved:** Ruth DeSouza                      **Seconded:** Colleen Brown                      **Carried** Unanimously

### **Chief Operating Officer's Report**

Report was taken as read.

#### **Resolution**

That the Chief Operating Officer's report be received

**Moved:** Paul Cressey                      **Seconded:** Michael Williams                      **Carried Unanimously**

### **Director Service Integration's Report**

Report was taken as read.

#### **Resolution**

That the Director of Service Integration's report be received

**Moved:** Gregor Coster                      **Seconded:** Miria Andrews                      **Carried: Unanimously**

### **Director Performance & Planning's Report**

Report was taken as read.

#### **Resolution**

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

**Moved:** Anne Candy                      **Seconded:** Arthur Anae                      **Carried Unanimously**

### **Finance Director's Report**

Mr Pearson reported a satisfactory month. PHARMAC rebate was understated by \$400k. Excellent cashflow, very strong, on track for year end. Slightly better in the Provider Arm, slightly down for the Funder Arm.

We are currently working on a response to the Minister in relation to Capped Management Administration.

Mr Cressey congratulated Mr Pearson on including the Capex Report this month. Mr Pearson said these were included on a quarterly basis.

As the Chair has a previously declared Special Conflict of Interest in relation to this item, he vacated the Chair and Mr Cressey chaired the meeting whilst this item was discussed.

Ms DeSouza and Mr Anae were also noted to have previously declared a Special Conflict of Interest in relation to this item.

#### **Resolution**

That the Board:

Notes that Prof Coster, Ms DeSouza and Mr Anae have a conflict of interest in regard to the Centre for Health Services Innovation.

Resolve that they may participate in the deliberations of the Board in relation to this matter because they are able to assist the Board with relevant information, but are not permitted to participate in decision-making.

**Moved:** Paul Cressey                      **Seconded:** Colleen Brown                      **Carried: Unanimously**

Prof Coster resumed the Chair.

#### **Resolution**

That the Finance Director's report be received.

**Moved:** Paul Cressey                      **Seconded:** Arthur Anae                      **Carried: Unanimously**

### **9. Community and Public Health Advisory Committee**

Ms Candy provided a verbal update to the Board.

### **10. Hospital Advisory Committee**

Mr Cressey provided a verbal update to the Board.

**Resolution**

That a vote of appreciation be passed to management and staff for their excellent work on the Swine Flu epidemic.

**Moved:** Paul Cressey                      **Seconded:** Gregor Coster                      **Carried:** Unanimously

**11. Pacific Health Advisory Committee**

Mr Anae's report was noted.

**a. Lotu Moui Health Program**

This report seeks the endorsement and support of the Pacific Health Advisory Committee and the Board for the continuation of the Lotu Moui Programme and their input into the future direction of the programme.

**Resolution**

That the Board adopts Option A, as set out in the discussion paper, subject to an additional bullet point below being added into Section 4.1, Page 11, on the basis of an approved budget.

- Churches to develop their own programmes to sustain the LotuMoui principles.

**Moved:** Arthur Anae                      **Seconded:** Ruth DeSouza                      **Carried:** Unanimously

**Resolution**

That the Board:

Approve the appointment of Dr Andrew Chan Mow, as a replacement for Mr Michael Chan, and the appointment of Rev Uea Tuleia to PHAC.

**Moved:** Arthur Anae                      **Seconded:** Ruth DeSouza                      **Carried:** Unanimously

**12. POU**

Ms Candy provided a verbal update to the Board.

**Resolution**

That the Board approve that Mr Timi Maipi be appointed Deputy Chair of POU.

**Moved:** Anne Candy                      **Seconded:** Ruth DeSouza                      **Carried:** Unanimously

*Mr Anae left at 5.50pm*

**Resolution**

That the Board approve in principle that POU co-opt a representative from Te Ora o Manukau.

**Moved:** Anne Candy                      **Seconded:** Miria Andrews                      **Carried:** Unanimously

*Ms Brown left at 6pm*

**13. DiSAC**

Ms Brown's written report was tabled.

**Resolution**

That the above reports be received.

**Moved:** Gregor Coster                      **Seconded:** Anne Candy                      **Carried:** Unanimously

**15. Audit Risk & Finance Committee****a. Audit Arrangement Letter for the Year Ended 30 June 2009****Resolution**

That based on the Audit Risk & Finance Committee recommendation, the Board ratifies the sign off of the Audit Arrangement Letter for the Year Ended 30 June 2009.

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

**16. Achievement Register**

The Achievement Register was noted.

## **18. General Business**

The meeting closed at 6.10pm

The next meeting of the Board will be Wednesday, 3 June 2009 at Lambie Drive.

The minutes of the meeting of the Counties Manukau District Health Board of 6 May 2009 are approved.

Signed as a true and correct record on 3 June 2009

Chair Gregor Coster (Chair)

Recommendation (moved **Don Barker**/seconded **Colleen Brown**)