

Counties Manukau District Health Board

Minutes of the meeting of the members of the Counties Manukau District Health Board held on Wednesday, 3 March 2010 at 1.00pm at CMDHB offices, 19 Lambie Drive, Manukau City

- Present: Professor Gregor Coster (Chair), Mr Paul Cressey, Mr Michael Williams, Ms Miria Andrews, Ms Ruth DeSouza, Ms Lope Ginnen, Mr Bob Wichman, Mr Don Barker, Ms Colleen Brown
- 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 Candy, Mr Anae and Mr Cressey, Ms Brown (leave at 4pm)
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Mr Williams opened the meeting with karakia.

1. Attendance and Apologies

Apologies were noted.

2. Confirmation of Minutes 3 February 2010

The Minutes of the Board Meeting held on Wednesday, 3 February 2010 were taken as read and confirmed as a true and correct record.

Moved: Ruth DeSouza **Seconded:** Bob Wichman **Carried:** Unanimously

3. Matters Arising/Action Points

4. Procedural issues

Committee Membership

The Chair noted that there were some memberships expiring soon on the CPHAC, DiSAC and PHAC Committees. The Committee Chairs need to initiate the process for re-appointment of these members, or to seek new appointments, and make a recommendation to the Board. Ms Butler to e-mail the Committee Chairs.

Register of Interests

Ms Ginnen noted a change of interest.

Disclosure of Special Interests

Ms Andrews noted a new special interest.

Gift Register

Mr Williams declared an item for the Register.

Meeting Attendance Schedule

The Schedule was noted.

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

Dr Seddon commenced her presentation with a patient story video demonstrating the improvement in ED through patients' own experience. The Chair congratulated the Quality Improvement Team, management and staff for an excellent outcome, following the positive patient feedback highlighted at the conclusion of the video.

Dr Seddon summarised her report to the Board and advised that it has been 85 days since the last CLAB in ICU, and the team are now looking at progressing to Renal, Radiology and Anaesthetics. Further work is being carried out into investigating falls and working with staff to clarify core datasets required. OPD DNA rates are still poor for Maori & Pacific, and an evaluation of small scale trials needs to be undertaken to ensure these rates are improved. Medication safety rates are pretty static and need to be discussed further by management. Ms Ginnen asked Dr Seddon to include six monthly trends in her future reports.

Resolution

That the Quality Improvement Unit report be received.

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

b. **Blue Skies (Gregor Coster)**

This item was deferred until the next meeting.

7. **Chair's Report**

The Chair highlighted his attendance at the following:

- 4 February - Deborah Roche & Bronwyn Croxson, MoH re: Productivity & DHBs.
- 4 February - Claire Robertson, Treasury, as above.
- 5 February - Meeting with Professor Jonathon Gray, Director of Wales Centre for Health.
- 8 February - Metro DHBs Governance Group re: Labtests.
- 9 February - DHBNZ Executive Meeting, Wellington.
- 10-11 February - CTAB – Health Workforce New Zealand Meeting.
- 19 February - Regional Governance Group Meeting.
- 26 February - National Health Board Meeting re: Centre for Health Services Innovation

Resolution

That the Chair's report be received.

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

CMDHB Annual Board Agenda

The Annual Board Agenda was noted.

Chair's Correspondence

c. Minister's Letter – Letter of Expectations 2010/11 – 9 February 2010.

Resolution

That the incoming correspondence be received and the outgoing correspondence be endorsed.

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

8. **Chief Executive**

Chief Executive's Report

Mr Martin said that the Emergency Department has shown continued significant improvement, although it has had a couple of difficult weeks due to a variety of factors, and work to address this is continuing with clinical leaders.

The Thriving in Difficult Times and Triple Aim paper will result in a balanced and robust DAP over the next three to four years. Risks are inevitable, but a lot of work and disciplined thought and action has been undertaken, including reviewing how the organisation reduces waste, harm and

elimination. The next step is to look at how this is taken forward, and a further update will be provided at the July Meeting.

Resolution

That the Chief Executive's report be received

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

Chief Medical Officer's Report

Report was taken as read.

Resolution

That the Chief Medical Officer's report be received

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

Chief Operating Officer's Report

Mr Dunham advised that an increasing number of MRT notices had been received, which will cause more disruption to services, which is a concern. Five notices have been received to date. If this level of disruption increases, staff will need to be advised and media statements issued, although there are legal restrictions on what action can be taken, as it has to be done through the Unions.

There are a number of Smokefree initiatives in place. CMDHB were the last in NZ as we weren't collecting data, but our performance has now doubled in one month.

Mr Dunham wished to acknowledge the significant work undertaken by Ophthalmology to reduce waiting times. The Chair concurred and requested that Mr Dunham and Dr Farmilo convey the Board's appreciation to the staff concerned.

Ms Brown left at 4pm

Resolution

That the Chief Operating Officer's report be received.

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

Director Service Integration's Report

Ms Cliffe reported that the same level of funding had been committed to Let's Beat Diabetes. Workshops need to be held by Primary Care, in order for them to embrace this initiative.

Immunisation is currently sitting at 82%, but CMDHB will reach the MoH target of 85% by the end of the year. 140 Practice Nurses are confirmed for the Immunisation Training Sessions over two evening sessions, which means we will have practice level data for the first time. The training sessions will include how to enter data, handling recalls, etc.

Mr Dunham advised that a new initiative is underway to vaccinate patients and outpatients at risk from seasonal flu and H1N1, which is the first time this has been done in NZ. GP liaison people have been discussing with GPs to make this happen, although the process will be more complicated with outpatients. Mr Martin asked how we could do this as a 'package', as we keep adding more and more interventions, such as violence, smoking, immunisation, flu, etc. Mr Dunham is to look into.

Resolution

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

Moved: Lope Ginnen **Seconded:** Ruth DeSouza **Carried:** Unanimously

Director Performance & Planning's Report

Report was taken as read.

a. Dashboard

Ms Hanna said that Quarter 2 reporting was not included in this report, and some targets were incorrect. Some areas are not going in the preferred direction, such as ASH and WIES

rates, which need to be reviewed for next month. The Department are also reviewing how the information is presented to the Board. The report is work in progress.

Ms Cliffe queried the Community Pharmacy variance to budget, which is showing at 11%, which is incorrect. Ms Hanna to investigate.

Resolution

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

Moved: Gregor Coster

Seconded: Lope Ginnen

Carried: Unanimously

Mr Martin left at 4.15pm

Finance Director's Report

Mr Pearson reported that January had been a particularly good month, with the Provider Arm having a good performance, over delivering in electives and a reversal of the high costs for clinical supplies. A significant level of leave was taken over the holiday period. The Funder Arm has a reduced negative, again these costs relate to Pharms and Health of Older People.

Very confident around year end breakeven position and a forecast will be provided to the Board at the April meeting.

CMDHB remain within the management cap, which has been reduced back to its original level. Our current level of vacancies are affording us this position, but this will narrow once staffing of the Clinical Services Block is underway. DHBNZ are still breaching their cap and this will be raised with them.

a. Election & Appointment of Electoral Officer

Mr Pearson advised that CMDHB are required to appoint a DHB Electoral Officer.

Resolution

That the Board:

Appoint Mr Dale Ofsoske as the DHB Electoral Officer.

Adopt a random order on each voting document.

Moved: Michael Williams

Seconded: Don Barker

Carried: Unanimously

Resolution

That the Finance Director's report be received.

Moved: Michael Williams

Seconded: Don Barker

Carried: Unanimously

9. Community and Public Health Advisory Committee

Due to Ms Candy's absence, there was no report this month.

10. Hospital Advisory Committee

Prof Coster chaired the last HAC Meeting in Mr Cressey's absence and reported that HAC had reviewed the forecast vs actual spend on medical and surgical and noted some overspending on clinical supplies. The Committee had a POAC update and presentation from Dr Allan Moffitt, and a presentation from Ms Stella Ward on student models and innovation in workforce.

11. Pacific Health Advisory Committee

Due to Mr Anae's absence, there was no report this month.

12. POU

Due to Ms Candy's absence, there was no report this month.

13. DiSAC

Prior to her departure from the meeting, Ms Brown asked the Chair to advise that DiSAC were catching up on information on Health of Older People.

Resolution

That the above reports be received.

Moved: Bob Wichman **Seconded:** Michael Williams **Carried:** Unanimously

16. Achievement Register

The Achievement Register was noted.

17. Information

18. General Business

The meeting closed at 4.25pm. The next meeting of the Board will be Wednesday, 7 April 2010 at Lambie Drive.

The minutes of the meeting of the Counties Manukau District Health Board of 3 March 2010 are approved.

Signed as a true and correct record on 7 April 2010.

Chair Gregor Coster (Chair)

Recommendation (moved **L Ginnen**/seconded **C Brown**)