

## Meeting of the Murrumbidgee Local Health District Board

Date: Tuesday, 19 December 2023

Time: 12.30pm

Venue: Yindyamarra Meeting Room, Wagga District Office

# Minutes

### Board Members

Name	Present (P) Virtual (V) Apology (AP) Absent (A)
Ms Glynis Ingram (Chair)	P
Mr Adrian Lindner	P
Mr Tony Kolbe	P
Mr John Ireland	P
Ms Elke Cleverdon	P
Ms Elizabeth Dixon	P
Dr Alam Yoosuff	P
Ms Mary Atkinson	P
Ms Cheryl Penrith	P

### MLHD Executive & Staff

Name	Title	Present (P) Virtual (V) Apology (AP) Absent (A)
Ms Jill Ludford	Chief Executive, Murrumbidgee Local Health District	P
Mr Kevin Lawrence	Director Finance & Performance, Murrumbidgee Local Health District	AP
Ms Carla Bailey	Executive Director Operations, Murrumbidgee Local Health District	P
Ms Emma Field	Interim Director Mental Health Drug and Alcohol Murrumbidgee Local Health District	P
Ms Jacqui Zutt	Board Secretariat Murrumbidgee Local Health District	P

## Invited Guests

Name	Title	Present (P) Virtual (V) Absent (A)
Ms Brigid Bourke	Acting Director Finance & Performance, Murrumbidgee Local Health District	P
Mr Bryce Addison	Strategic Performance Improvement Manager, Murrumbidgee Local Health District	PV
Ms Anne McLeish	Interim Director People and Culture, Murrumbidgee Local Health District	PV
Prof Len Bruce	Executive Director Medical Services, Murrumbidgee Local Health District	PV
Ms Jenny Spain	CAE / CRO Director Governance, Risk and Audit, Murrumbidgee Local Health District	P

### **Governing Board Members only – closed session**

### **Welcome, Apologies and Acknowledgment of Country**

#### **Welcome**

The meeting was declared open at 12.40pm by the Chair, Ms Glynis Ingram.

Nil apologies received.

The Chair acknowledged the traditional owners of the land on which members were participating and paid respects to Elders past, present, future and emerging.

#### **Conflict of Interest Declarations**

Members were asked to declare:

- i. Conflicts of interest in relation to the agenda
- ii. Changes in material circumstance.

### **1.0 Extraordinary Presentation**

N/A

### **2.0 Confirmation of Minutes**

#### **Item 2.1 MLHD Board – November 2023**

The minutes of the Board Meeting held on 21 November 2023 were accepted as a true and accurate record of the meeting.

MOVED: Director Kolbe

SECONDED: Director Cleverdon

#### **Item 2.2 Review of Action List**

Action List was discussed.  
Closures accepted include:

- B23/10-003
- B23/11-004
- B23/11-005
- B23/11-006

#### **Item 2.2.1 WWBH Maternity - recent correspondence to HCCC**

Ms Jill Ludford, Chief Executive spoke to the correspondence.

The Board noted the document.

	<b>Patient/Staff Story</b>
<b>Item 3.1</b>	<p><b>Staff Story</b></p> <p>The Board discussed the story of a Mental Health Nurse Practitioner. Key items of discussion included:</p> <ul style="list-style-type: none"> <li>• Decision to move from the city and work in a regional town came following the 2020 bushfires, where she was employed as part of the disaster relief to provide mental health first aid to those in the Riverina.</li> <li>• Current role involves working closely with the Wagga Wagga Base Hospital Emergency Department, assessing and supporting consumers who present to hospital requiring mental health intervention, which can include diagnostic investigations and prescribing treatment such as medication.</li> </ul> <p>The Board noted the story.</p>
<b>Item 4</b>	<b>For Discussion</b>
<b>Item 4.1</b>	<b>KPI Summary</b>
<b>Item 4.1.1</b>	<p><b>Finance update – November 2023</b></p> <p>Ms Brigid Bourke, Acting Director Finance and Performance spoke to the report.</p> <p>The Board notes the report.</p>
<b>Item 4.1.2</b>	<p><b>Accounts for Write Off – November 2023</b></p> <p>Ms Brigid Bourke, A/ Director Finance and Performance spoke to the report.</p> <p>MOVED: Director Yoosuff      SECONDED: Director Kolbe</p> <p>The Board approved the Accounts for Write Off.</p>
<b>Item 4.1.3</b>	<p><b>Restricted Assets Balance (SP&amp;T)</b></p> <p>The Board noted the report.</p>
<b>Item 4.1.4</b>	<p><b>Custodial Trusts (External Trusts)</b></p> <p>The Board noted the report.</p>
<b>Item 4.1.5</b>	<p><b>Efficiency Improvement Plans</b></p> <p>Mr Bryce Addison, Strategic Performance Improvement Manager joined the meeting virtually and spoke to the report.</p> <p>The Board noted the report and thanked Mr Addison for his continued work.</p>
<b>Item 4.1.6</b>	<p><b>Efficiency Review report</b></p> <p>Ms Jill Ludford, Chief Executive provided a verbal update.</p> <p>The Board noted the update and welcome seeing a set of principles for endorsement.</p>
<b>Item 4.2</b>	<p><b>Chief Executive Report</b></p> <p>Ms Jill Ludford, Chief Executive spoke to the report.</p> <p>The Board notes the report.</p>
<b>Item 4.2.1</b>	<p><b>Communications Report</b></p> <p>Ms Jill Ludford, Chief Executive spoke to the report. Key items of discussion included:</p>

- The new MLHD website is now live with a range of language options available. Acknowledge the work of team, Juanita Golland and Luke Blumer for all of their work.

The Board notes the report.

**Item 4.2.2 Community Engagement Report**

Ms Jill Ludford, Chief Executive spoke to the report. Key items of discussion included:

- Resignation of the Moulamein LHAC.

The Board notes the report and appointments of new LHAC members and resignations.

MOVED: Director Lindner      SECONDED: Director Cleverdon

**Item 4.2.3 COVID update**

Ms Emma Field, Interim Director Mental Health Drug and Alcohol spoke to the report. Key items of discussion included:

- Across NSW, COVID-19 transmission activity in the community is at moderate to high levels, and stable.
- In the weeks starting 19 and 26 November, notification numbers of COVID-19 in MLHD have been stable and decreased slightly since the week starting 05 November.
- MLHD is not seeing any impact on demand for ICU beds.

The Board notes the report.

**Item 4.2.4 MLHD Performance Report**

Ms Carla Bailey, Executive Director Operations spoke to the report.

The Board notes the report.

**Item 4.2.5 State Performance Report**

The Board notes the report.

**Item 4.2.6 NSW Health – Quarterly Board Reports for April – June 2023**

The Board notes the report.

**Item 4.2.7 MLHD People and Culture update**

Ms Anne McLeish, Interim Director People and Culture joined the meeting virtually to speak to the report. Key items of discussion included:

- The People and Culture Operational Plan was released to provide a clear picture of the actions to be achieved in 2023/24 year to support the MLHD strategic direction, Workforce at its best. The plan describes the five priority areas.

The Board notes the report and thanked Ms McLeish for a comprehensive report.

**Item 4.3 Review of Critical Issues**

**Item 4.3.1 WWBH Maternity Services update**

Ms Jill Ludford, Chief Executive provided a verbal update. Key items of discussion included:

- A Select Committee hearing was held in Wagga Wagga on 12 December, 2023.
- MLHD witnesses included Chief Executive, Executive Director Operations, Executive Director Medical Services and Maternity Manager.
- The Chief Executive thanked Director Kolbe for his attendance.

- The Committee noted the attendance of MLHD representatives throughout the Hearing, particularly listening to the stories of the women throughout the day.
- The Chief Executive acknowledged the courage of all women who shared their stories.

The Board noted the update.

<b>Item 5</b>	<b>For Endorsement</b>
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<b>Item 5.1</b>	<b>Holiday period service modifications</b>
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Ms Jill Ludford, Chief Executive spoke to the document. Key items of discussion included:

- MLHD is experiencing critical workforce shortages which will impact the ability to provide 24-hour emergency departments and acute care at 6 Multi-Purpose Services (MPS) over the Christmas New Year period.
- Service modifications, which will change ED operating times, are proposed for Multipurpose Services (MPSs) at Batlow, Berrigan Boorowa and Urana over a 6-week period commencing 18 December 2023 – 29 January 2024. Coolamon MPS service modification will commence 11 December 2023- 29 January 2024. All residential aged care will continue to be provided.
- It is proposed that during this period the emergency department opening times will be from 7am to 9pm (Coolamon 7am to 5pm), with ambulance matrix changes to nearby facilities. Urana MPSs will also not accept acute admission during this time. The activity at these sites is between 1-2 presentations (Coolamon 6) per day and 1 or less than one ambulance presentation per week,

The Board endorses the proposed modifications, noting that any adverse events during this time will be advised to the Board.

MOVED: Director Yoosuff      SECONDED: Director Cleverdon

<b>Item 5.2</b>	<b>MLHD WHS Due Diligence Report</b>
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Ms Anne McLeish, Interim Director People and Culture joined the meeting virtually and spoke to the report.

The Board notes the report.

<b>Item 5.3</b>	<b>MDAAC Membership - Terms of Reference – Board Representative</b>
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Prof Len Bruce, Executive Director Medical Services joined the meeting virtually and spoke to the report. Key items of discussion included:

- The Medical & Dental Appointments Advisory Committee (MDAAC) of the MLHD, referred to as the “committee” is established by the MLHD Governing Board in accordance with the Corporate Governance and Accountability Compendium for the Ministry of Health.
- The composition of Committee is defined in the Model By-laws and endorsement is sought of the proposed membership.
- The Board has the responsibility in accordance with the By-laws to appoint two (2) members to the Board for a term of office period as such as the Board determines. See below.
- Approval is sought from the Board for the two (2) Board appointed members and the nominated chairperson of the MDAAC.
- At the November MDAAC meeting the current membership was presented with a report detailing attendance for all committee members for MDAAC and Credentials sub-committee. It is proposed the report is submitted each year in October and provided to the Board in an annual update.

The Board approved the recommendations as outlined and thanked Prof Bruce for his expertise and due diligence.

<b>Item 6</b>	<b>Standing Items</b>
<b>Item 6.1</b>	<b>Board Chair Update</b>
<b>Item 6.1.1</b>	<b>Board/Chair visits</b> N/A
<b>Item 6.2</b>	<b>Board and Staff Meetings</b> N/A
<b>Item 6.3</b>	<b>Enterprise Risk Report (ERM)</b> Ms Jenny Spain, CAE / CRO Director Governance, Risk and Audit joined the meeting and spoke to the report.  The Board noted the report and thanked Ms Spain for her work in 2023.
<b>Item 7</b>	<b>Presentations</b> N/A
<b>Item 8</b>	<b>Sub-Committee and Clinical Councils</b>
<b>Item 8.1</b>	<b>MLHD Planning Resources and Performance – November 2023</b>
<b>Item 8.1.1</b>	<b>Endorsed Minutes</b> The Board approve the Minutes.
<b>Item 8.2</b>	<b>MLHD Audit and Risk Committee</b> The Board noted the Minutes.
<b>Item 9</b>	<b>General Business/Correspondence</b>
<b>Item 9.1</b>	<b>Raising of Non Agenda Items Through Chair</b> Nil.
<b>Item 9.2</b>	<b>Questions Without Notice to CE from Board Members</b> Nil.
<b>Item 10</b>	<b>Year In Review</b>
	<ul style="list-style-type: none"> <li>• The Board Chair acknowledged the depth of knowledge, effort and intent displayed by the Executive team, it is a credit to the Chief Executive and her leadership.</li> <li>• The Board has a vision to lead a more strategic approach to compliment the MLHD leadership, areas of focus:             <ul style="list-style-type: none"> <li>○ Advocacy role</li> <li>○ Truth testers</li> <li>○ Quality of the work provided by MLHD, appreciation from the general public.</li> </ul> </li> <li>• Acknowledgment of NSW Health and Premiers Award winners, this is a real testament to the innovation on display and supported within MLHD.</li> <li>• The Chief Executive thanked the Board for adding value and support in 2023, particularly the support of the Board Chair.</li> </ul>
<b>Item 11</b>	<b>Next Meeting</b>
	The next meeting will be held on 27 February 2024
	<b>Meeting Close</b>
	The meeting closed at 3.29pm.

Name: Ms Glynis Ingram

Signature:

Date: [Insert Date].