



**Minutes  
Board Meeting  
(February 2021)**

**Date:** 24 February, 2021  
**Time:** 12.30 pm  
**Venue:** Virtual meeting or Murrumburrah-Harden Meeting Room,  
**Members:** Ms Gayle Murphy (Chair)  
Mr Paul Braybrooks OAM  
Mr Adrian Lindner  
Mr John Ireland  
Ms Elke Cleverdon  
Mr Geoff Twomey  
Associate Professor Faye McMillan (apology)  
Ms Elizabeth Dixon (teleconference)  
Dr Alam Yoosuff

**Invitees:** Ms Andrea Jordan (teleconference)  
Ms Jill Ludford - Chief Executive  
Mr Kevin Lawrence - Director Finance and Performance  
Ms Robyn Manzie, Director Mental Health Drug & Alcohol  
Ms Rosemary Garthwaite, Manager Aged Care  
Ms Veronica Scriven, Manager Cancer Services  
Ms Helen Emmerson, Director People & Culture  
Ms Carla Bailey, Director Operations (Eastern)  
Dr Lenert Bruce, Executive Director Medical Services  
Ms Kate Wilkinson, Manager Strategy  
Karina de Brueys-Diessel – A/Board Secretariat (Minutes)

- 1.0 Welcome to Country**
- 2.0 Staff story** – Geoff Twomey shared personal patient story of a family member and their interaction with our services.
- 3.0 Apologies** – Associate Professor Faye McMillan
- 4.0 Declarations of Conflicts of Interest or Pecuniary Interest Relating to Agenda Matters** – Nil

No	Topic	Considerations	Decisions	Action	Who
5.0	<b>Confirmation of Minutes</b>				
5.1	Minutes of Board Meeting January 2021	Request to keep original action due dates when amended.	Approved		Director Cleverdon Director Harding
5.2	Minutes of Planning Resource and Performance Meeting			No meeting held	

5.3	Audit and Risk Committee		Not available		
5.4	Health Care Quality and Committee		Approved	Director Dixon Director Twomey	
5.5	Research Innovation and Change Committee		No meeting held		
<b>6.0</b>	<b>Matters Arising From Minutes</b>				
6.1	Action List		Noted		
6.1.1	Community Led Planning update	<ul style="list-style-type: none"> <li>Chief Executive spoke to the ongoing work with the community priorities and aligning community expectations.</li> </ul>	Noted with request for amendment within Deniliquin document.	<ul style="list-style-type: none"> <li>Director Jordan requested amendment to page 9 of document in assessment of community capability. Amend point 1, the word "deficit" to "lack of".</li> </ul>	Chief Executive with Community Engagement and Communications Manager.
6.1.2	MDACC appointment update	<ul style="list-style-type: none"> <li>Dr Len Bruce presented an overview of the MDACC appointment system including credentialing, risks, scopes, site versus District, professional suitability and safety.</li> </ul>	Board appointed MDACC members approved	<ul style="list-style-type: none"> <li>Dr Len Bruce, Executive Director Medical Services and Ms Jill Reymont, Director Clinical Governance appointed as Board Representatives for MDACC.</li> </ul>	Director Harding Director Cleverdon
6.2	Governance Charter		Noted		
6.2.1	Service Agreement		Noted		
<b>7.0</b>	<b>Organisation Performance</b>				
7.1	Performance Summary		Noted		
7.2	MLHD performance report		Noted		



7.3	Finance Update	<ul style="list-style-type: none"><li>• The LHD is reporting a \$12.8M unfavourable Expense result YTD at the end of January 2021. The LHD is reporting a favourable month driven by \$3.1M Covid-19 budget.</li><li>• Awaiting COVID Waitlist funding and January COVID Expenses to be funded by the MoH.</li><li>• \$3.2M in financial savings</li><li>• Own Source Revenue \$3.8M unfavourable</li><li>• Wagga Base Hospital financial results in December and January showed improvement</li><li>• Important to work with clinicians to understand future numbers that require renal services to ensure MLHD is prepared.</li><li>• Directors continue to questions VMO costs</li></ul>	Noted	
7.3.1	TAB A Patient transport and ambulance costs	<ul style="list-style-type: none"><li>• MoH have renegotiated fixed wing aircraft contract.</li><li>• Director Jordan spoke of the use of PTV at Griffith.</li></ul>	Noted	
7.4	Accounts for Write Off – January 2020		Approved	Director Twomey Director Lindner
7.5	Restricted Assets Balances (SP&T)		Noted	
7.6	Custodial Trusts (External Trusts)		Noted	

7.7	Wagga Wagga Stage 3 commissioning update	<ul style="list-style-type: none"> <li>• Building nearing completion with handover end March - to open in stages late April early May 2021</li> <li>• WWBH main entry and foyer area has opened and café relocated.</li> <li>• Administration hub created to consolidate various administration services to one activity based working area.</li> </ul>	Noted		
<b>8.0</b>	<b>Strategic and State wide issues</b>				
8.1	MLHD Strategic Plan update	<ul style="list-style-type: none"> <li>• Ms Helen Emmerson, Director of People and Culture and Ms Kate Wilkinson, Manager Strategy, provided overview of the strategic concept.</li> <li>• Inspiring, more diverse, rural, earthy feel, simple language, poster concept included in layout and use of Aboriginal Artwork in overall design concept.</li> <li>• Suggestions raised by Board Directors included humanised, localised images, addition of MLHD logo, more white space and removal of words.</li> </ul>	Noted	<ul style="list-style-type: none"> <li>• Board Chair to hold out of session teleconference for further discussion with Board members. Approx. 2 weeks.</li> <li>• Final draft version to be provided one week prior to teleconference for approval.</li> <li>• Board Chair to discuss with LHAC most recent version due to LHAC meeting date scheduled.</li> </ul>	<p>Director Murphy</p> <p>Director People &amp; Culture</p> <p>Secretariat</p>

*2.36pm Jill Ludford, Chief Executive stepped out of the meeting. Ms Carla Bailey, DCO-East fielded questions from the Board as required.*



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8.2	Inquiry into health outcomes and access to health and hospital services in rural, regional and remote NSW	<ul style="list-style-type: none"><li>MLHD &amp; MoH continue to collaborate on level 1 – 3 responses as required.</li></ul>	Noted		
8.3	COVID-19 mass vaccination	<ul style="list-style-type: none"><li>Pfizer hubs opened in Westmead, Liverpool and RPA for priority 1A staff.</li></ul>	Noted	Provide update on communications and collaboration between services.	Ms Bailey, Director Clinical Operations, East
8.4	Improvements to Security in Hospitals – Anderson rep	<ul style="list-style-type: none"><li>MLHD audit tool to be incorporated with report findings.</li></ul>	Noted	MLHD Security Audit Reporting for future meeting	Ms Bailey, Director Clinical Operations, East
<b>9.0</b>	<b>Our People Our Community</b>				
9.1	Community Engagement Report	<ul style="list-style-type: none"><li>High level of engagement at Deniliquin noted.</li><li>The Board Chair noted applications for new LHAC members across the District and the processes in place for approval prior to Board review including review by LHAC Chair, Facility Manager.</li><li>The Board Chair noted advocacy work undertaken by Narrandera LHAC.</li></ul>	Approved		Director Lindner Director
9.2	WHS Due Diligence	<ul style="list-style-type: none"><li>Director of People and Culture, Helen Emmerson, spoke to the report noting the rise in aggression. VPN training in place.</li></ul>	Noted	Deep Dive around internal investigations and trends in the increase of aggression and open claims. ie: pattern, spread, potential reasons, escalation processes.	Director People & Culture, Ms Helen Emmerson
9.3	People and Culture (Quarterly report)	<ul style="list-style-type: none"><li>Staff morale impacted with circumstances of the past 12 plus months.</li></ul>	Noted	Email to be circulated on behalf of the Board acknowledging	

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- Executive team service rounding at facilities well received. In particular bushfire affected sites.
  - Board Chair acknowledged workforce shortages over Christmas break impacted from border closures.
- exceptional circumstances, hard work and wellbeing over the past 12 plus months. Director People & Culture, Ms Helen Emmerson
- Wellbeing message to staff from the Board be included in the Chief Executive weekly update. Jill Ludford
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**10.0 Chief Executive Report**

10.1 Chief Executive Report Noted

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**11.0 Risk**

11.1 Deep Dive- Mental health inpatient unit: Staff injury due to consumer aggression

- Board Chair to continue to monitor risk 229.

Noted

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**12.0 Meeting closed at 3.37pm**  
**Next Meeting;** 24 March 2021, location TBC