



**Minutes  
Board Meeting  
(June 2021)**

**Date:** 23 June, 2021  
**Time:** 12.30 pm  
**Venue:** Executive Meeting Room, Griffith Base Hospital  
**Members:** Ms Gayle Murphy (Chair)  
 Mr Paul Braybrooks OAM  
 Mr John Ireland  
 Mr Geoff Twomey  
 Ms Andrea Jordan  
 Mr Adrian Lindner

**Invitees:** Ms Elke Cleverdon  
 Dr Alam Yoosuff  
 Ms Elizabeth Dixon  
 Ms Jill Ludford, Chief Executive  
 Mr Kevin Lawrence, Director Finance and Performance  
 Ms Robyn Manzie, Director Mental Health Drug & Alcohol (teleconference)  
 Ms Carla Bailey, Director Clinical Operations, East  
 Jacqui Zutt – Board Secretariat (Minutes)

- 1.0 **Welcome to Country**
- 2.0 **Patient story** - acknowledged at Health Care Safety and Quality meeting
- 3.0 **Apologies** – Nil
- 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 May 2021		Approved		Director Twomey Director Cleverdon
5.2	Minutes of Planning Resource and Performance Meeting		Approved		Director Braybrooks Director Ireland
5.3	Audit and Risk Committee		Not available		
5.4	Health Care Quality and Committee		No meeting held		



5.5 Research Innovation and Change Committee

No meeting held

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**6.0 Matters Arising From Minutes**

6.1 Action List

- Accepted suggested closure of B21/01-002, B21/01-003, B21/02-004, B21/02-005, B21/02-006, B21/02-007, B21/04-001, B21/04-003, B21/04-005 and B21/04-007

Updated

6.1.1 Hospital in the Home service and expansion

- The purpose of the MLHD Integrated HITH Model of Care is to enable virtual expansion of the Hospital in the Home [HITH] program with full integration of community-led services. The development of the Integrated HITH Model of Care is based on the NSW Adult and Paediatric Hospital in the Home Guideline 2018, and includes the integration of Community and Primary Services to form a MLHD Integrated HITH Model of Care.
- iHITH activity will be accelerated during 2021/22. The model of care is being expanded in a staged approach commencing in Sector East. The first objective is to create medical officer oversight to

Noted

The Board is to be provided with a quarterly update on the implementation of the iHITH.

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increase HITH occupancy at Wagga Wagga Base Hospital.

- MLHD has applied for funding through the MoH for a project officer role to accelerate the expansion of the integrated HITH Model of Care to District hospital sites and a redesigned model for Griffith.

6.1.2 Seclusion and Restraint in Declared Emergency Department

- NSW Health Mental Health Branch provides a quarterly report on the comparative use of seclusion, physical and mechanical restraint of people presenting with mental health illness to NSW Declared Emergency Departments (EDs).
- The quarter three 2021 report identifies that the MLHD Declared ED combine rates of seclusion and restraint are lower than the state averages, however Griffith ED is higher than the state average. An action plan has been developed.
- Important to consider the poor effect that long term restraint can have on consumers and that de-escalation strategies are effective.

Noted

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6.2	Governance Charter		Referenced		
6.3	Service Agreement		Referenced		
<b>7.0</b>	<b>Organisational performance</b>				
7.1	Performance Summary		Noted		
7.2	MLHD Performance Report	<ul style="list-style-type: none"><li>• The Board noted the appointment of Veronica Scriven to role of Director BreastScreen NSW.</li><li>• Appreciate the work undertaken at WWBH to address overdue surgery.</li><li>• Aboriginal discharge against medical advice data relates to the non-completion of treatment by regular consumers. Work is underway with their families.</li></ul>	Noted	Seek clarification from other LHDs on how renal patients discharging early from dialysis are being coded.	Director Finance and Performance
7.3	Finance Update – May 2021	<ul style="list-style-type: none"><li>• The Chair congratulated Director Finance and Performance for his report.</li><li>• The LHD is reporting a \$22.8M unfavourable Expense result at the end of May (April \$19.9M, March \$19.2M).</li><li>• The baseline Expense position is estimated as approx. \$21.3M after allowing for potential COVID</li></ul>	Noted	Report to July 2021 Board the COVID funding gap.	Director Finance and Performance

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funding from the MoH. This is a deterioration of \$3.4M during the month. It should be noted that there are no guarantees with this potential adjustment.

7.4	Accounts for Write Off – May 2021		Approved	Director Cleverdon Director Lindner
7.5	Restricted Assets Balances (SP&T)		Noted	
7.6	Custodial Trusts (External Trusts)		Noted	
7.7	MLHD savings strategies			
7.8	MLHD Strategic Asset Management Plans	<ul style="list-style-type: none"><li>• Refer Item 7.3.</li><li>• Mr Darren Green, Manager Asset and Clinical Technology spoke to report.</li><li>• NSW Health have adopted an Asset Management Framework (AMF) required by the NSW Treasury and has developed common Strategic Asset Management Plan (SAMP) and Asset Management Plan (AMP) templates for all NSW Health Entities to complete as part of the annual strategic planning processes.</li><li>• MLHD Asset Management Unit has compiled the SAMP and AMP incorporating information aggregated from various directorates, data, an</li></ul>	Approved	Director Cleverdon Director Jordan



- internal gap analysis and available information sources.
- The AMP is a key management document of the NSW Health Asset Management Framework.
  - The MLHD Strategic Asset Management Plan (SAMP) provides direction for asset management, which includes asset management objectives and strategies for managing assets and achieving defined outcomes.
  - MLHD Emerging Priority Projects were endorsed including the Staff Accommodation Program
  - The Board thanked Mr Green and his team for their work in putting this document together.

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<b>8.0</b>	<b>Strategic and state-wide issues</b>			
8.1	MLHD Board Reports for July - September 2020 and October – December 2020	<ul style="list-style-type: none"><li>• The Board expressed frustration with the time delay in providing this data to the LHDs.</li></ul>	Noted	
8.2	COVID-19 vaccination	<ul style="list-style-type: none"><li>• Refer Item 11.1</li></ul>	Noted	
<b>9.0</b>	<b>Our people our community</b>			
9.1	Community Engagement	<ul style="list-style-type: none"><li>• Discussed appointment process for LHACs.</li></ul>	Approved	Director Braybrooks Director Dixon

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Circulate LHAC appointment processes summary to Board.

Director Jordan to provide LHAC details to Chief Executive for review.

9.2	MPS Arts in Health Collaboration	<ul style="list-style-type: none"><li>Board acknowledged this brilliant initiative, the engagement from residents has been worthwhile.</li></ul>	Noted
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<b>10.0</b>	<b>Chief Executive's report</b>		
10.1	Chief Executive's report		Noted

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<b>12.0</b>	<b>Raising of Non Agenda Items through the Chair</b>	Nil.	
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<b>13.0</b>	<b>Meeting closed at 3.01 pm</b> <b>Next Meeting; 28 July, 2021 – Wagga Wagga District Office</b>		
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