

## Nelson Bays Primary Health Board Meeting

Minutes of meeting held at 2.00pm on Thursday 2 February 2017 at Nelson Bays Primary Health, 281 Queen Street, Richmond

**O p e n**

### **PRESENT:**

John Hunter (Chair), Pat Curry (Deputy Chair), Helen Kingston, Philip Chapman, Sarah Green, Stuart Hebbard, Sue Stubbs.

### **IN ATTENDANCE:**

Angela Francis, Chief Executive; Emily-Rose Richards, Board Secretary; Karen Winton, Acting GM Health Services; Linzi Birmingham, GM Golden Bay Community Health (GBCH); Trudi Price, Human Resources Manager; Wolfgang Kloepfer, Finance Manager.

**Public:** (1) Samantha Gee, Nelson Mail Reporter.

#### **1.0 Welcome/Karakia – Philip Chapman**

#### **2.0 Apologies:** Lisa Lawrence

#### **3.0 Register of Interests**

##### *3.1 Amendment to the Register of Interests*

There were none.

##### *3.2 Declaration of Conflicts in Relation to Today's Business*

There were none.

#### **4.0 Confirmation of Agenda**

The agenda was confirmed.

#### **5.0 Confirmation of Minutes of 7 December 2016**

The minutes of 7 December 2016 were confirmed as a true and accurate record.

*Chapman/Green*

##### *5.1 Matters Arising*

There were none.

##### *5.2 Action Points*

Some matters for consideration this month had been dealt with, formed part of today's agenda or were discussed as follows:

**A51** Comparison between GBCH and other providers for Health and Safety hazards/incidents. *Ms Birmingham was asked to liaise with Mr Hebbard and come back to the Board with a recommendation on which company to use for benchmarking. Carry forward to March.*

**A53** Discussions with Pharmacy Guild. *Management have followed up with Jo Mickelson regarding the progress of the meeting, but have received no response to date. Carry forward to March.*

**A54** Primary and Community Strategy Engagement Meetings Paper for Te Tumu Whakaora. *A paper has been created and will go to Te Tumu Whakaora on 16 February 2017. Completed.*

**A55** Whistleblower/Protected Disclosures Procedure. *Refer to agenda item 8. Completed.*

## **6.0 Environmental Scan**

Ms Green informed the Board that the vaccine schedule has changed to include the HPV vaccination for boys (free of charge). The vaccination previously cost around \$600. Management were asked to release a media statement on the HPV vaccination, announcing they are supportive of the vaccination. Ms Gee (Nelson Mail Reporter) informed the Board she is doing an article on the HPV vaccination and will include in her article that NBPH are supportive of it.

Ms Curry asked for consideration of holding a Public Forum at the start of the Open Board meetings. The discussion was continued in the Closed section.

## **7.0 Reports**

### **7.1 Chief Executive's Report – Open Section**

Ms Francis noted there was excellent media coverage throughout December and January.

There was a discussion held on Patient Portals and HealthOne. Mr Hunter asked if NBPH has a programme to maximise rollout and acceptance of patient portals with the General Practices. Management noted they have joined the Ministry of Health campaign, but as General Practices are privately owned entities, some cannot afford the start-up price. However, as a PHO nationally we are doing better than most.

Management believe the rollout of HealthOne (which is free to GP practices) is at least 18 months away. Mr Hunter asked for Management to follow up and confirm the rollout date of HealthOne. **A56**

Mr Hunter asked what is the NBPH strategy to reach the new 'raising healthy kids' target. Ms Francis informed the Board that the NMDHB Public Health Nurses conduct the B4School checks, which is the mechanism that leads to the obesity referral pathway. It is likely that we are already achieving the national target, but Public Health Nurses have not been using the Electronic Referral System (ERMS), and therefore fax their referrals to General Practices, resulting in many referrals being missed. The Practice Nurses and Public Health Nurses have recently been reminded this target is measured based on receipting and acknowledging the referral within 30 days. Public Health Nurses obtaining access to ERMS should enable NBPH to reach the health target.

Ms Green asked for Management to provide education for Practice Nurses on how to conduct an appropriate BMI check for a child, when they are having their immunisations and B4School checks. **A57**

## 7.2 *General Manager Health Services Operational Report – Open*

Report taken as read.

Ms Winton informed the Board that NBPH are the preferred provider for the Falls Prevention Local and Regional Coordination Contract.

Mr Chapman asked if ongoing sustainable funding for Mental Health has been received. Management are still awaiting confirmation on the funding from NMDHB.

## 7.6 *Health and Safety Update Report*

Report taken as read.

The Emergency Planning Steering Group are in the final process of establishing the NBPH Emergency Management Plan. The plan will be submitted to the Board in March.

## 8.0 **Procedures for Review**

### *Whistleblower/Protected Disclosures Procedure*

- Amendment to page 1, last sentence to read: 'The above persons are referred to in section 2.2 as the "Disclosee."'

The Board approved the Whistleblower/Protected Disclosures Procedure, subject to the amendments made in section 2.2.

Hunter/Kingston

## 9.0 **Board Work Programme**

The Board Work Programme was received.

The Board asked for the Strategic Planning Day to be set in May and included in the Board Work Programme. **A58**

## 10.0 **General Business**

There was none.

The meeting closed at 2.51pm

**Next Meeting:**  
Thursday 2 March 2017

Confirmed 2 March 2017