

Nelson Bays Primary Health Board Meeting

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

O p e n

PRESENT:

John Hunter (Chair), Pat Curry (Deputy Chair), Helen Kingston, Lisa Lawrence, 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; Alistair Sowman, Chairman of Marlborough Primary Health.

Public: (0)

1.0 Welcome/Karakia – Sarah Green

2.0 Apologies: Philip Chapman

3.0 Register of Interests

3.1 Amendment to the Register of Interests

Remove for Mr Hebbard:

- MIC – Provider Contract
- Prices Pharmacy 2011 Ltd – DHB Contract
- Prices Pharmacy Blenheim – DHB Contract
- Nelson Care Chemist – DHB Contact

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 2 February 2017

The minutes of 2 February 2017 were confirmed as a true and accurate record.

Curry/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. *The quote for the QPS benchmarking service is provided in agenda item 3.2 in the closed agenda – GM GBCH Report. Completed.*

A53 Discussions with Pharmacy Guild. *A meeting is being held with Jo Mickleson on 8 March 2017. In Progress.*

A56 HealthOne rollout date. *Completed.*

A57 Education session for Practice Nurses on BMI checks. *Completed.*

A58 Board Strategic Planning Day. *Refer to agenda item 7.1.1. Completed.*

6.0 Environmental Scan

Dr Kingston informed the Board she attended Hon Annette King's presentation in Golden Bay, at the invitation of grey power. Along with the community meeting, there was a visit to GBCH. The objective of the meeting was to raise awareness on carers support and what is being done. It was raised at the meeting, the need for a dementia unit at GBCH. The Board Secretary will send the Board the '*Recommendations from a Report into Aged Care: What does the future hold for older New Zealanders?*' paper which was presented at the Hon Annette King community meeting. **A59**

Ms Francis mentioned the Christchurch community been hit with another natural disaster, with the bush fires near Hanmer Springs. NBPH are willing to provide medical support if required.

Dr Stubbs informed the Board the Health Quality and Safety Commission have allocated money for three projects throughout New Zealand. A combined group of the DHB and two PHOs have won one of the projects. The project is on the management of cardiac health after stenting – looking at compliance with advice, medications and equity issues. There has been an article on the project in the New Zealand Doctor and it was suggested for Ms Francis to talk to Samantha Gee about the project.

Ms Lawrence noted she met with one of the regional Managers of Work and Income for Motueka and Golden Bay. The Manager said in terms of special needs grants in the rural sector, they are spending over \$1m a year. The data hasn't been provided back to the DHB or PHO, where it should have been as it is a barrier to access. The data is stored in the national Ministry of Social Development office, but is not being distributed to the regional level. When looking at health access for rural populations, NBPH need to look at the wider government partners for data relating to health access (particularly the existing identified data to see if it assists us). **A60**

7.0 Reports

7.1 Chief Executive's Report – Open Section

Report taken as read.

An article in The Nelson Mail on 15 February 2017, provided coverage on interpreters in the region. This article refers to the lack of funding and adequate training/supervision for interpreters in the health sector. Mr Hunter asked if there has been any movement since the article. NBPH's Health Promotion Manager is meeting with NMDHB's GM Maori and Vulnerable Populations on 21 March to progress to a resolution around this to see what services should be provided from secondary care. They are also looking at having one agency responsible for interpreters to streamline the process, with Red Cross being the potential agency. Management will provide the Board with an update on the progress of the interpreters' services at the May Board meeting. **A61**

NBPH Emergency Management Plan (draft)

Plan taken as read.

Ms Francis provided the Board with a brief overview of the NBPH Emergency Management Plan (draft). All Staff will have a hard copy of the plan at home and work.

The Board endorsed the NBPH Emergency Management Plan.

7.1.1 *Proposed Agenda for the Board Strategic Planning Day*

The Board agreed for:

- The facilitator to be John Ayling
- The Board Strategic Planning Day to run for 7 hours, as close to the day before or after the May Board Meeting as possible
- Mr Hunter and Ms Francis to draft the Board Strategic Planning Day agenda to share with John Ayling and distribute to the Board for comment **A62**
- The Board Secretary to create a doodle poll for the Board Strategic Planning Day (Wednesday 3 May or Friday 5 May among options) **A63**

7.2 *General Manager Health Services Operational Report – Open*

Report taken as read.

Ms Winton informed the Board the Immunisation Facilitator is delivering more 'Talk Immunisation' programmes across the region to try and increase the immunisation rate. Mr Hunter noted Management need to look at new ways to improve the immunisation rate.

The contract for the ACC community strength and balance programme is being negotiated.

7.3 *Health and Safety Update Report*

Report taken as read.

8.0 Policies for Approval

Conflict of Interest Policy

The Board approved the Conflict of Interest Policy.

Curry/Lawrence

Fit and Proper Policy (draft)

The Board approved the Fit and Proper Policy, subject to the following change being made:

- Include bullet point 'Board Chair' on page 5, Appendix 1 of policy

Curry/Hebberd

9.0 Board Work Programme

The Board Work Programme was received.

10.0 General Business

There was none.

The meeting closed at 2.46pm.

Next Meeting:

Thursday 6 April 2017 (Teleconference)

Confirmed 4 May 2017