

MIDCENTRAL DISTRICT HEALTH BOARD

Minutes of the MidCentral District Health Board meeting held on 7 April 2015 at 10.00am at
MidCentral District Health Board Offices, Board Room, Gate 2, Heretaunga Street,
Palmerston North

PRESENT

Phil Sunderland (Chair)
Adrian Broad
Lindsay Burnell
Barbara Cameron
Ann Chapman

Kate Joblin
Nadarajah Manoharan
Karen Naylor
Richard Orzecki
Barbara Robson

Unconfirmed Minutes

IN ATTENDANCE

Murray Georgel, Chief Executive Officer
Craig Johnston, Acting General Manager, Funding & Planning
Jill Matthews, Principal Administration Officer
Lyn Horgan, Operations Director, Hospital Services
Nicholas Glubb, Operations Director, Specialist Community & Regional Services
Brian Woolley, Manager, Knowledge & Information Management
Jo Smith, Portfolio Manager, Health of Older People
Jordan Dempster, Communications Advisor
Scott Ambridge, General Manager, Enable New Zealand
Stephanie Turner, Director, Maori Health & Disability
Chris Channing, Finance Manager (part meeting)
Jared McGillicuddy (Central TAS), internal auditors

Public (2)
Media (0)

1. APOLOGIES

Apologies were received from Diane Anderson, Board Member and Mike Grant, Interim General Manager, MidCentral Health & Support Services.

An apology for lateness was received from Lindsay Burnell, Board Member.

2. LATE ITEMS

There were no late items.

3. CONFLICT AND/OR REGISTER OF INTERESTS UPDATE

3.1 Amendments to the Register of Interests

There were no amendments to the Register of Interests.

3.2 Declaration of Conflicts in Relation to Today's Business

Barbara Cameron noted her interest as a Councillor, Manawatu District Council in respect of the Feilding Integrated Family Health Centre. The Chair advised this interest would not preclude Mrs Cameron from discussing the matter.

4. MINUTES OF PREVIOUS MEETING

4.1 Minutes

It was resolved:

that the minutes of the previous meeting held on 24 February 2015 be confirmed as a true and correct record.

4.2 Matters Arising from the Minutes

4.2.1 Value for Money Workshops

A member questioned whether a value for money workshop would be held at Board level. The CEO advised that these workshops were a standard process for large projects of this nature. The consultants involved in the project, such as consultant engineers, electricians, etc would go through the detailed building designs and business case questioning all aspects from a value for money perspective. The resultant business case would be presented to the Board for consideration. This would include information on the value for money considerations. However, the Board could hold its own value for money workshop if it so determined.

4.2.2 Central PHO Maori Wellbeing Document

A member advised that they had provided this document to the CEO designate.

5. BOARD COMMITTEES

5.1 Group Audit Committee

It was resolved:

that the unconfirmed minutes of the meeting of the Group Audit Committee held on 24 February 2015 be received and the recommendations contained therein approved.

5.2 Matters Arising

5.2.1 ICT Balance Scorecard

It was agreed that this scorecard be provided to the Board via the CEO's operational report on a regular basis.

5.3 Hospital Advisory Committee

It was resolved:

that the unconfirmed minutes of the meeting of the Hospital Advisory Committee held on 17 March 2015 be received and the recommendations contained therein approved.

5.4 Matters Arising

There were no matters arising from the minutes.

5.5 Disability Support Advisory Committee

It was resolved:

that the unconfirmed minutes of the meeting of the Disability Support Advisory Committee held on 17 March 2015 be received and the recommendations contained therein approved.

5.6 Matters Arising

There were no matters arising from the minutes.

5.7 Community & Public Health Advisory Committee

It was resolved:

that the unconfirmed minutes of the meeting of the Community & Public Health Advisory Committee held on 17 March 2015 be received and the recommendations contained therein approved.

5.8 Matters Arising

There were no matters arising from the minutes.

6. WORK PROGRAMME

The Board noted that work on developing the project plan, etc for the Master Health Service Plan was on hold awaiting the new CEO to take up office.

It was further noted that the Board's next meeting would be held in Pahiatua and would include a public forum.

The Chair drew members' attention to the forthcoming High Performing Health Care Conference and encouraged their attendance. It was noted that the detailed programme was still to be finalised.

It was resolved:

that the updated 2014/15 work programme be noted.

7. OPERATIONAL REPORTS

7.1 CEO's Report

7.1.1 NZ Health Strategy

The CEO reported that the Director-General of Health had advised he had appointed a small expert advisory group to assist with the development of a draft strategy. Thereafter, over the next three to four months targeted engagement with occur across the sector, followed by wider consultation.

The CEO advised that a recent meeting with the Director-General of Health, DHB Chairs and CEOs had strongly encouraged wide engagement and consultation.

7.1.2 HBL – Finance, Procurement and Supply Chain Business Case

The CEO advised that MDHB may need to update its current system (JD Edwards). While there was no desire to make significant changes as a new national system would be implemented in due course, it may be necessary to make some minor modifications. This would be considered against the timing, etc for implementation of the national system.

7.1.3 Performance Improvement Framework

This initiative was noted with interest. The survey of Chairs and CEOs was discussed and members considered the resultant summary provided an interesting overview and commentary on the health sector.

The Chair and CEO advised that Mr Murray Horn, consultant, had completed the first phase of the project. DHBs would now determine the process going forward and resources required.

Lindsay Burnell entered the meeting.

7.1.4 Regional Symposium

Support was given for the forthcoming regional symposium. The Chair advised that the programme was yet to be finalised and would be provided to members once available.

7.1.5 Maori Leadership

The development of a Maori health directorate was noted. The Director, Maori Health & Disability advised the directorate would work like the Human Resource Unit, facilitating and supporting all aspects of the DHB to achieve their Maori health success factors. The key areas of work would be workforce development, culture response and competencies for the workforce, quality, and service effectiveness.

It was noted that the directorate would be a conduit for the local implementation of the national Maori health strategy – He Korowai Oranga.

7.1.6 Information Systems

The range and cost of IT system development across the country was raised and a member questioned whether there was opportunity for resources and effort to be harnessed. The CEO advised that this was occurring through HBL and regional initiatives. He noted that in some instances the appetite for change, particularly for the introduction of national systems, was not always present as individual DHBs had their own specific requirements. This was sometimes more manageable with regional systems.

7.1.7 External Audit - Audit Engagement Letter

The audit engagement letter was supported and it was agreed this be signed on the Board's behalf by the Chairman.

7.1.8 Year End Forecast

The CEO confirmed that management were confident the year end forecast would be achieved. Mr Georgel noted that the Board had recently increased the annual budget from a \$1m surplus to a \$2m surplus. While this would be achieved in 2014/15, there was less confidence in the DHB's ability to continue to achieve this higher level surplus on an ongoing basis.

7.1.9 Thank You

The CEO expressed his thanks to the Board, and predecessor boards, for their support during his tenure at MidCentral DHB.

The Chair paid tribute to Mr Georgel, noting that a formal farewell opportunity was scheduled. Mr Sunderland said the Board had been pleased to have one of the best performing CEOs in the country. He acknowledged Murray's knowledge and expertise, stating he was well balanced and had the right personality for the job and duties he performed.

The Chair, Group Audit Committee passed on the comments made by the outgoing internal auditor earlier that day. Mr Graeme Jelly said MidCentral DHB enjoyed good leadership and was one of the most forwarding thinking of the DHBs with which he worked.

It was resolved:

that the report be received; and,

that the audit engagement letter, as contained in the CEO's report dated 27 March 2015, be approved.

8. GOVERNANCE ISSUES

8.1 CEO Recruitment

The Chair advised Kath Cook was getting organised to commence duties on 4 May 2015.

The CEO advised arrangements for the powhiri were being finalised and it was likely this would take place on her second day work as she would have regional commitments in Wellington on 4 May.

The Chair paid tribute to the Board for the way it went about the selection process. Positive feedback had been received from throughout the sector on the decision and process.

Richard Orzecki acknowledged the Chair's leadership during the recruitment process and the additional workload he had undertaken.

It was resolved:

that the report be received.

8.2 Signatories and Credit Card Approval

Management confirmed that processes were in place to ensure timely amendments to the signatory schedule in future. It was noted that the bank required individual names and signatures, as opposed to organisational positions.

The use of credit cards within the organisation was raised. The CEO advised at a senior management level there were a few cards, including those held by the CEO, General Manager Enable New Zealand, and Materials Management. Within Enable New Zealand there was a number of credit cards with a small financial limit for allied health staff who were required to travel a lot as part of their role. Policies were in place for travel and expenses costs.

It was resolved:

that M Georgel ceases as a Westpac account signatory effective on the 2nd May 2015

that K Cook becomes a Westpac account signatory on the 4th May 2015

that S Wilson be removed as a Westpac account signatory with immediate effect

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that M Georgel ceases to be a Westpac credit card holder effective on the 2nd May 2015

that K Cook replaces M Georgel as a Westpac credit card holder with a credit limit of \$8,000 effective on the 4th May 2015

that C Channing replaces R Brown as a signatory for Ministry of Health Loan documentation with immediate effect

that C Channing replaces R Brown as an Authorised Officer, with immediate effect, authorising Westpac to rely on notices or instructions on behalf of the Acceding Party with regards to the Shared Banking and Treasury Services Master Agreements

9. LATE ITEMS

There were no late items.

10. DATE OF NEXT MEETING

Tuesday, 19 May 2015 at the Bush Multi-Sport Park, 57 Huxley Street, Pahiatua. To include a public forum.

11. EXCLUSION OF THE PUBLIC

It was resolved:

Recommendation: *that the public be excluded from this meeting in accordance with the Official Information Act 1992, section 9 for the following items for the reasons stated:*

<i>Item</i>	<i>Reason</i>	<i>Ref</i>
"In Committee" Minutes of the Previous Meeting	For reasons stated in the previous agenda	
"In Committee" Minutes of Committee Meetings: <ul style="list-style-type: none">• Hospital Advisory Committee, 17 March 2015• Community & Public Health Advisory Committee, 17 March 2015• Disability Support Advisory Committee, 17 March 2015• Remuneration Committee: CEO's performance review and measures, and Remuneration Package	For the reasons set out in the Committees' order paper 17.3.15 meeting held with the public present For the reasons set out in the Committees' order paper 17.3.15 meeting held with the public present For the reasons set out in the Committees' order paper 17.3.15 meeting held with the public present To protect personal privacy	9(2)(a)
Strategic Matters <ul style="list-style-type: none">• 2015/16 Planning Process• HBL Transition & Proposal	Subject of negotiation Subject of negotiation	9(2)(j) 9(2)(j)
Operational Matters <ul style="list-style-type: none">• CEO's report: HBL business cases, and, strategic reviews	Subject of negotiation and under obligation of confidence	9(2)(j) 9(2)(ba)

Governance Matters		
• Insurance Update	Contains competitive pricing information	9(2)(j)
• Banking and Treasury Agreement Amendments	Contains commercially sensitive information	9(2)(j)

Confirmed this 19th day of May 2015.

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Chairman