

NELSON BAYS PRIMARY HEALTH

**Minutes - Open Board Meeting Held on 22 April 2010
20 New Street Nelson – Commencing at 6.00 p.m.**

PRESENT: Jan Morgan (Chair); Shane Graham; Philip Chapman; Mere Wetere; Deirdre Magee; James Chisnall; Maria Briggs; Lisa Lawrence; Sue Stevenson; and Judene Edgar.

IN ATTENDANCE: Andrew Swanson-Dobbs (Chief Executive Officer – NBPH); Jane Kinsey (Programme Development Manager – NBPH); and Ann James (NBPH -Minute Secretary).

PUBLIC IN ATTENDANCE: Pat Curry (CEO, Nelson Region Hospice).

APOLOGIES: None

Item	Decision / Discussion		
1.	Welcome / Karakia – Deirdre Magee Deirdre Magee opened the meeting with a reading in Irish and then translated to English. Jan Morgan welcomed Pat Curry to the meeting.		
2.	Apologies None		
3.	Register of Interests None notified for the business tonight.		
4.	Confirmation of Agenda Confirmed as notified		
5.	Confirmation of Minutes Resolution <i>Moved that the minutes of 25 March 2010 are accepted as a true and correct record.</i> Moved: Philip Chapman/Seconded: Mere Wetere CARRIED		
6.	6.1 Matters Arising		
	a) IHB meeting on Thursday 29 th April. Deirdre, Philip, Mere and Lisa will attend with Jan. Board members are invited to stay for lunch.		
	b) Jan agreed to talk to Suzanne Win to find a more suitable time for the two Boards to meet. This follows an invitation sent to NBPH to attend a meeting after the CPHAC meeting next week (27 April). Board members agreed that full Board attendance is preferable. Unfortunately, NMDHB Board members prefer to meet during the day and NBPH Board members prefer to meet after hours. John Peters suggests alternating times and dovetailing on each other's board meetings. <i>Jan and Andrew will liaise with John Peters and Suzanne Win to find a suitable time to meet prior to the next Board meeting.</i>		
	6.2 Action Points		Who
	a) Email PHO Alliance meeting minutes Jan has emailed the PHO Alliance meeting minutes to Board members and hard copies are enclosed with their board packs.		Jan Complete
	a) Report on cervical smear claims There were eleven cervical smear claims for women not covered by the service given by Public Health for the month of March. An increase in uptake in April is indicated.		Andrew Complete
	b) Contact Suzanne Win to reschedule board to Board meeting Jan will make contact with Suzanne Win and suggest alternating meetings to dovetail into each other's Board meetings.		Jan ASAP
7.	Correspondence of Significant Interest		
	None It was suggested by Jan that only correspondence of strategic importance or interest should be in the board		

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	packs and it be left to the discretion of the CEO and Board Chair to determine what is in board packs. Agreed
8.	<p>Report Chair</p> <p>Jan reported the following activities:</p> <ul style="list-style-type: none"> • A review of board activities and processes. She has prepared a paper (in the closed section). • Attended an NMDHB meeting with Andrew and Shane about Alliances and how it might work. • Attended, with Andrew, the closed section of the NMDHB Board meeting for the discussion on the Golden Bay Integrated Health Project. • Preparation for the public meeting to be held Monday 26 April in Golden Bay on the Integrated Health project.
9.	<p>Report Board Members</p> <p>Philip reported that he has a meeting in Wellington with the Cancer Society re men's health statistics and men not accessing cancer services. He will be presenting at a Men's Health Day meeting in Wellington on 1 June with speakers from Victoria University Sports Medicine. He thinks it will have an academic focus.</p>
10.	<p>Report CEO</p> <p>Andrew spoke to his report saying that he highlighted key points as follows:</p> <ul style="list-style-type: none"> • Golden Bay Medical Centre - completed successful negotiations with the staff at the Golden Bay Medical Centre. As of 1 April 2010 NBPH assumed management of the medical centre. • Negotiations continue with the Ministry of Health at a national level on saving \$25M a year. • We have had notification from the Rutherford Group on some contracts but we are still waiting to hear about others. This explains why there is no budget in the board packs, as we have no certainty on what funding will be available. • After Andrew wrote the report, he heard that that Bobbie Hutton and Margaret Gibbs are invited to appear before a Parliamentary Select Committee to speak to their submission on Childhood Immunisation. • Andrew thanked Judene Edgar for attending the PPP presentation by DHBNZ earlier this week. <p>Questions and comments followed:</p> <ul style="list-style-type: none"> • Philip noted that gender splits are now recorded in reporting. • The Health Promotion page is up and running on the Be Well website. It is also linked from the newsletter. • The Māori Managers Business Forum has been running for approximately two years. The idea is to pool thoughts to improve delivery of services for Māori. • James received a letter from the hospital regarding ceasing chronic pain management services. Andrew advised that John Ayling was contracted to assist the DHB to look at these services. NBPH is working with John Ayling and he presented to CGG last week. James thinks that this is a role for primary care not secondary care. • Jane to send James a copy of the Chronic Pain powerpoint presentation. • Andrew explained the difference between the Community Alliance and the Alliance Governance Group. • The Community Alliance was originally called the NBPH Charter and recorded a common purpose (implementation of the primary health strategy) and a relationship between NBPH and NGOs. • Subsequent feedback received indicated that Charter was not an appropriate name. The name of the Charter is now changed to The Community Alliance. • The Alliance Governance Group is separate and the terms of reference are in this board pack. • Whose role it is to talk to the public about immunisation? Andrew advised our contract with the Ministry of Health does not state whose role it is, but it makes it clear that the responsibility to educate the workforce (clinicians) and public about immunisation belongs to all providers. • NBPH has detailed statistics regarding immunisation. NBPH feeds this information back to practices to enable contact with patients. Practices attempt to get patients to come in for immunisation three times. If this does not occur, the names are passed to the outreach service. • Andrew clarified that the Be Well Victory contract is being evaluated as it is coming to the end of its term. It

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	<p>is a significant contract under the SIA budget. Sara Bennett (the researcher) is from Auckland.</p> <ul style="list-style-type: none"> The Mum4Mum (PEER Counselling) contract funding is ceasing from NMDHB. NBPH has been approached by the Motueka Service Centre to extend this worthwhile contract for primary care. <p>Jan thanked Andrew and staff for the report.</p>
11.	<p>Alliance Member Governance Group T.O.R.</p> <p>Andrew reported that the formation of this group would assist staff to achieve indicators set by the Ministry of Health, access intellectual knowledge and establish relationships with NGOs we can draw on.</p> <p>Discussion points noted:</p> <ul style="list-style-type: none"> Affordable after hours and better antenatal care are missing Document appears top down rather than community up Document is not broad or inclusive enough Selection process and membership timelines need reworking <p>All agreed that this is a work in progress. Mere, Judene, Deirdre and Philip volunteered to work with management to develop the document. <i>Andrew, Mere, Deirdre, Philip and Judene to meet to further develop the AGG T.O.R.</i></p>
12.	<p>Research & Sabbatical Policy (Ver. 3)</p> <p>Andrew explained that this policy is required as per our contract with NMDHB for the revenue. The purpose of the policy is to set out the parameters for applications for funding for research and sabbatical leave for GPs. Nurses also have a policy funded from a different funding stream.</p> <p>The policy review process is annual. CGG reviews, recommends any changes and sends to NBPH board for acceptance. Philip advised that further discussion at CGG has resulted in a proposed update which has not yet come to the board. <i>Judene had some further suggestions and will pass them to Philip.</i></p> <p>James noted that many employers contribute to employees' RSL. It was suggested the name of the policy be changed to <i>GP Research and Sabbatical Policy</i>. <u>Agreed</u></p> <p>The policy was returned to CGG to update.</p>
13.	<p>Draft Prescription Notice</p> <p>Andrew explained that this is an annual process but still in draft. DHBs inform PHOs of updates on capitation and some other funding streams. We await the outcome of the MoH decision on the \$25M savings.</p> <p>Andrew referred to page 38 that sets out the different rates within age bands and gender for capitation.</p>
14.	<p>General Business</p> <p>None</p>
15.	<p>Register of NBPH Committees</p> <p>Noted</p>
16.	<p>Glossary of Commonly Used Acronyms</p> <p>Noted</p>
17.	<p>Strategic Plan</p> <p>Noted</p>
18.	<p>Articles of Interest from NZ Doctor & Other Media</p> <p>Jan noted that feedback she received from individual board members is that some like to receive these and some do not. The suggestion was made to post these on the board member only access on the bewell.org.nz website.</p> <p>The CEO and Chairperson will use their discretion as to whether to include articles of interest with board packs. <u>Agreed</u></p>
19.	<p>Jan declared the meeting closed and Jane Kinsey and Pat Curry left the meeting.</p>

The meeting closed at 6:45 pm

The next meeting will be on 22 April 2010 at 6.00 p.m.

Confirmed:

J.R. Morgan

Name:

JAN MORGAN

Date:

27-5-10

Actions - Open Meeting 22 April 2010

a)	Contact Suzanne Win to reschedule Board to Board meeting (possibly to dovetail onto each others' Board meetings on an alternating basis).	Jan	ASAP
b)	Send Chronic pain PP to James Chisnall	Andrew/ Jane	ASAP
c)	Further develop AGG T.O.R.	Andrew, Mere, Deirdre, Philip, Judene	ASAP
d)	Send RSL policy suggestions to Philip for next CGG	Judene	ASAP
e)	Articles of interest on website for board members	Andrew	ASAP