

NELSON BAYS PRIMARY HEALTH
Minutes - Open Board Meeting held on 24 June 2010
20 New Street, Nelson – Commencing at 6.01 p.m.

PRESENT: Jan Morgan (Chair); Maria Briggs; Sue Stevenson; Judene Edgar; Philip Chapman; Mere Wetere; Deirdre Magee.

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

PUBLIC IN ATTENDANCE: John Moore (NMDHB board member and Chair of the Community & Public Health Advisory Committee).

APOLOGIES: Lisa Lawrence; James Chisnall.

Item Decision / Discussion

1. Welcome / Karakia – Philip Chapman

Philip, who had recently attended a funeral for a friend, read a poem which reflected on keeping things in perspective and focussing on the important things in life, such as family and getting the most from life.

Jan welcomed and thanked John Moore for his attendance.

Jan invited John to update the board on NMDHB and CPHAC matters. John noted that renaming SLT to ELT is a more correct description of the NMDHB executive leadership team.

John noted his support for NBPH and the work we do. In John's opinion, the Ministry of Health (MoH) appears to have a 'sickness policy' rather than a 'health policy'. They seem to have the notion that health is 'done to people'.

The Minister of Health is directing the course of events and John agreed that the efficiency improvements will release money to support people to keep well. He is pleased to see that some of the services are shifting to primary care, which in John's opinion, is where these sorts of services should lie, as they relate to primary care. John noted that if clinical governance groups are included in budget holding, this will help form integration and accountability.

John complimented NBPH on the organisation's achievements to date, and offered to assist NBPH where he can.

2. Apologies

Resolution

*That the apologies from Lisa Lawrence and James Chisnall are **accepted**.*

Moved: Philip Chapman / Maria Briggs CARRIED

3. Register of Interests

Update the Register of Interests as follows:

- Judene Edgar - Upper South B Regional Ethics Committee – Ministry of Health appointment.
- Mere Wetere – *Wild Tomato* magazine – contributing writer
- Remove the word 'potential' as it refers to receipt of funding where it appears, as the people concerned do receive PHO funding.

4. Confirmation of Agenda

Confirmed as notified.

5. Confirmation of Minutes

Resolution

*That the minutes of 27 May 2010 be **accepted** as a true and correct record.*

Moved: Judene Edgar / Sue Stevenson CARRIED

6. 6.1 Matters Arising

There were no matters arising for discussion.

6.2 Action Points

- a) Jan to offer three options with deadlines for confirmation to NMDHB Chair
- i. Meet prior to NBPH Board meeting at 5pm at New Street on 24 June

Who	When
Jan	Ongoing

Item Decision / Discussion

- ii. Meet after next NMDHB board meeting on 17 August
- iii. Meet after next CPHAC meeting in Nelson on 31 August

Jan reported that she has discussed this with Suzanne Win who proposed (**but subject to confirmation**), that a meeting take place at 4pm on 17 August at NMDHB after the NMDHB board meeting.

However, Jan noted that the Marlborough residents of the NMDHB board might leave after their board meeting to return home. Jan also acknowledged that this time is difficult for some NBPH board members who have work commitments. She invited members to put the time and date in their diaries for confirmation.

- b) RSL Policy ready for June Board pack Complete
- c) Remuneration Policy – change paragraph 4.3.1 Complete
- d) Circulate Remuneration Resolution to absent Board members for signing Complete
- e) Make formatting and grammatical corrections to Confidentiality Policy Complete
- f) Ascertain and report on a quarterly basis on breakdown of GP and nurse consultations (Care Plus) Complete
Andrew noted that these will be included in the next quarterly report.
- g) Reduce volume and make layout consistent for articles of interest on members' website. Complete

7. Correspondence of Significant Interest

- a) Joe Puketapu – IHB Board – Resignation Shane Graham – 31-05-10
The position has been advertised. To date we have received no applications. Jan asked board members to canvass suitable people to ask them to apply for the position.
- b) Shane Graham – copy of letter of resignation – 21-04-2010
Noted
- c) BDO Spicers – Annual Audit – 28-05-10
The audit is due shortly and the auditor made a request to attend a board meeting because he sees it as part of his remit. Jan suggested that the auditor attend the July board meeting and **agreement** was given for this to occur.
Jan noted that the auditor suggested that as he is combining his visit to see other clients, he would bill on a cost-sharing basis.
Judene noted that WHK is able to conduct audits and that this could be investigated as an option for future audits.

8. Report | Chair

Jan reported the following activities:

- Attended an IHB meeting with Andrew and met with Joe Puketapu, Judy Billens, Rennie Dix and Christine Smith. The purpose of this preliminary meeting was to explore endorsing IHB as being the organisation that NBPH and KHW liaise with for Iwi/Māori matters.
- Spent time with Andrew reviewing the budget.
- Attended the PHO Alliance meeting on 4 June with Andrew. Jan noted that the meeting was useful and the minutes are posted on the members' only website.
- Together with Andrew, Jan met with the Chairs and CEOs of NMDHB and KHW to discuss Alliancing. The purpose of this follow-up meeting was to find mutual understanding of where Alliancing fits within the proposed NMDHB structure and to find a way forward. One agreement reached at the meeting, was that all of the organisations' respective board members could undertake training to gain a better understanding of the implications of Alliancing and its impact. Carolyn Gullery and John Macaskill-Smith were proposed as being the trainers. Jan attended the CGG meeting on Tuesday evening to hear John Peters' presentation on the NMDHB restructure and the implications for clinical pathways.

Item Decision / Discussion

9. Report | Board Members

- Judene Edgar – reported that she has been appointed to the Upper South B Regional Ethics Committee This is a ministerial appointment (MoH).
- Philip – has applied to PHARMAC (Community Advisory Group) and has been invited to interview.
- Mere – noted that the Business Development Company (BDC) is closing because NZ Trade & Enterprise is withdrawing funding.
BDC was not made aware that the RFP for ongoing work would change and the new system will make use of vouchers. It is a Top of the South system and Mere noted that the RFP did not make it clear that some entities would be dissolved, and leaves no clarity for Māori trustee training.

10. CEO Report (Two Months)

Discussion points follow:

- The report covers activity over two months (May and June).
- The DUMP project was headline news in *The Nelson Mail* and Margaret Gibbs and Caroline Allen were interviewed by Mainland TV. The report will be discussed at PAG together with the ongoing issue of how to inform patients on safe disposal of medicines.
- Palliative care – the ongoing CGG stewardship of funding allocation has brought the funding back to budget and NBPH has ongoing funding for next year. Accordingly, palliative care funding to practices will be increased.
- Outreach clinics at Te Korowai Trust, Whakatu Marae and Victory Health Centre – NBPH funding has ceased because the trial doctor outreach clinic did not generate sufficient enrolments, as a stand-alone service, to be viable.
- Access Liaison contract with Victory – NBPH will continue funding Victory Health Centre for a further three months while negotiations for new service specifications are negotiated for a new contract. The revised service specifications follow an external evaluation of the programme and will be based on the recommendations from the evaluation. In the interim, referrals can continue to NRAHDD from Victory and the Victory Pharmacy (and other organisations as required). NRAHDD is a Very Low Cost Access service.
- Youth Health Service – Is it possible to provide a PHO funded social worker for youth health services? A more descriptive term for what is required is advocate/navigator. Jane Kinsey noted that a Rangatahi (Youth) worker would work alongside the nurse. The age band for this service is 14-24 years and is delivered in alternative education sites. The 0.6FTE position limits the volume and NBPH has included its own resources to assist funding. There is a service in Motueka for Abel Tasman Educational Trust (ATET). It was noted that the NMDHB social workers are also thinking about how to establish links with primary care.
The youth health service is a regional service that also covers Marlborough. NBPH has subcontracts with Māori health organisations.
- Noted that the Strengthening Families Discretionary Fund was accessed three times in the reporting period. The funding is for families in need.
- The Suicide Prevention Coordinator role will be based at NBPH from 1 July 2010. A national pilot of the service was based in DHBs but the Marlborough/Nelson/Tasman service will now be based in primary care. Agreement with KHW was reached to transition the current NMDHB worker to be based at NBPH.
- Has a model for cultural training for practices been concluded? Andrew noted that practices require varying models and staff are working with practices to establish what they want.
- NBPH is represented on the Way2Go committee.
- John Moore noted, with pleasure, that some secondary services are being moved into primary.

The report was noted with the above comments.

11. Relationship Development between Iwi and NBPH

- The paper for discussion arises from a suggestion by Luke Katu that the organisation needs to formalise the relationship between NBPH Iwi / Māori trustees and the IHB. It is before the board for discussion to establish how board members want to proceed. A gap that exists is the lack of clarity on the relationship with the IHB and Iwi/Māori trustees.
- Currently NBPH seeks nominations on behalf of the IHB. The IHB makes the selection for the NBPH board. One implication is that the Trust Deed rules may need to be changed regarding the election of Iwi / Māori trustees.
- Jan noted that the DHB is a Crown entity and has a formal relationship with IHB under The Treaty of Waitangi.
- It was also noted that the IHB sits alongside NMDHB and realistically supports the relationship between

- Item Decision / Discussion**
- the entities.
- It was noted that NBPH has an MoU with the Nelson Tasman Pasifika Community Trust, but we do not have a formal relationship with the IHB.
 - Jan noted that at Luke Katu's suggestion, she had a discussion with Tahī Takao. The discussion took place after the paper before the board was prepared. Tahī advised Jan that he would flag the issue at the next Maata Waka meeting for discussion. Tahī suggested that one way for consultation to occur would be for the NBPH Chair, CEO and Kaitakawaenga to do the rounds of the various Iwi and marae to consult with them on what they want.
 - Andrew noted that Joe Puketapu (IHB Chair) and Harold Wereta (NMDHB Director of Māori Health) have seen the discussion document. It would be useful for the IHB to clarify what sort of relationship they want to have with NBPH.
 - It was noted that the process to establish the IHB was a protracted one as it involved extensive consultation with the many organisations that exist. Too few people, whose time was stretched, compounded the problem.
 - It was suggested that it is better to use existing pathways in existing forums such as the IHB.
 - A board member noted that historically, most NBPH Iwi/Māori trustees were Maata Waka not Mana Whenua.
 - Jan noted that from a governance perspective it would be useful to clarify the relationship between Iwi/Māori and this organisation.
 - It was noted that the IHB might be the right process but we need to be sure that this is what Iwi want.
 - It was also noted that the issues facing the IHB are the same for both organisations.
 - It was noted that the paper before the board is the beginning of establishing a relationship.
 - It was suggested that any further discussions on this matter should be part of the board review.

12. **GP Research & Sabbatical Policy ver. 3 March 2010**

Resolution

*That the GP Research & Sabbatical Policy ver.3 – March 2010 is **accepted**.*

Moved: Judene Edgar / Sue Stevenson

CARRIED

13. **General Business**

None

14. **Register of NBPH Committees**

- *Update Jill Clendon's status.*
- *Update Sally Harris's status.*

15. **Glossary of Commonly Used Acronyms**

Noted

16. **Strategic Plan 2010-2014**

Noted

17. Board members **agreed** to permit Jane Kinsey to stay for the closed meeting discussion of the budget 2010-2011.

John Moore left the meeting at this point.

The meeting closed at 7.12 p.m.

The next meeting will be on 29 July 2010 at 6.00 p.m.

Confirmed:

J. R. Morgan

Name:

JAN MORGAN

Date:

29 - 7 - 10

Actions - Open Meeting 24 June 2010

Action	Who	When
a) Board to Board meeting with NMDHB Jan to confirm with Suzanne Win that a meeting take place at 4pm on 17 August at NMDHB after the NMDHB board meeting and advise board members accordingly.	Jan	ASAP
b) Update the Register of Interests as follows: <ul style="list-style-type: none">• Judene Edgar - Upper South B Regional Ethics Committee – Ministry of Health appointment.• Mere Wetere – <i>Wild Tomato</i> magazine – contributing writer• Remove reference to potential receipt of funding where it appears, as the people concerned do receive PHO funding.	Andrew	ASAP
c) Register of NBPH Committees <ul style="list-style-type: none">• Update Jill Clendon's status.• Update Sally Harris's status.	Andrew	ASAP