

NELSON BAYS PRIMARY HEALTH

Minutes - Open Board Meeting Held on 27 May 2010
20 New Street Nelson – Commencing at 7.56 p.m.

PRESENT: Jan Morgan (Chair); 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: Kaye Hannagan (NMDHB Project Manager Child & Adolescent Oral Health); Gilbert Robertson (RCAL).

APOLOGIES: Philip Chapman; Mere Wetere; Deirdre Magee.

Item Decision / Discussion

Presentation by Kaye Hannagan (NMDHB Project Manager Child & Adolescent Oral Health) at 6 p.m.



FAQ.doc



Dental to Principals
v2.ppt

Jan Morgan opened the meeting at 6pm and welcomed Kaye Hannagan and Gilbert Robertson.

A brief round of introductions followed Jan's welcome.

- Kaye circulated some copies of the newsletter issued by NMDHB and a 'Frequently Asked Questions' paper (attached).
- Geoff Lingard (Clinical Director) and Pat Davidsen (District Manager) are part of the project team but were not able to attend this meeting due to other commitments.
- The main point of changing the way oral health for children is administered is to move to a model of prevention of decay, and involve parents and caregivers in the care of children's oral health.
- This is a nationally agreed initiative and is being implemented throughout New Zealand and involves an investment of \$116m capital expenditure and annual operating costs of \$40.2m nationwide.
- The new service is a 4 year project and this is year three of the project.
- The funding has not been cut by the Government.
- Until now record keeping has been paper-based. The new model will involve the use of I.T. based records, which will facilitate linkages to the hospitals and mobile services.
- The intention is to extend the opening hours on some weekdays and some clinics on Saturday mornings (where possible). This is dependent on consultation with staff and the PSA.
- The service will be for children from the age of 2 years 6 months to Year 8. This may be extended to 18 year olds in future.
- It should be noted that currently dental services are free to adolescents and this will not change under the new model. From Year 9 most children are expected to enrol with a DHB-contracted private dentist to continue receiving free dental care. During Year 8, they will receive a transfer form to enrol with a private dentist, if one is available in the area.
- The services will include five new clinics across the NMDHB area (includes Blenheim).
- There will also be two mobile buses.
- There will be phased closures of old clinics as the new ones come on-stream.
- The decision for the site for the central Nelson clinic has not yet been made.

Comments and questions follows:-

- A Board member challenged the consultation process as it occurred over Christmas and in a short timeframe (four months). This is not considered to be 'broad consultation' as most people are on holiday or away over this period.
- Will they monitor the need? The answer is – yes.
- How will the Providers identify who will receive the service? Currently it is done through the school; and the new service will continue to receive school rolls. Other organisations e.g. Plunket and Māori Health Providers will be able to refer to the service. The new patient management system known as 'Titanium' will facilitate tracking patients and locally registered patients can transfer to other regions when/if required.
- It was noted it could be difficult for parents who work shift work to attend the clinics with their children; parents or caregivers who have a distance to travel; and in some cases lack of transport will be a barrier to access services. It

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was acknowledged that this could be an issue, however although preferable, parents and caregivers do not necessarily have to accompany children to appointments once they are old enough to go by themselves.

- It is strange that a service that targets inequalities will not be based in areas where inequalities exist – e.g. a service at Nayland School when there is a greater need at Stoke School (which is also closer to bus routes).
- The mobile service for the Nelson Tasman region will be based in Motueka when not travelling to outlying areas. The service will also cover the Murchison region.
- The clinics will have basic X-ray facilities. Specialist services will still be available at the hospital.
- The intention is for children to see a dental therapist and health promoter at least once a year at the clinics, preferably with their parents or caregivers.
- Parents who work in a different location to where children attend school can arrange to have the children seen in a different location if required.
- It would be useful if the dental I.T. system were able to link with GPs' I.T. systems because GPs are frequently in a position to look at the state of children's oral health.

Jan thanked Kaye for her presentation and Kaye left the meeting at 6.30 p.m. Jane also left at this point.

1. Welcome / Karakia – James Chisnall

After the presentation, it was agreed to change the order of business in order to have the closed meeting precede the open meeting. This was done in order to facilitate Gilbert Robertson to present the financials so he could leave the meeting after the financial section of the agenda. Therefore, the Karakia was held at the beginning of the closed meeting.

2. Apologies

Resolution

That the apologies from Philip Chapman; Deirdre Magee and Mere Wetere are accepted.

Moved: Judene Edgar/Lisa Lawrence

CARRIED

3. Register of Interests

None notified for update

4. Confirmation of Agenda

Confirmed as notified with no general business notified.

5. Confirmation of Minutes

Resolution

Moved that the minutes of 22 April 2010 be accepted as a true and correct record.

Moved: Judene Edgar/Sue Stevenson

CARRIED

6. 6.1 Matters Arising

Jan drew attention to point 10 of the minutes, noting that Margaret Gibbs and Bobbie Hutton appeared before the Select Committee at Parliament. NBPH was the only PHO that made a submission and Margaret was interviewed on National Radio.

6.2 Action Points

<i>a) Contact Suzanne Win to reschedule Board-to-Board meeting (possibly to dovetail onto each other's Board meetings on an alternating basis).</i>	Jan	ASAP
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The result of a discussion about the difficulties experienced in setting an agreeable time for the meeting culminated in the decision that *Jan (working with NBPH staff) will offer three options to Suzanne as follows, and give her deadlines to confirm back to us:*

- a) Meet prior to NBPH Board meeting at 5pm at New Street on 24 June*
- b) Meet after next NMDHB Board meeting on 17 August*
- c) Meet after next CPHAC meeting in Nelson on 31 August*

<i>b) Send Chronic pain PP to James Chisnall</i>		Complete
<i>Will be available on members' website from 28 May</i>		

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	c) <i>Further develop AGG T.O.R.</i>		Complete
	d) <i>Send RSL policy suggestions to Philip for next CGG</i> Judene passed her suggestions to Philip after the April Board meeting. Andrew reported the policy has been signed off at CGG. <i>It is now ready for the June Board pack.</i>	Andrew	Ongoing
	e) <i>Articles of interest on website for board members</i> Jan reported that more work is required to reduce the volume, and ensure consistency in layout (portrait or landscape, not a mixture).	Andrew	Ongoing
7.	Correspondence of Significant Interest		
	a) <u>Resignation (effective 30 April 2010) – Shane Graham 21-04-10</u> The correspondence was noted and a card for Shane was circulated for signature. Jan noted that a gift has been purchased for Shane.		
	b) <u>Health Targets Quarter Three 2009/10 Results 19-05-07</u> Noted.		
8.	Report Chair Jan reported the following activities: <ul style="list-style-type: none"> • Attended an IHB meeting with Mere, Deirdre, Lisa, Philip and Jane. • Met some politicians with Andrew and staff. • Jan was invited to go to the celebration of the signing of an MoU with the Nelson Tasman Pasifika Community Trust. Disappointingly, for Jan, however, the weather prevented her from attending on the day. Jan noted that it was a large event with approximately 500 people in attendance. • Jan will attend the next PHO Alliance meeting on 4 June. The speakers will include Ministry of Health people. 		
9.	Report Board Members <ul style="list-style-type: none"> • Maria – was happy to report that the funding application for the Kura Kaupapa project was successful. A grant of \$4m has been made to the project. Land has been set aside adjacent to Salisbury Girls School. The first meeting with the MoE is set for next week with an anticipated opening date of January 2012. • James – was happy to report that he attained Fellowship. • Board members expressed their congratulations to James and Maria. 		
10.	NBPH Alliance (formerly known as NBPH Charter) <u>Resolution</u> <i>That the NBPH Alliance is accepted.</i>		
	Moved: Judene Edgar / Lisa Lawrence	CARRIED	
11.	Remuneration Policy v.4 – May 2011 <i>Following discussion, it was agreed to make a further change to the policy as follows:-</i> <i>Paragraph 4.3.1 to read: Advisory Group members that are not Board members will be paid fees and expenses <u>under the Terms of Reference for that group.</u></i> A Special Resolution was circulated for Board members to sign. This confirms the resolutions of the board meeting held in April to adjust remuneration paid to trustees, where applicable. <i>Secretary's note: After the meeting, it was noted that the date of the document is incorrect (should be 27 May – not 27 June 2010).</i> After checking the rules of the NBPH Trust Deed it was agreed that the rules permit Trustees who are not present to sign resolutions after meetings.		
	<u>Resolution</u> <i>That the Remuneration Policy v.4 May 2011 is accepted with the change to paragraph 4.3.1 as notified.</i>		

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Moved: Judene Edgar/Maria Briggs CARRIED
12. **Contracting Policy v.4 May 2010**
 A question was raised regarding pecuniary interests of trustees and the conflicts of Board members. The Trust Deed has a paragraph that addresses pecuniary interests and therefore Board members are bound by the rules of the Trust Deed.
A formatting error (bullet point to be added and line indented) is to be made.
Resolution
That the Contracting Policy v.4 May 2010 is accepted with formatting changes where necessary.
Moved: Judene Edgar/Sue Stevenson CARRIED
13. **Confidentiality Policy v.1 May 2010**
 Andrew noted that this is the first issue of this policy.
Some grammatical corrections were notified and the policy to be adjusted to reflect them
Resolution
That the Confidentiality Policy v.1 May 2010 is accepted with grammatical corrections where necessary.
Moved: Lisa Lawrence/James Chisnall CARRIED
14. **Whānau Ora Report**
 Andrew reported that a number of staff attended a presentation by Hon.Tariana Turia. Following the presentation, feedback from staff indicated their conclusion that the intention will be to combine contracts, where possible, to facilitate easier delivery of services for whanau.
15. **Red Cross Transport Report**
 Andrew reported that this report results from a request by Lisa Lawrence several years ago. Jane Kinsey picked up the project and the result is a free service for patients in the Nelson/Richmond area.
 Discussion points follow:
- Transport is often a greater problem for people in the Richmond area and areas beyond, than it is for Nelson people.
 - People in the wider region bear a greater burden of cost.
 - Andrew noted that the decision to run the service in Richmond and Nelson was made by the Red Cross. (It is not an NBPH decision). The Red Cross indicated this is the first step, and if there is a demand they will look at widening the region for accessing the service.
 - St John's Ambulance has a free service in Motueka and the immediate surrounds. The service in Nelson is chargeable (koha suggested).
 - Some private providers run transport (health shuttles).
 - Māori health organisations in Motueka have no-cost services to assist their clients.
 - The posters do not have the word 'Free' on them.
- Lisa expressed her thanks and congratulations to Andrew and staff on achieving this positive outcome.
16. **General Business**
 None
17. **Register of NBPH Committees**
 Noted
18. **Glossary of Commonly Used Acronyms**
 Noted
19. **Strategic Plan 2010-2014**
 Noted
20. **Quarterly Report | January-March 2010**
- Several board members expressed their compliments on the new layout of the quarterly report.
 - James asked how safe the telephone triage service would be from funding cuts. He noted that there were more calls in the Motueka region than the whole of Nelson. This shows the level of work that

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GPs face for after hours consultations.

- A request was made for a breakdown of GP and nurse consultations for Care Plus (per quarter)
- It was noted that applications for Care Plus Exceptional Circumstances funding will need to change (new form).
- Referring to the PHO performance programme – a query was raised regarding the suggestion that NBPH could be a test case regarding the use of NIR data instead of practice level data for immunisation.
- Compliments were paid to staff on the Smoking Cessation results. However, feedback from the providers is that it needs to be easier to refer into the programme (electronic and not paper-based referrals).
- The Green Prescription programme needs more and better promotion.

The Quarterly Report for January-March 2010 was **received** with the above comments.

21. **Australia's First Men's Health Policy**

Andrew noted that the policy is on the members' website if they wish to see it.

Board members expressed their compliments that Australia has taken this positive initiative.

Noted with the above comments.

The meeting closed at 8.36 p.m.

The next meeting will be on 24 June 2010 at 6.00 p.m.

Confirmed:

J. R. Morgan

Name:

JAN MORGAN

Date:

24 - 6 - 10

Actions - Open Meeting 27 May 2010

Action	Who	When
a) Jan to offer three options with deadlines for confirmation to NMDHB Chair	Jan	ASAP
a) Meet prior to NBPH Board meeting at 5pm at New Street on 24 June		
b) Meet after next NMDHB Board meeting on 17 August		
c) Meet after next CPHAC meeting in Nelson on 31 August		
b) RSL Policy ready for the June Board pack.	Andrew	ASAP
c) Remuneration Policy: Paragraph 4.3.1 to read as follows: Advisory Group members that are not Board members will be paid fees and expenses <u>under the Terms of Reference for that group.</u>	Andrew	ASAP
d) Circulate Resolution re: Remuneration to absent Board members for signing.	Andrew	ASAP
e) Make formatting corrections to Contracting Policy.	Andrew	ASAP
f) Make formatting and grammatical corrections to Confidentiality Policy.	Andrew	ASAP
g) Ascertain and report (quarterly) on breakdown of GP and nurse consultations for Care Plus	Andrew	Onwards
h) Reduce volume and make layout consistent for articles of interest on member's website	Andrew	Onwards