

Agenda

Open Access Board Meeting

Tuesday 24 August 2021

Date: Tuesday 24 August 2021 **Time:** 7.00pm-8.00pm

Venue/location: Meeting to be held online via Zoom

Chairperson: Julia Hausler

To be in attendance: Julia Hausler, John Aitken, Amanda Kenny, Genevieve O’Sullivan, Zivit Inbar, Veena Mishra, Michael Brown, David Kranz, Katharine Terkuile

To be invited: Jodie Cranham (Acting Chief Executive Officer), Jo Martin (Executive Manager Business & Strategic Projects), Dalton Burns (Executive Manager Corporate Services), Kaye Knight (Executive Manager People & Culture), Wendy James (Executive Manager Clinical Services), Elysia Preston (Acting Executive Manager Community Health)

Minute Secretary: Carolyn Conners

RSVP’s Carolyn Morcom, Breanna Stonehouse, Rita & Peter Stewart

1.0 Opening formalities – 3 min

1.1 Acknowledging traditional owners

‘I would like to acknowledge that this meeting is being held on the traditional lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk people, and I pay respects to their Elders, past, present and emerging’

1.2 Welcome and apologies: Kaye Knight, Apology

1.3 Quorum and opening of meeting

1.4 Starred items are tabled for discussion ★

Consider which items should be ‘starred’ and therefore open for discussion in addition to those already ‘starred’. All items on the agenda ‘not starred’ be adopted without discussion, and the action recommended be taken or the information therein noted.

1.5 Declaration of pecuniary interest

Chairperson to call for Board Directors to declare any known pecuniary interests in relation to the published agenda for the Board of Directors meeting 24 August 2021.

Pecuniary Interests Register - (1.5 attached)

2.0 Confirmation of previous minutes - (2.0 attached)

That the previous minutes of the meeting held on 27 March 2018 (as circulated) be adopted as a true and correct record of the meeting.

Moved:

Seconded:

Carried:

Agenda

Open Access Board Meeting

Tuesday 24 August 2021

3.0	Chairpersons Report		
3.1 ★	<ul style="list-style-type: none"> Report from RNH Board Chairperson, Julia Hausler (Item 3.1 attached) 	Julia H	3 min
4.0	Chief Executive Officer & Executive report		
4.1 ★	<ul style="list-style-type: none"> Report from RNH CEO & Executive (Item 4.1 attached) 	Jodie C	10 min
5.0	Governance & Leadership		
5.1 ★	<ul style="list-style-type: none"> CEO appointment 	Julia H	2 min
6.0	Finance report		
6.1 ★	<ul style="list-style-type: none"> Finance report from Dalton Burns (Item 6.1 attached) 	Dalton B	3 min
7.0	Our People		
7.1 ★	<ul style="list-style-type: none"> Vaccine update at RNH Staff room upgrade (presentation from Jo Martin) 	Wendy J Jo M	5 min 3 min
8.0	Our Care		
8.1 ★	<ul style="list-style-type: none"> Residential Aged Care Occupancy Strategy 	Wendy J	10 min
9.0	Our Community		
9.1 ★	<ul style="list-style-type: none"> Locality Planning for future strategic actions 	Jo M	10 min
10.0	General business and questions from the community		
★			
10.1	Correspondence In for noting <ul style="list-style-type: none"> Invitation for online Board Director Induction Training 2021 - Session 2 - Legal responsibilities of board directors. Beulah Land Title matter –Contract of sale, Licence Agreement & Vendors Statement Meals on Wheels contract for renewal 		
10.2	Correspondence Out (for noting) <ul style="list-style-type: none"> Signed Beulah Land Title matter – Contract of sale, Licence Agreement & Vendors Statement Care for our region webpage Meals on wheels contract renewal Health generation invoice approval Aged Care Royal Commission updates and timelines for aged care providers – received from DH 		
11.0	Meeting close -		

Item 1.4 - Declaration of Private interests

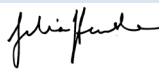
Name	Position	Organisation	Action required
Julia Hausler	Vice Chairperson	Grampians Regional Health Alliance	Consideration on alliance matters
	Director	Grain Growers Limited	N/A
	Committee Member	Birchip Cropping Group	N/A
Dr Amanda Kenny	Professor	LaTrobe University	Consideration for university matters including contracts Violet Vines Marshman Centre for Rural Health Research (VVMCRHR) on a funding submission to the Enhancing Country Health Outcomes for dental (ECHO) program
	Director	<ul style="list-style-type: none"> Bendigo Community Health 	
	Board Member-Report Advisory Committee	<ul style="list-style-type: none"> Victorian Agency for Health Information 	
	Board Member	<ul style="list-style-type: none"> International Advisory Board – Institute for Qualitative Methodology, Canada 	
Dr John Aitken	Community Pharmacist	<ul style="list-style-type: none"> Dimboola and Horsham Pharmacy 	<ul style="list-style-type: none"> emergency pharmacist list for RNH & WHCG as part of the COVID19 response Amanda K - Violet Vines Marshman

			Centre for Rural Health Research (VVMCRHR) on a funding submission to the Enhancing Country Health Outcomes (ECHO) for dental program.
	100% Service Pty Ltd		N/A
Genevieve O’Sullivan	Director	Pines Plains Lodge	Consideration for RNH to use the Lodge for team building, meeting or celebrations Low Risk
		O’Sullivans Construction	N/A
	Secretary	Patchewollock Memorial Hall	No conflict
Veena Mishra	Chair of Kalparrin Early Childhood Intervention		No conflict noted
Dr Zivit Inbar	Director DifferenThinking and ZI Trust	Leadership, culture, ethics services	No conflict noted
	Deakin University	Adj Professor- MBA	No conflict noted
	Standard Australia committees	Artificial Intelligence: ethics, bias, governance and risk	No conflict noted
	Harvard Alumni Entrepreneurs		No conflict noted
	Australia Leadership Team		
Michael Brown	Managing Director	Consiliaris Pty Ltd (corporate and investment consulting)	No conflict

David Kranz	Trustee Kranz Super Fund (SMSF)		No conflict noted
Jodie Cranham Acting CEO	Executive Director Aged Operations	Ballarat Health Services	No conflict noted
Katharine Terkuile	Board member Lungitide Foundation	(Foundation striving for excellence in lung transplant patients and their carers in Australian) commenced May 2020- current	No conflict noted
	Full time employee of GSK	Pharmaceutical company: Role Specialty and Primary Care Commercial Medicines Head GSK – Greater China and Intercontinental region current	No conflict noted

Date:		27 March 2018	Time 7.00pm Open Access meeting
Venue/location:		Rural Northwest Health Beulah Campus	
Chairperson:		Julia Hausler	
1.0	Present:	Julia Hausler, Janette McCabe, John Aitken, Glenda Hewitt , Leo Cassey, Amanda Kenny Carolyn Morcom	
1.1	In attendance:	Janet Feeny (CEO), Gwen Williams (Minute taker), Bernie O'Connor (Chief Executive Officer Woodbine)	
1.2	Apologies:	Carolyn Morcom	
1.3	Acknowledging traditional owners:		
<p><i>'I would like to acknowledge that this meeting is being held on the traditional lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk people, and I pay respects to their Elders, both past and present'</i></p>			
2.0	Confirmation of previous minutes		
<p>Motion: That the previous minutes of the meeting held on 27 February 2017 (as circulated) be adopted as a true and correct record of the meeting</p> <p>Moved: Leo Cassey Seconded: Janette McCabe Carried</p>			
3.0	Declaration of pecuniary interest		
<p>Chairperson to call for Board Members to declare any known pecuniary interests in relation to the published agenda for the open access board meeting of 27 March 2018, while noting that a register has been established for this purpose – Nil declarations</p>			
Item / action / recommendation		Responsible person	Due by / status
4.0	Client experience story		
4.1	<p>7pm – Open Access meeting A verbal report was given to the community regarding Wellbeing coordinators and a short YouTube video was played of how a client would access the co-ordinators.</p>	Julia H	27 March 2018
5.0	Strategy: Build business capability		
5.1	Refer to wellbeing garden (9.3) and housing (9.4) reports.		27 March 2018
6.0	Governance & Leadership		
6.1	<p>Chairperson report</p> <ul style="list-style-type: none"> Judy Perkins DHHS new Grampians Region Co-Ordinator New Directors Toolkit Progress of Board membership 	Julia H	27 March 2018

	<ul style="list-style-type: none"> Discussions with executive team are ongoing CEO KPIs 		
7.0	Governance Committee – not required at this meeting		
7.1	<ul style="list-style-type: none"> Chief Executive Officer Report (7.1 attached) Motion: that the Chairperson & CEO reports be accepted Moved: Leo Casey Seconded: Janette McCabe Carried 		27 March 2018
8.0	BoM succession planning		
8.1	<ul style="list-style-type: none"> DHHS commenced the process for casual applications which closed on 6 March 2018 John Aitken submitted application but formal notification of application not yet received from DHHS Update : Current <i>board members appointment terms:</i> Julia Hausler 30/6/ 19 Glenda Hewitt 30/ 6/19 Amanda Kenny 30/6/19 Leo Casey 30/ 6/18 - retiring Janette McCabe 30/6/18 - reappointment proposed term to 30/8/21 Carolyn Morcom 30/6/18 - reappointment proposed term to 30/8/20 	ALL	27 March 2018
8.2	<p>Training opportunities for Board of Management</p> <ul style="list-style-type: none"> AICD training costs were refunded to Rural Northwest Health 		27 March 2018
8.3	<p>Governance training</p> <ul style="list-style-type: none"> Proposed governance training to be delivered by Heather Wellington Heather is available 9,10,11, 16 or 18 May 2018 The Department of Health and Human Services have developed a new 'Directors Toolkit'. It is available online as an education and governance resource for health directors. 		
8.4	<p>Australian Health care Reform Alliance</p> <ul style="list-style-type: none"> 8" National Health Reform Summit 'Equity, Efficiency and Suitability held 27 March 2018 (emailed 15 March 2018) 		
8.5	<p>Strategic planning</p> <p>Action: <i>Executive team to review current Strategic Plan and provide their assessments and feedback to the board and formulate a continuous quality improvement plan</i></p> <p>Update: <i>Exec meeting 18 April for planning day to review the strategic plan and related projects</i></p>		

Statement of Priorities (SoP) 2017-18					
<ul style="list-style-type: none"> In process of being updated 					
9.0	Workforce Capability & Capacity				
9.1	Health and Wellbeing Quarterly KPI's			Janet F	27 March 2018
9.2	Infrastructure				
9.3	Warracknabeal wellbeing garden <ul style="list-style-type: none"> Builder finalising planning for Council permits to commence building the gazebo in March 2018. The gazebo will take the shape of the former hospital building roofline. 				27 March 2018
9.4	New houses Warracknabeal campus <ul style="list-style-type: none"> New fit out nearing completion and we have positive feedback from community members. 				27 March 2018
9.5	Yarriambiack Lodge <ul style="list-style-type: none"> Wattle upgrade nearing completion. 				
10.0	General business				
10.1	Action completed: that the Board submit a letter to Council regarding Roberts Lane at Hopetoun behind the hospital for staff safety.				
11.0	Meeting closed - 8.05pm				
12.0	Next meeting				
Date	TBA	Time	Venue	TBA	
13.0	Confirmation of minutes				
Chairperson: – Julia Hausler		Signature: 		Date: 02 April 2018	

OPEN ACCESS BOARD MEETING – 24 August 2021

Prepared by:	Julia Hausler, RNH Board Chairperson	Meeting Date:	Tuesday 24 August 2021
Responsible person:	Julia Hausler, RNH Board Chairperson	Agenda Item Number:	3.1

Board Summary / Agenda Item

Title: Chairperson Report August 2021

Report:

Hello, I am pleased to provide you my August chairperson report.

1. CEO

Jodie Cranham, A/CEO continues to offer wonderful leadership in her secondment role from Ballarat Health Services. Jodie keeps all directors informed with a “weekly wrap” of her activities. Jodie has also embraced more than a business-as-usual approach for her time with us, introducing new leadership accountabilities, leading us through two accreditations simultaneously and even having time to sit with residents or assist in the garden.

2. CEO recruitment

RNH have departmental approval and have made an appointment for a new permanent CEO. Ms Ishbell Reid will commence on the 20th September 2021. We thank Jodie Cranham for her assistance whilst the board went through a recruitment process.

3. Board composition and training

The RNH board of directors now comprises of 9 directors with a great skill and locality mix. The DH have begun their annual round of training sessions for directors and all directors are encouraged to attend. There are three key themes of competence; 1. Quality and safety 2. Legal responsibilities 3. Finance and accountability.

4. Strategic Planning

Recent board governance changes that will shape our strategic direction include; developing a risk appetite statement for RNH, updating our by-laws and progressing with cultural improvement recommendations. Furthermore, the board are excited to undertake locality planning to create an evidence-base data set for future capital expenditure guidance and strategic workforce planning.

5. Community Engagement

I am very pleased to announce RNH are very close to finalising a 21 year land legacy matter at Beulah. The last hurdle is the title transfer which the lawyers are progressing. A licence agreement will protect RNH in the interim for any undertaking on the site. I would like to acknowledge the support and assistance from Carolyn Morcom and the Hopetoun Beulah Reference Group to see this through.

6. Other business

RNH continue to monitor the progress of WHCG, BHS, SRHS & EDMH “new entity” discussions.

OPEN ACCESS BOARD MEETING			
Prepared by:	Jodie Cranham, Acting CEO Executive Team	Meeting Date:	24 August 2021
Responsible person:	Jodie Cranham, Acting CEO	Agenda Item Number:	4.1
Board Summary / Agenda Item			

Title: CEO and Executive Report

Purpose:

To provide the Board of Directors with a high level update on activity and strategic progress over the past month.

Acting CEO Report:

Our Care

Accreditation: Reports have been received from both the Aged Care Commission and Australian Council of Healthcare Standards in relation to our accreditation visits in July. Both reports indicated that RNH Met all Standards, which is an excellent result considering the current environment.

Vaccinations: the current aged care team member uptake for the first dose is above 76%. We are awaiting further direction from the Chief Health Officer regarding Victorian legating the vaccine mandatory for aged care workers.

COVID-19: our team continue to respond promptly to changes in restrictions across the key areas. As previously highlighted the biggest impact on our community is through constant cancelling of allied health appointments.

During the month the leadership team has been focusing on compliance with mask wearing and use of the attestation of team members. This is something we can't take our attention off as practice appear to slip back.

Our Team

The following staff have received thank you cards:

- M. Noonan – Deputy DON
- J. Huebner – HR Officer
- K. Knight – P&C Executive
- L. Hinch – Finance team leader

Matters for the consideration of the Board / DHHS:

1. Await further advice from the Chief Health Officer and DHS prior to considering making COVID vaccine mandatory for aged care workers.

Executive Manager Corporate Services

Refer to Item 6.1 report

Executive Manager Clinical Services

Summary

Recruitment – Yarriambiack Lodge have recruited two new registered nurses. An Agency Registered Nurse is currently employed to fill a gap in Warracknabeal Acute.

Nurse Unit Manager (NUM) of Hopetoun Campus is a key position which continues to be unfilled. Hopetoun senior team members continue to work in the acting NUM role to provide leadership and support to Hopetoun Director of Nursing.

Key actions planned

Continue to advertise for both Registered and Enrolled Nurses in all clinical areas.

Hopetoun NUM role- To trial a new framework for the NUM position with existing senior leadership team in an endeavour to explore changing the role and making it a more attractive position to apply for.

Progress Report:

Successful Accreditation Results:

Yarriambiack Lodge Residential Aged Care recently underwent an external accreditation assessment, to assess the quality of care and services provided throughout Yarriambiack Lodge against the Aged Care Quality Standards (the Quality Standards). Rural Northwest Health has now received the full report highlighting Yarriambiack Lodge has met all 42 requirements under the overarching 8 standards.

Rural Northwest Health also simultaneously underwent an external accreditation assessment against the National Safety and Quality Health Service (NSQHS) Standards. A summary report has now been received indicating Rural Northwest Health has Met all 148 actions under 8 overarching Standards. One action was Met with a recommendation

The two successful accreditation assessments indicate Rural Northwest Health will receive full accreditation for the next 3 years.

Forward looking actions:

Key Actions	Person Responsible	Expected Outcome date	Status (Colour Code)
June '21 Advertise for Quality Officer (6 months LSL August 2021)	P. Becker	Recruit by Mid July 2021	COMPLETED Position filled
June '21 4B ACFI pain management program- recruitment of allied health professional	E. Preston and W. James	Recruit by 31 st July 2021	Exploring options as unable to recruit
July '21 All aged care workers to have had at least 1st	M. Noonan and W. James	17 th September 2021	Note progress data in above table

dose of vaccination by 17 th September			
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Staff / Service for recognition:

People for the CEO to recognise:

P. Becker (Quality and Risk Manager) for managing the quality unit and supporting various departments without the assistance of a Quality Officer (position filled from the end of August)

People for me to recognise:

C. Conners for providing ongoing support for myself and actioning requests in a timely manner- always with a smile on her face.

Executive Manager People and Culture

Summary:

New HR Officer has commenced.

Two of the Clinical support Nurses have commenced Certificate IV Training and Assessment.

Nurse Educator has commenced MBA.

Our team:

PMS reports with analysed results are expected mid-September.

2022 Graduate Nurse Program interviews have commenced.

Submission for funding for 2022 Enrolled Nurse Graduate Program completed and submitted.

Our Partnerships:

Work on a potential collaboration with consortia of universities (Monash, Latrobe, Deakin & Melbourne) involving RNH as the demonstration site for a Commonwealth Health Workforce Program: Expansion of the Rural Health Multidisciplinary Training (RHMT) Program in Aged Care Services grant.

The RHMT program supports health students to undertake rural training through a network of rural clinical schools, university departments of rural health (UDRHs), dental faculties offering extended rural placements and the Northern Territory Medical program. The aim of the RHMT program is to improve the recruitment and retention of health professionals in rural and remote Australia. Funds are available for projects that increase capacity for student placements in rural residential aged care settings and approved expenditure includes; student accommodation, enhanced education facilities including telehealth and support with supervision of students. A draft document for Board consideration and decision making is being prepared and will be ready in September. The submission is potentially worth 1.3 million with a focus on increasing student accommodation as a key element.

Key Actions	Person Responsible	Expected Outcome date	Status (Colour Code)
Gender Equality Action Plan	K. Knight	1 December 2021	
Analyse PMS data and complete report	K. Knight	31 September 2021	Release of data has been delayed until mid-September

Injuries incurred	Unplanned Leave	Mandatory Training	Completed PDRs
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People for the CEO to recognise:

J. Huebner & W. Walsh for their work on the workforce data collation for the Gender Equality Act audit.

People for me to recognise:

A Fernandez for her unwavering welcoming spirit toward new team members and official visitors (nominated by Jenny Huebner).

Executive Manager Business & Strategic Projects

Progress Report:

Operational Plan –The 2021-22 Operational Plan has been presented to three of the four Board sub-committees, outlining *Actions, Executive Accountability, Due Dates* and *Board Governance* structures.

This is a living document which should be agile in response to emerging opportunities & changing environments.

Locality Plan – Under construction. Due December 2021.

Executive Manager Community Health/ Acting

Progress Report:

Returned Leave – Elysia Preston returned on 9 August after 6 weeks leave.

HACC PYP Home & Community Care Underspend – RNH inherited service targets as a part of the service roll-over from the Shire. These targets have not been met due to small numbers of clients. Acquittal methodologies vary across agencies, with some reconciling funding against costs. RNH have been advocating for a reviewed model of funding for rural and remote areas. Adjusted targets will be made for the 2021-22 year.

Groups & Allied Health Services – Continuity of care has been clinician priority, specifically high risk. Clinicians should be commended on their adaptability and lateral thinking to ensure our community have been able to access safe care. Social Activity Groups have all recommenced, with the new Hopetoun group proving very popular.

Accreditation – Previously Community Health was Accredited against the Community Care Standards. This has now changed to the Aged Care Standards. Whilst this is due in the coming months we have had no notification after seeking advice. This is also the case with other neighbouring health services. Preparation is ongoing. There is no short-term risk relating to this or risk of funding.

OPEN ACCESS BOARD MEETING

Prepared by:	Dalton Burns, Executive Manager Corporate Services	Meeting Date:	Tuesday 24 August 2021
Responsible person:	Dalton Burns, Executive Manager Corporate Services	Agenda Item Number:	6.1

Board Summary / Agenda Item

Title: July 2021 Finance Reports

RECOMMENDATION TO THE BOARD

The July 2021 Finance Report is submitted to the Board, and endorsed as to completeness, reliability, and accuracy.

The July 2021 Finance Report indicates an official deficit from operations of \$48,680 and an entity deficit of \$335,520 after capital revenue and depreciation for the financial year to date ending 31 July 2021.

Purpose:

Provide the Board with an overview of the financial performance and position of Rural Northwest Health for the period ending 31 July 2021.

Report:

Results as a glance:

	YTD Actual	YTD Budget	Variance
	\$'000	\$'000	\$'000
Operating Result	(49)	(74)	25
Overall Result	(336)	(383)	48

We reported a deficit from operations of \$48,680 for the month of July 2021.

Major impacts on the results include:

1. ACFI received is \$31K under budget for the month, occupancy in line with our expectations and budget for the start of the financial year however there are vacancies in the RAC's and factored growth in the occupancy going forward. Average ACFI per resident is significantly lower as a result of lower care needs for residents in our facilities and the loss of the 4B's model. We continue to monitor these drivers closely going forward.
2. Other Revenue is above budget due to \$16K being recognised as resources received free of charge through Monash Health in regard to PPE supplied towards COVID-19.
3. Salaries & Wages reported \$89K under budget due to FTE under budget in Warracknabeal Aged Care & Allied Health. Part of the reason for Warracknabeal Aged Care FTE being under is due to the resignation of staff & staff on WorkCover, this has seen Agency Nursing Fees over budget for July also. Adjustments to wage projections in the payroll system is the main reason for the positive

variance in Employee Entitlements Expense.

4. Total other expenses were \$63K over budget for the month. Medical & Surgical Supplies are over budget this month due to the recognition of \$16K in PPE procured free of charge through Monash Health. Administrative Expenses were \$33K over budget for the month, which included Consultancy costs of \$54K which included work with Swinburne University internal audit fees for work concluded in the 2021 financial year and some building assessments conducted on our building assets.
5. Cash at bank and On Hand is very positive for the month, due to the receipt of funds in advance to cover annual subscription payments in the early part of the financial year. This will be recouped in the latter part of the financial year with lower funding payments.
6. Prepayments have increased as expected due to the processing of our annual subscriptions for WorkCover Premium \$278K & Motor Vehicle & Medical Indemnity Insurance \$83K.
7. Income in Advance has increased in line with Cash at bank and On Hand due to the large amount of funds paid in advance this month. This balance will fluctuate each month during the year as funding from DHHS is cash flowed in different instalment amounts during the year. While our funding is recognised evenly each month across the year.