

# HNECC Board Meeting Executive Summary – 21<sup>st</sup> September 2018



<b>Meeting name: HNECC Board of Directors</b>		
<b>Date:</b> 21/09/2018	<b>Time:</b> 10.00am	<b>Venue:</b> PHN Erina Office

**Acknowledgement of Country: Jane Schwager delivered the Acknowledgement of Country**

<b>Confirmation of previous Board Meeting Minutes</b>	The minutes of the Meeting held on 13 <sup>th</sup> August 2018 were accepted as a true and accurate record
<b>Chair's Introduction</b>	<ul style="list-style-type: none"> <li>In Camera session.</li> </ul>
<b>CEOs Report</b>	<ul style="list-style-type: none"> <li>The CEO Report was tabled and it was noted that briefing papers on the key issues have been included in the Board meeting papers.</li> <li>A summary was provided of the key wins and good news stories for the organisation including the temporary funding of a project officer role to support the ENT clinic in Armidale, the positive feedback received on recent Aboriginal Cultural Awareness training, and the recent increased media coverage for the PHN.</li> <li>It was advised that recruitment for both of the Executive Manager roles has now been completed.</li> <li>An update was provided on the upcoming Pitch Night.</li> </ul>
<b>Drought Response</b>	<ul style="list-style-type: none"> <li>Briefing Paper on the HNECC Drought Response was tabled and an overview of current work and the proposed strategy going forward was provided.</li> <li>The community grants funding from the DoH was discussed and it was advised that additional funding will be provided to the PHN over the next two (2) years to fund an 'Empowering Our Communities' program of community led Mental Health initiatives.</li> <li>The difficulties with navigation of Mental Health services were discussed and it was noted that this applies to the whole of the population and is a broader issue affecting not only rural communities.</li> <li>It was noted that there is enormous community capacity and local community groups should be tapped into to mobilise willing volunteers. It was advised that the Community Advisory Committees will also be consulted with going forward.</li> </ul>
<b>Discretionary Activities 2018/19</b>	<ul style="list-style-type: none"> <li>Briefing Paper on the PHN's Discretionary Activities for 2018/19 was tabled and an overview provided.</li> <li>The Board endorsed the development of planning for expenditure of discretionary funding, under the oversight of the IRSDPH Sub-Committee.</li> </ul>

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Patch'd	<p><b><i>BTwynham left the meeting due to his Conflict of Interest with Patch'd as previously declared.</i></b></p> <ul style="list-style-type: none"> <li>• It was advised that Patch'd had met with the IRSDPH Sub-Committee, prior to the Board meeting, to present their business case for Phase 2 of the pilot.</li> <li>• The Board agreed not to proceed with the Patch'd Phase 2 pilot.</li> </ul>
HNECC Membership for Board Directors	<ul style="list-style-type: none"> <li>• Briefing Paper on Company membership was tabled and endorsed, in line with previous Board discussions.</li> <li>• The Board admitted to Membership of HNECC Limited (the Company): Ms Jane Schwager, Mr Anthony Ashby, Mr Michael DiRienzo, Dr Andrew Montague, Mr Bradley Twynham.</li> </ul>
2019 Board & Sub-Committee meeting dates	<ul style="list-style-type: none"> <li>• The draft calendar for 2019 Board and Sub-Committee meeting dates was tabled and reviewed. It was requested that FAR meetings are scheduled on Board meeting dates.</li> </ul>
Finance Report	<ul style="list-style-type: none"> <li>• The draft Annual Financial Statements for the year ended 30 June 2018 were tabled and a summary was provided. It was advised that the Auditors were pleased with the outcome and Staff were thanked for their efforts throughout the year.</li> <li>• The financials as at 31<sup>st</sup> August 2018 were tabled and a verbal report was provided.</li> <li>• The Board approved the Annual Financial Statements for the year ended 30 June 2018, and endorses the signing of the Directors Report and Directors Declaration, for submission to the Department of Health.</li> </ul>
Risk Report	<ul style="list-style-type: none"> <li>• The Risk Report was tabled and noted</li> </ul>
Strategic Plan Implementation	<ul style="list-style-type: none"> <li>• An update on the HNECC Strategic Plan Implementation was provided. It was noted that the draft 'We Will' statements still require further work and refinement. It was advised that the final statements will be provided for the December meeting for Board endorsement.</li> </ul>
Commissioned Service Management & Performance	<ul style="list-style-type: none"> <li>• It was noted that this had been previously discussed in the In Camera session.</li> </ul>
Brand Audit & Value Proposition	<ul style="list-style-type: none"> <li>• Previously covered in the CEO Report.</li> </ul>

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Key Recommendations – Clinical Councils & Community Advisory Committees	<ul style="list-style-type: none"> <li>• Key Recommendations from the Clinical Councils and Community Advisory Committees were tabled and discussed.</li> <li>• It was advised that there had been a late recommendation received from the Hunter Metro Clinical Council and a verbal summary was provided. The recommendation was endorsed by the Board.</li> </ul>
Board Committee Key Issues	<ul style="list-style-type: none"> <li>• It was advised that Directors will shortly receive an email letter with regards to the upcoming Board Review. It was noted that the online survey will require completion by all Directors by end October 2018, prior to collation of results in time for the Board Workshop.</li> </ul>
Upcoming Board Decisions and Events	<ul style="list-style-type: none"> <li>• Summary of upcoming Board Decisions and Events was tabled and noted.</li> </ul>
Correspondence	<ul style="list-style-type: none"> <li>• Executive Correspondence was tabled and noted.</li> </ul>
Business Without Notice	<ul style="list-style-type: none"> <li>• There was discussion in regards to the need for a unified approach to succession planning for the Clinical Councils and Community Advisory Committees. It was advised that a briefing paper has been prepared for consideration by the Remuneration &amp; Governance Sub-Committee at their next meeting.</li> </ul>