



Justice Health and Forensic Mental Health Network Board
Minutes
14 August 2014
1.33pm to 3.32pm

Conference Room
Cobham Juvenile Justice Centre
Corner Great Western Highway and Water Street
ST MARY'S NSW 2760

1. Present

Mr C Puplick - Chair
Ms M Eason
Mr K Barker
Ms S Malamoo
Mr I Gillespie
Mr S Loveday
Mr P Dwyer
Ms A Churchill

Invited Attendees

Dr K Lines (for Ms J Babineau)

In Attendance

Ms V Ruis
Mr L Grant (for Mr P Severin)
Mr R Anand
Dr S Hampton
Ms J Buncombe
Ms L Willing
Ms J Carter (for Case Study only)

2. Apologies

Prof T Campbell
Prof J Ogloff
Dr S Allnutt
Dr J Adams
Dr A Martin
Dr K Chant
Mr P Severin
Ms J Babineau

The Chair thanked Ms Ruis for hosting the meeting at Cobham Juvenile Justice Centre.

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Chair

3. Case Study – Adolescent Antenatal Care Coordinator Project

A case study was provided by Ms Julie Carter, Service Manager Adolescent Health on the 2014 Justice Health and Forensic Mental Health Network Quality and Innovation Award winning project "Babies and Daddies Now Know".

It was noted that the project utilises time limited NSW Mental Health Kids Project funding. A source of ongoing funding will be determined by the Finance and Performance Committee.

4. Confirmation of Minutes

The minutes of 12 June 2014 were confirmed as a true and accurate record of the meeting.

5. Board Chair Report

The Board Chair Report was taken as read and the Chair provided a verbal update on the following:

- **Opioid Substitution Program**

The Chair, at the request of the Minister of Health, will lead a series of community consultation meetings across the State to support a review of the Opioid Substitution Program with the objective of expanding access.

- **NSW Hepatitis Strategies**

Mr Loveday reported on the intended launch of the Hepatitis C and Hepatitis B Strategies by the Minister of Health, on 28 July 2014. The targeted areas are: Hep B testing for mothers, Hep B vaccination for babies, reduction in sharing of injection equipment and increased uptake of Hep C and Hep B treatment.

6. Chief Executive Report

The Chief Executive Report was taken as read and Dr Karin Lines, A/Chief Executive provided an update on the following:

- **Implementation of electronic Medical Record (JHeHS)**

The A/Chief Executive reported on the successful implementation of the JHeHS.

- **University of Technology, Sydney (UTS)**

The JH&FMHN developed Drug and Alcohol training program for nurses has been given in-principle approval by the UTS to be recognised as a Clinical Accreditation Program.

- **Mental Health Commission (MHC)**

The MHC Strategic Plan has been finalised and the NSW Government is preparing a response.

- **Research meeting**

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Work continues to build relationships between researchers and JH&FMHN. The JH&FMHN Research Strategy 2014 – 2017 is to be launched at the Annual Public Meeting on 4 December 2014.

Action: Chief Executive to provide a progress report at the October 2014 meeting

- **Meeting with Chief Magistrate**

The A/Chief Executive noted the successful meeting and discussion held with Judge Graeme Henson on 26 June 2014 regarding the implementation of the Network's proposed Aboriginal Court Diversion and Bail Support Pilot Program.

Action: Chief Executive to provide an update at the October 2014 meeting

7. Business Arising

7.1 Actions arising from 12 June 2014 Board meeting

The Board noted the items on the Actions Arising list from the previous meeting.

Action: The Director Clinical and Corporate Governance is to provide an update on GOVDEX at the October 2014 meeting

7.1.1 NSW Mental Health Commission

The A/Chief Executive provided an update on the current contacts and relationships between JH&FMHN and the NSW Mental Health Commission

7.1.2 Board member training

Ms Churchill, Mr Loveday, Mr Gillespie and Mr Dwyer attended the Ministry of Health two day Board member training on 18 and 19 June 2014 facilitated by the NOUS Group.

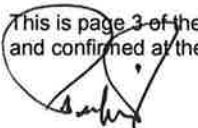
Members noted the high standard of the training and resources.

Highlights of the training included:

- Development of Board member knowledge and skills
- Governance and management
- Conformance vs performance
- Budget systems
- Safety and quality frameworks
- Strategic demands
- Preparing for a Board meeting eg presentations, discussion
- Value of Board Charters

- Networking and learning from participants from other Local Health Districts

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The Chair proposed for the Board members who attended the training, the Chief Executive and himself meet prior to the 9 October 2014 Board meeting to discuss plans and the next steps to be taken.

Action: Chief Executive to arrange a meeting with the Chair and Board training attendees and report to the next Board meeting

7.1.3 Related Party Transactions and Disclosures Questionnaire

Mr Gillespie noted that the Audit and Risk Management Committee advised it is not a legal requirement for Board members to complete the questionnaire and that this is not common practice for other LHDs.

The Chair requested the questionnaire be re-circulated to all Board members with instructions on where the response is to be sent.

Action: Executive Director Governance and Commercial Services to circulate the Questionnaire to members

8. Standing Items

8.1 Pecuniary Interest and Gift Declaration

There were no conflicts of interests declared at this meeting.

8.2 Corrective Services NSW update (CS NSW)

Mr Grant provided a verbal update at this meeting.

8.3 Juvenile Justice update

Ms Ruis provided a verbal update at this meeting.

9. Regular Reports

The following reports were noted for information.

9.1 Directors annual remuneration - July 2013 to June 2014

9.2 Quarterly Performance and Monitoring report – 1 April to 30 June 2014.

Mr Barker noted the alignment of this report with the Service Agreement.

The A/Chief Executive explained the model of service delivery in place to address the indicator: 'Percentage of patients seen by a mental health clinician within 7 days of discharge from JH&FMHN inpatient setting'.

A new indicator is in place for 2014/15 to measure JH&FMHN performance against this model.

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Action: The Chair and A/Chief Executive to sign the statement after the agreed changes have been made and forward to the Ministry of Health

12. Business without Notice

12.1 Meeting with Cobham Juvenile Justice Centre young people

Ms Churchill, Ms Malamoo and Ms Carter met with a small group of young people to discuss services provided by JH&FMHN.

The overall feedback was positive. The young people reported:

- knowing all the services provided by JH&FMHN at the centre
- able to go to hospital if needed
- treated well by staff
- have prompt appointments with the doctors
- they are much healthier than they were in the community

Ms Churchill will report findings to the next Community Reference Group

12.2 Management of Board Member Conflicts of Interest

The Chair noted the importance of Board members understanding the information provided in the NSW Health Information Sheet 2014/01 'Management of Board Member Conflicts' provided at item 14.5 of the papers.

13. Minutes of Meetings

13.1 Finance and Performance Committee – 20 May, 17 June and 15 July 2014

13.2 Audit and Risk Management Committee – 3 April 2014

13.3 Quality Council – 27 May 2014

13.4 Community Reference Group – 28 May 2014

14. Information

14.1 Adult Weekly States – Population Update – week ending 20 July 2014

14.2 Juvenile Weekly States – Population Update – week ending 25 July 2014

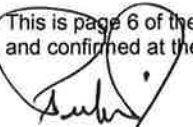
14.3 Letter to Chair from Minister Skinner

14.4 NSW State Health Plan "Towards 2021"

14.5 Articles

- NSW Health Information Sheet 2014/02 'Contesting Elections – NSW Health Board Member Guide'
- NSW Health Information Sheet 2014/01 'Management of Board Member Conflicts of Interest'

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9.3 2014/2015 Service Agreement

The Chair noted the extensive work undertaken to finalise the 2014/2015 Service Agreement. Board members were asked to review the report and provide questions to the Chief Executive for discussion at the October Board meeting.

Action: Add 2014/2015 Service Agreement to the October 2014 JH&FMHN Board agenda

9.4 Work, Health and Safety report – January to June 2014

10. Finance Report

10.1 Finance and Performance Report – Month ending June 2014

Mr Barker noted that JH&FMHN end of 2013/14 positive results.

The Chair noted that the Finance and Performance Committee is considering options for recovery of unpaid patient fees and is satisfied that there are proper and effective systems in place for hardship.

10.2 Approval of Monthly Payments List – May and June 2014

The monthly payment lists for May and June 2014 were approved and signed off at the June and July 2014 Finance and Performance Committee meeting.

11. New Business

11.1 2014/15 JH&FMHN Budget update

Mr Barker spoke to the Budget update. The key budgetary risks were noted. Finance and Performance Committee updates on the management of these risks will be reported to future Board meetings.

11.2 Corporate Governance and Audit and Risk Management Committee Attestation Statement

The draft Corporate Governance Attestation Statement was discussed and it was agreed that the following amendments be made:

- **Section C, Role of the Board in relation to financial management and service delivery, paragraph 2:**
Replace the word '*accurate*' with '*a true and fair view*' noted in two places on page 4 of the statement be replaced with true and fair
- **Section C, Role of the Board in relation to financial management and service delivery, paragraph 4, point 10:**
Change position titles to reflect those of JH&FMHN
- **Section C, The Finance and Performance Committee, paragraph 3:**
Add 'Workplace injury and compensation claims' as a new dot point

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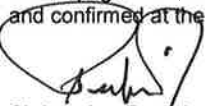
- ICAC takes prevention to regions
- New bail laws to be reviewed
- Prisons get taste of food program
- NSW Health urges HIV testing

15. 2014 Meeting Dates

9 October 2014 (with Board Education session)

4 December 2014 (with Annual Public Meeting)

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