



Justice Health and Forensic Mental Health Network Board
Minutes
12 June 2014
1.32pm to 3.41pm

Board Room
Justice Health Administration Centre
1300 Anzac Parade
MALABAR NSW 2036

1. Present

Mr C Puplick - Chair
Ms M Eason
Prof T Campbell
Ms S Malamoo
Mr I Gillespie
Mr S Loveday
Mr P Dwyer
Ms A Churchill

Invited Attendees

Ms J Babineau

In Attendance

Dr A Martin
Ms V Ruis
A/Prof J Allan (from item 6)
Mr R Anand (for items 10.1 to 11.2)
Ms J Buncombe
Ms L Willing
Ms J Carter (for Case Study only)
Ms C Crawford, NSW Health (observer)

2. Apologies

Dr J Adams
Mr K Barker
Prof J Ogloff
Dr S Allnutt
Dr K Chant
Mr P Severin

The Chair invited Board members to an "in Camera" discussion. Discussion items included:

- Schedule of Board member payments
- Board members not wishing to be re-appointed to the Board for another term
- Ex-Officio appointments
- future Board meetings to finish at 5.00pm to allow for more presentations and discussion time
- LHD and Speciality Network Board members conference on 20 June 2014

3. Case Study – Community Integration Team (CIT)

A case study was provided by Ms Julie Carter, Service Manager Adolescent Health on facilitating the continuity of care of adolescents moving from custody to the community.

4. Confirmation of Minutes

The minutes of 10 April 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:

- **Federal Budget 2014-15: Health Impacts**

The Chair provided the members with a copy of a document prepared by Government Relations Branch – May 2014.

- **Finances and the Ministry**

A letter will be forwarded to the Secretary, NSW Health, Dr Mary Foley regarding previous discussions with the Chair, the CE, Mr Whelan and Mr Anand concerning an increase to the funding for 2014/2015.

- **Nicotine replacement**

The Ministry has agreed to increase “spot purchasing” for the implementation of particular services such as nicotine replacement therapy.

- **CIT**

The Chair is in ongoing discussions with the Ministry of Health regarding the possibility of Commonwealth funding being withdrawn and the potential impacts.

- **Budget matters**

The Chair noted that the JH&FMHN budget surplus will be used for new initiatives in 2014/2015.

Action: 2014/2015 budget update is to be provided at a future meeting

- **Chief Executive annual leave**
The CE will take annual leave from 1 July to 8 September 2014. Dr Karin Lines will replace the CE during this time.
- **Queen's Birthday Honours List - 2014**
Prof Michael Levy, former Director, Centre for Health Research in Criminal Justice was awarded the Member of the Order of Australia (AM) for his significant service to medicine in the field of public health as a clinician, academic and educator.

Action: A letter of recognition is to be provided to Prof Levy

- **Quality Systems Assessment (QSA) On-site verification survey 2014**
The Clinical Excellence Commission QSA team visited the South Coast, Wellington and Long Bay MSPC 3 Correctional Centres to conduct its annual on-site survey from 26 to 30 May 2014. The QSA team also interviewed staff from:
 - Drug and Alcohol Services including Connections
 - Adolescent Health including; Mental Health, Drug and Alcohol Programs and Youth Drug Court
 - Population Health
 - Mental Health including; State-wide Community Court Liaison Services, Community Forensic Mental Health Services

The Chair and Chair of the Quality Council attended the summation session at which the QSA team provided very positive feedback on the service provided by JH&FMHN..

- **Letter from CE HealthShare**
A letter was received from the Chief Executive of HealthShare to provide a presentation at a future Board meeting.
- **Agency for Clinical Innovation (ACI)**
Dr Nigel Lyons, Chief Executive ACI will provide a presentation on the role of the Agency for Clinical Innovation's (ACI).at a future Board meeting.
- **Noted Documents**
The Chair noted the following documents as part of the Chairs report.
 - Report to the Board – Supported travel
 - JH&FMHN Memo – Board report from the Chair to members of JH&FMHN from the April 2014 Board meeting
- **Associate Professor John Allan**
A/Prof Allan is moving to Queensland to take up a new role with Queensland Health. The Chair thanked him for his contribution to the Board.

6. Chief Executive Report

The Chief Executive Report was taken as read and the Chief Executive provided an update on the following:

- **Introduction of electronic Medical Record**

The first of two phases of the organisation wide electronic Medical Record (JHeHS) are scheduled to go live on 17 June 2014. This will include diagnostic, radiology and pathology. The final stage of this go live program will roll out to the Forensic Hospital on 22 July 2014.

The CE noted that 80% of staff required to use JHeHS have already undertaken training.

7. Business Arising

7.1 Actions arising from 10 April 2014 Board meeting

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

The CE reported on progress against the following action items:

7.1.1 2014/15 Service Agreement – The Chair and CE have finalised the draft Agreement and submitted this to NSW Health.

7.1.2 Board member training

The Chair noted the Board member training by the NOUS Group on 18 and 19 June 2014. Feedback on this training is to be provided by attendees at the next meeting.

7.1.3 Research Activity update

Prof. Campbell tabled the final draft of the Research Strategy 2014 – 2017.

Following discussion it was agreed the minor amendments were to be made to the flow chart.

The Chair requested that the 'authorisation to commence research', include the requirement for researchers to report back to JH&FMHN on the results of research undertaken through JH&FMHN.

The Chair thanked Prof Campbell and the working party for their work in developing the strategy.

The Research Strategy 2014 – 2017 will be launched at the Annual Public Meeting on 4 December 2014.

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)

The CE 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 remuneration - end March 2014

9.2 Work, Health and Safety report - 1 March to 30 April 2014

9.3 Quarterly Performance and Monitoring report – 1 January to 31 March 2014

9.4 Half yearly Aboriginal Health report – May 2014

The Chair noted the challenges in relation to the recruitment of Aboriginal Health Workers. The CE reported on activities being undertaken by JH&FMHN in regard to the recruitment and retention of Aboriginal employees.

Mr Loveday requested clarification of data on the most common chronic care conditions, specifically Blood Borne Viruses.

Action: Clarification of data on the most common chronic care conditions to be provided

10. Finance Report

10.1 Finance and Performance Report – Month ending April 2014

The Chair noted that LHDs and Specialty Networks will be provided with their final figures after the State Budget is handed down on 17 June 2014.

The Board authorised the Chair and CE to progress negotiations with the MoH in relation to the 2014/15 Service Agreement and to sign off on the final Agreement before the next Board meeting.

10.2 Approval of Monthly Payments List – March and April 2014

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

11. New Business

11.1 JH&FMHN 2014/15 Budget update

The Budget update was provided for information.

11.2 Related Party Transactions and Disclosures Questionnaire

Mr Gillespie spoke to the Related Party Transactions and Disclosures Questionnaire and advised that the NSW Audit Office requires all key management personnel of the Justice Health and Forensic Mental Health Network to complete the questionnaire.

Although Board members have not completed this in prior years, the Audit and Risk Management Committee has recommended that the Board considers Board member participation.

The NSW Audit Office supports such participation. Such an approach is also strengthened by Australian Accounting Standards Board 124 when consideration is given to the definition of Key Management Personnel and Director within that Standard. Completion of the questionnaire is viewed as contributing to stronger Board governance. Completion of such a questionnaire would be lodged directly by Board members with the NSW Audit Office.

Board discussion occurred and reference was made to the Annual Declaration of Pecuniary Interests already completed by Board members.

The Chair asked for further advice as to whether completion of the suggested questionnaire was a legal requirement and whether Board members of Local Health Districts were being asked to complete such a questionnaire.

Action: The Audit and Risk Management Committee to prepare further advice for the next Board meeting

12. Business without Notice

12.1 Board sub-committee membership

The Chair noted that subsequent to the previous meeting a decision was made that Ms Eason would represent the Board as a member of the Quality Council.

The Chair thanked Mr Ogloff for his nomination.

13. Minutes of Meetings

13.1 Finance and Performance Committee – 18 March and 23 April 2014

13.2 Health and Safety Committee – 13 February 2014

13.3 MADAAC – 3 April 2014

13.4 Audit and Risk Management Committee – 19 February and 3 April 2014

13.5 Quality Council – 26 February 2014

13.6 Community Reference group – 26 February 2014

14. Information

14.1 Adult Weekly States – Population Update – week ending 25 May 2014

14.2 Juvenile Weekly States – Population Update – week ending 23 May 2014

14.3 Article – Deadly step to better health

14.3 Article – Fewer young people under court orders

14.3 Article – Prison population explosion could lead to two new jails per year

14.3 Article – Why is the NSW prison population growing?

14.3 Article – New 'safety first' bail laws posted

15. 2014 Meeting Dates

14 August 2014 (Cobham Juvenile Justice Centre)

9 October 2014 (with Board Education session)

4 December 2014 (with Annual Public Meeting)

This is page 7 of the Justice Health and Forensic Mental Health Network Board Minutes of meeting held on 12 June 2014 and confirmed at the meeting of 14 August 2014.



Christopher Puplick
Chair

