

Justice and Forensic Mental Health Network Board
Minutes of Board Meeting
11 April 2013 – 1.30pm to 3.50pm

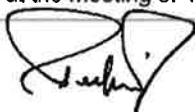
Board Room
Justice Health Administration Centre
1300 Anzac Parade
Malabar NSW 2036

- 1. Present**
- Mr C Puplick - Chair
Ms M Eason
Mr K Barker
Prof. T Campbell
Ms S Malamoo
Mr S Loveday
Mr I Gillespie
Ms A Churchill
Mr J Pascoe
Prof. J Ogloff (Teleconference)
- Ex Officio**
- Ms J Babineau
Mr P Severin
Dr Kerry Chant (Teleconference)
- In Attendance**
- Dr S Badami
Ms B Cowan
Ms L Willing
- 2. Apologies**
- Dr S Allnutt
Ms V Ruisis
Prof. J Allen

The Chair congratulated Mr Pascoe on his recent appointment to Chief Judge of Circuit Court of Australia and also expressed his appreciation to Mr Pascoe for his valued assistance as a member of the Board.

Mr Pascoe tendered his resignation to the Minister as a member of the J&FMHN Board due to the appointment, effective from 30 April 2013.

The Chair has spoken to the Ministry of Health and the Minister regarding a replacement member.



3. Clinical Case Presentation

The presentation was provided by Dr Stephen Hampton - J&FMHN Executive Medical Director.

A copy of the presentation was provided to members.

4. Presentation

4.1 Expenditure Review Committee

The presentation was provided by Dr Martin McNamara – Executive Director Strategic Development and Performance.

The Chair acknowledged the scope and intensity of the work done by the team and thanked the CE and the team in demonstrating the robust nature of the Network business processes.

4.2 Overview of Nurse Professional Council (NPC) and Medical Staff Council (MSC)

The NPC presentation was provided by Mr Gary Forrest – Executive Director Clinical Operations (Custodial Health) and Chair of the NPC.

The Medical Staff Council (MSC) presentation was provided by Dr Suresh Badami – Staff Specialist and Chair of the MSC.

Copies of the presentations were provided to members.

Mr Puplick noted that there may be opportunities for the Board to consult with the councils in an advisory capacity.

5. Confirmation of Minutes

The minutes of 14 February 2013 were confirmed as a true and accurate record of the meeting.

6. Board Chair Report

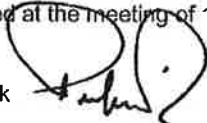
The Board Chair Report was taken as read and the Chair provided an update on the following:

- **Board Self Assessment report**

The NOUS Group has agreement from MoH to run further workshops for all LHD's. Training will be offered at various LHD's with predetermined topics, however specific sessions for individual Boards can be organised with NOUS.

Two areas of focus came from the Board Self Assessment report

- Financial literacy and understanding of how budget is built
- Risk management processes



Action: Mr Barker, Deputy Chair and Mr Rajiv Anand, Executive Director Governance and Commercial Services will provide a session on how budget is built at a future Board meeting.

Risk management processes will be explored at a future Board meeting probably at the August meeting.

- **Board remuneration**

The Minister announced new remuneration rates for Board members effective from 1 September 2012 (Information Bulletin IB2013_013). Board members will receive back pay from 25 April 2012 and the new level of payment will commence on 16 June 2013.

- **Strategic Plan 2013 – 2017**

The plan was tabled at the meeting and will be launched at the Senior Leadership Forum on 21 April 2013.

The Chair noted the need for the Board to engage with the strategic plan and have an annual review of progress.

7. **Chief Executive Report**

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

- **Court Case update**

The appeal of the case of TD vs State of NSW being illegally detained in a correctional centre and not in a gazetted mental health bed, was upheld by the Supreme Court recently. This meant that JH&FMHN had to immediately find 10 beds for patients with orders from the Court or the Tribunal, to admit patients who were in Silverwater Correctional Centre into the Forensic Hospital. A plan of action was developed to address immediate needs as well as a sustainable solution.

- **NSW Nurses and Midwives Association (NSW NMA)**

An environmental allowance is paid to all nursing staff. Non nursing staff who are in contact with patients/inmates are also entitled to this allowance since 2002. We have been recently advised that the rate of increase, whilst amended for Nursing staff, had not been amended by NSW Health since 2003 for non-nursing staff. Adjustments are being calculated for the staff affected by this and arrangements are being made for back pay

- **J&FMHN Pharmacy**

Due to a change to reimbursement process for highly specialised drug and its link to Medicare, the Network was to be excluded from highly specialised drug reimbursement as of 1 July 2013. This equates to \$2.5m per annum risk. Through strong consultation and negotiation between the Network, DOHA and the MoH, agreement was reached that the Forensic Hospital could claim reimbursement as it was granted a Section 94.



- **Lessons Learned**

The CE invited members to read the paper at item 15.5.

- **December 2012 Half Yearly Performance Review**

The Chair spoke to the letter received from Mr Ken Whelan on page 34 of the papers and commended the CE on the results.

8. Business Arising

8.1 Business Arising from 14 February 2013 Board meeting

The Board noted actions taken on Business Arising from the previous meetings.

8.1.1 Compliance with Ministry of Health Policy Directive 2012_059 *Local Health District and Speciality Network Delegations Policy*

The Audit and Risk Management Committee has reviewed and endorsed the compliance report.

8.1.2 2013/2014 Budget for J&FMHN

The *2013/14 Budget Discussion for Board* paper was tabled and discussed. The purpose of the paper is to inform the Board of key risk areas and to seek input from the Board on high level budget adjustments for identified priority areas.

Mr Gillespie noted his concerns and the impact on the client base with the reduction in budget for Aboriginal Health and Drug and Alcohol services. The CE noted that the Network had reviewed and recently re-established the Aboriginal Health Unit. The funding to support the soon to be finalised Service Delivery Plan will be sourced from different areas:

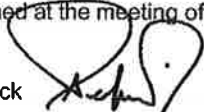
1. The Ministry of Health (Aboriginal Health Unit)
2. The Commonwealth (National Indigenous Partnerships) and
3. from internal sources.

We are seeking confirmation that the Commonwealth funding will continue in 2013/14.

Drug and Alcohol services are funded from the Ministry of Health and usually through specific dedicated funding.

It appears that the TMF hindsight adjustment would result in a deficit this year due to a staff death in 2008/09.

The Chair noted that there was a degree of flexibility within the priority areas identified by management and requested feedback from the Board.



There is a significant investment in upgrade of IT systems, \$1.7m this year and \$2m next year. These are all clinical applications which are driven by an internal project and funding. It is too risky to invest in non clinical applications as statewide systems are being implemented.

The Chair wants to see a significant adjustment increase for research. He believes J&FMHN is under invested in research and need to establish the Network as a frontrunner. Prof Ogloff, Mr Loveday and Dr Badami endorsed the increase in budget for

research. The Chair also expressed an increase in investment in Arts for therapeutic care.

The Chair asked the members to report their priority items out of session. A finalised report with adjustments will be provided at the June 2013 meeting.

Action: Adjusted report to be provided at the June 2013 meeting.

8.1.3 Population Health KPI – Aboriginal Chronic Care Program

The CE noted the KPI's were unable to be met due to the challenges with staff vacancies, however this has now improved.

The KPI will be closely monitored.

9. Standing Items

9.1 Pecuniary Interest and Gift Declaration

There were no conflicts of interests declared at this meeting.

9.2 Corrective Services NSW Update (CSNSW)

Mr Severin provided a verbal update on CSNSW.

9.3 Juvenile Justice Update

A report was not provided at this meeting.

10. Regular Reports

The following reports were noted for information. There were no questions from the Board members.

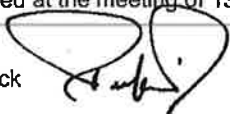
10.1 Quarterly Performance and Monitoring report

10.2 IIMS Report

10.3 J&FMHN Risk Register

10.4 Drug Summit Report

10.5 Work, Health and Safety Report



11. Finance Report

- 11.1 Finance and Performance Report** – month ending February 2013
Mr Barker spoke to the finance report and noted the Network was doing well.
- 11.2 Approval of Monthly Payments List** – January and February 2013
The monthly payment lists for January and February 2013 were approved and signed off at the February and March 2013 Finance and Performance Committee meeting.

12. New Business

- 12.1 Venue for August 2013 meeting**
The Chair noted the August 2013 meeting will be held at Cessnock Correctional Centre.

- 12.2 GOVDEX**
The Director Clinical and Corporate Governance spoke to this item.

GOVDEX is a secure password protected web based tool hosted by the Federal Government. GOVDEX can be used to hold, share and distribute information including calendars, discussion forums and the upload of documents.

The Board members would be set up as a "community" with its own space.

It is important that all members of the Board use the system to maximise its benefits. It was proposed to trial the system for a few months.

Action: A login is to be forwarded to members with instructions and feedback is required at the August 2013 meeting.

13. Business without Notice

- 13.1 Audit and Risk Management (A&RM) Forum**
Mr Gillespie attended a A&RM Forum recently and will provide feedback to the April 2013 A&RM Committee.

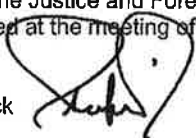
The Chair noted that more time will be allowed at the next meeting to discuss A&RM.

14. Minutes of Meetings

- 14.1 Finance and Performance Committee** – 22 January 2013
14.2 MADAAC – 7 February 2013

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Christopher Puplick
Chair



- 14.3 Quality Council (DRAFT) – 27 February 2013
- 14.4 Community Reference Group (DRAFT) – 27 February 2013
- 14.5 Audit and Risk Management Committee (DRAFT) – 20 February 2013
- 14.6 Medical Staff Council – 14 February 2013
- 14.7 Nurse Professional Council – 16 November 2012

15. Information

- 15.1 Adult Weekly States – Population Update – 17 March 2013
- 15.2 Juvenile Weekly States – Population Update – 22 March 2013
- 15.3 Article – In it for Life
- 15.4 Article – Strength to Love: A Challenge to the Privatized Prison Industry
- 15.5 J&FMHN Lessons Learned – Aggressive incidents
- 15.6 Terms of Reference – Medical Staff Council (DRAFT)
- 15.7 Terms of Reference – Nurse Professional Council (DRAFT)

16. 2013 Meeting Dates

- 14 February 2013
- 11 April 2013
- 13 June 2013
- 8 August 2013
- 10 October 2013
- 5 December 2013

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Christopher Puplick
Chair

