



Health

Justice Health &
Forensic Mental Health Network

Justice Health and Forensic Mental Health Network Board
Minutes of Board Meeting
13 June 2013 – 1.05pm to 4.30pm

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
 - Dr S Allnutt
 - Prof. J Allen
 - Ms V Ruis

Ex Officio

- Ms J Babineau
- Mr L Grant (for Mr Severin)

In Attendance

- Ms B Cowan
- Ms L Willing

- 2. Apologies**
- Prof. J Ogloff

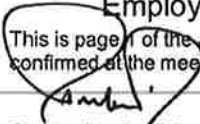
The Chair thanked the Board members for arriving early to participate in the official photographic session for the 2012/2013 JH&FMHN Year in Review.

The Chair welcomed Dr Tobias Mackinnon and Dr Roy Donnelly to the Board presentations.

- 3. Presentation - StaffLink**

The StaffLink presentation was provided by Ms Judith Neville - JH&FMHN Director Workforce and Ms Marissa Adams - JH&FMHN Manager Payroll and Employee Services.

This is page 1 of the Justice and Forensic Mental Health Network Board Minutes of meeting held on 13 June 2013 and confirmed at the meeting of 8 August 2013.


Christopher Puplick
Chair

The CE acknowledged the extent of work in preparing the organisation for implementation of StaffLink. Further information regarding StaffLink was included in the CE report at page 29 of the Board papers.

4. **Education Session – Financial Literacy and Building a Budget**

The Education session was presented by Mr Ken Barker – Deputy Chair JH&FMHN Board.

Mr Barker provided a handout to members on Financial Management and Reporting with acknowledgements to the NSW Health Statutory Governed Board Training Program – NSW Ministry of Health and the NOUS Group.

Discussions related to the presentation included:

- Special Purpose and Trust Funds can only be used for the specified purpose
- Annual rollover of funds is possible if budget is favourable
- Funds from services that have been closed are reallocated by Treasury often with a caveat on usage
- Budget allocation for JH&FMHN remains block funded. Forensic Mental Health may move towards Activity Based Funding in 2014/2015
- The possibility of Board members being sued. Board members are covered by TMF provided that they do not commit an illegal act

5. **Confirmation of Minutes**

The minutes of 11 April 2013 were confirmed as a true and accurate record of the meeting.

The Chair proposed that future minutes of the JH&FMHN Board note a small amount of narrative for agenda items. The narrative would include matters raised, discussion and decisions made. The Chair and members agreed to future Board meetings being electronically recorded and then destroyed once the minutes had been written.

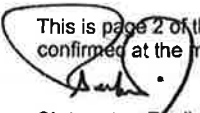
6. **Board Chair Report**

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

- **Public Health Association of Australia (PHAA) Conference**
The Chair noted his recent letter to PHAA and the subsequent meeting to discuss issues related to the conduct of a member of Justice Action at the above conference.

PHAA has responded in writing expressing regret that JH&FMHN staff felt intimidated and that their integrity and professional standards were questioned during a plenary session at the conference.

This is page 2 of the Justice and Forensic Mental Health Network Board Minutes of meeting held on 13 June 2013 and confirmed at the meeting of 8 August 2013.


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The Chair believes the response and the planned series of actions to be taken by PHAA to prevent a repeat occurrence at future conferences was satisfactory.

Action: A copy of the letter is to be distributed to the staff concerned

- **Official Visitors (OV)**

The Chair and Chief Executive met with the OV's on 16 May 2013 for their annual meeting. The meeting highlighted a number of matters from the annual OV report requiring clarification.

- **New Board member**

The Chair has had a discussion with the Minister for Health and the Director General Health regarding a replacement Board member for Mr John Pascoe who resigned from the JH&FMHN Board 30 April 2013.

The Minister has signed off on the appointment and it is currently before Cabinet.

- **Board Self-Assessment and Chief Executive Assessment**

The Chair and the Chief Executive will schedule a meeting in the near future to undertake a review of the Chief Executive's own programme for personal priorities in 2012/2013.

The Chair noted that he will be contacting members on an individual basis August/September 2013 to undertake a comprehensive review of how the Board is performing. The review will provide an opportunity for the Chair to provide feedback to each member on their performance and also receive feedback on his performance.

Mr Barker was nominated to provide feedback on Mr Puplick's performance as Chair of the Board.

7. **Chief Executive Report**

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

- **Format of CE Report**

The format of the CE Report has changed in line with the Strategic Plan by reporting on the operational and strategic matters at the beginning of the report.

8. **Business Arising**

8.1 **Business Arising from 11 April 2013 Board meeting**

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

8.1.1 2013/2014 Budget update

The 2013/14 Budget update was tabled and discussed. The updated report includes priority items provided out of session by the Board members since the April Board meeting.

The Board accepted the distribution of budget and were informed that the distribution will change once the final budget is received from the Ministry.

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 Grant provided a verbal update on CSNSW.

Mr Grant advised that CSNSW had received funding for 5 years from the Centre Research Excellence. Discussions have been held with A/Prof. Kimberlie Dean JH&FMHN.

The new CSNSW Organisation structure will be included in Board papers for next meeting.

Action: Mr Grant to provide a copy of the CS NSW Organisation Chart

9.3 Juvenile Justice Update

Ms Ruis provided a verbal update at this meeting.

Ms Ruis informed the Board of a upcoming joint research program with Monash University investigating young people with hearing and speech problems.

The Chair and Board members offered their congratulations to Ms Ruis on her permanent appointment as Chief Executive, Juvenile Justice NSW - Department of Attorney General and Justice

10. Regular Reports

The following reports were noted for information.

10.1 Director's Remuneration - January to March 2013

10.2 Aboriginal Health Report - December 2012 to March 2013

10.3 Current Research Projects

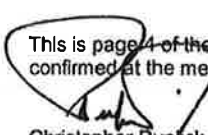
10.4 Work, Health and Safety Report – March to April 2013

10.5 Key Performance Indicators and Service Measures 2012/2013

10.6 JH&FMHN 2013/2014 Service Agreement

There is an opportunity this year for JH&FMH to modify the standard service agreement template to align more closely to the core business of the organisation and the strategic plan. The Executive Director Strategic

This is page 4 of the Justice and Forensic Mental Health Network Board Minutes of meeting held on 13 June 2013 and confirmed at the meeting of 8 August 2013.


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Development and Performance gave an overview of the proposed modifications and took questions and suggestions from Board members.

The document will be reviewed to incorporate comments and suggestions received. The Chair and Deputy Chair will finalise with JH&FMHN Executive and the Ministry.

Action: Board members were requested to send any further comments directly to Hayley Lonnon, Executive Support and Planning Officer, via email

Action: The final Service Agreement will be tabled at the August Board meeting

11. Finance Report

11.1 Finance and Performance Report – month ending April 2013

Mr Barker spoke to the finance report and noted the Network was doing well.

11.2 Approval of Monthly Payments List – March and April 2013

The monthly payment lists for March and April 2013 were approved and signed off at the April and May 2013 Finance and Performance Committee meeting.

12. New Business

12.1 Education sessions for Board members

The chair discussed the education offered by Ministry of Health and the NOUS Group. Training is offered to individuals or the Board as a whole. There was discussion about the cost benefits of group training. Mr Barker reported that most LHD Boards preferred group sessions in their own environment.

Audit and Risk Management training is planned for a future Board meeting.

Action: Board members to consider the range of training available and advise Leanne Willing of any preferences

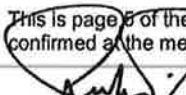
12.2 2013 Board Conference

Board members were reminded to send registration details to Leanne Willing for the 2013 Board Conference being held 21 June 2013.

13. Business without Notice

13.1 Needle and syringe exchange program

This is page 5 of the Justice and Forensic Mental Health Network Board Minutes of meeting held on 13 June 2013 and confirmed at the meeting of 8 August 2013.


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Luke Grant advised of consultation process for the needle and syringe exchange program at the Alexander Maconochie Centre in Canberra. Consultation process ends mid July. The unions still have reservations about the program despite two known cases of Hep C transmission amongst ~~prison officers~~. **PRISONERS**.

13.2 NSW Health Parliamentary Review

The chair advised that information related to the NSW Health Parliamentary Review of the NSW Mental Health Act is available on the NSW Health web page:

[Http://www.health.nsw.gov.au/mhdao/Pages/Review-of-the-NSW-Mental-Health-Act-2007.aspx](http://www.health.nsw.gov.au/mhdao/Pages/Review-of-the-NSW-Mental-Health-Act-2007.aspx)

14. Minutes of Meetings

- 14.1** Finance and Performance Committee – 21 February, 28 March and 16 April 2013
- 14.2** Audit and Risk Management Committee (DRAFT) – 18 April 2013
- 14.3** Health and Safety Committee – 14 February and 11 April 2013

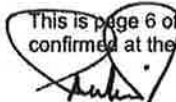
15. Information

- 15.1** Adult Weekly States – Population Update – 19 May 2013
- 15.2** Juvenile Weekly States – Population Update – 24 May 2013
- 15.3** Email from CE – The passing of A/Professor Sandra Egger
 - The Chair and Chief Executive acknowledged the passing of Ms Egger and the long and significant contribution to the JH&FMHN Board and organisation
- 15.4** Article – A tireless advocate for social justice
- 15.5** Article – Control and choice in English prisons: developing health-promoting prisons
- 15.6** Media Release – Prisoners and detainees have a right to humane treatment
- 15.7** AMA Position Statement – Medical Ethics in Custodial Settings
- 15.8** Letter between the Board Chair and The Minister regarding J&FMHN health reform activities
- 15.9** Inquiry into prevention rather than prison
- 15.10** Texas experience with justice reinvestment
- 15.11** Media Release – 20 years on - Improvement in Death in Custody rates but more to be done
- 15.12** Lessons Learned
- 15.13** Media Release – NSW continues important mental health reform

16. 2013 Meeting Dates

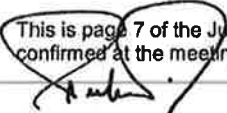
- 14 February 2013
- 11 April 2013
- 13 June 2013

This is page 6 of the Justice and Forensic Mental Health Network Board Minutes of meeting held on 13 June 2013 and confirmed at the meeting of 8 August 2013.


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8 August 2013
10 October 2013
5 December 2013

This is page 7 of the Justice and Forensic Mental Health Network Board Minutes of meeting held on 13 June 2013 and confirmed at the meeting of 8 August 2013.



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Chair

