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AGENDA

FOR THE WEST COAST DHB COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE MEETING TO BE HELD IN THE BOARD ROOM, CORPORATE OFFICE, GREYMOUTH ON WEDNESDAY 18TH FEBRUARY 2004 COMMENCING 10.30 AM

1. Welcome / Apologies
2. Disclosure of Advisory Committee Members' Interests
3. Agenda Check
4. Minutes of the Last Meeting – 3rd December 2003
5. Action / Responsibility List
6. Correspondence
7. General Business
 - 7.1 CPHAC Roles / Responsibilities
 - Feedback from West Coast DHB Planning Day - Chair
 - 7.2 Oral Health – MoH One Off Funding for Project – Research & Planning Analyst
 - 7.3 Primary Healthcare Plan
 - 7.4 Steering Development Groups
8. Next Meeting – Wednesday 14th April 2004 at 10.30 am

COMMUNITY & PUBLIC HEALTH ADVISORY COMMITTEE DISCLOSURES OF INTERESTS

Member	Disclosure of Interest
<p>CHAIR Julie Kilkelly WCDHB Member</p>	<ul style="list-style-type: none"> • Member - Pharmaceutical Society • Associate Member - College of Pharmacists • Member - Pharmacy Defence Association • Director - Kilkelly Kartage Ltd • Trustee - West Coast PHO Board – Co-opted Pharmacist • Director - Olsen's Pharmacy
<p>Professor Gregor Coster Chairman WCDHB <i>Appointed February 2003</i></p>	<ul style="list-style-type: none"> • Director - PHARMAC • Director - Cornwall Management Limited • Director - Cornwall Nominees Limited • Trustee - The University of Auckland Primary Health Care Trust • Trustee - Institute of Rural Health • Trustee - Goodfellow Foundation • Member - Ministry of Health Prioritisation Advisory Committee (Expert Group)
<p>Robyne Bryant WCDHB Member</p>	<ul style="list-style-type: none"> • Member - New Zealand Nurses Organisation • Member – New Zealand College of Midwives • Member - Mawhera Maori Women's Welfare League • Employed by Coast Health Care as a midwife for two shifts per week • Member - Board of Coast Care Trust
<p>Tamai Sinclair WCDHB Member</p>	<ul style="list-style-type: none"> • Iwi Representative - Grey District Safer Community Council • Health and Social Services Representative, Te Runanga o Ngati Waewae • Shareholder - Mawhera Corporation • Member - Poutama Ora • Trustee - West Coast PHO Board • Kaiwhakarite, Te Puni Kokiri • Member - Mata whanui (Maori DHB members committee)
<p>Lindy Mason</p>	<ul style="list-style-type: none"> • Owner - Masons Pharmacy • Member - Pharmaceutical Society
<p>Gareth Rees</p>	
<p>Cheryl Brunton</p>	<ul style="list-style-type: none"> • Medical Officer of Health for West Coast - employed by Community and Public • Health - Canterbury District Health Board • Senior Lecturer in Public Health - Christchurch School of Medicine and Health Sciences (University of Otago) • Trustee - Hepatitis C Services Te Waipounamu • Fellow - Australasian Faculty of Public Health Medicine • Member - Public Health Association of NZ • Member - Association of Salaried Medical Specialists

DRAFT MINUTES OF THE COMMUNITY & PUBLIC HEALTH ADVISORY COMMITTEE MEETING

**HELD 3RD DECEMBER 2003, IN THE BOARD ROOM,
CORPORATE OFFICE AT 10.40 AM**

PRESENT: Julie Kilkelly, Chair
Robyne Bryant, WCDHB member
Lindy Mason
Cheryl Brunton
Gerri Vanderzanden

IN ATTENDANCE: Christine Robertson, Deputy Chair WCDHB
Robin Williams, Director of Nursing/General Manager Primary Services
Kevin Hague, General Manager Planning & Funding
Gary Coghlan, Kaiarahi
Melanie Penny, Research and Planning Analyst

Jo Holmes, Community & Public Health
Debra Griffin, Minute Secretary

1. **WELCOME, APOLOGIES**

The Chair welcomed Cheryl Brunton, Gerri Vanderzanden and Jo Holmes from Community & Public Health, committee members, Board member and management. Apologies were received from Gregor Coster, Chairman WCDHB, John Luhrs, Chief Executive, Tamai Sinclair, Gareth Rees, Greville Woods and Barbara Greer.

2. **DISCLOSURES OF INTEREST**

Additions added to the Disclosures of Interests are:

Cheryl Brunton

- Medical Officer of Health for West Coast - employed by Community and Public Health - Canterbury District Health Board
- Senior Lecturer in Public Health - Christchurch School of Medicine and Health Sciences (University of Otago)
- Trustee - Hepatitis C Services Te Waipounamu
- Fellow - Australasian Faculty of Public Health Medicine
- Member - Public Health Association of NZ
- Member - Association of Salaried Medical Specialists

3. **AGENDA CHECK**

No further items were added to the Agenda.

4. **PRESENTATION BY JO HOLMES, COMMUNITY & PUBLIC HEALTH – PROMOTING SMOKEFREE ENVIRONMENTS**

Jo Holmes from Community & Public Health informed committee members that she is here to talk on “A Public Health Approach” to smoking cessation. She added that the West Coast DHB is a leader in Smokefree environments and was the first DHBNZ Smokefree Hospital in New Zealand.

The Quit Group includes representatives from the Cancer Society, Health Sponsorship Council and Te Hotu Manawa Maori

They are responsible for:

- 0800 778 778 QUITLINE
- Nicotine patches and gum
- Mass media campaigns
 - “Every Cigarette is Doing You Damage”
 - “Its all about whanau”
 - “Lets clear the air”
- Health provider Exchange Card Programmes
- Quit for our Kids programme

The Chair advised of the letter to the MoH from the West Coast DHB requesting support to increase the number of smoking cessation programme providers on the West Coast and their letter back to John Luhrs advising that there was an adequate number of exchange card providers on the West Coast and listing them. CPHAC looked at this letter and felt it was not accurate as some providers have left the programme and others did not lie within the West Coast DHB catchment.

A committee member asked if the PHO could be contacted re the funding of nurses to train other providers, who can then offer services for a cessation programme. Jo Holmes felt that there is a real role for the PHO to help people access a continuum of care if they are on a cessation programme. The Director of Nursing/General Manager Primary Services advised that there is a service called Quit for our Kids cessation programme which is run by the West Coast DHB.

The Chair asked how many calls to Quitline were from the West Coast region and how many exchange cards had been redeemed on the West Coast and how did these figures compare nationally. Jo Holmes could not provide this information as her figures related to all of the South Island (the prefix (03) calling district) so the General Manager Planning & Funding offered to gain more meaningful figures for the West Coast district

The Chair suggested that as an example a practice nurse who already undertakes check ups could perhaps write out a card for the patient to start a cessation programme. Also suggested that if there is a problem relating to access to smoking cessation assistance then the MoH should be lobbied.

Jo Holmes added that smoking cessation is the most preventable cause of death. She advised that she will send her Powerpoint presentation notes to the minute secretary to distribute to committee members via email.

The Chair thanked Jo Holmes for her presentation.

5. MINUTES OF THE LAST MEETING HELD 10TH SEPTEMBER JULY 2003

Page 5: 6 paragraph: Should now read: The Director of Nursing/General Manager Primary Services advised that the vacancy for a 20 hour per week position (16 hours in Greymouth and 4 hours in Westport) has been appointed to Wendy McNeish.

Page 6: 11 paragraph: 3rd sentence: After Maori Health Manager "delete PHO" and add South Link Health"

Moved: Lindy Mason - unanimous

It was RESOLVED that the Minutes of the Community and Public Health Advisory Committee meeting held 10th September 2003 were a true and correct record following the amendments listed as above.

5.1 Action & Responsibility List

Gain details on the definition of the Medical Officer of Health's responsibilities and role

This item will be discussed under General Business.

Check through the detail list of exchange card providers to get an update on if the listed people are still supplying services and on what timeframes are these available

The General Manager Planning & Funding will investigate this issue for an updated list from the MoH to see if there has been any change to the range of services on the West Coast. He will also investigate obtaining data from New Zealand Health and Information Service on the number of people calling from the West Coast to Quit Line as discussed during Jo Holmes presentation.

Action: General Manager Planning & Funding

Investigate the Community Diabetes Project and update CPHAC committee members at the next meeting

Gerri Vanderzanden advised on the 3 year sub contract with the MoH to run the community nutrition programme and how the contract is in 3 strands.

- (1) 0.5 community dietician position/ half as clinical
- (2) Appetite for Life Programme, a life style project which targets overweight and obese women. Currently 2 people are developing this programme which has and short term funding from the MoH. The Planning Programme will start at the end of January and this is all in progress at the moment. Service delivery will be via a "train the trainer" method. Queries or referrals to the programme should be directed to Andrea Chisholm – C&PH, Greymouth.
- (3) Contract with Rata Te Awhina Lifestyle Diabetes Programme – this involves working with role models in the Maori and Pacific communities who work with people referred to the programme. This will be a highly collaborative process to get everyone on board.

Gerrri Vanderzanden will be overseeing this project and the services specification for the first 12 months during which time getting people together and training them to deliver the programme will be key task. The Chair asked does CPHAC have a role in monitoring this community project. Gerri Vanderzanden responded that C&PH is bringing in a internal evaluator and she thought that the West Coast is a great area to accurately and relatively easily measure gains.

The Chair advised that another concern was the overlap of the Healthy Reefton Programme and the Reefton Neighbourhood Nurses Project. Gerri Vanderzanden advised that she will

be monitoring this but firstly there was a need to bring key stakeholders together from projects in order to prevent duplication of services etc.

The Kaiarahi asked about the Rata Te Awhina Lifestyle Diabetes Programme. Gerri Vanderzanden advised that she has contracted Rata Te Awhina to provide 8 to 12 hours per week and this is left to Rata Te Awhina to coordinate and run.

Simplify the Ethnicity – What’s the big deal? Poster

The Planning and Funding Analyst advised that these have been simplified and she will bring one to the next meeting.

Action: Planning & Funding Analyst

Enquire whether a PHO Board member could present to a CPHAC meeting

This will be discussed in General Business.

6. CORRESPONDENCE

Moved: Lindy Mason, Seconded: Robyne Bryant

The CPHAC correspondence inwards was accepted and outwards endorsed.

7. GENERAL BUSINESS

7.1 CPHAC Composition - Health Protection Expertise

The Chair advised that Cheryl Brunton and Gerri Vanderzanden are available to advise and that CPHAC can also seek advise from Christopher Bergin, C&PH as needed.

7.2 PHO Update

It was discussed that it would be ideal for South Link Health to give a presentation to CHPAC on the West Coast PHO – 12 months on. The Chair will discuss this with Bill Echenbach, South Link Health.

Action: Chair

Gain details on the definition of the Medical Officer of Health’s responsibilities and role

Gerri Vanderzanden advised the committee members that her role is liaison person with the WCDHB and the Community Public Health Unit which is owned by the Canterbury DHB.

- Cheryl Brunton advised that her role at C&PH is she is employed as a Public Health Physician. She has medical qualification and training in Public Health and works with Canterbury DHB. She is the Medical Officer of Health which is a statutory position and is acting in this position for the MoH. She works under the auspices of the Health Act and works with territorial and communicable disease control. She added that her list of duties is extensive.
 - Medical Officer of Health for West Coast - employed by Community and Public Health - Canterbury District Health Board
 - Senior Lecturer in Public Health - Christchurch School of Medicine and Health Sciences (University of Otago)
 - Trustee - Hepatitis C Services Te Waipounamu
 - Fellow - Australasian Faculty of Public Health Medicine
 - Member - Public Health Association of NZ

- Member - Association of Salaried Medical Specialists

8. **MOVING INTO IN COMMITTEE**

RESOLVED that pursuant to Clause 32a, Schedule 3 of the New Zealand Public Health & Disability Act 2000 members of the public are to be excluded from the portion of the 3rd December 2003 meeting of the Community & Public Health Advisory Committee that relates to this item on the grounds that the public conduct and discussion would not protect the privacy of natural persons, including that of deceased natural persons; and that this disclosure would prejudice the protection granted by Section 9(2)a of the Official Information Act 1982

Moved: Robyne Bryant - Seconded: Lindy Mason

It was **RESOLVED** to move into In Committee at 11.45 am

It was **RESOLVED** to move out of In Committee at 12.50 pm

9. **NEXT MEETING**

This will be advised.

There being no further business the meeting concluded at 12.50 pm

DRAFT

**Action and Responsibility List from the Community & Public Health Advisory Committee
Meeting held Wednesday 3rd December 2003**

Page of Minutes	Task	Who Involved/Responsible
From last meeting	Check through the detail list of exchange card providers to get an update on if the listed people are still supplying services and on what timeframes are these available.	Management
Page 3	Investigate obtaining data from New Zealand Health and information Service on the number of people calling Quitline from the West Coast.	General Manager Planning & Funding
Page 3	Bring the Poster - Ethnicity – What's the big deal? to the next meeting.	Planning & Funding Analyst
Page 4	Ask if South Link Health will be able to give a presentation to CHPAC on the West Coast PHO – 12 months on.	Chair

DRAFT

COMMUNITY & PUBLIC HEALTH ADVISORY COMMITTEE CORRESPONDENCE

Date:	Sender:	Details:	Response Date	Response Details
30 December 2003	Dr Don Matheson, Deputy Director-General, Public Health Directorate – MoH	Letter to John Luhrs re Quit for our Kids Programme		
9 January 2004	John Luhrs	Letter to Chairs, WCDHB Advisory Committees re consultation with advisory committee members concerning any items they wish to see raised at the Board Planning Day.		