

**MidCentral Governance Group**

**Minutes of the meeting held on Thursday 27 February 2020**

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| **Attendees:** | Peter Allan (Chair), Heather Browning (Deputy Chair), Martin Sullivan, Rachel Kenny, Rasela Fuauli, Peter Ireland, Angela Hobden, Maxine Dale, Pip Brunn  |
| **Apologies:** |  |
| **In attendance:** | Jo Brew |
| **Venue:**  | EASIE Living Conference Room, 585 Main Street, Palmerston North  |
| **Time:**  | 12.00pm – 3.30pm |

# **Karakia**

**Minutes**

The minutes of the previous meeting held on 23 January 2020 were moved and accepted as a true and correct record.

**Heather Browning/Peter Ireland**

**Information: Funding Meetings**

Peter Allen and Angela Hobden attended a series of meetings with Ministry of Health and Enable New Zealand staff whose roles relate to Mana Whaikaha funding streams, gaining an oversight of the various factors involved with those funding streams and the overall budget. Evidence shows the service budget spend is under budget at present. A variety of financial data was shared with Peter and Angela. Angela will collate the information and circulate to the MidCentral Governance Group members before the next meeting.

**Discussion: Minister’s Meeting Debrief**

Minister Jenny Salesa and Hon Ian Lees-Galloway MP for Palmerston North met with the MidCentral Governance Group and disabled people and their whanau (hosted by Lorna Sullivan, Director – Mana Whaikaha and Rachael Burt, Manager – Mana Whaikaha) earlier today. Both meeting discussions included positive outcomes, challenges and learnings from the prototype from the different perspectives.

**Discussion:** **Market Briefing**

Two market briefing sessions were held on Tuesday 25 February at the Globe Theatre, Palmerston North. These were intended as an opportunity for Ministry of Health to gather information and advice from the wider community via procurement channels regarding capability and options for consideration regarding the future state of Mana Whaikaha from 2020 and beyond. Some organisations may have attended thinking the meeting was orientated towards a request for pricing. The message given at the briefing was clear this was not the case.

**Information: Director’s updates**

Lorna Sullivan and Marshall Te Tau gave verbal updates on operational matters. A major focus for Mana Whaikaha is ‘what will happen’ post June when the present contract expires. The uncertain future of the prototype is negatively influencing staff and has contributed to the difficulty in maintaining a full team. As the Try Learn Adjust report is expected to be received from the Ministry of Health soon recommendations for change will need to be considered. Lorna and Marshall were asked to send their recommendations for the future structure of the prototype to the MidCentral Governance Group.

**Information: Funding Presentation**

Carolyn McPeak and Patricia Dickason (Funding Specialists – Mana Whaikaha) gave a presentation about the funding process and indicative tool. Using a working example of the tool demonstrated the drop-down fields, corresponding formulas and open text lines which demystified the complexity of the tool. The tool is reliant on the right information being provided from beginning to end to ensure timely processing. Exceptions are discussed with appropriate staff as needed.

Since the beginning of the prototype, many lessons have been learnt resulting in the funding process undergoing continuous improvement. The phase 2 upgrade of the Client Record Management (CRM) software is anticipated to provide a more effective and efficient processing capability by reducing the duplication of databases.

There is a high workload expectation on the funding team as the resourcing is not adequate to manage funding applications, staff leave and CRM training requirements.

**Information: Monitoring Report**

A written report was sent out with the agenda. The report was taken as read – any queries to be tabled at the March meeting.

**Inwards Correspondence**

* Response letter received from Hon Jenny Salesa dated 30 January 2020.
* Try Learn Adjust Recommendation email – discussion deferred - to be tabled at the 13 March meeting.

**Practical matters**

**Date of special meeting to discuss Try Learn Adjust recommendations will be held** on Friday 13 March 2020, 10am – 2pm in the Conference Room, Level 2, 585 Main Street, Palmerston North.

# **Date of next MidCentral Governance Group meeting:**  Thursday 26 March 2020, 11.00 am, Conference Room, Level 2, 585 Main Street, Palmerston North

**I confirmed** that these minutes constitute a true and correct record of the proceedings of the meeting

DATED this 23th day of April 2020



**Peter Allen**

**Chair, MidCentral Governance Group**