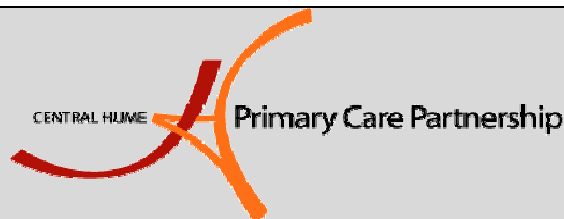


# Meeting Minutes



Central Hume Primary Care Partnership  
Integrated Chronic Disease Management meeting

<b>Agenda or Minutes:</b>	<b>Minutes</b>	<b>Department:</b>					
<b>Committee:</b>	<b>CHPCP ICDM Alliance</b>	<b>Date:</b>	<b>26/08/08</b>	<b>Time:</b>	<b>1000-11.30</b>	<b>Venue:</b>	<b>Ovens &amp; King Meeting Room</b>
<b>Reports to:</b>	<b>CHPCP Leadership Group</b> <b>CHPCP Members Forum</b> <b>Paul Crimmin Manager HIP NHW</b> <b>Janine Holland NHW</b>	<b>Minutes to be forwarded to:</b>		<b>PCP – Platforms, Service Coordination and Health promotion working groups.</b>			
<b>Executive Director:</b>		<b>(eg. Committee)</b>					
<b>1. PRESENT:</b>	<b>Bernadine Hamer (Chair), Shelley McFadzean, Wendy Ross, Melinda Shepherd, Diana Chomley, Lucien Deane-Johns</b>						
<b>2. APOLOGIES:</b>	<b>Dellys Sice, Jan Lang, Fiona MacPhee, Renee Williams,</b>				<b>Minute Taker:</b>	<b>Bernadine Hamer</b>	

Item no	Item	Discussion/ Action	By Whom	Status o/s = Out Standing Action
	<b>INTRODUCTION:</b>		B.Hamer	
<b>3.0</b>	<b>PREVIOUS MINUTES:</b>	Minutes for previous meeting held July 22 <sup>nd</sup> had been circulated electronically. Procedure for acceptance – minutes to be sent out electronically any amendments to be forwarded to minute taker; adjustments attended and to be accepted at following meeting. Nil adjustments minutes accepted.	B.Hamer	Completed
<b>4.0</b>	<b>BUSINESS ARISING:</b>			
<b>4.1</b>	<b>Feedback from Leadership Group</b>	Melinda, discussed the Leadership group meeting held on the 11 <sup>th</sup> August (Bernie was an apology). <ul style="list-style-type: none"> <li>◆ Discussions were held regarding format and delivery of reports against the CHPIA, with the intention of promoting a format that is more informative, inclusive and collaborative across the platforms and working groups in addressing and meeting CHPIA deliverables.</li> <li>◆ The next forum is to be held on Monday 15/08/08</li> </ul>	M. Shepherd	Ongoing
<b>4.2</b>				

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Item no	Item	Discussion/ Action	By Whom	Status o/s = Out Standing Action
<b>5.0</b>	<b>REPORTS:</b>			
<b>5.1</b>		As stated above	B. Hamer	Current
<b>5.2</b>				
<b>6.0</b>	<b>CORRESPONDENCE:</b>			
<b>6.1</b>		<ul style="list-style-type: none"> <li>• Marie Marotta – Regional DHS has been invited to participate in the CHPCP Alliance. Marie welcomed the opportunity and will attend when possible. Minutes and correspondence will be forwarded to keep Marie Informed of our activities.</li> </ul>	B.Hamer	Current
<b>6.2</b>				
<b>7.0</b>	<b>GENERAL BUSINESS:</b>			
<b>7.1</b>	TOR	<ul style="list-style-type: none"> <li>♦ Bernie tabled the TOR with current adjustments, discussed within the group accepted with minor amendments – and to be tabled at the next members meeting. (See attachment)</li> <li>♦ Melinda tabled a draft TOR for Local ICDM alliances. Discussed amendments to occur and accepted by the group as a working document.</li> </ul>	B.Hamer M. Shepherd	Current
<b>7.2</b>	Membership and Rural Membership	Draft CHPCP ICDM Alliance letter circulated for comment – Agreed by Alliance that the letter be a basis for formatting of a local letter, surrounding our priorities. Bernie will forward a letter to participating NHW HARP-CDM Alliance members regarding change in group and invitation to participate at either a local level or PCP level.	B.Hamer	o/s
<b>7.3</b>	Action Plan – ICDM Priorities	Bernie tabled a Draft timeline for ICDM Deliverables - Discussions <ul style="list-style-type: none"> <li>♦ Bernie and Melinda will continue to advance the template, providing examples and documenting achievements. (See attachment)</li> <li>♦ Bernie and Melinda will develop a simpler format surrounding key priorities for Local ICDM Alliances</li> </ul>	B.Hamer	Current
<b>7.4</b>	DHS ICDM Working Party	DHS have arranged 2 working party meetings to be held last week of August and 3 <sup>rd</sup> September – Melinda and Bernie will attend	B.Hamer	O/S

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Item no	Item	Discussion/ Action	By Whom	Status o/s = Out Standing Action
7.5	Local ICDM Alliances	<p>Discussions were held regarding the development of local ICDM Alliances Currently:            Fiona Macphee O&amp;K has started the ball rolling for Wangaratta            Shelley McFadzean DCHS – Benalla            Lucien Deanne-Johns will progress Alpine            Wendy Ross NEVDGP's happy to assist as needed            Bernie and Melinda will visit Mansfield and discuss opportunities</p> <p>Agreed that the Local ICDM Alliance will appoint there own Chairperson, who will report and liaise with the CHPCP Alliance.</p>		Current
7.6	Sept Meeting	The next meeting is to be held over to October, to enable members to prioritise the Local ICDM development.	B.Hamer	Current
8.0	<b>NEXT MEETING:</b>	Tuesday 28 <sup>th</sup> October 10.00 – 11.30 Am Ovens & King Community Health Service, Wangaratta		