

**MINUTES**  
**14 May 2020 – 11:30am – 1:30pm**  
**Teleconference**

<b>Part A</b>	<b>Item 1</b>	<b>MEETING OPENING – 11:34am</b>
	<b>1.1</b>	<p><b>Acknowledgement of Country</b></p> <ul style="list-style-type: none"> <li>Acknowledgement of Country was given by GC.</li> </ul>
	<b>1.2</b>	<p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>CT, HIV Outreach Team Consumer</li> <li>CW, Eastern Suburbs Mental Health Consumer</li> <li>JS, The Albion Centre Consumer</li> <li>KB, Consumer/Community Representative</li> <li>SM, Sutherland Hospital Consumer</li> </ul>
	<b>1.3</b>	<p><b>Present:</b></p> <ul style="list-style-type: none"> <li>CF, War Memorial Hospital Consumer</li> <li>DM, Consumer/Community Representative</li> <li>DN, HIV Outreach Team Consumer</li> <li>EP, St George/Sutherland Mental Health Consumer</li> <li>FP, Kirketon Road Consumer</li> <li>GL, St George Hospital Consumer</li> <li>HM, Prince of Wales/Sydney Eye Hospital Consumer</li> <li>JR, Consumer/Community Representative</li> <li>JW, The Royal Hospital for Women Consumer</li> <li>KS, Drug and Alcohol Consumer</li> <li>MM, Consumer/Community Representative</li> <li>MR, Eastern Suburbs Mental Health Consumer</li> <li>PL, Sutherland Hospital Consumer</li> <li>PN, Patient Reported Measures Program Manager</li> <li>SR, The Royal Women Hospital Consumer</li> </ul> <p><b>Guests</b></p> <ul style="list-style-type: none"> <li>CB, Community Partnerships Officer</li> <li>KO, Dietetic Student, University of Wollongong</li> <li>MDM, Dietetic Student, University of Wollongong</li> </ul> <p><b>Chair:</b></p> <ul style="list-style-type: none"> <li>GC, Prince of Wales/Sydney Eye Hospitals Consumer</li> </ul> <p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>SB, Engagement and Support Officer, CPU</li> </ul>
	<b>Item 2</b>	<p><b>Approval of Minutes</b></p> <p>Minutes of the DCCC Formal Meeting held 7 April 2020 and Extraordinary Food Security meeting held 8 April 2020 were approved, as moved by GL and seconded by SR.</p>
	<b>Item 3</b>	<b>Declaration of Conflict of Interest: Nil</b>
<b>Part B</b>	<b>Standing Items</b>	

	<b>Item 4</b>	<b>Albion Presentation - JS</b> Held over
<b>Part C</b>	<b>New Business</b>	
	<b>Item 5</b>	<p><b>DCCC Annual Plan and COVID-19 - AJ</b> The DCCC Annual Plan, which was initially created following a detailed planning and brainstorming phase, was updated at the end of 2019. However, due to the current COVID-19 pandemic, the work of the Council has been impacted and the Annual Plan should be updated to reflect that. The following comments were noted:</p> <ul style="list-style-type: none"> <li>• Environmental sustainability remains under-developed but the Council has a long term commitment to making an impact in this area</li> <li>• Dr Kate Charlesworth, SESLHD Environmental Sustainability Lead, is also a public health physician and has been assisting with the COVID-19 response but has returned part time to business as usual</li> <li>• JW suggested adding a new objective in the plan to reflect the support done on COVID-19 for the District</li> <li>• CF proposed keeping the Annual Plan as it is but colour code it for COVID-19 work</li> <li>• JR agreed that the current format incorporates COVID-19 activities into the plan in a clear way</li> <li>• AJ reasoned that, based on the discussion, the current priorities are still relevant and COVID-19 could lie within the existing objectives</li> <li>• EP recommended creating objective 1.3, “<i>Support for SESLHD response to COVID-19</i>” for all COVID-related activities, and there was broad agreement on this addition</li> <li>• JR suggested an update to the version control at the bottom of the document to reflect agreed upon changes, as well as promoted an expansion upon the Health Navigation objective</li> <li>• AJ suggested that a collaboration on telehealth could possibly be added to the Health Navigation objective, which was agreed upon</li> </ul> <p><b>ACTION 1</b> Update the version control within the Annual Plan and add objective 1.3, COVID-19 related activities.</p> <p><b>ACTION 2</b> Follow-up telehealth as a Health Navigation priority.</p> <p><b>ACTION 3</b> Table the updated Annual Plan for approval at the next meeting.</p>
	<b>Item 6</b>	<b>Food security and COVID-19 – KO, MDM</b>

Two dietetic students from the University of Wollongong are on placement with Community Partnerships Unit to support the food security response during COVID-19 and sought feedback from the DCCC on resources they could create. The following comments were noted:

- CPU have already created and collaborated with the DCCC on two resources, one for staff on food availability/provisions and another to assist consumers with online shopping registration
- There are a number of other resources available such as; what foods to buy during quarantine, affordable and available foods, the importance of keeping healthy, and healthier meal options
- Two external resources (one from UNICEF and one from Enliven) stood out with particularly positive attributes, including imagery, plain English and a non-judgmental and empathetic tone
- However, the resources are very wordy, and the subject matter is not very realistic or maybe useful for consumers
- JW and CF agreed that the UNICEF resource is very wordy
- CF commented that bullet points and pictures are very helpful but that the content was very general
- FP suggested that a useful resource would outline information around safely accessing food while homeless and places that allow people to prepare meals
- KS offered that the Drug and Alcohol service produced a document outlining the facilities available for washing, the services that are still preparing food, and where food vans are operating
- SR suggested food security resources for asylum seekers, as well as victims of domestic violence
- KS mentioned that OZ Harvest is doing hamper drives for asylum seekers and the police have identified domestic violence as an issue
- KS and GC commented that there are a number of mental health resources currently available
- CF queried whether a resource listing help lines for various vulnerable populations could be compiled and AJ mentioned that a SESLHD colleague is putting together a directory but there is no one stop shop in terms of national contact lines due to the feasibility of that
- Randwick Council has a COVID-19 emergency relief support site and

		<p>a number of Councils should have something similar – JW</p> <ul style="list-style-type: none"> <li>• KO proposed that recipe cards with simple cooking techniques and ingredients could support the food security of at risk populations</li> <li>• CF suggested a Jamie Oliver series on cooking during isolation could support the recipe card idea and GC recommended the Sydney Morning Herald and Channel 7 who are doing something similar</li> <li>• In terms of ingredients, beans, mince, pasta, bread, and canned food were recommended as simple ingredients to include in a recipe card</li> <li>• JW proposed a resource on how to choose healthier canned food options, including reduced salt soups</li> <li>• HM suggested contacting the Renal Department at the hospital for their resources on reduced salt options</li> <li>• FP proposed a resource supporting people with eating disorders in isolation and on a similar vein, DN suggested targeting those individuals who are comfort eating as a mechanism for dealing with COVID-related anxiety and who are also physically inactive</li> <li>• Concerns were raised about the increase in scams and the perceived insecurity of online shopping with PayPal</li> <li>• JW argued that older consumers are frightened of opening up something new and there is difficulty for them to understand that PayPal can be reliable and easy</li> <li>• HM – a benefit to PayPal accounts is the insurance safety net, should it become compromised</li> <li>• MDM suggested that, to reduce scam anxiety around PayPal, a resource outlining the benefits and security features could be developed</li> <li>• A limitation to online grocery shopping is the assumption of online competency or use</li> <li>• GC suggested that pre-paid debit cards could be an alternative option to suggest, while also outlining any additional charges</li> <li>• JW – a resource listing the different payment alternatives that are compatible with online shopping could be useful</li> </ul> <p><b>ACTION 4</b> DCCC to review the food security resources developed, which include healthy recipe cards, healthier food alternatives/swaps, and payment methods for online shopping/how to avoid scams.</p>
	<p><b>Item 7</b></p>	<p><b>TeleClinical Care COVID-19 app - AJ</b> An update on the TeleClinical Care COVID-19 app was provided (see agenda papers), along with an additional note from SJM on how patients receive the home equipment. To be involved in the program, the patient must have attended one of the fever clinics and returned a positive result. The fever clinic staff will then contact the patient, discuss the program and then arrange for the pulse oximeter to be dropped off to the patient at home, at their door, with no contact.</p>

	<p><b>Item 8</b></p>	<p><b>Skype for Business Trial</b> The DCCC meetings are currently held using teleconference and it was proposed to trial a video conferencing platform to enhance engagement. The following comments were noted:</p> <ul style="list-style-type: none"> <li>• Although Zoom has some issues with privacy, it was noted that many of those had been rectified</li> <li>• JR has used Zoom extensively and had a positive experience</li> <li>• AJ proposed that to trial videoconferencing, something casual and fun could be held, such as a trivia session</li> <li>• JW discussed how Randwick Campus Committee use both Skype and Zoom with little difficulty</li> <li>• It is possible to dial in like teleconference to a videoconference line for members that do not have a laptop or camera</li> </ul> <p><b>ACTION 5</b> SB to organise a trivia videoconference trial.</p>
	<p><b>Item 9</b></p>	<p><b>Business without notice</b></p> <ul style="list-style-type: none"> <li>• Executives have advised the DCCC to focus upon COVID-19 work instead of having a formal June meeting</li> <li>• Telehealth is the next big issue in the COVID-19 context</li> <li>• Members agreed that informal meeting discussions were more useful in the COVID-19 context</li> </ul>
<p><b>Part D</b></p>	<p><b>Meeting Close 1:04pm</b></p>	
	<p><b>Item 10</b></p>	<p><b>Next Meeting</b> <b>Date:</b> TBC <b>Time:</b> TBC <b>Venue:</b> Teleconference or Skype <b>Type:</b> Informal/Project meeting</p>

*Action Items from District Consumer and Community Council Meetings*

Meeting Date	Item	Action	Who	Status
12 Dec 19	7	<i>SB to follow-up with Media and Communications regarding a standing spot in The Pulse.</i>	SB	Pending
	12	<i>SB to develop a methodology paper, outlining the approach to the Innovative Projects Recognised by the DCCC event.</i>	SB	Pending
7 Apr 20	5	<i>Follow-up on how pharmacy outpatients safely receive their medication.</i>	KO	Email sent 7/4/20 Jennie Barry to follow-up with HM and JW
	11	<i>Follow-up with Alcohol and Other Drugs (AOD) meeting with the Ministry of Health to determine the wording for an AOD question for the Diversity Survey.</i>	KB	Pending
8 Apr 20	3	<i>Contact Environmental Health Officers to see what practices are in place for delivering food in this pandemic.</i>	AJ	SB contacted Directorate Population & Community Health for follow-up.
14 May 20	5	<i>Update the version control within the Annual Plan and add objective 1.3, COVID-19 related activities.</i>	SB	Complete. Added to the June agenda.
		<i>Follow-up telehealth as a Health Navigation priority.</i>	SB	
		<i>Table the updated Annual Plan for approval at the next meeting.</i>	DCCC	
	6	<i>KO and MDM to send food security resources for DCCC to review and feedback upon.</i>	KO & MDM	
	8	<i>SB to organise a trivia videoconference trial.</i>	SB	