

## Minutes for ISLHD Board Meeting

28/02/2022 | 02:00 PM - 05:00 PM - AEST

ISLHD Executive Office, Warrawong

### Attendees (11)

Alan Hudson; Rod McMahon; Richard Morris; Janine Cullen; David Campbell; Chris Bertinshaw; Peter McDonald; Suzi Clapham; Nick Mitrevski; Jessie Hoang; Jonathan Boswell

### Agenda

#### ITEM 1: Chair's Consultation

#### ITEM 2: Welcome

The Chair, Mr Chris Bertinshaw, declared the meeting open at 2.09pm and that a quorum was present.

##### 2.1 Acknowledgement of Country

Board Member Suzi Clapham, a proud Muruwari woman acknowledged the Dharawal land the Board were meeting on, which always was and will be the land of the Wodi Wodi peoples. Ms Clapham acknowledged the work the District has undertaken and will do so into the future to make health services more accessible for her people.

##### 2.2 Attendance

Members:

Mr Chris Bertinshaw, Board Chair

Ms Janine Cullen OAM, Board Member

The Hon. David Campbell, Board Member

Honorary Professor of Practice Rod McMahon, Board Member

Dr Richard Morris AM. BM., Board Member

Mr Alan Hudson, Board Member

Ms Suzi Clapham, Board Member

Mr Peter McDonald, Board Member

Mr Nick Mitrevski, Board Member

Mr Jonathan Boswell, Board Member

Dr Jessie Hoang, Board Member

In Attendance:

Dr Josh Rijdsdijk, Chair Medical Staff Council

Ms Margot Mains, Chief Executive

Ms Jessica De Angelis, Executive Officer

Ms Angela Twist, Board Secretary

### **2.3 Apologies**

There were no apologies for this meeting.

### **2.4 Declarations of Interests**

There were no declarations of interests.

## **ITEM 3: Business from the last meeting**

### **3.1 Confirmation of Minutes - 1 November and 6 December 2021**

The minutes of the ISLHD board meeting held on 1 November and 6 December 2021 were adopted as a true and accurate record.

### **3.2 Actions Items Arising**

The Board noted there are no action items arising.

### **3.3 Resolutions Register**

The Board received the Register of Board resolutions.

## **ITEM 4: For Decision**

### **4.1 Committee Nominations**

The Board noted the report on the committee nominations. The Board Chair advised a review of the committee structure and their alignment to the Board's focus area would be undertaken within 6 months.

The Board appointed Janine Cullen as an interim non-clinical Member of the Medical and Dental Appointment Advisory Committee (MDAAC), prior to the two vacant board positions being filled.

**RESOLUTION 2022/64:** The Board selected Janine Cullen as an interim non-clinical member for the Medical and Dental Appointment Advisory Committee and approved the proposed nominations for the Board Committees.

Committee	Member(s)		Required (ToR)
FWPC	Janine Cullen Alan Hudson David Campbell Nick Mitrevski	Chair	3 minimum
HCQC	Rod McMahon Richard Morris Peter McDonald Suzi Clapham	Chair	3 minimum
PIC	David Campbell Richard Morris Chris Bertinshaw Nick Mitrevski Jessie Hoang Peter McDonald	Chair	3 minimum
AHC	Richard Morris Janine Cullen Suzi Clapham	Chair	3 minimum
ARC	Paul Knight Jeanette Barker William Middleton Ian Gillespie	Chair	5 maximum

## ITEM 5: Committee Reports

### 5.1 Finance and Workforce Performance Committee

The Board noted the minutes of the Finance and Workforce Performance Committee meeting held 29 November 2021 and 30 January 2022. The Committee Chair further advised the Board of the:

- presentation on the 6 key drivers that determine the clinical, operational and financial performance: Demand; volume; duration; complexity; intensity; efficacy.
- Results of the People Matter Employee Survey (PMES) 2021 – which had a low completion rate though an action plan will be created to promote meaningful change
- Lost time injuries (LTIs) and workers compensation claims are improved compared to the same period last year – this could be attributed to working from home
- The maintenance budget not being spent in its entirety each year.

The Board discussed the Safety Attitudes Questionnaire and that it seemed to be a better measurement than the PMES. The report will be circulated via the Committee.

The Board considered the recommendations listed in the Board papers (declare; receive; endorse; resolve; approve), noting the little difference between them. The Board resolved to have the report template amended to two options, for decision and for noting.

***ACTION 188/22: Safety attitudes questionnaire to be distributed via the Finance and Workforce Performance Committee. (Assignee(s): Board Secretary; Due Date: 11/04/2022)***

***ACTION 189/22: Board Secretary to amend the Board reporting template to include two resolution options, for decision and for noting. (Assignee(s): Board Secretary; Due Date: 11/04/2022)***

## **5.2 Health Care Quality and Safety Committee**

The Board received the minutes of the meeting of the Health Care Quality and Safety Committee on 24 November 2021 and 27 January 2022. The Committee Chair further noted:

- the improvement in discharge summaries and the inclusion of same in the performance reviews of junior medical officers
- the Committee's concerns regarding the lack of Detecting Deteriorating, Evaluating, Treatment, Escalation and Communicating in Teams (DETECT) training able to be provided, acknowledging COVID environment.

Hard copies of the 2020-2021 Safety and Quality Account were made available to the Board as requested by the Committee.

The Board were notified of action 175/22: The Committee to escalate to the Board the challenges and complexities of escalating and transferring to higher level care from Shellharbour Hospital to Wollongong Hospital.

## **5.3 Aboriginal Health Committee**

The Board noted the minutes and Chair's report of the meetings of the Aboriginal Health Committee on 22 November 2021 and 14 February 2022. The Committee Chair further advised of:

- the presentation received from Luke Worth, General Manager of the Southern Illawarra Hospital Group (SIHG) who discussed the Hospital Aboriginal Advisory Committee and the inclusion of Aboriginal engagement in all steps of the new Shellharbour Hospital build.
- the Committee will receive the minutes of the Hospital Advisory Committees moving forward.

The Committee recommended the Board to refresh the Statement of Commitment with the new Board Chair's signature, originally established and signed in 2016. The Board agreed it was an important document and step to take to acknowledge and honour the Aboriginal peoples as the country's first peoples.

***ACTION 190/22: The Board resolved to refresh the Aboriginal Statement of Commitment.***

***(Assignee(s): Board Secretary; Due Date: 11/04/2022)***

## **5.4 Planning and Innovation Committee**

The Board noted the minutes from the meeting held 1 November 2021 and a verbal report from the meeting held 28 February 2022.

The Committee Chair noted:

- the research report and the positive improvements, particularly in the number of publications which rose during the pandemic
- the timelines for the completion of the Emergency Medicine and Maternity Workforce Plan and the Nursing and Midwifery Workforce plan
- the report on the status of the upcoming Board strategy workshop, scheduled for Tuesday 8 March 2022.

## **5.5 Audit and Risk Committee**

The Board noted the minutes from the Audit and Risk meeting held 2 September 2021 and 2 December 2021.

## **ITEM 6: Strategic Matters**

### **6.1 ISLHD's Strategic Change Portfolio – January 2022**

The Board noted the inaugural quarterly report on the District's Strategic Change Portfolio.

## **ITEM 7: Board Chair Report**

There was no Board Chair report.

## **ITEM 8: Chief Executive Report**

The Board noted the report provided and the Chief Executive verbally highlighted:

- the industrial action and nursing strike which occurred on Tuesday, 15 February 2022
- the second round of the Staff and Volunteer Recognition (SAVR) awards, which saw a further 130 nominations which made a total of 300 overall. Board Members will be invited to the award ceremony
- the retirement of Deborah Cameron, Executive Director Nursing & Midwifery and Clinical Governance whose contributions to the District's leadership team have been tremendous

- the meeting with the ISLHD Board Chair and the University of Wollongong's leadership team to discuss the District's priorities
- the predictions of further outbreaks including influenza.

The Board discussed elective surgery which is a major issue across the state. The Ministry of Health had directed Private Providers to reduce the amount of procedures undertaken to create capacity for the COVID response. The private hospitals are resuming up to 75% elective surgical by 7 February and the District is working on the reinstatement of non-urgent surgery across all three sites. The Board queried the potential capacity to increase the operating hours of theatres though were advised of the difficulties to do this due to longstanding staff shortages; staff exhaustion; and most surgeons also having private practices to run.

The Board noted the potential conflict of interest with Member Dr Jessie Hoang owning a private endoscopy facility in the Shoalhaven.

The Board queried the progress on the letter sent to the University of Wollongong's School of Medicine but the Medical Staff Council. The Chief Executive advised no formal response had been received, though there had been some staffing changes and noted the strong relationship forming with the Vice Chancellor.

***ACTION 191/22: Chief Executive to review the elective surgery recovery options including extending operating lists / hours and days. (Assignee(s): Margot Mains; Due Date: 11/04/2022)***

***ACTION 192/22: The Board noted the potential conflict of interest with Member Dr Jessie Hoang owning a private endoscopy facility in the Shoalhaven. (Assignee(s): Board Secretary; Due Date: 11/04/2022)***

## **ITEM 9: Closure of General Meeting**

There being no further business, the Chair closed the meeting at 2.50pm.