



**MINUTES**  
**ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT**  
**BOARD MEETING**

**Date: Monday 7 November 2011**

**4.00pm – 6.00pm**

**Venue: Meeting Rooms 1 and 2, Lower Ground Level**  
**Shoalhaven District Memorial Hospital**

**ITEM 1: Attendance of members**

Clinical Professor Denis King, Ms Sue Baker-Finch, Mr Roger Downs, Mr Paul Knight, Mr Geoff O'Donnell, Professor Jan Potter, Dr William Pratt, Ms Marissa Mastroianni, Ms Jill Boehm

**In Attendance**

Mrs Susan Browbank, Mr Henry Kornacki, Mrs Rosemary Croke  
(secretariat)

**Apologies**

Professor Gerard Sutton, Professor Kathy Eagar

**ITEM 2: Declaration of Pecuniary Interest, Conflict of Interest**

No pecuniary interest declared, nor a conflict of interest.

**ITEM 3: Confirmation of Minutes of meeting held 10 October 2011**

Minutes accepted as a true and correct record.

**ITEM 4: Reports**

**4.1 Chief Executive**

Report received and noted by the Board.

The Chief Executive spoke to the report and highlighted the:

- Process of survey by the ACHS has concluded with the District achieving an increase in the number of Extensive Achievements recorded. Formal advice regarding the outcome of the surveys

should be available December/January however early indications are that all facilities and services will be accredited.

- Delegations previously held by STO officers have now been transferred to the LHDs. These changes are to be reflected in the District's Delegations Manual. Negotiations with industrial bodies and staff continue. It is anticipated this process will be completed by 31 December 2011.

**ACTION ITEM:**

*The Board requested the updated ISLHD Delegations Manual be tabled at the next Board meeting.*

Consultancy to provide strategies regarding improving community participation and engagement in line with the planning process will commence in the New Year.

**ACTION ITEM:**

*The Board requested three consultants be provided with the community engagement brief.*

- Difficulties being experienced in recruiting registered nurses for the Child and Adolescent Mental Health Unit at Shellharbour Hospital due to the specialised skill set required were discussed.
- Outcomes of YourSAY staff survey were presented and discussed. Staff Engagement Committee currently devising strategies to address vision statement of building a positive workforce.

## **4.2 ISLHD Board Executive Summaries**

### **4.2.1 Finance and Performance Committee - meeting held 24 October 2011**

Director of Finance provided a report that was noted by the Board.

### **4.2.2 Health Care Quality Committee – meeting held 12 September 2011**

Report received and noted by the Board.

## **4.3 Executive Management Committee Executive Summaries**

### **4.3.1 Southern Clinical Council – meeting held 19 September 2011**

Report received and noted by the Board.

#### **4.3.2 Northern Clinical Council – meeting held 12 October 2011**

Report received and noted by the Board.

#### **ITEM 5: Action List**

Action list tabled for information and noted by the Board.

#### **ITEM 6: Confidential Items**

##### **6.1 Confidential Minute One**

Board members are referred to the Confidential Minute One for discussion of this item.

##### **6.2 Confidential Minute Two**

Board members are referred to the Confidential Minute Two for discussion of this item.

##### **6.3 Confidential Minute Three**

Board members are referred to the Confidential Minute Three for discussion of this item.

#### **ITEM 7: Business Arising**

##### **7.1 Shoalhaven District Memorial Hospital Budget Strategy**

The Chief Executive advised the Board that work has commenced on achieving sustainable changes in the budget profile at SDMH. A team has been established to oversee and drive a plan designed to turn around the underlying deficit to one of achieving a balanced budget within a two year time frame.

##### **ACTION ITEM:**

*Quarterly progress reports are to be provided to the Board.*

**RESOLVED (2011/18):** The Board endorsed the Shoalhaven District Hospital Turn-A-Round Plan.

##### **7.2 Role and Responsibilities of the Board**

The Board received and noted the report. Discussion followed regarding the lack of clarity surrounding Board accountabilities.

##### **ACTION ITEM:**

*Board members requested to provide Ms Sue Baker-Finch with comments on this report by 14 November 2011.*

It was suggested the Chair should table the Report at the Council of Chairs forum.

Issues of concern raised by Board members included:

- The Board's monitoring role in relation the service agreements the District has with health support services and hosted services.
- The Board's role in financial accounts.

The Chief Executive has sole responsibility for signing off on financial accounts, however policies issued by the Ministry of Health state it is the Board's responsibility to endorse financial budgets.

**ACTION ITEM:**

*The Board requested Marisa Mastroianni investigate expenditure delegations and clarify for the Board.*

**ITEM 8: New Business**

**8.1 Status of ISLHD capital works projects**

The Board received and noted the report.

**RESOLVED (2011/19):** The Board endorsed that the Chief Executive and Chair seek confirmation of the status of funding for the Wollongong Hospital Emergency Department upgrade and Ambulatory Care Service.

**8.2 Raise Awareness of ISLHD Board within the Community**

The Board received and noted the report.

**RESOLVED (2011/20):** The Board endorsed the display of a Board photograph and the role of the Board at each District hospital, and on the internet.

**ITEM 9: Information**

**9.1 Local Health District Board's Insurance and Indemnity Arrangements**

The Board received and noted the correspondence.

**9.2 Findings of two recent studies on NSW's ED and Non-Admitted Services**

The Board received and noted the correspondence.

**9.3 . Community & Stakeholder Guide – DELIVERING REFORM to improve the mental health and wellbeing of the NSW community**

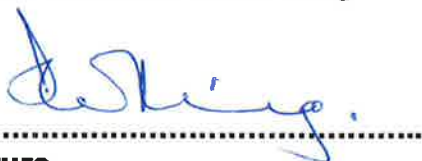
The Board received and noted the guide.

**Meeting closed at:** 6:00pm

**Next meeting:** Monday 6 February 2012  
4.30pm – 6.30pm  
Conference Rooms 1 & 2,  
Level 8, Block C,  
Wollongong Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King**



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**Signature**

5.12.11  
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**Date**