



Health

Illawarra Shoalhaven
Local Health District

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

Date: Monday 6 February 2012

4.00pm – 6.00pm

**Venue: Conference Rooms 1 and 2, Level 8,
Block C, Wollongong 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, Professor Gerard Sutton, Ms Kathy Eagar, Ms Jill Boehm

In Attendance

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

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 5 December 2011

Mr Henry Kornacki's attendance at 5 December 2011 meeting to be noted. Minutes then 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 external review of the Mental Health Service. The focus of the review will include systems of management, governance and clinical leadership, including adult community based Mental Health Services.

4.2 ISLHD Board Executive Summaries

**4.2.1 Finance and Performance Committee - meeting held 23
January 2012**

Report received and noted by the Board.

Finance and Performance Committee business papers to include a summation of the monthly and YTD links between finance and activity. These summaries will be made available to Board members as an inclusion in Board business papers.

Health fund public hospital payment schedules, and the ability of the District to negotiate with health funds was raised and discussed.

4.2.2 Health Care Quality Committee – meeting held 12 December 2011

Report received and noted by the Board.

4.2.3 Audit and Risk Management Committee – meeting held 22 November 2011

Report received and noted by the Board.

The need to ensure the emphasis of committee business is captured in the reports was raised and discussed.

ACTION ITEM:

The Board requested Audit and Risk Management Committee reports be more reflective of the meetings.

4.2.4 Planning Committee – meeting held 5 December 2011

Report received and noted by the Board.

The Chair provided a verbal report on the Planning Committee meeting held prior to the Board meeting. The Planning Committee's meeting dates and time may need to be changed due to the proximity with Board meetings.

The Chair referred to the proposed Shoalhaven Health Precinct in Nowra. The acquisition of two parcels of land will facilitate the development of a new GP Super Clinic and University of Wollongong facilities in a new health precinct. This acquisition would also future proof Shoalhaven District Memorial Hospital for any potential expansion.

Acquisition of the two parcels of land requires approval of the Minister of Health. The Minister is required to provide approval to proceed with a Compulsory Acquisition process, including an undertaking for the District to enter formal negotiations with relevant stakeholders.

RESOLVED (2012/1): The Board endorsed the District seek to obtain the approval of the

Minister to proceed with a Compulsory Acquisition process of two parcels of land adjacent to the Shoalhaven District Memorial Hospital.

4.3 Executive Management Committee Executive Summaries

4.3.1 Northern Clinical Council – meeting scheduled to be held 14 December 2011

A membership quorum was not reached resulting in cancellation of the meeting.

4.3.2 Southern Clinical Council – meeting scheduled to be held 19 December 2011

A membership quorum was not reached resulting in cancellation of the meeting.

4.3.3 MDAAC – meeting held 28 November 2011

Report received and noted by the Board.

It was suggested the Board be informed of medical officers employed by the District with conditions placed on their medical registration.

ACTION ITEM:

The Board requested the MDAAC Executive Management Committee Executive Summaries include the quarterly reporting on the monitoring of doctors with conditions placed on their medical registration.

The non attendance of Medical Staff Council representatives at MDAAC meetings was raised and discussed.

ACTION ITEM:

The Board requested the Chief Executive write to the Medical Staff Council informing the Council of the Council's obligation to ensure Council representatives attend MDAAC meetings.

ITEM 5: Action List

Action list tabled for information and noted by the Board.

The Chief Executive informed the Board a local consulting company has been engaged to establish the District's community engagement plan. Two consulting companies presented to the ISLHD executive team with

Twyford Consulting the preferred candidate. The Chief Executive stated the Twyford Consulting plan and presentation had greater sustainability, and detailed a deeper level of community involvement. The Chief Executive will continue negotiating with the company in developing the plan.

ACTION ITEM:

The Board requested to be provided with a progress report on negotiations.

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.

6.4 Confidential Minute Four

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

6.5 Confidential Minute Five

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

6.6 Confidential Minute Six

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

ITEM 7: Business Arising

7.1 SDMH Budget Strategy Progress Report

The Board received and noted the report.

7.2 District's Progression towards the Establishment of a second Catheter Laboratory at Wollongong Hospital

The Board received and noted the report.

7.3 Sponsorship Proposal

The Board received and noted the report.

ITEM 8: New Business

8.1 LHD Performance Status Report

The Board received and noted the report.

8.2 Delegations of Authority

The Chair informed the Board the ISLHD Board has provided the Ministry of Health with comments to the LHD - Delegations of Authority draft policy statement and noted the topic has been placed on the agenda of the next Council of Board Chairs meeting.

Board members Marisa Mastroianni and Geoff O'Donnell were thanked for their drafting of the ISLHD Board's comments on the Delegations of Authority draft policy statement.

8.3 ISLHD 2011 Model By-laws

The Board received and noted the report.

The Board discussed communication channels between the Board and the District Medical Staff Council/Medical Staff Executive Council.

The management of the Model By-Laws was raised and discussed.

ACTION ITEMS:

- i Submission of District Model By-Laws for consideration of Board.*
- ii The Board requested the Chief Executive identify the executive staff member delegated to manage the ISLHD By-Laws – Model By-Laws.*

8.4 VMO Appointment Process and Progress Report

The Board received and noted the report.

8.5 “Special” arrangements at SDMH

The Board received and noted the report.

The Board noted over one million dollars worth of payments outside to the VMO Determination to Visiting Medical Officers in the Shoalhaven. The Chief Executive informed the Board that at times the Ministry of Health has approved additional payments to ensure continuity of service provision at SDMH. The Board was informed

the Chief Executive has no delegated authority to approve additional payments.

The District's approach to this issue will be to delineate the payments and forward same to the Ministry of Health seeking additional funding to cover the over payments.

8.6 Processes to be followed for the Health Services Plan

The Board received and noted the report.

8.7 Illawarra Shoalhaven Medicare Local

The Board received and noted the report.

8.8 Resignation of Director of Paediatric Services.

The Board received and noted the report.

RESOLVED (2012/2): The Board endorsed Dr Allan James be commended on his contribution to paediatric services in the Illawarra over many decades.

8.9 Committee charter – Medical and Dental Appointment Advisory Committee (MDAAC)

RESOLVED (2012/3): The Board resolved to endorse the MDAAC charter.

ITEM 9: District Policies for Board Endorsement

The Board indicated they wished to be informed of the senior officers supporting policies submitted for endorsement.

ACTION ITEM:

Policies submitted to the Board for endorsement are required to detail the senior officers supporting same.

9.1 Pressure Ulcer Prevention and Management

The Board received and noted the policy.

RESOLVED (2012/4): The Board resolved to endorse the Pressure Ulcer Prevention and Management policy.

9.2 Implementation of the Antimicrobial Stewardship Programme in the ISLHD

The Board received and noted the programme.

RESOLVED (2012/5): The Board resolved to endorse the Implementation of the Antimicrobial Stewardship Programme in the ISLHD.

ITEM 10: Information

10.1 Health Consumer and Community Leaders' Workshop – Medicare Locals and Local Health Districts – to be held in Sydney on 7 and 8 March 2012

The Board received and noted the workshop.

RESOLVED (2012/6): The Board resolved to endorse Ms Jill Boehm as the ISLHD Board representative at this workshop.

10.2 Respecting the Difference: An Aboriginal Cultural Training Framework for NSW

The Board received and noted the policy.

10.3 ISLHD Pre-employment Health Risk Assessment Policy

The Board received and noted the policy.

The Board discussed avenues of recourse available to the District following submission of false "Pre-employment Health Declaration" forms and workers subsequently injuring themselves.

The option of conducting "back" tests as a pre-employment health check for particular positions was also discussed.

The Chief Executive noted a couple of "soft" language statements in the policy and indicated the language will be strengthened where necessary.

ACTION ITEM:

Revised policy to be submitted to next Board meeting.

ITEM 11: Business Without Notice

11.1 Information request to develop a Public Private Partnership (PPP)

The Board received and noted the information.

For further details in relation to this matter, Board members are referred to Confidential Item 6.5.

11.2 NSW Ministry of Health – Request for Pricing for the Supply, Development and Implementation of a Training Programme for Members of Statutory Governed Boards

The Board received and noted the information.

ACTION ITEM:

The Chair requested Board members provide him with comment on the proposed training modules.

Meeting closed at: 6.20pm

Next meeting: Monday 5 March 2012
4.00pm – 6.00pm
Conference Rooms 1 & 2,
Level 8, Block C,
Wollongong Hospital

CERTIFIED A CORRECT RECORD

Clinical Professor Denis King



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Signature

5. 3. 12.
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Date

TRIM Ref: D12/6885