



Health

Illawarra Shoalhaven
Local Health District

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

Date: Monday 4 June 2012

4.00pm – 6.00pm

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

ITEM 1: Attendance of members

Clinical Professor Denis King, Professor Kathy Eagar, Mr Paul Knight, Mr Professor Jan Potter (via teleconference), Dr William Pratt, Ms Marisa Mastroianni, Ms Jill Boehm

In Attendance

Mrs Susan Browbank, Mr Barry Mitrevski, Ms Michelle Noort (for part of the meeting), Mrs Rosemary Croke (secretariat)

Apologies

Ms Sue Baker-Finch, Professor Gerard Sutton, Mr Geoff O'Donnell, Mr Roger Downs

ITEM 2: Declaration of Pecuniary Interest, Conflict of Interest

No pecuniary interest or conflict of interest declared.

ITEM 3: Confirmation of Minutes of meeting held 7 May 2012

Minutes accepted as a true and correct record.

ITEM 4: Action List

Action list received and noted by the Board.

4.1 Lag in Mental Health data provided in Health Services Performance Report – March 2012 Executive Summary

Discussion took place on the lag in mental health data provided in the Health Services Performance reports. The matter is to be investigated further with an update to be provided at the Board meeting scheduled for 4 July 2012.

ACTION ITEM:

Board Secretariat to investigate this matter further.

4.2 Report detailing the current status of invoice processing by Health Support Services

The Acting Director Finance spoke of the substantial reduction in the backlog of unprocessed invoices. This turnaround is due to Health Support Services providing the District with weekly reports detailing the current status of invoice processing for the District, and the ongoing relationship meetings held with Health Support Services to ensure KPIs are met.

ITEM 5: Reports

5.1 Chief Executive

Report received and noted by the Board.

Clinical Governance

The District has now received the final report from the Clinical Excellence Commission's 2012 verification visit for the Quality Systems Assessment programme. The Chief Executive reported the District has implemented the Sepsis Pathway Part 1 in all Emergency Departments and exceeded the Commission's expectations in relation to the implementation. It was favourably commended during the visit.

Visit by Director General

The Director General and the Deputy Director of Strategy and Resources visited the District on 30 May 2012 and were pleased with the District's progress. Particular interest was shown in how the District has meshed the Staff Engagement programme and the Statement of Strategic Intent and quality framework. There are ten programmes across the State that the District has managed to successfully interconnect. Positive feedback was provided on the District's preparedness for the introduction of Activity Based Funding.

Media Coverage

The Board was informed the District's planning team is in contact with the Bulli Hospital Emergency Department Action Group to ensure the Group is kept well informed of the consultation processes and opportunities for input.

The Chief Executive spoke of the positive media coverage in wait times for cancer surgery at Wollongong Hospital published in the Mercury on 30 May 2012. The accuracy of the reported information was not checked with the District prior to its publication. The Chief Executive informed the Board of inconsistency with the wait time for

urological surgery data that was sourced from the "My Hospital" website, a Commonwealth initiative and a site that makes no reference to the contractual arrangement the District has with Illawarra Private Hospital to perform urological surgery.

The Appointment of Dr Susie Piper to NSW Kids and Families Board

The Chief Executive informed the Board of Dr Susie Piper, Head of Department Paediatrics, appointment to the Board of NSW Kids and Families. NSW Kids and Families is a new statutory authority established under the Health Services Act 1997 and its status will be similar to other 'Pillar' organisations.

Minister Skinner's Proposed visit to Wollongong

Minister of Health Jillian Skinner MP visited the District on Friday 1 June 2012 and announced preliminary plans for additional car parking spaces to the Wollongong Hospital car park. The Chair stated this issue will require further discussion at a later date.

The Chief Executive provided the Board with a verbal update on the following issues:

- The District's Asset Strategic Plan is to be submitted to the Ministry of Health by 1 July 2012. The Chief Executive reported the Ministry of Health acknowledges the Plan is not the penultimate as the District continues to develop the Health Services Plan.
- A meeting to discuss the construction of a GP Super Clinic on SDMH land has been scheduled for Wednesday 6 June 2012.
- The Chief Executive informed the Board construction work at Wollongong Hospital was halted on Friday 1 June 2012 when a digger damaged the main service channel between Cancer Services and the hospital. The services affected were oxygen supplies and electricity. A PIN against the site was issued for 72 hours while an inspection takes place.
- It is anticipated the inaugural meeting of the Aboriginal Health Committee will be held in July 2012. A management subcommittee will be established that will report to the Aboriginal Health Committee.

5.2 ISLHD Board Executive Summaries

5.2.1 Finance and Performance Committee – Overview Report for the period ending 30 April 2012

Report received and noted by the Board.

The Board was informed the District's year to date result stands at \$504k favourable to budget. The highlight of the month was SDMH's budgetary result of \$100k favourable.

Some of the contributing factors in achieving this result included a decrease in surgical activity, reduction in VMO costs, reduced prosthesis expenses, under expensing electricity, correcting administrative expenses in previous month and increased revenue. The favourability is viewed with a sense of caution however as the hospital's budget position is \$300k/\$400k unfavourable for the month in adjusted terms.

In relation to activity performance, the District is on target for acute and sub acute cost weighted activity. YTD the District is \$100 above the unit price. The Chief Executive spoke of the District's 2012/2013 budget work up and the need to take into consideration current variances in price.

4.2.2 Health Care Quality Committee – meeting held 23 May 2012

Minutes received and noted by the Board.

Ms Jill Boehm extended an invitation to Board members to attend the ISLHD Quality Forum to be held at Wollongong Hospital Auditorium, Level 8, Block C on Friday 15 June 2012.

The Board discussed the naming of patients in relation to coronial matters.

RESOLVED (2012/28): The Board resolved that future coronial patients referred to in Health Care Quality Committee minutes are to be de-identified.

4.2.3 Audit and Risk Management Committee – extra ordinary meeting held 30 April 2012

Marisa Mastroianni reported the issuing of a current "Letter of Comfort" was discussed at the Audit and Risk Management Committee meeting held earlier today. NSW Audit will work with Health Support Services in drafting this letter that will then be sent to the District.

Marisa Mastroianni informed the Board that auditing of the District's salary packaging and meal entertainment has shown a substantial improvement in employees adhering to the guidelines. The interpretation of the initiative provided by the District has had the desired effect of ensuring staff clearly understand the ramifications of non-compliance.

Internal Audit is currently a SESLHD and ISLHD hosted service that will split on 1 July 2012. The Board was informed the District's Internal Audit Plan 2012-2013 will be developed by the current Internal Audit team prior to the split.

The ISLHD will be advertising for a Director Internal Audit post 1 July 2012.

The Audit and Risk Management Committee charter has been amended with the amendments endorsed at the Audit and Risk Management Committee meeting held today 4 June 2012 at 10.30am. The charter will be seeking endorsement by the Board at the next Board meeting.

ACTION ITEM:

Charter to be tabled at the Board meeting scheduled to be held 2 July 2012.

4.2.4 Planning Committee – meeting held 7 May 2012

Minutes received and noted by the Board.

4.2.4 Medical and Dental Advisory Appointment Committee (MDAAC) – VMP quinquennium appointments meeting held 11 April 2012

Minutes received and noted by the Board.

A geriatrician from Scotland was interviewed at the 28 May 2012 MDAAC meeting for the position with the District geriatric team. The MDAAC recommendation to the Chief Executive will be to appoint the medical officer as his level of expertise will strengthen the current geriatric service.

The Board was informed the relocation process is a lengthy process that can take up to 12 months.

4.3 Executive Management Committee Executive Summaries

4.3.1 Shoalhaven Clinical Council–meeting held 21 May 2012

Draft minutes received and noted by the Board.

4.3.2 Illawarra Clinical Council–meeting held 9 May 2012

Draft minutes received and noted by the Board.

ITEM 6: Confidential Items

6.1 Confidential Item One

Item received and noted by the Board.

6.2 Confidential Item Two

Report received and noted by the Board.

6.3 Confidential Item Three

Item received and noted by the Board

ITEM 7: Business Arising

7.1 ISLHD Health Care Services Plan 2012-2022

The Board received and noted the report.

The Board commented on the community's sense of "ownership" of a number of the public hospitals in the Illawarra that is publically displayed by community groups and unions. This has developed as a result of community spirit in some sectors of the Illawarra, exemplified by the fact that miners paid a levy to fund the building of Bulli Hospital. It is this type of action that binds a community and strengthens their resolve to ensure the hospital remains as a fully functioning hospital.

RESOLVED (2012/29): The Board resolved to endorse the report recommendations.

Meeting closed at: 6.10pm

Next meeting: Monday 2 July 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

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Date

TRIM Ref: D12/33307