

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

**Date: Monday 13 October 2014**

**3.30pm – 6.00pm**

**Venue: Meeting Room, Shoalhaven  
Sub-Acute Mental Health Unit**

**ITEM 1: Presentation**

The Chair welcomed Ms Paula Hakesley, Director Mental Health Services, Ms Margaret Brown, Nurse Unit Manager, Shoalhaven Sub-Acute Mental Health Unit and Ms Robin Peters, Change Manager, Mental Health Service, to the meeting.

Ms Hakesley provided an overview of the new sub-acute mental health unit. Ms Brown outlined that it was a purpose-built 20-bed unit providing a safe and welcoming environment for consumers. The average length of stay for consumers is 28 days, in which time consumers identify their goals and work toward achieving them.

It was noted that the unit is a step-up/step-down facility based on a recovery model, not a nursing or medical model of care. It is a new model of care for the District and the state, which was based on similar recovery models throughout the country. The Mental Health Service intends to write/present about the new model and its success.

The Board received the presentation and congratulated the Mental Health Service on the successful implementation and operation of the Shoalhaven Sub-Acute Mental Health Unit.

**ITEM 2: Meeting Opening**

**2.1 Attendance of members**

Clinical Professor Denis King, Ms Jill Boehm, Professor Kathy Eagar, Ms Sue Baker-Finch, Mr Paul Knight, Dr William Pratt. Mr Roger Downs, Mr Geoff O'Donnell, Professor Gerard Sutton, Clinical Professor Jan Potter.

Ms Marisa Mastroianni via teleconference from 4.30pm.

Associate Professor Rod McMahon was present from 5.10pm.

## **In Attendance**

Mrs Susan Browbank, Mr Henry Kornacki, Ms Sue Harris, Ms Jasmina Jonceski (Board Secretary).

Mr Robert Farrugia attended for discussion on Item 6.4.

## **Apologies**

Nil.

## **2.2 Declaration of Pecuniary Interest, Conflict of Interest**

There were no conflicts of interest, gifts, or benefits declared.

## **2.3 Register of Board Resolutions**

Members received the Board resolutions of the previous 12 months, and the progress/outcomes to date.

## **2.4 Confirmation of Minutes of meeting held 1 September 2014**

The minutes were accepted as a true and accurate record.

## **2.5 Action List**

That members note the progress/completion of actions.

## **ITEM 3: Business Arising:**

### **3.1 Board Training Update**

The Board received the information provided and approved the training session to be held on 2 February 2014 prior to the Board meeting that afternoon.

### **3.2 ISLHD Foundation**

The Board received the information provided and endorsed the fundraising proposal for further development, and noted that the Chief Executive would determine any staffing requirements as an operational decision.

The Board also noted that volunteer organisations are an important part of the community and the District needs to maintain the relationships with the Hospital auxiliaries.

**Resolution 2014/41:** The Board endorsed the "Give for Health" fundraising concept for further development.

### **3.3 Risk Management Health Check Report – Management response**

The Board received the information provided.

The Board noted that the Audit and Risk Management Committee would continue to monitor and review the implementation of Management's response to the InConsult Report.

The Board also noted that the report did not include clinical risks and that the Board Training session (*see Item 3.1*) would assist the Board to consider its risk appetite.

**ACTION ITEM:** That the Board Training facilitator be briefed on the InConsult report and the District's management of clinical risks.

### **3.4 MADAAC Transition Update**

The Board received the information provided.

The Board noted that the MADAAC model was a vast improvement on the previous model. The Board congratulated the Chief Executive, Acting Director Clinical Operations and Mr McMahon and Ms Boehm on their input into the operation of the new MADAAC.

## **ITEM 4: Reports**

### **4.1 Board Chair**

The Board received the information provided.

### **4.2 Chief Executive**

The Board received the information provided.

#### **4.2.1 Health Services Performance Report August 2014**

The Board received the information provided.

#### **4.2.2 Performance Report – YTD August 2014**

The Board received the information provided.

#### **4.2.3 Finance Report for Period ending 31 August 2014**

The Board received the information provided.

The Board noted the increased sick leave, particularly within Medical Imaging Technical Officers staff and noted that there may be a correlation with recent management changes within the department.

#### **4.2.4 NSW Ministry of Health Financial Narrative August 2014**

The Board received the information provided.

## **ITEM 5: New Business:**

### **5.1 2015 Meeting Schedules**

The Board approved the meeting schedules for 2015.

**Resolution 2014/42:** The Board approved the meeting schedules for 2015.

### **5.2 Public Service Commission People Matter Survey 2014**

The Board received the information provided.

### **5.3 Average Length of Stay (Relative Stay Index) Quarterly Report**

The Board received the information provided.

The Board noted that the Relative Length of Stay data is separate to the Health Roundtable data and together they can be used comparatively.

### **5.4 Paediatric services at Shoalhaven District Memorial Hospital**

The Board received the information provided and endorsed the development of Paediatric services at Shoalhaven District Memorial Hospital.

**Resolution 2014/43:** The Board endorsed the development of Paediatric services at Shoalhaven District Memorial Hospital through the:

- Recruitment of a Clinical Nurse Specialist
- Staff Specialist Paediatrician to be recruited to allow for a 1:3 roster
- Establishment of two RMO 2 positions.

### **5.5 Gastroenterology services at Shoalhaven District Memorial Hospital**

The Board received the information provided.

The Board also noted that following the response from physicians about the appointment of a second gastroenterologist, that the Chief Executive agreed to defer recruitment for three months to see how management of the waiting list improves.

The Board endorsed the initiatives designed to meet the increasing demand for Gastroenterology services in the Shoalhaven.

**Resolution 2014/44:** The Board endorsed the initiatives designed to meet the increasing demand for Gastroenterology services in the Shoalhaven.

### **5.6 Food Service Improvement Program Update**

The Board received the information provided.

## **5.7 Health Pathways – Expansion of Connecting Care Program**

The Board received the information provided.

## **5.8 Capacity Assessment Project – Update**

The Board received the information provided.

## **5.9 Health Roundtable Results**

The Board received the information provided.

## **5.10 Award Nominations – NSW Health Awards and Prevocational Training Provider of the Year**

The Board received the information provided.

The Board congratulated Tony Tiberio and Sian Greening on their selection as finalists in the NSW Health Innovation Awards and wished them well in the Awards.

The Board also congratulated Wollongong Hospital on its nomination for HETI Prevocational Training Provider of the Year.

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

### **6.1 Confidential Item One**

Board members are referred to the Confidential Minute for further information related to this item.

### **6.2 Confidential Item Two**

Board members are referred to the Confidential Minute for further information related to this item.

### **6.3 Confidential Item Three**

Board members are referred to the Confidential Minute for further information related to this item.

### **6.4 Confidential Item Four**

Board members are referred to the Confidential Minute for further information related to this item.

### **6.5 Confidential Item Five**

Board members are referred to the Confidential Minute for further information related to this item.

## **ITEM 7: Business Without Notice**

### **7.1 Chief Executive Farewell**

The Board noted it was Ms Sue Browbank's final Board meeting ahead of her retirement on Friday 17 November 2014. The Board congratulated Ms Browbank on her extensive career in the public sector and her commitment to public health, most particularly her service in the Illawarra Shoalhaven region. The Board praised Ms Browbank's service to the Board since its inception in 2012 and the work in developing the District's reporting mechanisms to enable the Board to function effectively and efficiently. The Board wished Ms Browbank well in her future.

## **ITEM 8: Information**

### **8.1 Finance and Performance Committee – minutes and report of meeting held 25 August 2014**

The Board received and noted the minutes.

### **8.2 Health Care Quality Committee – minutes and report of meeting held 27 August 2014**

The Board received and noted the minutes.

### **8.3 Planning Committee – minutes and report of meeting held 4 August 2014**

The Board received and noted the minutes.

### **8.6 Audit and Risk Management Committee – minutes and report of meetings held 17 July 2014 and 2 June 2014**

The Board received and noted the minutes.

### **8.7 Media and Community Engagement Activity 22 August 2014 to 3 October 2014**

The Board received the information provided.

### **8.8 District Clinical Council – minutes of meeting held 3 September 2014**

The Board received and noted the minutes.

## **ITEM 9: Notifications regarding Upcoming Events**

### **9.1 Dinner with Illawarra Shoalhaven Medical Local Board – 6pm, Monday 3 November 2014**

The Board noted the invitation to the ISLHD Board from the Chair of the Illawarra Shoalhaven Medical Local (Grand Pacific Health Pty Ltd) Board

to attend dinner with the ISML Board from 6pm, Monday 3 November 2014. The dinner is to be held at The Lagoon.

**9.2 Community Research Forum – Friday 7 November 2014**

The Board noted the upcoming Community Research Forum on Friday 7 November 2014.

**9.3 NSW Health Ministerial Advisory Council – Illawarra Dinner – Thursday 20 November 2014**

The Board noted the upcoming NSW Health Ministerial Advisory Council meeting to be held on Friday 21 November 2014, and that the dinner with the ISLHD Board is on Thursday 20 November 2014.

**9.4 ISLHD Board Public Meeting – 1 December 2014**

The Board noted the December 2014 Board meeting will be the annual public meeting.

**9.5 ISLHD Board Christmas Dinner – 1 December 2014**

The annual Board Christmas dinner will be held at Lorenzo's Diner on 1 December 2014 following the Board meeting.

**ITEM 10: Date and venue of next meeting**

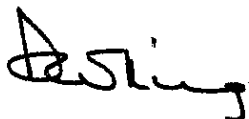
Information received and noted by the Board.

**Meeting closed at 6.15pm.**

**Next meeting:** Monday 3 November 2014  
4.00pm – 6.00pm  
Conference Rooms, Level 8,  
Block C, Wollongong Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM**



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**Signature**

**3.11.2014**

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**Date**

TRIM Ref: DT14/61459