

MINUTES

BOARD MEETING

Date: 2.00pm-6.00pm, Monday 15 October 2018

Venue: Pacific Room, Novotel Northbeach, Wollongong



Health
Illawarra Shoalhaven
Local Health District

ITEM 1: WELCOME

1.1 Acknowledgement of country

The Board Chair acknowledged the traditional owners of the land on which the Board met and paid respects to Elders past, present and future.

1.2 Attendance

Attendance of members

Professor Denis King OAM (Chair); Ms Jill Boehm OAM; Dr Stephen Andersen; Mr Roger Downs; Professor Kathy Eagar; Mr Paul Knight; Professor Bill Lovegrove AO; Dr Rod McMahon; Dr William Pratt; Ms Carrie Schulman; Professor Gerard Sutton.

Others in Attendance

Ms Margot Mains, Chief Executive; Dr Maureen Loneragan, Chair Illawarra Medical Staff Council; Ms Jasmina Jonceski, Board Secretary; Ms Angela Tugrul, Assistant Board Secretary.

1.3 Apologies

Ms Marisa Mastroianni; Mr John Stubbs.

ITEM 2: DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST

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

ITEM 3: BUSINESS FROM THE LAST MEETING

3.1 Confirmation of Minutes of meeting held 6 August 2018

The Board approved the draft minutes of the meeting held 6 August 2018.

3.2 Notes from Informal meeting of 3 September 2018

The Board received the notes from the Informal meeting of 3 September 2018.

The Board noted the Wollongong Hospital executive team presented very well during the informal meeting and that two-way feedback had been positive and that staff feedback indicated that they found the opportunity to meet and greet the Board beneficial.

3.3 List of Action Items

The Board noted progress/completion of actions.

3.4 Register of Board Resolutions

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

3.5 Action 7/18: Dementia Companions

The Board received the information provided.

The Board discussed the large growing number of patients requiring companionship and queried whether this may be related to the fact that the northern Illawarra has secure wards for dementia patients, while Shoalhaven does not and may require companionship; however, this could not be confirmed as a detailed analysis has not been undertaken, which would be incorporated into planning for hospitals.

The Board sought for the level of companionship used across the District to be monitored by the Board Health Care Quality and Safety Committee.

ACTION ITEM (26/18): Refer oversight and monitoring of the use of companions across the District to the Health Care Quality and Safety Committee.

ITEM 4: STRATEGIC MATTERS**4.1 Integrated Care Strategy Illawarra Shoalhaven – Progress Update**

The Board received the information provided.

The Chair advised that he had a discussion with Mr Richard Spencer, Chair COORDINARE ahead of the joint meeting and that there was a consensus that progress against the plan is progressing well 18 months in and that there should be a move towards quantitative assessment and measurement of implementation of the strategic plan.

The Board agreed that there was a need for evaluation to monitor progress against the plan and discussed suicide prevention, which is a component of the plan, and that the number of suicides within the region does not correlate to demographics and further work is needed to understand the results.

The Chair thanked Ms Carrie Schulman for her work as the Board representative on the Strategic Alliance meetings. He advised that Professor Rod McMahon has agreed to fill the role once Ms Schulman's tenure on the Board comes to an end at the end of 2018.

4.2 ISLHD eHealth/ICT Strategy – 2-year update

The Board received the information provided.

The Chief Executive advised that as she reflected on progress against the plan from when it was approved by the Board two years ago to now that there has been a lot achieved through implementation of programs, such as rollout of electronic Medical Record (eMR), Recruitment and Onboarding (ROB), and many more, however, the District needs to take a break to evaluate what has been achieved through the changes and whether the changes are sustainable and adding value to the business.

The Board discussed implementation of Information, Technology and Communication (ICT) which is driven by the Ministry of Health and eHealth NSW through funding of statewide priorities, with little funding available for local priorities. The Board noted that there are often issues with interoperability between systems, and discussed the example of the electronic Record for Intensive Care (eRIC) that does not integrate with eMR and the e-maternity upgrade. The Chief Executive advised that the District is exploring a workaround solution while the State finds a permanent solution.

Dr Lonergan noted that electronic billing has been implemented within Renal Services at Wollongong Hospital and is working well and should lead to improved billing for staff specialists.

ITEM 5: MATTERS FOR APPROVAL**5.1 Safety and Quality Account**

The Board received the information provided.

The Board noted that the Health Care Quality and Safety Committee reviewed the draft Safety and Quality Account document at its last meeting; the Committee Chair noted that all suggested changes had been included.

The Board noted that from the recent Board Members' Conference that the Ministry of Health had raised the point that there is an appetite to release more quality and safety data publicly over the next few years.

The Board approved the 2017-18 Quality and Safety Account.

RESOLUTION (2018/17): The Board approved the 2017-18 Quality and Safety Account.

5.2 South Eastern NSW Regional Mental Health and Suicide Prevention Plan

The Board received the information provided. The Board noted that the draft plan had been reviewed by the Planning Committee.

RESOLUTION (2018/18): The Board approved the South Eastern New South Wales Regional Mental Health and Suicide Prevention Plan.

5.3 Board Meeting Schedule

The Board received the information provided.

The Board approved the proposed amendments to the Board Meeting Schedule and Reporting Calendar.

RESOLUTION (2018/19): The Board approved the proposed amendments to the Board Meeting Schedule and Reporting Calendar.

5.4 2019 Meeting Dates

The Board received the information provided.

The Board approved the 2019 Board meeting dates as per the attached meeting schedules and noted the planned 2019 dates for the Committees.

RESOLUTION (2018/20): The Board approved the 2019 Board meeting dates as per the attached meeting schedules and noted the planned 2019 dates for the Committees.

ITEM 6: BOARD CHAIR REPORT

The Board received the information provided.

The Chair noted that prior to the Board meeting a number of Board members attended the tour provided by the First Step team providing an overview of key services provided throughout the Illawarra, including drug and alcohol education, harm minimisation, needle and syringes, and sexual health. The Board discussed a report on the tour that Illawarra-based Aboriginal people with hepatitis diagnoses are not provided support services through the Aboriginal Medical Services and the Board suggested that the District should continue to liaise with the local Aboriginal Medical Service to include support for drug services and harm minimisation.

In response to a question from the Board on live-in detoxification units within the Illawarra, the Chief Executive advised that this was subject to the NSW Legislative Council Health and Community Services Committee enquiry into *The provision of drug rehabilitation services in regional, rural and remote New South Wales* undertaken in 2017-18. The Chief Executive advised that a copy of the District's submission would be circulated to Board members.

ACTION ITEM (28/18): Circulate District submission to the Parliamentary Committee enquiry into *The provision of drug rehabilitation services in regional, rural and remote New South Wales*.

The Board acknowledged the commitment and passion from Mr Michael Fernandez who runs the First Step program and led the tour. The Board noted the role of volunteers in the success of partner non-government providers supporting the program, including Darcy House operated by Baptist Care.

The Board suggested including the First Step tour as part of the Board orientation program.

The Board discussed the 2018 Board Members Conference on 8 October 2018, noting:

- The keynote address delivered by Paul McClintock focused on governance in the public health sector
- The Minister for Health provided time for the Health Services Union and NSW Nurses and Midwifery Association to address the conference
- Learnings from Australia Prudential Regulation Authority reviews
- Reports from each of the sessions will be made available by the Ministry in the coming weeks.

ITEM 7: CHIEF EXECUTIVE REPORT

The Board received the information provided.

The Chief Executive advised that the Fit For Frailty program is progressing well. In response to a question from the Board on how the program is being evaluated and outcomes measured, the Chief Executive advised that evaluation and key indicators is a component of the Fit For Frailty project.

The Board noted the revised structure and content in the Chief Executive's report.

ITEM 8: BOARD COMMITTEE REPORTS

8.1 Finance and Workforce Performance Committee

The Board noted the report and minutes from the July and August 2018 Finance and Workforce Performance Committee meetings.

The Committee Chair advised that key matters from the September 2018 meeting included:

- Activity performance above targets remains a key driver for the District's financial results
- Presentations from the three Hub General Managers on their financial challenges and plans; also noted that there are two acting general managers and that both have taken a strong focus on work health and safety
- An update on the District's financial sustainability program
- Noted that Personal Effectiveness Development (PED) plans completion rates have decreased, which is a concern as it is a key measure of the strategic plan.

The Chief Executive advised that PED completion rates remain a concern and had traditionally been undertaken from July to September, which has been difficult to complete for all staff, so that focus has shifted to ensuring all senior leaders have PEDs completed in those three months and for other staff to have theirs completed throughout the year.

The Board noted that quality of financial reporting received by the Committee has improved and discussed whether the Ministry acknowledges activity growth within the Illawarra Shoalhaven cannot be explained and the Ministry is working with the District to better understand the drivers of activity growth in the region. The Chair advised that during discussions with the Ministry over the years, that there have been areas identified where the District can improve performance, such as the revenue optimisation program, however, the targeted program did not achieve the results predicted by the Ministry.

The Board discussed the need to better understand activity and which areas the District can manage and influence against activity levels that is beyond the District's control to enable better management to budget.

8.2 Health Care Quality and Safety Committee

The Board noted the report and minutes from the July and August 2018 Health Care Quality and Safety Committee meetings.

The Committee Chair advised that of the following key points from the September 2018 meeting, which did not meet quorum however proceeded as an informal meeting:

- The tour of maternity services has been rescheduled due to informal meeting
- Continued to review standing items, including quality and safety indicators, key emergency and surgery performance measures
- Noted an update on IMS+
- Reviewed the draft Safety and Quality Account
- Commencing sharing minutes with the Audit and Risk Committee
- Considered the draft Health Round Table executive reports, which have been included for the Board's information.

8.3 Board Planning and Innovation Committee

The Board received and noted the minutes from the September 2018 Board Planning and Innovation Committee meeting.

The Committee Chair noted:

- Under the Committee's revised terms of reference and the aim to remain strategic as possible, there is some query as to how to monitor best practice models of care, and waiting to see if the new Health Care Services plan is able to provide these assurances
- The Committee is continuing to consider with the integration of research in the Planning and Innovation area and that in the subsequent to the meeting in his follow up with the Executive Sponsor, it was noted that there would be a report on research provided for the next meeting.

In response to a question on the status of service-based clinical services planning undertaken during the development of the Shellharbour Hospital redevelopment planning, the Chief Executive advised that an update report would be provided to the next Planning Committee meeting.

ACTION ITEM (28/18): Update on the status of clinical services plans to be provided to the Planning Committee.

8.5 Audit and Risk Management Committee

The Board received and noted the report and minutes from the September 2018 Audit and Risk Management Committee meetings.

ITEM 9: FOR INFORMATION

9.1 Board Calendar

The Board received the information provided.

ITEM 10: BUSINESS WITHOUT NOTICE

10.1 Update on NSW Health Awards

In response to a query from the Board, the Chief Executive advised that the 2018 NSW Health Awards would be held on 5 November 2018, and that ISLHD staff had been nominated.

10.2 Acknowledgement of Chair appointment

The Board noted that the Chair, Professor Denis King OAM, was appointed as a Fellow of the University of Wollongong and congratulated Professor King on his achievement.

ITEM 11: MEETING FINALISATION

Details for the next meeting of the Board are:

Annual Public Meeting and Informal meeting

Monday 5 November 2018

2.00pm-3.30pm (Annual Public Meeting)

3.30pm-5pm (Informal Meeting)

The Shellharbour Club, Shellharbour

Board Meeting

Monday 3 December 2018

2.00pm-6.00pm

District Executive Office, Warrawong

Board members are referred to the Confidential Minutes for minutes relating to the Confidential Agenda.

MEETING CLOSED AT 5.54PM.

CERTIFIED A CORRECT RECORD

Professor Denis King OAM



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Signature

3.12.18

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Date