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# MINUTES

## BOARD MEETING

**Date:** 2.00pm-6.00pm, Monday 2 March 2020

**Venue:** Conference Rooms, District Executive Offices

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**ITEM 1: IN CAMERA SESSION**

*There was no in camera session.*

**ITEM 2: PRESENTATIONS**

**Activity Based Management and Health Finances – 2.00pm-2.30pm**

Presented by Nada Shepherd, Service Development Manager and Anita Graham, Performance Unit Manager. The Board noted:

- What cannot be funded under activity based funding (ABF)
- The National Guidelines are produced by the Independent Hospital Pricing Authority IHPA
- All states use NWAU

*Margot Mains joined the meeting at 2.10pm.*

**Deep Dive – Fit for Frailty – 2.30pm-2.45pm**

Presented by Megan Foye, Co-Director – Division of Aged Care, Rehabilitation and Palliative Care. The Board noted:

- The Nurse Navigator role is business hours only
- There were 19 participants in the randomised study presented

The meeting was opened at 2.52pm

**ITEM 3: WELCOME**

**3.1 Acknowledgement of country**

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

**3.2 Attendance**

Attendance of members

Professor Denis King OAM (Chair); Ms Jill Boehm OAM; Ms Eve Bosak; Mr Roger Downs; Professor Kathy Eagar; Mr Alan Hudson; Dr William Pratt; Mr John Stubbs; Mr Paul Knight; Ms Eve Bosak; Ms Marisa Mastroianni; Professor Bill Lovegrove AO; Dr Rod McMahon; Professor Gerard Sutton; Mrs Marisa Mastroianni.

Others in Attendance

Ms Margot Mains, Chief Executive; Dr Joshua Rijdsdijk, Co-Chair Northern Illawarra Medical Staff Council; Ms Angela Twist, Assistant Board Secretary.

Present for item 2 – Activity Based Management and Health Fitness

Ms Nada Shepherd, Service Development Manager; Anita Graham, Performance Unit Manager; Ms Amy Hains, Director Planning and Information Performance.

Present for item 2 – Deep Dive Fit for Frailty

Ms Megan Foye, Co-Director – Division of Aged Care, Rehabilitation and Palliative Care; Ms Banu Islek, Frailty Nurse Navigator.

Present for item 7.2 – Deep Dive Strategic Capability Development Program & Safety Transformation Program

Mr Gerrard Golding, Executive Director Strategic Improvement Programs; Information and Performance; Ms Raychel Davis, Director People Safety and Culture; Mr Brendan Delaney, Senior

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Manager Workforce Health and Safety; Ms Antonella Sassu, Senior Manager Workforce Development.

Present for item 7.3 – Deep Dive Quality and Safety

Dr Mark Bassett, Director Medical Services and Clinical Governance; Ms Deborah Cameron, Executive Director Nursing, Midwifery and Clinical Governance; Ms Kylie Wright, Director Clinical Governance Unit, Safety and Quality.

### **3.3 Apologies**

Mr Andrew Hayne, Board Secretary and Executive Officer.

#### **ITEM 4: DECLARATION OF PECUNIARY INTEREST, CONFLICT OF INTEREST**

Mr John Stubbs declared to the Board Chair he is a Board Member of the Cancer Institute.

#### **ITEM 5: BUSINESS FROM THE LAST MEETING**

##### **5.1 Confirmation of Minutes of meeting held 3 February 2020**

The Board approved the draft minutes of the meeting held 3 February 2020.

##### **5.2 List of Action Items**

The Board noted progress/completion of actions.

##### **5.3 Register of Board Resolutions**

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

#### **ITEM 6: MATTERS FOR APPROVAL**

There were no matters for approval.

#### **ITEM 7: STRATEGIC MATTERS**

##### **7.1 Deep Dive – Fit for Frailty**

Presentation received at 2.30pm

##### **7.3 Deep Dive – Strategic Capability Development Program & Safety Transformation Program**

Presented by Mr Gerrard Golding, Executive Director Strategic Improvement Programs; Information and Performance; Ms Raychel Davis, Director People Safety and Culture; Mr Brendan Delaney, Senior Manager Workforce Health and Safety; Ms Antonella Sassu, Senior Manager Workforce Development.

The Board received deep dive presentation on the strategic capability development program and noted:

- IIMs+ is schedule to go live 9 March 2020
- Manual handling injuries have reduced
- Work Health and Safety Training has been mandated by the Chief Executive for all Managers
- Come along way and commended team
- Focus needs to be put on closing notifiable incidents

The Board commended the team for the improvements being seen.

*Mr Bill Lovegrove joined the meeting at 3.13pm*

##### **7.4 Deep Dive – Safety Transformation Program**

*Item received above.*

##### **7.2 Deep Dive – Safety and Quality (item moved at request of presenters)**

The Board received deep dive presentation on safety and quality and noted:

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- The District has been accepted to be the first in the State to do short notice accreditation (48 hours' notice)
  - A mock survey is planned for March 2020

The Chief Executive and Board Chair thanked Dr Mark Bassett, Executive Director Medical Services and Clinical Governance for his service as he will be stepping down from his current role and taking on special projects.

*Mr Alan Hudson left the meeting at 3.56pm*

#### **7.5 Strategic Directions Quarterly Report**

The Board received the strategic directions quarterly report.

#### **7.6 Quarterly Risk Update**

The Board received the quarterly risk update. The Chief Executive advised a workshop will be held to review the risks as some are reducing. The output of which will be taken through the audit and risk committee. The Board noted there has been a number of negative stories in the press of late and the District should be promoting the good outcomes.

**ACTION ITEM (41/20):** The Chief Executive will provide the press with good news stories.

#### **ITEM 8: BOARD CHAIR REPORT**

The Board received the Chair's report and further noted:

- The Service Agreement with the Cancer Institute has not been signed and the response was not satisfactory.
- The Treasury Managed Fund (TMF) will be reconciled to a central location, not returned to the District.

The Board agreed to the Chair escalating these issues to the Health Minister and Secretary NSW Health.

**ACTION ITEM (42/20):** Board Chair to escalate the Cancer Institute Service Agreement with the Minister and Secretary as it has not been resolved satisfactorily.

**ACTION ITEM (43/20):** Board Chair to escalate the Treasury Management Fund Hindsight Adjustment with the Minister and Secretary as it has not been resolved satisfactorily.

**ACTION ITEM (44/20):** The Chief Executive approved the purchase of Diligent Board Management licenses for the Board and Board Committees.

#### **ITEM 9: BOARD COMMITTEE REPORTS**

##### **9.1 Finance and Workforce Performance Committee**

The Board noted the report and minutes from the recent Finance and Workforce Performance Committee meetings. The Committee Chair provided a verbal update from the recent meeting held 24 February 2020:

- The Committee has put emphasis on staff closing notifiable incidents
- Comprehensive review has been undertaken. CE presentation on that had been achieved
- The Committee would like to dive deeper to understand the drivers of our levels of expenditure

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- Reports to the Committee will be reviewed to ensure the most appropriate information is being received and to decrease the time it takes staff to prepare.

### **9.2 Health Care Quality and Safety Committee**

The Board noted the report and minutes from the recent Health Care Quality and Safety Committee meetings. The Committee Chair provided a verbal update from the recent meeting held 26 February 2020:

- The Committee received a presentation on the Renal Supportive Care program which is very focussed at Wollongong Hospital currently with a view to engage general practitioners at Shoalhaven
- An update on the malnutrition project was received with the issue of weights being recorded in the electronic medical record being an issue. A 'Weigh my Way' project will be implemented to encourage patients to weigh themselves.

### **9.3 Planning and Innovation Committee**

The Board noted the report and minutes from the recent Planning and Innovation Committee meeting.

- A revised set of minutes have been provided to the Board Secretariat
- The Committee have been pushing for more detail around research corporate governance
- An organisational chart will be created to the links and relationships with all the relevant partners

## **ITEM 10: CHIEF EXECUTIVE REPORT**

The Board received the information provided.

The Chief Executive further noted:

#### **Research**

- The Southern Health Research Alliance was set up years ago with a view to being the governing body across the District and bringing together all partners. The Alliance will meet on 13 March to re-establish the relationships.
- Health Answers are holding a workshop in Canberra which the Chief Executive will attend and with the hope it will become a coordinated centre for research

#### **Finance**

- There are challenges because the District is restricted by the Ministry in what they are able to do. Strategies have been submitted however no response has been received as yet.

#### **Bushfires**

- The Chief Executives facilitated a meeting at the Ministry of Health to create a mud map to improve the response to crises, following the bushfire response. This will progress to the state committee for review.
- The Chief Executive and Executive Director Clinical Operations attended a New Year's celebration in Milton on 29 February given the area was stricken with bushfires at the time. The support provided in the community was noted.

#### **Coronavirus**

- A management plan will be presented to the Ministry this week
- A bed analysis has been completed including alternative accommodation
- Elective surgery will be shut down if required so the surgical teams are completing what they can now.
- The District is working with local GPs to see what support can be provided. Most symptoms can be managed in the community.

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**ACTION ITEM (45/20):** Chief Executive will offer a Public Health Unit contact to liaise with GPs regarding logistical and operational practicalities regarding Covid-19.

**ACTION ITEM (46/20):** Board Secretariat to send Public Health Unit Coronavirus updates to Board Members.

**ITEM 11: FOR INFORMATION**

**11.1 2020 Board Calendars**

The Board received the information provided.

**11.2 Action Item 38/20: Board to review the Social Media Policy when available.**

The Board received the information provided and noted the policy will be available within next 2 months.

**ITEM 12: BUSINESS WITHOUT NOTICE**

There was not business without notice.

**ITEM 13: MEETING FINALISATION**

Details for the next meetings of the Board are:

2pm, Monday 6 April 2020

Novotel Northbeach Wollongong

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

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**MEETING CLOSED AT 5.13PM**

**CERTIFIED A CORRECT RECORD**

**Professor Denis King OAM**

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**Signature**

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**Date**