

## Minutes for ISLHD Board Meeting

07/06/2021 | 02:00 PM - 05:30 PM - AEST

Conference Rooms, Level 2, Warrawong Executive Office

### Attendees (12)

Denis King; Roger Downs; Kathy Eagar; Alan Hudson; William Lovegrove; Rod McMahon; William Pratt; John Stubbs; Gerard Sutton; Josh Rijdsdijk; Paul Knight; Richard Morris

### Agenda

#### ITEM 1: In Camera Discussion (Optional)

#### ITEM 2: Presentations

The presentation commenced at 2.03pm

##### 2.1 District-wide Planning - Rehabilitation and Mental Health

*Margot Mains joined the meeting at 2.04pm*

The Board received the presentation on the district-wide planning for mental health and rehabilitation.

Regarding mental health, the Board discussed:

- the work being undertaken in geriatric mental health and the large portion of patients with dementia who have underlying mental health issues
- how to link the residents in assisted living into the service, the in-reach and shared care models.

The Board noted the growth in mental health is population growth, not a service growth meaning the staffing and bed configuration is a bed distribution rather than an increase.

Regarding the rehabilitation plan, the Board discussed the current challenges including long lengths of stay; patient flow from acute care and the limited range of rehabilitation models and settings. They noted 'outreach' are those patients in a non-hospital environment.

The Board commended the team on this impressive and large piece of work.

*Caroline Langston and Amy Hains left the meeting at 2.31pm.*

## **ITEM 3: Welcome**

The meeting opened at 2.34pm

### **3.1 Acknowledgement of Country**

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

### **3.2 Attendance**

Members:

Denis King, Board Chair

Roger Downs, Deputy Board Chair

Rod McMahon, Board Member

Bill Pratt, Board Member

Kathy Eagar, Board Member

Richard Morris, Board Member

Bill Lovegrove, Board Member

John Stubbs, Board Member

Gerard Sutton, Board Member

Alan Hudson, Board Member

Paul Knight, Board Member

Josh Rijdsdijk, Chair Medical Staff Council

Others in Attendance:

Margot Mains, Chief Executive

Kia Wallwork, Executive Officer

Angela Twist, Board Secretary

In attendance for item 2.1:

Caroline Langston, Executive Director Mental Health, Planning Information and Performance

Amy Hains, Director Planning Information and Performance

### **3.3 Apologies**

There were no apologies for this meeting. The Board Chair advised the Board of the resignation of Ms Eve Bosak effective 17 May 2021 for personal reasons.

He expressed his appreciation for Mr Roger Downs, Deputy Board Chair acting as Board Chair for the period of his approved leave.

## **ITEM 4: Declaration of interests**

There were no conflicts of interest declared.

## **ITEM 5: Business from the last meeting**

### **5.1 Minutes from the meeting on 3 May 2021**

The Board approved the draft minutes of the meeting held 3 May 2021.

### **5.2 Actions Items Arising**

The Board noted progress and completion of actions.

### **5.3 Resolutions Register**

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

## **ITEM 6: Strategic Matters**

### **6.1 2021/22 Service Agreement Update**

The Board received the report provided and noted in terms of growth funding, only population growth would be considered by the Ministry of Health (MoH) given there has been no immigration due to COVID-19. Discussion followed suggesting the Chief Executive contact the Department of Regional Development, who monitor house sales and new builds, given there has been a lot of movement in the area now people have more of an opportunity to work from home.

The Board were advised the budget would be received 22 June 2021.

### **6.2 Quarterly Risk Management Update**

The Board received the report provided.

#### **6.2.1 Action Item 174/21 and 175/21 - Risk Management Reporting**

The Board received the report provided regarding action items 174/21 and 175/21.

### **6.3 Shoalhaven Value Management Participation - verbal**

The Board received a verbal update from the Chief Executive.

### **6.4 Healthcare Strategy - included in CE Report (item 10)**

This item was covered under agenda item 10, the Chief Executive's report.

## **ITEM 7: For Approval / Endorsement**

### **7.1 Amendments to Delegations Manual - Part 1**

**RESOLUTION 2021/53:** The Board ratified the changes to the Delegations Manual.

### **7.2 Board Development - CEC Data Literacy Module**

The Board endorsed the finalisation of a tailored data literacy capability development module, to be delivered by the Clinical Excellence Commission (CEC).

## **ITEM 8: Committee Reports (including Annual Reports)**

### **8.1 Finance and Workforce Performance Committee**

The Board received the minutes from the Finance and Workforce Performance Committee meetings held 26 April 2021 and noted the meeting scheduled 24 May was cancelled due to a lack of quorum.

The Board thanked Ms Eve Bosak for her service to the Committee and Board.

### **8.2 Health Care Quality Committee**

The Board received the minutes of the Committee meeting on 28 April 2021 and a verbal update from the Committee Chair of the meeting on 26 May 2021, noting:

- the report provided by the Chief Executive on the actions being taken to address the escalation to a performance level 2
- the presentation received on standard 1 of the National Safety and Quality Health Service (NSQHS) Standards
- the preparation being undertaken for the Short-Notice Accreditation Assessment Process (SNAAP) including the evidence containers which have been created to support each standard
- the work being undertaken with the palliative care team at Milton Ulladulla Hospital to improve prescribing practices of opioids at end of life
- the report received regarding the erroneous Health Round Table data on still births at Shoalhaven. Corrected data and the Clinical Excellence Commission confirm there are no systemic problems, however the team will still review all practices
- the confirmation for the Committee that a complaint received regarding a patient's discharge summary not being provided in My Health Record was an isolated incident.

### **8.3 Planning and Innovation Committee - verbal**

The Board received a verbal update from the Committee Chair from the meeting held 7 June 2021 noting:

- the updates received on the allied health workforce plan and research
- the HealthOne Dapto site which has opened and is being well received
- the strategic asset planning which includes the previously approved District priorities of the Wollongong Hospital precinct and Community Health Infrastructure. It will be an iterative process and the District will work towards eventual cost benefit analysis once included in the template from the Ministry
- the large body of work being undertaken in data analytics by the planning team and it's future in health
- the committee evaluation which did not highlight any issues or areas of concern.

The Committee thanked the Chief Executive and management team who supported the Committee.

### **8.4 Audit and Risk Committee**

The Board received the draft minutes from the Audit and Risk Committee (ARC) meetings held 4 March 2021 and 15 April 2021, and a verbal update from the meeting held 3 June 2021 noting:

- the preparation of the new audit schedule which has been put on hold until new strategic plan is developed and new Board Members are in place to make ensure the audits are aligned
- the p-card and expenditure risk assessment
- the ARC charter which was reviewed
- the discussion regarding whether the Ministry's funding process should be included as a risk to the organisation given it frequently changes
- the current financial position which was favourable to budget and on budget for this month. The COVID-19 supplementation was received.

The Board noted the discussion the ARC had regarding whether the budget allocation and changing environment of same and were supportive of it being included as a risk to the organisation.

## **ITEM 9: For Information**

### **9.1 2021 Board Schedule**

The Board received the information provided.

## 9.2 District League Table

The Board received the District league table for March 2021.

## 9.3 Letter of resignation and gratitude - Clinical A/Prof Russell Pearson

The Board received the resignation and response letter regarding Clinical Associate Professor Russell Pearson's resignation from the District after 30 years of service.

## ITEM 10: Chief Executive Report

The Board received the report provided by the Chief Executive (CE) and verbal updates noting:

- the Victorian COVID outbreak which has reduced the vaccine hesitancy in New South Wales
- the focus on vaccinating aged care workers and the continued discussions regarding how the District can further support the roll out
- the 80,000 vaccinations completed last week across the State
- the possibility of the COVID-19 vaccinations available at pharmacies.

The Board discussed the recent interviews with Professor Kathy Eagar regarding COVID-19 vaccinations in aged care facilities. The Chief Executive advised the Board the District will continue to use her expertise locally particularly regarding the recommendations from the Royal Commission.

The Board requested a presentation on the improvement projects which have been integrated to improve emergency department performance.

***ACTION ITEM 184/21 - Board to receive a presentation on the integrated projects currently occurring in the Emergency Departments.***

***(Assignee(s): Margot Mains; Due Date: 02/08/2021)***

## ITEM 11: Closure of General Agenda

The Board thanked the Chief Executive, Margot Mains, her predecessor Ms Sue Browbank and their management teams for all the work they have done over the past ten years. The Board also expressed their gratitude to the Board Secretariat which has included Rosemary Croke, Jasmina Jonceski, Andrew Hayne, Angela Tugrul and Angela Twist.

The general meeting closed at 3.49pm

## ITEM 12: BREAK

The Board took an 18 minute recess.

The Chief Executive gave a presentation highlighting the key achievements of the Board over the past ten years (attached). She thanked those Members who will come to the end of their Board term on 30 June 2021:

- Professor Denis King OAM, Board Chair and Chair of the Aboriginal Health Committee
- Mr Roger Downs, Deputy Board Chair and Chair of the Planning and Innovation Committee
- Professor Kathy Eagar, Board Member and member of the Planning and Innovation Committee
- Dr William Pratt, Board Member, Chair of the Health Care Quality Committee and member of the Planning and Innovation Committee
- Professor Gerard Sutton, Board Member and member of the Aboriginal Health Committee
- Mr Paul Knight, Board Member, Chair of the Audit and Risk Committee (this appointment will continue) and member of the Aboriginal Health Committee
- Ms Jill Boehm OAM, Board Member, previous Chair of the Health Care Quality Committee and Chair of the Medical and Dental Appointments Advisory Committee
- Ms Marisa Mastroianni, Board Member and Chair of the Finance and Workforce Performance Committee.