



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

**Date: Monday 5 December 2011**

**4.30pm – 6.30pm**

**Venue: Conference Rooms 1 and 2, Level 8,  
Block C, Wollongong Hospital**

**ITEM 1: Attendance of members**

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

**In Attendance**

Mrs Susan Browbank, Mrs Rosemary Croke (secretariat)

**Apologies**

Ms Jill Boehm, Mr Henry Kornacki

**ITEM 2: Declaration of Pecuniary Interest, Conflict of Interest**

No pecuniary interest declared, nor a conflict of interest.

**ITEM 3: Confirmation of Minutes of meeting held 7 November 2011**

Minutes accepted as a true and correct record.

**ITEM 4: Reports**

**4.1 Chief Executive**

Report received and noted by the Board.

The Chief Executive spoke to the report and highlighted the:

- Misdiagnosis and incorrect treatment of a 69 year old male patient at Wollongong Hospital in 2010. This particular incident is drawn to the Board's attention as there is the potential this incident may generate media attention.

- Media attention to an incident involving a staff member receiving an electrical shock at Shellharbour Hospital on 12 November 2011. Medical advice indicated the nurse had fainted or experienced possible transient self correcting arrhythmia and returned to work her next rostered shift. The equipment was immediately removed from the department.

Discussion surrounding the inspection and servicing of SEALS (the owner of the power conditioner involved in this incident) equipment across the District ensued.

- Confusion surrounding the funding of the Teaching, Training and Accommodation Centre. The planning and tendering processes for the Centre have been completed however the project needs to be detailed on the Ministry for Health's Capital Plan before funding can be allocated to this project.

#### **ACTION ITEM:**

*Letter to be sent to Ministry for Health requesting expediency in this matter.*

- Strategies developed to manage the performance of off stretcher times at Wollongong Hospital have seen a 30.9% improvement compared with the previous month.
- Cardiac laboratory service at Wollongong Hospital has been improved with the recent replacement of the Digital Subtraction Angiography (DSA) and upgrade of the DSA in the Medical Imaging Department. The hospital is now able to offer a 24 hour per day catheter laboratory service.

Discussion took place on the need to seek Ministry for Health's approval to replace existing equipment.

The District's strategy to increase the number of laboratories to two has received the Ministry for Health's support and is now included in the Capital Plan. This project will require District funding.

#### **ACTION ITEMS:**

- i Board Chair and Chief Executive to prepare a paper for tabling at next Board meeting regarding the District's progression to establishing a second Catheter Laboratory at Wollongong Hospital.*
- ii Board Chair and Chief Executive will then meet with Wollongong Hospital Cardiologists to discuss the paper and provide feedback at the March Board meeting.*

## **4.2 ISLHD Board Executive Summaries**

### **4.2.1 Finance and Performance Committee - meeting held 28 November 2011**

Director of Finance provided a report that was noted by the Board.

### **4.2.2 Health Care Quality Committee – meeting held 14 November 2011**

Report received and noted by the Board.

### **4.2.3 Audit and Risk Management Committee – meeting held 22 November 2011**

Verbal report provided by Board representative on Committee, Marisa Mastroianni.

Salary packaging and meal entertainment procedures are under review to ensure systems and processes are in place to ensure compliance with the rules and regulations surrounding these revenue initiatives.

The Steering Committee has been reformed and the Salary Packaging Processing Unit is now managed by the ISLHD.

#### **ACTION ITEM:**

*Director of Finance to provide the Board Audit and Risk Management Committee with a report detailing the proposed systems and processing changes developed to improve the auditing and monitoring of applications to salary package and meal entertainment claims.*

Board Chair or Deputy Chair will attend Board Audit and Risk Committee meetings if Marisa Mastroianni is unable to attend.

## **4.3 Executive Management Committee Executive Summaries**

### **4.3.1 Northern Clinical Council – meeting held 9 November 2011**

Report received and noted by the Board.

### **4.3.2 MADAAC – meeting held 31 October 2011**

Report received and noted by the Board.

## **ITEM 5: Action List**

Action list tabled for information and noted by the Board.

## **ITEM 6: Confidential Items**

### **6.1 Confidential Minute One**

Board members are referred to the Confidential Minute One for discussion of this item.

### **6.2 Confidential Minute Two**

Board members are referred to the Confidential Minute Two for discussion of this item.

### **6.3 Confidential Minute Three**

Board members are referred to the Confidential Minute Three for discussion of this item.

## **ITEM 7: Business Arising**

### **7.1 Updated Delegations Manual**

The Board received and noted the changes.

### **7.2 Board's Role in Financial Matters**

An issue of concern was raised at 7 November 2011 Board meeting regarding the Board's role in financial matters. Board member Marisa Mastroianni will investigate the issue of the Chief Executive having responsibility for signing off on financial accounts however Ministry of Health policies state it is the Board's responsibility to endorse financial budgets and report to the Board.

## **ITEM 8: New Business**

### **8.1 ISLHD Staff Transformation Development and Strategy**

The Board received and noted the report.

There were concerns raised regarding the complexities and language of the report. The Chief Executive will continue working with the Steering Committee in developing the plan.

### **8.2 Sponsorship Proposal**

There is a banner on display in the main foyer of Shellharbour Hospital that was erected approximately nine months ago. The banner has been hung contrary to NSW Health Sponsorship policy.

The proposed agreement and concerns of the District management has been forward to the Director Legal and legislation and General Counsel for opinion.

The Board discussed how best to deal with this issue and concluded that as there is no agreement in place and no money has changed hands, the sign is to be removed.

**ACTION ITEMS:**

- i Chief Executive to meet with the local McDonalds franchisee to discuss this issue.*
- ii A media release is to be prepared for publication if required.*

**RESOLVED (2011/22):** The Board resolved to instruct the Chief Executive to arrange for the sign to be removed.

**8.3 Council of Board Chairs meeting calendar**

The Chair provided the Board with feedback from the most recent meeting of the Council of Board Chairs.

**8.4 Committee charter – Medical and Dental Appointment Advisory Committee (MDAAC)**

**RESOLVED (2011/23):** The Board resolved to endorse the MDAAC charter.

**ITEM 9: Business Without Notice**

**9.1 Performance Agreement**

The Board supports the concept of the Chief Executive having one performance agreement that details the Ministry for Health and Board KPIs.

**9.2 Expression of Gratitude**

The Chair thanked Board members for their commitment to the Illawarra Shoalhaven Local Health District in 2011 and expressed his gratitude to each member, and the Executive team.

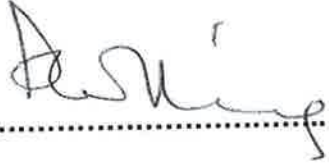
The Chair is looking forward to continuing the Board's work in 2012 in supporting the District with the goal of continual improvement in health care services for the District's communities.

**Meeting closed at:** 7:00pm

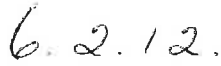
**Next meeting:** Monday 6 February 2011  
4.30pm – 6.30pm  
Conference Rooms 1 & 2,  
Level 8, Block C,  
Wollongong Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King**

A handwritten signature in cursive script, appearing to read "D. King", written over a horizontal dotted line.

**Signature**

A handwritten date "6.2.12." written in cursive script, positioned above a horizontal dotted line.

**Date**