

4781

**BUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

Meeting of: Finance Committee

Meeting No: 2004/09

Date: 17 September 2004 **Start Time:** 8.40 am

Present: Peter Heath (Director Corporate Services), Linda Mulligan (Director of Nursing), Judith McDonnell (Service Director Integrated Mental Health Services), Terry Fleming (Finance), Jenny Kirby (Manager Decision Support Unit), Peter Leck (District Manager).

Apologies: Tina Wallace (Director Community Health), Darren Keating (Director Medical Services).

Confirmation of Minutes: Judith McDonnell **Seconded:** Peter Leck

Minute Taker: Terry Fleming

Correspondence: Pathology Workload July 2004 – noted continued downward trend for Bundaberg.

Standing Agenda

Item No	EQiP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
09/04-1	Leadership and Management	Financial Position	<p>Based on an estimate of the districts budget the position is projected as slightly favourable at year end. The budget assumes the same base elective surgery funding (excluding the additional funds received late last year. i.e. \$350,000 + \$107,000).</p> <p>Any additional revenue from Medical Imaging Medicare receipts has not been included at this stage.</p> <p>The early problem areas above last year are Patient Travel, Drugs, Shared Service charges, Work cover and Intensive Care activity.</p> <p>Peter Leck expressed concerns that the districts hard work with respect to efficiency reviews and additional revenue is being lost to fund problem areas rather than be spent on new initiatives. We are still relying on vacancies from Community and Mental Health to cover these costs.</p>		

Standing Agenda

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
09/04-2		Directors Reports and Report			
0904-2.1	Leadership And Management	Methadone	Appropriate funding for the SMO in methadone is to be provided to allow for conference and study leave entitlements.	Terry Fleming to discuss with Tina Wallace.	Open
09/04-2.2	Leadership And Management	Linen	The linen credit at year end is to be factored into the projection.	Terry Fleming	Open
09/04-2.3	Leadership And Management	Uniform Charges	This budget is to be split between Nursing Administration and Operational Services.	Terry Fleming	Open
09/04-2.4	Leadership And Management	Optometric	It was noted that the change in tender arrangements will see a double in price. Peter Leck advised that funding was coming to offset this - \$116,000.		Closed
09/04-2.5	Leadership And Management	Shared Services	These costs are to be managed by Peter Heath and thus the cost is to go to an appropriate cost centre or a new one created.	Terry Fleming	Open
09/04-2.6	Leadership And Management	Mental Health Acute Service	The occupancy has increased and the Business Framework may need to be revisited.	Terry Fleming and Judith McDonnell	Open
09/04-2.7	Leadership And Management	Theatre	A budget meeting needs to occur with the acting Nurse Unit Manager.	Terry Fleming	Open
09/04-2.8	Leadership And Management	Intensive Care	Linda noted skill mix problems had increased overtime and the casual pool needs to be developed to address this issue.	Linda Mulligan	Open
09/04-2.9	Leadership And Management	Childers - Trust	The Childers trust account is still to be closed.	Terry Fleming	Open

Standing Agenda					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
09/04-2.10	Leadership And Management	Hours Per Patient Day	This data is to be checked and resent.	Terry Fleming	Open

Business Arising					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
08/04-1	Leadership And Management	Non Labour Escalation	These funds are to be allocated as per the tabled spreadsheet. The areas are addresses are Theatre Clinical supplies, Patient Travel and Drugs.		Closed
08/04-2.1	Leadership And Management	Shared Services Levy	Peter Heath tabled reconciliation. The major items to be pursued being the transfer of the AO% Payroll Manager and the transfer of the 0.5 AO2 attributed to Executive Support (historically Nursing Administration).	Peter Heath	Open
08/04-2.3	Leadership And Management	Low Line Kilograms in July	As the group linen service does accruals to try and match the dollars in the correct month, linen kilogram information is to match.		Closed
08/04-2.4	Leadership And Management	Waste Low In July	This is dependent on journals which are driven from Sunshine Coast. There was a catch up in August.		Closed
08/04-2.5	Leadership And Management	Pharmacy Occasions	Paul Cracknell advised that methadone occasions had decreased and the reporting from the new STOCCA pharmacy system treated the occasions of service reporting differently.		Closed
08/04-2.8	Leadership And Management	Patient Election Form	The completion of this form is to be reinforced at Head of Department meetings.		Closed
08/04-2.8	Leadership And Management	Sick/Family Leave	A report on days taken per Full Time Equivalent was tabled which indicated that 1.2 days were taken as family leave and 8.0 were taken as sick leave. This report to be tabled each 6 months		Closed

Business Arising					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
05/04-2.13	Leadership And Management	Work cover Model	A modified version of model 1 is to be used with safety nets for various cost centres. Judith noted that concessions may need to be provided for HACC given their historical contribution.	Terry to provide further data on the % the cost is of the areas budget for Peter Leck to review.	Open

New Business					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
			nil		

Meeting Closed: 10.45 Next Meeting: 15 October 2004