

478M

# BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Finance Committee

Meeting No: 2004/10

Date: 22 October 2004 Start Time: 12.40 pm

**Present:** Peter Heath (Director Corporate Services), Linda Mulligan (Director of Nursing), Judith Mc Donnell (Service Director Integrated Mental Health Services), Terry Fleming (Finance), Jenny Kirby (Manager Decision Support Unit), Peter Leck (District Manager), Tina Wallace (Director Community Health), Darren Keating (Director Medical Services).

**Apologies:**

**Confirmation of Minutes:** Confirmed **Seconded:**

**Minute Taker:** Terry Fleming

**Correspondence:** Endorsed Budget Process

Central Zone Finance Notes

August 2004 Pathology Comparison

Category B Target Adjustment

Elective Surgery Funding

Superannuation – Note now part of funding, any submissions need to include superannuation.

Category C Targets

Standing Agenda					
Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
10/04-1	Leadership and Management	Financial Position	The estimate suggests a favourable result at year end. The major changes for last month were the increase in Category B target by \$273,000, effectively a budget reduction and approval for elective surgery funds of \$714,000.  The estimate assumes an expected linen credit in June of \$30,000 and the higher than expected Shared Services levy.		

Standing Agenda

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
10/04-2		Directors Reports and Report	<p>The variables are:</p> <ul style="list-style-type: none"> <li>any movement of the Category B receipts</li> <li>Any impact from Category C receipts (estimated at \$63,000 by the zone.</li> <li>The additional funds from the radiology agreement as none have been received as yet.</li> </ul> <p>Additional equipment items for theatre monitors (\$20,000) and theatre equipment repairs (\$20,000) will need to be factored into estimates.</p>		
10/04-2.1	Leadership And Management	Breast screen Radiology	A mechanism needs to be set up to journal the costs for Breast screen radiology hours. The current charges are being deducted from the revenue collected and are therefore not being allocated to the Breast screen cost centre.	Terry to commence journal process.	Open
10/04-2.2	Leadership And Management	Linen	A significant price increase in theatre linen charges will impact the district (29% or \$17,000). This is being raised with the Group Linen Services.	Peter Heath	Open
10/04-2.3	Leadership And Management	Medical Gas and Freight	These costs appear to have increased again. Further analysis is required.	Terry Fleming	Open
10/04-2.4	Leadership And Management	Optometric	This budget needs to reflect the additional funds.	Terry Fleming	Open
10/04-2.5	Leadership And Management	Patient Travel	<p>Peter Leck expressed concern with the contingnula increase in this are. Darren noted there had been some minor changes in the guidelines that will help, namely:</p> <ul style="list-style-type: none"> <li>Mileage reimbursement equivalent to cheapest travel mode which is rail. (\$74 v \$54 per trip).</li> <li>Increase from 4 nights combined to 4 nights each threshold for accommodation.</li> </ul>		

**Standing Agenda**

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
10/04-2.6	Leadership And Management	Risk Management	Some discussion was held with respect to the type of patient and costs per speciality data, which is not available.	Peter Heath to look into getting this information from Travel Manager in a file format.	Open
10/04-2.7	Leadership And Management	Catering Costs Per Bed Day	This information is not included in the report and needs to be added.	Terry Fleming	Open
10/04-2.9	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

**Business Arising**

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
09/04-2.1	Leadership And Management	SMO Conference Leave	This will appear in the October budget reports.		Closed
09/04-2.2	Leadership And Management	Linen Credit	A credit of \$30,000 has been assumed at this stage.		Closed
09/04-2.3	Leadership And Management	Uniform Budget	The budget has been amended to \$24,000 in Nursing Administration and \$6,000 in operational services.		Closed
09/04-2.5	Leadership And Management	Shared Services Cost Centre	This has now been moved to corporate services.		Closed
09/04-2.6	Leadership And Management	Business Planning Framework	Further discussions were held.		Closed

Business Arising					
Item No	EQUP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
09/04-2.7	Leadership And Management	Theatre Budget	A meeting has been held with the acting Nurse Unit Manager.		Closed
09/04-2.8	Leadership And Management	Intensive Care	Strategies to control activity and improve call in pool are continuing.	Linda Mulligan/Peter Leck	Open
09/04-2.9	Leadership And Management	Childers Trust	A cheque for \$10 has been received to clear the account.		Closed
08/04-2.1	Leadership And Management	Shared Services Levy	This matter is being discussed with the Shared Services Provider.		Closed
05/04-2.13	Leadership And Management	Work Cover Model	The model has been finalised. It is based on the 3 year history with a cap of 3% of total budget. This cap reduced the charge for HACC and Gin Gin. No cap was applied to Mental Health.		Closed

New Business					
Item No	EQUP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
10/04-2.10	Leadership And Management	PC Levy	The new arrangements were tabled with levies remaining the same. The only change being additions to the fleet are to be paid for by the district in the first instance.		Closed
10/04-2.11	Leadership And Management	Category C	The impact of this is unknown at this stage. The zone has estimated an additional \$63,000 above target. The mechanics of this need to be confirmed.	Terry Fleming	Open
10/04-2.12	Leadership And Management	Elective Surgery	Last years break-up was tabled and some possible workings for this year. Further is work is to be done.	Terry to tidy up and discuss further with Darren and Jenny.	Open
10/04-2.13	Leadership And Management	Prosthetic Costs	The cost of additional joints is to be confirmed with respect to use of different suppliers.	Linda Mulligan/Peter Leck	Open

**New Business**

Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
10/04-2.14	Leadership And Management	Pathology/Drogs	Discussion was held with respect to moving this expenditure and budget to the appropriate medical cost centres. There were some issues with where to map areas with both medical and surgical patients.	A mapping document is to be provided for discussion at Executive Council. Terry to provide.	Open

**Meeting Closed: 2.55pm**

**Next Meeting: 15 October 2004**