MINUTES
OF THE
JOINT CONFERENCE COMMITTEE
FOR
LAGUNA HONDA HOSPITAL

February 14, 2000
9:00 a.m.
at
Conference Room B102
375 Laguna Honda Boulevard
San Francisco, CA 94116-1411

1) CALL TO ORDER

The regular meeting of the Joint Conference Committee for Laguna Honda Hospital was called to order by Commissioner John Umekubo, M.D., at 9:00 a.m.

Present: Commissioner Harrison Parker, Sr., D.D.S.
Commissioner John I. Umekubo, M.D.

Commissioner Umekubo, Chairman of the Joint Conference Committee for Laguna Honda Hospital, thanked the Laguna Honda Hospital staff and looks forward to working with all of them.

2) EXECUTIVE ADMINISTRATOR’S REPORT
(Larry Funk)

Census Report
The average daily census for January was 1,055, which is 10 less than our budgeted census of 1,065. The decline is attributed to discharges exceeding admissions by 10% during the month. The Admissions Screening Committee is working closely with the discharge planner from San Francisco General and the Laguna Honda Hospital Interdisciplinary Teams to maintain appropriate service levels. The average daily census year-to-date through January is 1,071.
Conclusion of Annual Survey Process
The Hospital submitted its Plan of Correction for the December 6-9, 1999 resurvey to the State Licensing and Certification Division on January 6, 2000. The Licensing and Certification staff has verbally advised the Hospital that this Plan of Correction was accepted.

As stipulated in a previous Plan of Correction, the Hospital agreed to meet with representatives from HCFA, subsequent to the Proposition A election in November to discuss future adjustments to the census at Laguna Honda. Mr. Wagner and Mr. Funk met with representatives from HCFA on January 13th to describe the Hospital’s progress in completing other elements of the Plan of Correction relative to the physical plant.

The HCFA representatives were advised about the positive implications of the successful passage of Proposition A; that is, a new facility would be activated approximately July 2006, and that the open wards and other physical plant compliance issues would be permanently resolved at that time.

The HCFA representatives were also advised that the Hospital census had been reduced by approximately 140 beds (a 12% reduction) since June 1998, and that the reduction of census in the open wards from 30 to 25 (a 17% reduction) was nearly complete.

Mr. Funk described the creation of social dining and activity spaces and the program enhancements that had been implemented to improve the quality of life for residents.

In light of these accomplishments and having a permanent solution to the facility issues in hand, Mr. Funk requested continuation of the waivers to operate the open wards and private and semi-private rooms at current service levels until activation of the new facility. Mr. Funk proposed that since HCFA had extended the same waivers for the past 20 years that a continuation at this time was reasonable and appropriate given the success of Proposition A.

Mr. Funk also explained the community needs to maintain existing service levels due to the increasing demand for skilled nursing services and the significant reduction of skilled nursing beds in San Francisco (e.g. the closure of SNF beds at Davies, Mt. Zion and other private providers).

The HCFA representatives requested that the Hospital consider further reductions to the existing census. The Department is finalizing its response to HCFA at this time. Mr. Funk fully intends to continue our dialogue and collaboration with HCFA representatives as the new facility is developed.

It will be 5-8 months before another survey is conducted.

Rate Increase Details Forthcoming
The California Hospital Association has advised the Hospital that the Governor’s office will release the terms and conditions of the Medi-Cal rate increase which distinct part SNFs are eligible for this fiscal year in approximately 10 days. Laguna Honda is eligible to receive an increase of up to $6.79 per Medi-Cal day if it receives credit for wage and benefit increases provided to our direct care providers through the existing collective bargaining agreement. This increase would bring the Medi-Cal daily rate to $221.64 per day. Receipt of the total amount of the rate increase is important to the fiscal status of the Hospital this year and next year as similar proposals are being advanced by the State for FY 00-01. Mr. Funk will advise the Commission of the Governor’s guidelines upon receipt.
Staffing Report
As of February 1, the Hospital is operating staffing at a 6.86% vacancy rate with 109.50 positions vacant. The Hospital’s budget is predicated upon a 5.4% vacancy rate, or an equivalent of 87 positions vacant. Due to current staffing levels, several departments are utilizing per diem staff and overtime in order to provide required levels of service. Laguna Honda Hospital is currently performing staffing and budget analyses to develop a plan to provide optimal, affordable staffing levels.

LHH Volunteer’s Inc. Annual Board Meeting
The LHH Volunteer’s Board of Directors convened its annual meeting at the Hospital on February 9, 2000. The Executive Committee hosted a luncheon to thank the Board members for their support of Proposition A and for their ongoing support of special programs and services for our residents. During 1999, the Volunteers purchased a new bus for the residents along with several computers, Web TV devices and a variety of other special equipment and services for the enjoyment and pleasure of our residents.

Commissioner Parker observed and acknowledged the enhancements of activities for the residents.

3) LAGUNA HONDA HOSPITAL REPLACEMENT PROJECT STATUS REPORT

Mr. Funk submitted the results of the November 1999 general election on voter support by precincts on the Laguna Honda Hospital Bond Initiative (Proposition A).

Mr. Funk gave a status report in the areas of request for qualifications, environmental impact report, project team formation, a HUD grant proposal for assisted living, and startup costs. Routine progress reports will be given to this Committee.

Commissioner Umekubo stressed the importance of staff input into the architectural planning.

Commissioner Parker asked about the cost estimates and sources of funding.

Public Speaker: Doris Mitchell, Local 250, advocated for inclusion of frontline providers and caregivers in the planning process.

Mr. Funk acknowledged the planning process will include the different stakeholders in this project.

4) DIRECTOR OF NURSING REPORT
(Mary Louise Fleming)

Mary Louise Fleming, R.N., M.S.N., reported on community provider linkages, nursing division operations, and the Activity Therapy Department.

Commissioner Parker asked about the staffing issues and where do we want to be.

Mr. Funk reported that in order to determine staffing needs, the data has to be acuity driven. The data would justify the budget; and the budget will be monitored.
5) **MEDICAL LEADERSHIP REPORT**  
(Dr. Terry Hill)

Dr. Terry Hill, Medical Director, gave an update on the third of the new Psychosocial Units, the Medical Psychiatric Unit to open in the spring in Clarendon South 200. There will be two other new units; a fourth Psychosocial Unit and a short stay unit, which will provide short-term skilled nursing services and discharge patients to the community. Additionally, an Alzheimer’s Day Care Resources Center of the Adult Day Health Center will open later this month.

New medical staff offices will be in K-3.

Commissioner Umekubo requested an appropriate time limit be established for the behavioral units.

6) **GENERAL PUBLIC COMMENTS ON ANY MATTER WITHIN THE SUBJECT MATTER JURISDICTION OF THE LAGUNA HONDA HOSPITAL COMMITTEE**

None.

7) **PUBLIC COMMENTS ON ALL MATTERS PERTAINING TO THE CLOSED SESSION**

None.

8) **VOTE ON WHETHER TO HOLD A CLOSED SESSION TO CONFER WITH LEGAL COUNSEL (SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.10(d)**

Action Taken: The Commissioners voted to hold a Closed Session.

The Commission went into Closed Session at 10:30 a.m. and came out at 11:10 a.m.

9) **CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(b)(3)(C), AND SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.10(d)**

**CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (DISCUSSION ITEM)**

NUMBER OF POTENTIAL CASES: ONE, AS DEFENDANT

THE CLOSED SESSION WILL CONSIDER THE DEPARTMENT OF JUSTICE INVESTIGATION OF LAGUNA HONDA HOSPITAL

10) **CLOSED SESSION PURSUANT TO EVIDENCE CODE SECTIONS 1157(a) AND (b); 1157.7, HEALTH AND SAFETY CODE SECTION 1461; AND CALIFORNIA CONSTITUTION, ARTICLE I, SECTION 1**
FOR DISCUSSION:  CONSIDERATION OF MEDICAL AUDIT, QUALITY OF CARE AND QUALITY ASSURANCE MATTERS

11) RECONVENE IN OPEN SESSION:

VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSIONS HELD IN CLOSED SESSION (SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.12(a))

Action taken: The Commissioners voted not to disclose any discussions held in Closed Session.

The meeting was adjourned at 11:15 a.m.

Sandy Ouye Mori
Executive Secretary to the Health Commission