1. **CALL TO ORDER**

Present: Commissioner David J. Sanchez, Jr., Ph.D., Chair
Commissioner David Pating, M.D., Member

Excused: Commissioner Judith Karshmer, Ph.D., PMHCNS-BC, Member

Staff: Mivic Hirose, John Grimes, Madonna Valencia, Janet Gillen, Lisa Hoo MD, Yifung Qian MD, Michael McShane MD, Jennifer Canton Wade, Donna D’Cruz, Christine Hanson, Wilmie Hathway DO, Chauncey Jackson, Quoc Nguyen, Loretta Cecconi, Lena Yue, ChiaYu Ma, Alice Chen MD, Marcellina Ogbu

The meeting was called to order at 4:01pm.

2. **APPROVAL OF MINUTES FOR MEETING OF February 14, 2017**

   Action Taken: The minutes were unanimously approved.

3. **GENERAL PUBLIC COMMENT:**

   There was no public comment.

4. **ADMINISTRATOR’S REPORT**

   Mivic Hirose, Executive Administrator, gave the report.
Commissioner Comments:
Commissioner Pating congratulated Dr. Hoo on being named Employee of the Month in March.

Commissioner Sanchez thanked Dr. Woods for her devotion and hard work.

5. LAGUNA HONDA UNPLANNED DISCHARGES REPORT
Janet Gillen, Director of Social Services, Jennifer Carton-Wade, Assistant Hospital Administrator, Madonna Valencia, Acting Chief Nurse Manager, and Yifang Qian, Chief of Psychiatry, gave the report.

Commissioner Comments:
Commissioner Pating asked which component is easiest to implement. Ms. Valencia stated that explaining the discharge process early in a patient’s tenure at LHH has been helpful.

Commissioner Pating suggested that LHH staff publish their findings.

Commissioners Sanchez thanked the team for their effective efforts.

6. LAGUNA HONDA LEAN TRANSFORMATION UPDATE
John Grimes, Chief Operations Officer, Madonna Valencia, Chief Nursing Officer and Soraya Mangondato-Galvan, Nurse Manager gave the presentation.

Commissioner Comments:
Commissioner Pating asked for clarification of the criteria which indicates improvement of the admission process. Ms. Hirose stated that achieving a two day or less admission approval process is a current goal. Dr. McShane added that to increase transparency of the process, the screener gives a decision within a day; only complicated cases are submitted to the committee.

Commissioner Sanchez congratulated the team for the great work and added that the Lean process seems to be effective throughout the SFDPH.

7. TRUE NORTH GOALS STATUS REPORT
Quoc Nguyen, Assistant Hospital Administrator, gave the report.

Commissioner Comments:
Commissioner Pating thanked Mr. Nguyen for the clarity of the report.

Commissioner Sanchez stated that the report is excellent.

8. CONSIDERATION OF HOSPITAL-WIDE POLICIES & PROCEDURES
Madonna Valencia, Acting Chief Nurse Manager, reviewed the policies and procedures.

Action Taken: The Committee unanimously approved the policies and procedures.
9. **CLOSED SESSION**

**SUBJECT MATTER:** MEDICAL STAFF CREDENTIALING

A) Public comment on whether to convene in closed session and all matters pertaining to the proposed closed session.

B) Discussion and vote in open session on whether to conduct a closed session. (Action)

C) [Possible closed session pursuant to California Health and Safety Code § 1461, California Evidence Code §§ 1156, 1156.1, 1157, 1157.5, 1157.6 and 1157.7; San Francisco Administrative Code § 67.5; and California Constitution, Article I, Section 1.]

D) Reconvene in open session
   The Committee voted unanimously to conduct a closed session to consider Medical Staff Credentialing. The closed session began at 5:08pm and the Committee reconvened in open session at 5:11pm.

10. **POSSIBLE DISCLOSURE OF CLOSED SESSION INFORMATION**

   **Action Taken:** The Committee voted to disclose that it had approved the March 2017 Medical Staff Credentialing Report.

11. **ADJOURNMENT**

   The meeting was adjourned at 5:11pm.