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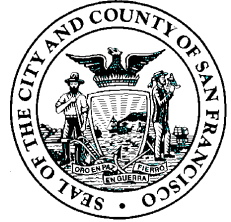
Laurie Green, M.D.
Commissioner

Tessie Guillermo
Commissioner

David J. Sanchez, Jr., Ph.D.
Commissioner

**HEALTH COMMISSION
CITY AND COUNTY OF SAN
FRANCISCO**

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Department of Public Health



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Director of Health

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Executive Secretary

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**AGENDA
JOINT CONFERENCE COMMITTEE MEETING FOR
LAGUNA HONDA HOSPITAL AND REHABILITATION CENTER
July 10, 2018, 4:00 p.m.
Administration Building, Conference Room B102
375 Laguna Honda Boulevard
San Francisco, CA 94116-1411**

COMMITTEES OF THE HEALTH COMMISSION CONSIST OF THREE MEMBERS OF THE COMMISSION. IF A QUORUM OF THE HEALTH COMMISSION IS PRESENT AT THIS COMMITTEE MEETING, IT CONSTITUTES A SPECIAL MEETING OF THE COMMISSION AND ALL COMMISSION MEMBERS MAY PARTICIPATE IN THE DISCUSSION ON AN ITEM ON THE AGENDA AND MAY VOTE WITH THE MEMBERS OF THIS COMMITTEE. ANY ACTION TAKEN AT THIS SPECIAL MEETING SHALL BE TREATED AS RECOMMENDATIONS THAT SHALL BE REPORTED TO THE HEALTH COMMISSION AT A REGULAR MEETING FOR ACTION. THE HEALTH COMMISSION SECRETARY SHALL MAKE A NOTE OF THE PRESENCE OF THE ADDITIONAL COMMISSIONERS IN THE MINUTES, AND DISCUSSION SHALL BE LIMITED TO ITEMS NOTICED ON THIS AGENDA.

Commissioner David J. Sanchez, Jr., Ph.D., Chair
Commissioner Edward A. Chow, M.D., Member
Commissioner Tessie Guillermo, Member

1. CALL TO ORDER

2. FOR ACTION: APPROVAL OF MINUTES FOR MEETING OF JUNE 12, 2018
**Minutes of the meeting of June 12, 2018*

3. GENERAL PUBLIC COMMENT:

AT THIS TIME, MEMBERS OF THE PUBLIC MAY ADDRESS THE LAGUNA HONDA HOSPITAL JOINT CONFERENCE COMMITTEE ON ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE LAGUNA HONDA HOSPITAL JOINT CONFERENCE COMMITTEE THAT ARE NOT ON THIS MEETING AGENDA. WITH RESPECT TO AGENDA ITEMS, YOUR OPPORTUNITY TO ADDRESS THE LAGUNA HONDA HOSPITAL JOINT CONFERENCE COMMITTEE WILL BE AFFORDED WHEN THE ITEM IS REACHED IN THE MEETING. EACH MEMBER OF THE PUBLIC MAY ADDRESS THE LAGUNA HONDA HOSPITAL JOINT CONFERENCE COMMITTEE FOR UP TO THREE MINUTES. THE BROWN ACT FORBIDS A COMMISSION FROM TAKING ACTION OR DISCUSSING ANY ITEM NOT APPEARING ON THE POSTED AGENDA, INCLUDING THOSE ITEMS RAISED AT PUBLIC COMMENT.

4. FOR DISCUSSION:

ADMINISTRATOR'S REPORT

(Mivic Hirose, Executive Administrator)

**Administrator's Report*

ACTIVITIES AND OPERATIONS OF LAGUNA HONDA HOSPITAL WILL BE DISCUSSED, INCLUDING STATE OF THE HOSPITAL, BUDGET AND FINANCE, INITIATIVES AND MILESTONES, PERFORMANCE IMPROVEMENT, EVENTS AND RECOGNITION.

5. FOR DISCUSSION:

2018 SAN FRANCISCO (SF) FELLOWS PROJECT: DESIGNING A VISUAL BOARD FOR NURSING HUDDLES

(Monica Casanova, Ariel Bolingbroke, Emily Vontsolos, SF Fellows; Quoc Nguyen, Assistant Hospital Administrator)

REPORT ON THE SF FELLOWS FROM THE CITY'S DEPARTMENT OF HUMAN RESOURCES COLLABORATION WITH NURSING LEADERSHIP ON DESIGNING AN ELECTRONIC VISUAL BOARD TO ENHANCE DAILY NURSING HUDDLES

6. FOR DISCUSSION:

LAGUNA HONDA LEAN TRANSFORMATION UPDATE: DISCHARGE CARE PLANNING KAIZEN IMPROVEMENT EVENT

(Quoc Nguyen, Assistant Hospital Administrator; Irin Blanco, Nursing Director; Susanna Meneses, Admissions & Eligibility Supervisor; Janet Gillen, Social Services Director; Nawzaneen Talai, Senior Administrative Analyst)

REPORT ON LAGUNA HONDA'S COMPLETED LEAN KAIZEN IMPROVEMENT WEEK-LONG WORKSHOP FOCUSED ON OPERATIONALIZING DISCHARGE IDENTIFICATION AND PLANNING, WHICH IS PART OF THE DISCHARGES VALUE STREAM.

7. FOR DISCUSSION:

RESIDENT AND FAMILY SATISFACTION SURVEY

(Nawzaneen Talai, Senior Administrative Analyst; Regina Gomez, Quality Management Director; Quoc Nguyen, Assistant Hospital Administrator)

REPORT ON LAGUNA HONDA'S RESULTS OF THE RESIDENT AND FAMILY SATISFACTION SURVEY COMPLETED IN LATE 2017, INCLUDING PRIORITIZATION AND NEXT STEPS FOR IMPROVEMENT.

8. FOR ACTION:

CONSIDERATION OF HOSPITAL-WIDE POLICIES & PROCEDURES

(Regina Gomez, Quality Management Director)

THE LHH JCC WILL CONSIDER NEW AND REVISED POLICIES AND PROCEDURES RELATED TO THE OPERATION OF LAGUNA HONDA HOSPITAL AND REHABILITATION CENTER. APPROVAL IS REQUESTED.

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

10. FOR ACTION:

POSSIBLE DISCLOSURE OF CLOSED SESSION INFORMATION

DISCUSSION AND VOTE IN OPEN SESSION TO ELECT WHETHER TO DISCLOSE ANY PORTION OF THE CLOSED SESSION DISCUSSION THAT IS NOT CONFIDENTIAL UNDER FEDERAL OR STATE LAW, THE CHARTER, OR NON-WAIVABLE PRIVILEGE (SAN FRANCISCO ADMINISTRATIVE CODE SECTION 67.12(A)); AND POSSIBLE DISCLOSURE.

11. ADJOURNMENT

- * **Explanatory documents are available at the Health Commission Office, 101 Grove Street, Room #311. If any materials related to an item on this agenda have been distributed to the Laguna Honda Hospital Joint Conference Committee after distribution of the agenda packet, those materials are available for public inspection at the Health Commission Office at the address above during normal business hours.**

Directions to Laguna Honda

Laguna Honda Hospital's conference room B102 is located on the 1st floor of the Administration Building and is wheelchair accessible. From the entrance of the Administration Building, go straight and take a right down the hallway. At the end of the hallway, make a left into the B Wing and follow signs to room B102.

Disability Access

Wheel chair assisted participants arriving by shuttle may be dropped off in the white zone near the entrance of the Administration Building and utilize the ramp near the entrance. Upon entering the Administration Building, go straight and make a right down the hallway where signs will direct you to conference room B102.

Wheel chair assisted participants arriving in their own vehicles may park in any parking spaces marked with disabled parking signs which are located in front of the Administration Building or the Pavilion Building. If you park in the area in front of the Pavilion, you will enter the building at ground floor level. Take the elevator to the first floor. Make a left as you leave the elevator and

another left down the hallway. You will pass the cafeteria and go through the connecting corridor. Continue down the hallway and follow signs directing you to conference room B102.

Muni metro subway, most motorbus lines and Forest Hill Station are wheelchair accessible, as are the Hospital's buildings.

If you require special listening devices, American Sign Language interpreters and readers, large print copy of agenda or other special services, please advise Laguna Honda Administration at (415) 759-2363, at least 72 hours prior to the meeting. Late requests will be honored, if possible.

Please help accommodate individuals with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities by refraining from wearing fragrances.

Public Transportation

You are encouraged to utilize public transportation. The Forest Hill Muni (surface/subway) Station is located across the street from the Hospital's entrance. The K, L and M streetcar lines stop at Forest Hill Station and can be boarded at most BART/Muni stations, including Civic Center Station, located on Market Street, one block from Civic Center Garage across from City Hall, (entrance on McAllister between Polk and Larkin Streets, and day-long parking is available).

Motorbus lines *#36 Teresita, #43 Masonic, #44 O'Shaughnessy, and #52 Excelsior* serve the Forest Hill Station. You may transfer to the *Laguna Honda* (wheel chair accessible) shuttle van, which provides services 5 days a week, every 30 minutes, from 6:30 a.m. 6:00 p.m., from the Forest Hill Station to the hospital (Pavilion) main entrance, adjacent to a wheelchair ramp. For more information about Muni accessible services, call (415) 923-6142.

Hospital Campus Parking

Although it is possible to park in the neighborhood of the hospital – on Laguna Honda Boulevard and Clarendon Drive – nearby residential area parking is limited to 2 hours. Parking on the hospital grounds is free but limited. On hospital grounds, you are welcome to park in any identified legal parking space, which does not carry a rectangular "reserved" sign over the space or block of spaces. Local parking regulations are strictly enforced. Once issued, SFPD/SFFD tickets cannot be reversed as a "courtesy." Please be sure to observe all parking signs and marked curbs. Parking for wheelchair users is located at the west end of the main building parking lot, and also at Clarendon Valley and in the Clarendon east parking lot.

Know Your Rights Under the Sunshine Ordinance

The Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Adele Destro by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at sotf@sfgov.org

Citizens may obtain a free copy of the Sunshine Ordinance by contacting Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://sfbos.org/index.aspx?page=5551#67.12>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; and website: www.sfgov.org/ethics.