MINUTES
JOINT CONFERENCE COMMITTEE MEETING FOR
LAGUNA HONDA HOSPITAL AND REHABILITATION CENTER
May 14, 2019, 4:00 p.m.
Administration Building, Conference Room B102
375 Laguna Honda Boulevard
San Francisco, CA  94116-1411

1. CALL TO ORDER

Present: Commissioner Tessie Guillermo, Chair
Commissioner James E. Loyce, Jr

Excused: Commissioner Edward A. Chow, M.D., Member

Staff: Mivic Hirose, Grant Colfax MD, Alice Chen MD, John Grimes, Michael McShane MD, Wilmie Hathaway DO, Lisa Hoo MD, Lena Yee, Loretta Ceconi, Nawzaneen Talai, Angela Pownall-Elizalde, Regina Gomez, Quoc Nguyen, Edward Guina, Annie Fishman, Elizabeth Dayrit, Eric Benzel, Arnulfo Medina

The meeting was called to order at 4:07pm.

2. APPROVAL OF MINUTES FOR MEETING OF APRIL 9, 2019

Action Taken: The minutes were unanimously approved.

3. GENERAL PUBLIC COMMENT:
There was no general public comment.

4. ADMINISTRATOR’S REPORT
Mivic Hirose, Executive Administrator, presented the item.
Commissioner Comments:
Commissioner Guillermo noted that under the Equity True North, the data indicates that LHH is moving away from achieving its goal of 75% of Black/African American patients with a hypertension diagnosis being within the control guidelines. Dr. McShane stated that improvement work is still needed with physicians and nurses
to ensure this goal is met. Ms. Hirose added that approximately 27% of LHH patients are Black/African American; she will request that a counter-measure be developed at the next Quality Council meeting.

5. **REGULATORY AFFAIRS REPORT**
   Regina Gomez, Quality Management Director, presented the item.

   Commissioner Comments:
   Commissioner Guillermo requested a written summary, to include analysis of the change in LHH star rating. Commissioner Loyce requested a strategy to deal with issues that led to the change.

6. **FY2017-2018 FACILITY ASSESSMENT REPORT**
   Lena Yue, Administrative Analyst, Quoc Nguyen, Assistant Hospital Administrator and Regina Gomez, Quality Management Director, presented the item.

   Commissioner Comments:
   Commissioner Guillermo asked if the number of bilingual staff noted on page 9 of the presentation represents direct care and administrative staff. Mr. Nguyen stated that it represents any type of staff who have passed a bilingual test.

7. **CMS PHASE 3 REGULATORY REQUIREMENTS**
   Madonna Valencia, Chief Nursing Officer; Garrett Chatfield, Compliance and Privacy Officer; Arnie Fishman, Learning and Development Manager; and Regina Gomez, Quality Management Director, presented the item.

   Commissioner Comments:
   Commissioner Guillermo asked for more information regarding the curriculum used for cultural competency. Ms. Gomez stated that LHH uses the DPH-developed Trauma Informed Systems and sexual orientation/gender trainings. LHH also utilizes certified trainings of non-violent intervention skills building.

   Commissioner Guillermo requested an update on the LHH implementation of CMS training requirements be presented to the LHH JCC by November.

8. **CONSIDERATION OF LAGUNA HONDA MEDICAL STAFF BYLAWS AND RULES AND REGULATIONS**
   Wilmie Hathaway, DO, Chief of Staff, presented the item.

   Commissioner Comments:
   Commissioners Guillermo and Loyce thanked Dr. Hathaway for the report.

9. **CONSIDERATION OF HOSPITAL-WIDE POLICIES & PROCEDURES**
   Lena Yue, Administrative Analyst, presented the item.

   Commissioner Comments:
   Commissioner Guillermo asked for more information regarding how policies are developed. Ms. Yue stated that policies are developed and revised through the Nursing, Medical Staff, and Hospital Executive committees. She added that the City Attorney’s Office is also an important part of this process.

   Action Taken: The Committee unanimously voted to approve the policies and procedures.

10. **CLOSED SESSION**

**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.]

SUBJECT MATTERS:

1. MEDICAL STAFF CREDENTIALING
2. PERFORMANCE IMPROVEMENT AND PATIENT SAFETY REPORTS

D) Reconvene in open session

Action Taken: The Committee voted unanimously to conduct a closed session to consider Medical Staff Credentialing and Performance Improvement and Patient Safety Reports. The closed session began at 5:16pm and the Committee reconvened in open session at 5:17pm.

11. POSSIBLE DISCLOSURE OF CLOSED SESSION INFORMATION

Action Taken: The Committee unanimously voted not disclose information discussed in closed session.

12. ADJOURNMENT
The meeting was adjourned at 5:18pm.