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MINUTES
JOINT CONFERENCE COMMITTEE MEETING FOR
LAGUNA HONDA HOSPITAL AND REHABILITATION CENTER
March 17, 2020, 2:30 p.m.
101 Grove Street, Room 302
San Francisco, CA 94102

1. CALL TO ORDER

Present: Commissioner Tessie Guillermo, Chair
Commissioner Edward A. Chow, M.D., Member
Commissioner Laurie Green, MD, Member

Staff: Maggie Rykowski, John Grimes, Adrian Smith

The meeting was called to order at 2:37pm. Commissioner Chow chaired the meeting.

2. APPROVAL OF MINUTES FOR MEETING OF FEBRUARY 11, 2020

Action Taken: The February 11, 2020 minutes were unanimously approved.

3. GENERAL PUBLIC COMMENT:

There was no general public comment.

4. ADMINISTRATOR'S REPORT

Margaret A. Rykowski, Acting Chief Executive Officer, presented the item.

Commissioner Comments:
Commissioner Green asked if LHH anticipates any staffing shortages and issues related to the COVID-19 shelter in place order. Ms. Rykowski stated LHH will use registry if there is a need to fill in for nursing staff. She noted that LHH is monitoring other staffing levels and feels confident that LHH can manage any staffing issues.

Commissioner Chow asked how staff is communicating with one another regarding resident rounds. Ms. Rykowski stated that the nurse manager is still making in-person staff rounds and continues to check health status will all nursing staff. Physicians also continue to conduct in-person rounds.

Commissioner Green asked if there is adequate PPE for LHH staff. Ms. Rykowski stated that DPH is coordinating its PPE centrally. She noted that there is currently an adequate PPE supply.

Commissioner Chow asked about LHH staff morale. Ms. Rykowski stated that staff understand the importance of maintaining a high quality of care during this time. She noted that staff morale seems to be high at present.

5. REGULATORY AFFAIRS REPORT

Adrian Smith, Acting Chief Quality Officer, presented the item.

Commissioner Comments:

Commissioner Green asked how the shelter in place will impact the CDPH survey processes that have been ongoing. Mr. Smith stated that LHH has submitted a request to CDPH to review its plan of correction without an in-person visit so progress is not delayed. LHH is waiting for a response to this request.

Commissioner Chow noted that some of the issues identified in the most recent survey are routine issues and not related to the patient incidents identified last year. Mr. Smith stated that survey had three times the number of surveyors involved with three times the number of charts reviewed. He is confident in the improvements made in quality work at LHH.

Commissioner Guillermo asked if use of the electronic health record has increased the identification of quality issues. Mr. Smith stated that LHH is approaching its EPIC stabilization process which enables staff to run reports to catch quality issues so they can be corrected prior to future surveys.

6. CONSIDERATION OF HOSPITAL-WIDE POLICIES & PROCEDURES

Adrian Smith, Acting Chief Quality Officer, presented the item.

Commissioner Comments:

Commissioner Green asked for an explanation why the phrase "Senior Management" has been proposed to be removed in the following passage:

"LHH ~~senior management~~ shall implement corrective measures up to and including dismissal for employees who are out of compliance with the Compliance Program or any federal or state law related to billing for health care services."

Mr. Smith stated that the term "Senior Management" is not a term generally used at LHH so it is not specific to any group. He also stated that according to civil service rules, there are varied structures by which different classifications may be terminated. By taking out the words, "senior management," the policy now enables all appropriate avenues to staff dismissal.

Action Taken: The JCC unanimously approved the hospital-wide policies and procedures.

7. CLOSED SESSION

A closed session was not held at this meeting.

8. ADJOURNMENT

The meeting was adjourned at 3:36pm.