MINUTES
JOINT CONFERENCE COMMITTEE MEETING FOR
LAGUNA HONDA HOSPITAL AND REHABILITATION CENTER
September 8, 2020, 4:00 p.m.
Remote Meeting via Webex Event

1. **CALL TO ORDER**

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

Staff: Michael T. Phillips, John Grimes, Wilmie Hathaway DO, Lisa Hoo MD,
Jacky Spencer-Davies, Nawzaneen Talai

The meeting was called to order at 4:03pm.

2. **APPROVAL OF MINUTES FOR MEETING OF AUGUST 11, 2020**

   **Action Taken:** The March 17, 2020 meeting minutes were unanimously approved.

3. **GENERAL PUBLIC COMMENT:**

   There was no general public comment.

4. **CHIEF EXECUTIVE OFFICER REPORT**

   Michael T. Phillips, Chief Executive Officer, presented the item.

   **Commissioner Comments:**
   Commissioner Green asked if the bed occupancy decrease noted on page 3 of the report was related to the COVID-19 pandemic. Mr. Phillips stated that due to the pandemic, LHH stopped all admissions.

   Commissioner Green asked if LHH is evaluating the efficacy of social work outreach to those former LHH residents who are now AWOL. She would like to understand if the outreach results in learning information regarding why some individuals decided to return to LHH. Mr. Phillips stated that a portion
of the LHH resident population is prone to returning to the lives they lived on the street prior to admission to LHH. He also stated that LHH social services does effective work in their outreach efforts to those who leave LHH.

Commissioner Chow stated that tracking trends in AWOL resident data is important to understand the reasons why some residents have dissatisfaction that leads to leaving the facility. He requested a graph to show trends of AWOL data for the past year.

Commissioner Chow asked for more information regarding the new LHH COVID-19 testing provider and asked if there were changes to testing protocols based on CDC recommendations. Mr. Phillips stated that the new testing vendor is Color, which currently has a 24-hour turnaround time for LHH resident test results. He added that if a staff member thinks they may have come in contact with an infected person, they may request a test. Ms. Talai stated that a LHH resident that has confirmed COVID-19 will not be tested for three months unless they have symptoms or come in contact with someone known to be COVID-19 positive.

Commissioner Chow asked for an update on the LHH visitor policy. Mr. Phillips stated that LHH hopes to start the visitation at the end of September or early October.

5. **REGULATORY AFFAIRS REPORT**
   
   Nawzaneen Talai, Acting Chief Quality Officer, presented the item.
   
   **Commissioner Comments:**
   Commissioner Guillermo thanked Ms. Talai for the report.

6. **PRESENTATION: CULTURE OF SAFETY**
   Janet Chen, San Francisco Fellow, presented the item.
   
   **Commissioner Comments:**
   Commissioner Chow asked for information to explain the decrease in respondents for 2020. Ms. Chen stated that in 2019 recruitment took place over 2 months; in 2020, the recruitment period was 2 weeks. She noted that 2019 efforts also included more personal outreach.

   Commissioner Chow asked if data on respondents is broken down by demographics and work area. Ms. Chen stated that the data is broken down by LHH department and type of staff. Commissioner Chow requested an update at a future meeting on the comfort level of frontline staff reporting incidents; he noted this was an issue in the resident incidents discovered in 2019.

   Commissioner Guillermo requested a breakdown by staff type and possibly demographics after the October survey. She also suggested that greater effort be put into recruitment for the October survey.

   Commissioner Guillermo requested outcome data from the processes listed. (e.g. Director reviews 100% of discharge plans)

   Commissioner Guillermo asked why some departments have not submitted improvement plans. Ms. Chen stated that one department had a change in leadership.

   Commissioner Guillermo commended LHH for its continued work to pursue these important processes during the COVID-19 pandemic.
7. **CLOSED SESSION**

   A) Public comments on all matters pertaining to the Closed Session. (San Francisco Administrative Code Section 67.15).

   B) Vote on whether to hold a Closed Session. (Action Item)

   C) Closed Session Pursuant to Evidence Code Sections 1156, 1156.1, 1157, 1157.5, 1157.6, and 1157.7; Health and Safety Code Section 1461; San Francisco Administrative Code Sections 67.5, 67.8, 67.8-1, and 67.10; and California Constitution, Article I, Section 1.

**CONSIDERATION OF MEDICAL STAFF CREDENTIALING MATTERS**

**CONSIDERATION OF MEDICAL QUALITY IMPROVEMENT**

**CONSIDERATION OF PERFORMANCE IMPROVEMENT AND PATIENT SAFETY REPORTS AND PEER REVIEWS**

**RECONVENE IN OPEN SESSION**

1. Discussion and Vote 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).)

2. Possible report on action taken in closed session (Government Code Sections 54957.1(a) and 54957.7(b) and San Francisco Administrative Code Section 67.12(b).

8. **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.**

   **Action Taken:** The Committee voted to disclose that it had approved the Credentials Report, Medical Quality Improvement, and Performance Improvement and Patient Safety Reports.

9. **ADJOURNMENT**

   The meeting was adjourned at 5:05pm.