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CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING

Thursday, January 23, 2003

9:00 a.m. to 11:00 a.m.

at

**Conference Room B102
375 Laguna Honda Boulevard
San Francisco, CA 94116-1411**

1) CALL TO ORDER

The meeting was called to order by Commissioner Sanchez at 9:05 a.m.

Present: Commissioner David J. Sanchez, Jr., Chairperson
Commissioner John I. Umekubo, M.D. – arrived at 9:50 a.m.

Staff: Nancy Arata, Robert Christmas, Arla Escontrias, Mary Louise Fleming,
Larry Funk, Gayling Gee, Terry Hill, M.D., Mivic Hirose, Michael Lane,
Serge Tiplitsky, Adrienne Tong and Anthony Wagner.

2) APPROVAL OF MINUTES OF THE REGULAR MEETING OF OCTOBER 24, 2002

Action Taken: The Committee approved the minutes of the October 24, 2002 Laguna Honda Hospital Joint Conference Committee meeting.

3) EXECUTIVE ADMINISTRATOR'S REPORT

Larry Funk presented the Executive Administrator's Report.

Staffing Report

As of January 1, 2003 the hospital-wide vacancy level was 10% compared to a budgeted vacancy rate of approximately 5%. The Nursing Division and Operations Division each have approximately 40 vacant budgeted positions. The current staffing levels have required significant use of overtime and premium time to maintain resident care services. LHH will report on the fiscal impact of this situation in today's Finance Report. The Department continues to request that the City release additional requisitions while managing the hospital within the current economic restraints.

Census Report

The average daily census fiscal year-to-date through December 31st was 1043. The average daily census for December was 1034, and the census has been hovering at that level for several weeks. After consulting with the Departmental leadership regarding the census, LHH has resolved to focus on facilitating admissions from San Francisco General Hospital and discharges from LHH back to the Community. Laguna Honda will, however, continue to receive and process applications for admission from the community and from other hospitals. This strategy is being utilized in order for Laguna Honda to contribute to the optimal effectiveness of patient flow for the Community Health Network and to maintain quality of care within the current staffing levels.

Department of Justice Update

The City Attorney's Office communicated with DOJ in September 2002, following its onsite investigation at Laguna Honda Hospital. Discussions have included DOJ's request for medical records and the City's request for DOJ's schedule for review of those records and dates for exit conferences. While waiting for DOJ's response, LHH continues to address concerns raised by DOJ.

Successful 2002 Combined Charities Campaign

Mr. Funk reported that LHH staff donated over \$52,000 to the 2002 Combined Charities Campaign, which concluded in December. LHH's success is a result of an excellent campaign organization led by Steve Koneff Klatt, the hospital wide Campaign Coordinator, a group of motivated departmental captains, and with the generosity of hundreds of employees. The hospital's significant contribution is a continuation of an annual tradition of Laguna Honda's staff giving back to the community.

Preparation for Annual Licensing and Certification Survey

The Hospital is due for its annual unannounced licensing and certification survey within the next two months. Mr. Robert Christmas, COO, and Serge Teplitsky, Director of Quality Management, are leading the housewife preparation efforts. LHH will advise the JCC when the survey begins and invite the Commissioners to the exit conference when it is scheduled.

Establishment of the Laguna Honda Hospital Foundation

Mr. Funk reported that LHH is moving forward with establishing a Foundation for Laguna Honda Hospital. Louise Renne, Anthony Wagner and Larry Funk have had several meetings to discuss the process required to incorporate the Foundation. The initial purpose of the Foundation will be to partner with the City in raising the \$30 + million for the furniture, fixtures and equipment for the Hospital Replacement Project. In the more distant future, the Foundation will be used to fundraise for special purposes identified by the hospital administration.

LHH hopes to have the Articles of Incorporation prepared pro bono by a local law firm within the next few weeks. Ms. Renne has graciously agreed to serve as the Interim Chair to launch the Foundation and help identify other appropriate board members. LHH is developing a structure and process for selecting an Executive Director for the Foundation.

Once established, the Foundation can receive the \$375,000 gift from the Laguna Honda Volunteers, Inc. to fund the Executive Director's position for three years. LHH appreciates the support and advice of the Commissioners as it continues the due diligence in establishing the Laguna Honda Hospital Foundation. LHH will to keep the JCC apprised of the progress.

External Responsibilities of the Executive Administrator

Mr. Funk stated he is very honored to have been elected as 2003 President of the California Healthcare Association Hospital Services for the Continuing Care Division, which represents the 250 distinct part nursing facilities in California. This statewide office also provides membership on the CHA Board of Trustees for 2003. Mr. Funk's involvement in these professional healthcare associations will provide the Department of Public Health another opportunity to take a leadership role in shaping policy and advocating for the needs of our long-term care programs. These responsibilities will require that Mr. Funk attend meetings at different locations throughout the state approximately two to three days per calendar quarter. Mr. Funk looks forward to the opportunity of serving DPH in these new venues and will keep the JCC apprised of the proceedings.

Commissioners' Comments

- Commissioner Sanchez said that he thought DOJ exit interviews are standard protocol and asked if the fact that they have not scheduled anything is a deviation. Mr. Funk replied that it is unusual, but the DOJ is not required to perform exit interviews. Commissioner Sanchez said the Health Commission is very pleased at the statewide leadership roles that the DPH staff take on, and congratulated Mr. Funk on his appointment.

4) STATUS REPORT ON THE LAGUNA HONDA HOSPITAL REBUILD PROJECT

Michael Lane, Project Manager, LHH Replacement Project, presented a project update. There are two contractors on site currently, for the utility relocation and the shared roadway project. They hope to have two more by the end of the year. In December all drawings were into the State and the City, so the project is in compliance with the Speier Bill for possible reimbursement. An ordinance was approved by the Board of Supervisors that allows for one general contractor to manage all other contractors on the project. The RFP for this contract should be issued in March, with approval planned for July. Staff is concerned about the ability of OSHPOD to review to plans, and may need to escalate discussions to ensure timely review. With regard to the laundry, the project is moving ahead with the assumption that the laundry building will be demolished in September.

Mr. Funk added that the OSHPOD issue is a risk to the project. The Mayor has written a letter to Governor Davis, and Mr. Funk and Mr. Wagner have met with the Secretary of Health and Human Services.

Commissioners' Comments'

- Commissioner Sanchez commended and thanked Mr. Lane and his staff for their exceptional work with both the internal and external LHH community.

- Commissioner Umekubo asked what is currently located on the future parking lot. Mr. Lane said there are trees and trails. Commissioner Umekubo asked what ingress and egress routes would the excavation trucks use. Mr. Lane replied that the plan is to use the new roadway. Large trucks cannot make the u-turn from Woodside into the hospital campus.

5) **CONSIDERATION OF A RESOLUTION APPROVING THE CONTINUED PROVISION OF SURGICAL AND ANESTHESIA SERVICES BY SAN FRANCISCO GENERAL HOSPITAL FOR LAGUNA HONDA HOSPITAL RESIDENTS AND PATIENTS, AND A NEW AGREEMENT THAT MEMORIALIZES THIS ARRANGEMENT**

Larry Funk, LHH Executive Administrator, said that in planning for the replacement project, the new hospital would have to meet the requirements of a general acute care hospital, including surgical and anesthesia services. However, there is a provision in the State code that allows that facilities that provided required surgical and anesthesia services through a contract with agreement with another acute care hospital prior to 1983 may continue to provide these services through a contract or agreement. San Francisco General Hospital has provided these services to Laguna Honda since prior to 1983, so Laguna Honda can operate the new facility without building operating rooms and a post anesthesia recovery room. The resolution being considered by the LHH JCC memorializes and documents the current arrangement. The resolution will be presented to the Health Commission on March 4, 2003.

Action Taken: The Committee approved the resolution titled “Approving the Continued Provision of Surgical and Anesthesia Services by San Francisco General Hospital for Laguna Honda Hospital Residents and Patients and a New Agreement that memorializes this Arrangement.”

6) **CLINICAL LEADERSHIP REPORT**

Dr. Terry Hill, M.D. and Mivic Hirose RN presented the Clinical Leadership Report (Attachment A).

Commissioners’ Comments

- Commissioner Umekubo would like a report to the JCC after the conclusion of the CMRI trainings. He said that a major issue is job satisfaction among nurses, which predates the nursing shortage. It is easy to get burned out and the systems do not help minimize this. He emphasized that training is key as sometimes nurses experience a discrepancy between what they learn in school and the real world.
- Commissioner Sanchez asked if there is any way to have DPH nurses teach at a community or state college once or twice a week as part of their workweek, not in addition to their normal work hours. Ms. Hirose said she will raise this issue with the DPH Nursing Leadership Council. She added that there are opportunities for nurses to be mentors to high school students. Mr. Funk said that one issue is that the education system does not have the capacity for more nursing students. In San Mateo, various hospitals funded instructors to teach classes at the College of San Mateo, which increased capacity by 12 students. These hospitals are also providing loan forgiveness for nurses who work at participating hospitals for two years. These are things that could be done in San Francisco.

7) FINANCE REPORT

Nancy Arata, Chief Financial Officer, presented the Finance Report (Attachment B). Ms. Arata also presented the Laguna Honda Hospital Financial Statements for June 30, 2002 and 2001, with the Independent Auditors' Report.

Commissioners' Comments

- Commissioner Sanchez asked if the FTE count on the Summary Statistical Information sheet is the budgeted count or the actual count, and what percentage of the positions is vacant. Ms. Arata said there are 1539 budgeted FTEs, and there are 73 unfilled vacancies. Commissioner Sanchez asked if these vacancies are in critical service areas that may impact patient care. Mr. Funk replied that there are 40 vacancies in nursing, which is critical. Ms. Arata added that she prepared a report for the Mayor's Budget Office that details the vacancies, and will give a copy to the Commission. She said that the city is on a total freeze, but DPH has been successful in getting some positions released. Mr. Funk said an added challenge is that they have tremendous difficulty recruiting RNs. Commissioner Sanchez asked if California has any programs where nursing school fees are reimbursed or tuition is forgiven. Ms. Fleming replied that there are federal programs that provide loan forgiveness for nurses that go into specific service areas such as public health or rural health. However the key issue in the nursing shortage is that people are not choosing nursing as a profession. Ms. Hirose added that she participated in the Community College of San Francisco Community Advisory Group, and the chancellor is going to hold a health summit to encourage the nursing profession that includes Laguna Honda and San Francisco General. San Francisco has also applied for a \$400,000 joint venture education grant to train CNAs to become LVNs and LVNs to become RNs.

8) CLOSED SESSION

A) Public Comments on All Matters Pertaining to the Closed Session

None.

B) Vote on Whether to Hold a Closed Session (San Francisco Administrative Code Section 67.11)

Action Taken: The Committee voted to hold a closed session.

The Committee went into closed session at 10:35 a.m. Present in closed session were Commissioner Sanchez, Commissioner Umekubo, Larry Funk, Mivic Hirose, Gayling Gee, Robert Christmas, Serge Tiplitsky, Terry Hill, M.D., Adrienne Tong and Michele Olson.

C) Closed Session Pursuant to Evidence Code Sections 1157(a) and (b); 1157.7, Health and Safety Code Section 1461; and California Constitution, Article I, Section 1

CONSIDERATION OF QUALITY IMPROVEMENT REPORT

D) Reconvene in Open Session

The Committee reconvened in open session at 10:59 a.m.

1. Possible Report on Action Taken in Closed Session (Government Code Section 54957.1(a)2 and San Francisco Administrative Code Section 67.12(b)(2).)
2. Vote to Elect Whether to Disclose Any or All Discussions Held in Closed Session. (San Francisco Administrative Code Section 67.12(a).)

Action Taken: The Committee voted not to disclose discussions held in closed session.

9) **PUBLIC COMMENT**

None.

10) **ADJOURNMENT**

The meeting was adjourned at 11:00 a.m.

Michele M. Olson
Executive Secretary to the Health Commission

Attachments (2)