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MINUTES

JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING

Monday, January 23, 2006

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

at

**Conference Room A-300
375 Laguna Honda Boulevard
San Francisco, CA 94116-1411**

1) CALL TO ORDER

Commissioner Chow called the meeting to order at 9:05 a.m.

Present: Commissioner Edward A. Chow, M.D., Chair
Commissioner James M. Illig, Member
Commissioner Donald E. Tarver, M.D., Member

Staff: Cheryl Austin, Arla Escontrias, Larry Funk, Liz Gray, Mivic Hirose, Valerie Inouye, Paul Isakson, M.D., John Kanaley, Lorraine Killpack, Ph.D., Chona Peralta, Serge Teplitsky, John Thomas, Adrienne Tong, Rowena Tran, and David Woods, Pharm. D.

2) APPROVAL OF MINUTES OF THE MEETING OF NOVEMBER 28, 2005

Action Taken: The Committee approved the minutes of the November 28, 2005 Laguna Honda Hospital Joint Conference Committee meeting.

3) EXECUTIVE ADMINISTRATOR'S REPORT

John Kanaley, LHH Executive Administrator, presented the Executive Administrator's Report.

ANNOUNCEMENTS/INFORMATION

New Program Manager For LHH Replacement Program

Mr. Kanaley introduced John Thomas, of the Department of Public Works, as the new Program Manager for the Laguna Honda Hospital Replacement Program. He brings 19 years of experience and expertise with the City and County of San Francisco. Mr. Thomas came to the City with a degree in Civil Engineering and spent his first seven years working primarily in the design for the Embarcadero Roadway Replacement project under the Department of Public Works. In 1995, he was elevated to Project Management and has since led a number of very challenging projects for a variety of public agencies including the Waterfront Transportation Projects Office, the San Francisco International Airport, and MUNI. Mr. Thomas was a Senior Project Manager for MUNI since 1996. During the last four years, he was managing MUNI's Central Subway Project, which is Phase 2 of the Third Street Light Rail Program. The Central Subway will extend the Third Street Light Rail project north from the Caltrain Station across Market Street to Chinatown and will cost approximately \$1 billion.

HMA REPORT

- Follow-up – At our previous meeting, concern was made of the Long Term Care Policy Director Position versus the Long Term Care Director. Mr. Kanaley brought this up at the Integrated Steering Committee and the title was corrected to remove the word “Policy”. This was an error.
- HMA continues to work with the Integrated Steering Committee to work through the implementation of recommendations. To date, three subcommittees are now formed: Capital Integration Committee; Medical Staff Advisory Committee; Placement Committee.
- HMA continues to support LHH in benchmarking and data analysis. Included in Mr. Kanaley's report where reports of nursing staffing recommendations based on regulatory and industry recommendations. HMA is also working with LHH to find the truths around the perception that “LHH costs too much.”

FOLLOW-UP

A question was asked at the last JCC meeting about the possibility of the Golden Gate Regional Center (GGRC) paying for the care of their clients. Deputy City Attorney Adrienne Tong reviewed the legal statute for this issue: under the Latterman Act, the Department of Developmental Services (GGRC) is to exhaust all generic services before using their own resources. Medicare/Medi-cal is considered a generic resource.

FOLLOW-UP – LHH FOUNDATION

Mr. Kanaley spoke with Louise Renne and Martin Paley of the LHH Foundation regarding the two questions posed about the Foundation.

- He is meeting with Martin Paley to pull the financial statement together and should have the information for next month's meeting.
- Ms. Renne explained the issue of a Commissioner as a member of the LHH Foundation Board. It was discussed with the Commissioners in the past and the agreement was made not to have a commissioner on the Board. She offered to have a conversation with any of the Commissioners to review the issue again.

STRATEGIC PLAN

FY 05-06 – Mr. Kanaley reported the current status of efforts to meet LHH’s FY 05-06 goals. Work has progressed across the board in all areas. One item of particular interest may be the 82.19% completion of our performance evaluations. The goal for year’s end was set at 80%. Staff is thrilled to see the improvement from FY 04 of 19%.

FY 06-07 – the LHH Executive, Medical Executive, and representatives from Nursing Executive and Operations conducted a series of retreats in order to develop the FY 06-07 Strategic Plan and budget initiatives for LHH. LHH will ask for full endorsement at the Health Commission meeting in March 2006.

BUDGET INITIATIVES

Mr. Kanaley’s report included the budget initiatives that were developed for the upcoming fiscal year. These initiatives are based on the FY 06-07 Strategic Plan. Pointing out several key items, staff has conducted benchmark data comparisons in Nursing and Housekeeping and found significant shortfalls. Our priorities are in alignment with the Strategic Plan focusing on nurse staffing, DET, Housekeeping, Phlebotomy & EKG, AIDS and Dementia to name the top of the order.

CENSUS REPORT

Average for November 2005	
Beds Occupied	1021.43
Beds Held	10.33
Beds Reserved	4.3
Beds unavailable	2.96
Clinically Blocked	1
C2 Observation	1
Locked beds	0
Isolation Beds	1.75
Admits	1.66
<u>Total</u>	1040.7
Beds Available	5.60
Total Paid SNF	1033.10
Total Acute Capacity (16)	
M7 Acute Census	3.10
L4 Acute Census	0.43
<u>Total Paid Beds</u>	1036.90

Average for December 2005	
Beds Occupied	1021.26
Beds Held	6.48
Beds Reserved	6.55
Beds unavailable	2.33
Clinically Blocked	1
C2 Observation	1
Locked beds	0
Isolation Beds	1.75
Admits	1.74
<u>Total</u>	1029.48
Beds Available	8.32
Total Paid SNF	1029.48
Total Acute Capacity (16)	
M7 Acute Census	1.68
L4 Acute Census	2.48
<u>Total Paid Beds</u>	1033.45

STAFFING REPORT

The Hospital Staff Vacancy rate reported on December 6, 2005 was 7.97% and the rate as of January 9, 2006 was 8.20%. These figures are up from the previous rate of 7.94% reported on November 7, 2005.

REGULATORY REPORT

DHS

Surveyors from the Licensing and Certification (L&C) office in Daly City continue to review outstanding self-reported cases and anonymous complaints. On December 22, 2005 LHH had an unannounced survey to follow-up on 5 self-reported cases of resident-to-resident and staff-to-

resident abuse allegations. On December 30, 2005, LHH had an unannounced survey to follow up on the self-reported residents with gastroenteritis on the Unit F-5. Both surveys determined that LHH Abuse Prohibition and Infection Control programs and practices are in compliance with applicable laws and regulations. Mr. Kanaley is pleased to announce that LHH had no other deficiencies issued by L&C for the month of December.

LHH continues its preparation for the annual Licensing and Certification and Life and Safety Code surveys. The annual survey is expected between February and May of 2006 and determines whether LHH meets the minimum Medicare and Medicaid quality and performance standards. LHH administrative staff has been working on the strategy for the organizational preparedness to include a detailed review and response to the specific steps in the survey process as described in the State Operations Manual (SOM). As of today, a series of meetings are being held with the Interdisciplinary Teams (IDTs) on the units to review deficiencies from 2005 surveys with corresponding plans of correction, to review and analyze current LHH Quality Indicators and any issues related to compliance with the Life and Safety Code. Operations staff will be preparing for the upcoming surveys using similar a review process focusing on the environmental and life safety issues.

DOJ

In November 2005, the OIG subpoenaed DPH documents, working with DOJ. Staff has completed responding to their document request and anticipates that OIG/DOJ will request further information after their review.

CalOSHA

Concurrently, LHH continues to address CalOSHA concerns from the 2004 inspection through Workplace Violence Prevention Program development. The final progress report to the CalOSHA regional office was submitted on December 20, 2005. We are including a copy of the progress report for your review (Attachment H). As a final step in the program development, a hospital-wide policy Workplace Violence- Zero Tolerance has been created.

On December 14, 2005, LHH received an administrative letter from CalOSHA informing LHH of the anonymous complaint filed with CalOSHA regional office. The complaint alleged that the employer's program for Workplace Violence Prevention was not implemented with respect to the identification and correction of hazardous conditions, as embodied by the employer's Admission Policy and cited a specific resident's case.

On December 23, 2005 LHH responded to the above letter and outlined its full commitment to creating a safe workplace for all staff, residents and visitors, and prevention of the workplace violence as part of the effective Injury and Illness Prevention Program (IIPP) required by T8 CCR 3203(a). The response also included multiple facts to support LHH compliance and that LHH staff fully executed the facility *Workplace Violence- Zero Tolerance* policy in the incident presented in the CalOSHA's administrative letter. CalOSHA was satisfied with the LHH response.

PATIENT FLOW

Board Of Supervisors Report

Mr. Kanaley's report included the Fourth Quarter 2005 Report to the Board of Supervisors monitoring the Admissions to Laguna Honda Hospital.

COUNT OF RESIDENTS BY LANGUAGE SPOKEN

Mr. Kanaley reported on data on the languages spoken by LHH residents. The data is also separated out to highlight the number of Russian speakers and the diversity in Asian language speakers. This information gives a good picture of ethnicity if spoken language is used as a representation.

ADMISSION POLICY

Mr. Kanaley presented the latest version of the Admission Policy as approved by the Medical Executive and Executive Staff. In particular, there is a section that removes Dr. Katz as the final authority for admissions to LHH and places that responsibility on the LHH Administrator, as required by Title 22. Other edits were per recommendation of both the Medical Executive and Executive Administration teams.

WAITING LIST

Attached is a waiting list that was averaged over the month of December 2005 (Attachment A).

TCM

Liz Gray highlighted the December 2005 TCM Report. Each month, LHH also reviews the number of discharges conducted in-house. The LHH Data is as follows:

DECEMBER 2005 LHH DISCHARGES

SUMMARY

CATEGORIES	#S	COMMENTS
Rehabilitation	15	Davis Settlement excludes
Respite	3	Davis Settlement excludes
TCM	15	
LHH	3	
TOTAL DISCHARGES	36	Excludes AMA miscode, includes TCM discharge to Plaza

Commissioners' Comments

- Commissioner Tarver noted that, in assessing cultural competency, patients' relationship to their culture of origin may be identified according to the following four categories: assimilated to majority (white) culture; culturally immersed with culture of origin; integrated/bicultural; marginalized—not identified with any socioethnic culture.
- Commissioner Illig encouraged the Integrated Steering Committee to think beyond DPH when discussing long-term care. He asked for additional information on the issues that were the subject of the OIG's subpoena. Mr. Kanaley will follow up with the City Attorney's Office and get a response to Commissioner Illig.
- Commissioner Chow said the Health Commission would be taking up the issue of a Health Commission representative on the Laguna Honda Hospital Foundation. Commissioner Chow would like the TCM report to include year to date totals, to allow comparison between years. Ms. Gray said this could be done. Commissioner Chow wants to surface the barriers to TCM that exist in the DPH primary care clinics so that we can begin to identify solutions.
- The commissioners requested breakdown of the nursing FTEs that are being requested as part of the FY 2006-07 budget.

4) **LAGUNA HONDA HOSPITAL REPLACEMENT PROJECT UPDATE**

John Thomas, Program Manager, LHH Replacement Project, presented a program update. All bonds (\$299M) have been sold. The East Building contracts have been awarded by the City bringing the number of new beds contracted for construction to 780. This completes the award of all work bid to date. Construction of the South and Link Buildings began in July and the East Building began in August 2005. Work on these buildings is scheduled for completion in 2008. Construction of the access path from Laguna Honda Boulevard to West Clarendon Road will begin during the next month. Structural steel for the South Building will be arriving in February for erection beginning in March 2006. The remodel of the existing building is scheduled to receive its OSHPD permit in May 2006, with the work scheduled to begin in August 2006 and completion in 2008. Bidding of the West Building is not scheduled to begin until 2008 and proceeding with that building will be contingent on the decision of the Health Commission and the Board of Supervisors. Weekly coordination meetings continue with hospital operations staff to coordinate or mitigate any possible impact from the construction project. Hospital staff participates in monthly Transition Steering Committee meetings in order to plan for the furnishing, occupation, and activation of the new buildings. John Thomas has joined the project as Program Manager on January 9th, 2006.

Public Comment

- Patrick Monette-Shaw said there is a smoking gun letter from Louise Renne and Mitch Katz recommending that all tobacco settlement money be used for the replacement project. He is forwarding this letter to his attorney as part of his appeal.

Commissioner's Comments

- Commissioner Chow asked that at the next meeting there be an update on the outstanding issues that were raised in the last quarterly status report. Commissioner Chow asked what is the anticipated occupation date. Mr. Funk replied that the first building is scheduled to be occupied four months after Turner is done with the building, which is contracted for April 2008. The Link Building will be done 3-4 months later.

5) **OPERATIONS REPORT**

Cheryl Austin, LHH Assistant Administrator, presented the Operations Report.

LHH ADULT DAY HEALTH CENTER

On Wednesday, December 28, 2005, surveyors from the California Department of Aging (CDA) – Adult Day Health Care Branch conducted an unannounced visit to the Laguna Honda Hospital Adult Day Health Center (ADHC). The surveyors, Rick Gadberry and Linda Scott, conducted a structured and intensive 6-hour survey, including an exit interview at the conclusion of the survey. LHH ADHC staff and administration was represented by Gayling Gee, LHH Associate Administrator, Cheryl Austin, LHH Assistant Administrator, Charles Rivera, LHH – ADHC Program Director and Alice Wong, LHH – ADHC Assistant Director.

Overall, the surveyors found the LHH – ADHC to be a quality program that, after substantive consumer interview, had a very high approval rating amongst its participants. Rehabilitation, Nursing, Social Work, Activities and Administration were all subject to survey assessment.

Issues raised by the surveyors have been addressed in a plan of correction. Budget initiatives for fiscal year 2006-07 have been submitted to support the staffing requirements for Registered Dietitian, Registered Nurse and Social Worker services.

SECURITY

On December 20, 2005, the San Francisco Sheriff’s Department added three cadets to the existing three, raising the total to six cadets. At present, five additional cadets identified for assignment to LHH are in orientation and are scheduled to begin work at LHH in February 2006. A total of 11 cadets, six part time and five full time, will be in place in February. LHH will still expect one more part time cadet from the Sheriff’s Department. Additionally, LHH has been assigned a Senior Deputy to begin in February. The Sheriff’s Department is still recruiting for two additional Deputies for assignment to LHH.

HEALTHSTREAM

LHH Department of Education and Training has exceeded its goal of adding one department per month to HealthStream Computer Based Training. The number of departments with computer based training access is now at 15, since the September 2005 kick-off. Departments or sections of departments now included in HealthStream are:

Administration, Adult Day Health, Clinics, Facilities Services, Department of Education and Training, Health Information Services, Information Services, Medicine, Nursing office support staff, Nutrition Services (managers), Physical Therapy, Occupational Therapy, Pharmacy, Social Services, and Speech Therapy. Compliance rates in completing assigned courses with a pass rate of 80-100% are encouraging. The combined compliance average for Infection Control and Cardiopulmonary Emergencies courses is 70% for the 499 employees assigned.

Specific departments exhibit exemplary compliance rates between 80 and 100% as follows:

DEPARTMENT	INFECTION CONTROL COURSE	CARDIOPULMONARY EMERGENCIES COURSE
Administration	100%	
Adult Day Health	85%	85%
Education & Training	100%	100%
Facilities Services	100%	100%
Health Information Services	97%	
Information Services	100%	
Materials Management	100%	100%
Medicine	100%	
Pharmacy	95%	
Speech Therapy	80%	

The latest HealthStream program to be assigned this month (January 2006) is “Asbestos Awareness”, prepared by DET in consultation with David Rizzolo, DPH Asbestos Program Manager.

Next Steps: There are approximately 27 groups to schedule for IS to provide the necessary software downloads to run HealthStream Programs (see attached). The necessary computer support is at a standstill as of January 13 due to declining IS department resources.

6) CLINICAL CARE REPORT

Mivic Hirose, Director of Nursing, and Paul Isakson, M.D., Medical Director, presented the Clinical Care Report.

LHH NURSE LEADER RETIREMENT

Ms. Hirose congratulated Stella Yim, RN, LHH Nurse Manager, on her retirement from DPH after 30 years of public service.

IMPROVING CARE AT THE END OF LIFE FOR COMMUNITIES OF COLOR

On Saturday January 21st, Laguna Honda Hospital will host a meeting of 40 or more health care professionals and community leaders interested in improving care at the end of life (EOL) for the Chinese community in the Bay Area. The meeting is being organized by the California Coalition for Compassionate Care (CCCC), a statewide network of professionals and organizations committed to improving end of life care in the state. Gail Cobe, RN, MSN, LHH Clinical Nurse Specialist for the Dementia Cluster and Terry Hill, MD, former LHH Medical Director have been involved with CCCC since its inception.

The Chinese EOL Coalition had its first exploratory meeting in December 2005 in San Jose at O'Connor Hospital. Two LHH nurse leaders, Debbie Tam, Nursing Director of Clinical Programs and Lan Lee, Charge Nurse for the Asian Focus Units represented the needs of Chinese nursing residents and their families at this December meeting. In addition to LHH/DPH, other community groups represented in this coalition are: Family Caregiver Alliance, On Lok Senior Health, American Cancer Society Northern California Chinese Unit and the Alzheimer's Association Northern California Unit. Many other SFDPH programs that also serve this population will attend the meeting at Laguna Honda: Chinatown Public Health Center, San Francisco General Hospital Medical Center and Health at Home.

On February 8th, Dr. Jo Ellen Branin-Rodriguez, SFDPH psychiatrist and palliative care fellow and Norma del Rio, MSW, Bereavement Coordinator at Health at Home will give a presentation on "Latino Culture and Care at the End of Life," at LHH. The program is hosted by Unit E5, the Latina unit that cares for many monolingual Spanish-speaking female residents with dementia.

CULTURAL EVENTS AT LHH

Chinese New Year Festival 2006 – Year of the Dog

Considered the most celebrated and significant of holidays among Chinese people, the New Year integrates the themes of family, friends, home and food. Traditionally, families meet for a dinner on New Year's Eve and visit friends and relatives during the two-week celebration of Chinese New Year. It's a time to put resolution and respect to practice and seek fortune, prosperity, longevity, happiness and health. To celebrate this Chinese New Year, the Asian Focus Units C/G4 will host a Chinese New Year Fair on February 9, 2005 at 4th floor alcove by C4. There will be six booths ranging from free Spring Couplets, educational and cultural displays to selling donated items from staff. Please join us on welcoming the year of Dog. Happy New Year! Gung Hai Fat Choy!

Black History Month

February is Black History Month and two major events are planned. The first is a ***Black Hair Care Fair*** scheduled for February 2, 2006 10AM till noon in Moran Hall. LHH beauticians will provide information on black hair care dos and don'ts and give demonstrations on caring for black hair. There will also be posters and hair care products on display. The second is the ***Black History***

Month Celebration events scheduled for February 21 & 23, 2006 10AM- Noon. LHH is planning a Domino Tournament, Gospel Music Choir, and Dancers and Drummers.

LHH MEDICAL STAFF APPOINTMENTS

Appointments:

- Pierre Cohen, M.D. – Radiology - (Active/Consultant)
- Amir Matityahu, M.D. – Orthopedics – (Active/Consultant)
- September Williams, M.D. – Internal Medicine – (Active/Daytime)

Reappointments:

- Ivan Silverberg, M.D. – Oncology – (Active/Consultant)
- Colleen Riley, M.D. – Internal Medicine – (Active/Daytime)
- Sunfa Cheng, M.D. – Internal Medicine – (Active/Night & Weekend)
- Paul Isakson, M.D. – Internal Medicine – (Active/Daytime)
- William Boyle, M.D. – Surgery – (Active/Consultant)
- Wellman Tsang, M.D. – Internal Medicine – (Active/Night & Weekend)
- Myo Chang, M.D. – Internal Medicine – (Active/Night & Weekend)
- Eric Jamison, M.D. – Internal Medicine – (Active/Daytime)
- Michael Hee, M.D. – Ophthalmology – (Active/Consultant)
- Jayum Starks, M.D. – Internal Medicine – (Active/Daytime)
- Lydia Lukian, M.D. – Internal Medicine – (Active/Daytime)
- Ralph Coughlin, M.D. – Orthopedics – (Active/Consultant)
- Christina Lee, M.D. – Internal Medicine – (Active/Daytime)
- Martin Albion, M.D. – Internal Medicine – (Active/Daytime)
- Emile Daniel, M.D. – Surgery – (Active/Consultant)
- Victoria Sweet, M.D. – Internal Medicine – (Active/Daytime)
- Maria Rivero, M.D. – Internal Medicine – (Active/Daytime)
- Elaine Gecht, M.D. – Internal Medicine – (Active/Daytime)

Resignations:

- Loretta Strachowski, M.D. – Radiology – (Active/Consultant)
- Andrew Haskell, M.D. – Orthopedics – (Active/Consultant)

LHH Credentials Year-to-Date Report

7/1/2005 to 01/19/2006

New Appointments	8
Reinstatements	0
Withdrawal	0
Reappointments	28
Delinquencies:	0
Reappointment Denials:	0
Resigned/Retired	10
Disciplinary Actions	0
Restriction/Limitation of Privileges	0
Changes in Privileges	0
Additions	0
Voluntary Relinquishments	0

Dr. Isakson updated the committee on some infection control issues. There was a head lice infestation on the admitting ward, which originated on the 5th floor of SFGH. There was an outbreak of the Norwalk virus on unit L7, and approximately seven residents and two staff got sick. Both are under control. There was also an incident of staph abscesses, which he feels is a reflection on the shortage of housekeeping staff. Staff worked overtime to clean the unit, and he thinks everything is under control.

Commissioners' Comments

- Commissioner Tarver said it is nice to see efforts designed to improve end of life for communities of color.

7) 2ND QUARTER FINANCIAL REPORT

Valerie Inouye, CHN Chief Financial Officer, presented the 2nd Quarter Financial Report. Ms. Inouye noted that LHH is estimated to have \$1.4 to \$1.5 million in non-salary overruns, which are related to the laundry contract, physicians contracts and other issues.

8) PUBLIC COMMENT

- Patrick Monette-Shaw said LHH serves an entirely different population than community-based SNFs. There must be a discussion about community-based SNFs' use of supplemental payments. He objects to consultants doing work that LHH management should be able to do. LHH should examine how much of nurses' days are spend doing non-nursing work like transport.

9) 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 11:18 a.m. Present in closed session were Commissioner Chow, Commissioner Illig, Commissioner Tarver, Cheryl Austin, Assistant Administrator of Clinical and Support Services, Liz Gray, DPH Director of Placement, Mivic Hirose, Director of Nursing, Paul Isakson, M.D., Medical Director, John Kanaley, LHH Executive Administrator, Lorraine Killpack, Ph.D., Serge Teplitsky, Director of Quality Management, Adrienne Tong, Deputy City Attorney, Rowena Tran, Director, Administrative Operations, David Woods, Pharm. D., Director of Pharmacy and Michele Seaton, Health Commission Executive Secretary.

- C) Closed Session Pursuant to Evidence Code Sections 1156, 1156.1, 1157, 1157.5 and 1157.6; Health and Safety Code Section 1461; and California Constitution, Article I, Section 1

FOR DISCUSSION: **CONSIDERATION OF QUALITY
IMPROVEMENT REPORT**
(Quality Improvement Staff)

- D) Reconvene in Open Session

The Committee reconvened in open session at 11:55 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 any discussions held in closed session.

10) ADJOURNMENT

The meeting was adjourned at 11:55 a.m.

Michele M. Seaton
Executive Secretary to the Health Commission

Attachments: 1

***Any written summaries of 150 words or less that are provided by persons who spoke at public comment are attached. The written summaries are prepared by members of the public, the opinions and representations are those of the author, and the City does not represent or warrant the correctness of any factual representations and is not responsible for the content.**

****Minutes are approved at the next meeting of the Laguna Honda Hospital Joint Conference Committee.**