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## **MINUTES**

### **JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING**

**Wednesday, March 19, 2008  
1:00 p.m.  
Conference Room A300,  
375 Laguna Honda Boulevard**

#### **1) CALL TO ORDER**

Commissioner Sanchez called the meeting was called to order at 1:05 p.m.

Present:      Commissioner David J. Sanchez, Ph.D., Chair  
                          Commissioner Margine A. Sako, Member

Staff:      Luis Calderon, Paul Carlisle, Larry Funk, Gayling Gee, Regina Gomez, Mivic Hirose, Paul Isakson, M.D., Jill LeCount, Thomas Radenberg, Timothy Skorvinski, M.D., Hosea Thomas, M.D., John Thomas and David Woods

#### **2) APPROVAL OF MINUTES OF THE MEETING OF JANUARY 28, 2008**

Action Taken: The Committee approved the minutes of January 28, 2008 Joint Conference Committee meeting.

#### **3) EXECUTIVE ADMINISTRATOR'S REPORT**

Paul Isakson, M.D., Medical Director, presented the Executive Administrator's Report. .

## EMPLOYEE OF THE MONTH

The employees of the month are Dixie Marcin, PT, Director of Physical Therapy, and Ann Prato, OTRL/L, Director of Occupational Therapy. They have served at Laguna Honda Hospital and Rehabilitation Center (LHHRC) for 40 years and 45 years, respectively.

## ANNOUNCEMENTS/INFORMATION

### Service Banquet Awards Dinner

On Friday, February 29, 2008 LHH recognized and celebrated the dedication and commitment of 178 employees who had 10, 15, 20, 25, 30, 35, 40, and 45 years of service at LHH. Honored guests were recognized with Certificates of Appreciation from LHH and pins to recognize the number of years of service. Recipients above 20 years of service also received special recognition with Certificates from the Health Commission as well as from the Board of Supervisors.

On Friday, March 14, 2008 LHH recognized and celebrated the dedication and commitment of 54 employees who have reached their 5 year milestone. The event was held on Campus in Moran Hall where recipients received their certificates of appreciation, their 5 year pins, as well as their entitlement to an extra week of vacation.

### Mivic Hirose Honored as AANAC's Nursing Administrator of the Year

LHH's Director of Nursing Mivic Hirose's has been selected as the American Association of Nursing Assessment Coordinators' (AANAC) Nursing Administrator of the year. Mivic took top honors at the conference in Baltimore last month. AANAC is a national organization of health care professionals dedicated to improving quality of life for nursing home residents. Mivic received the organization's Administrator Award in recognition of her work to ensure that resident care plans are founded on accurate data from the Resident Assessment Instrument (RAI) and the Minimum Data Set (MDS).

## STRATEGIC PLANNING

Progress reports due January, April, July, and October.

## BUDGET REPORT

### FY 08-09 Budget

Laguna Honda Hospital and Rehabilitation Center continues to work on its budget. Following the Mayor's Instructions for reductions, we worked diligently on minimizing costs. We came up with our initiatives which consist of:

- Structural fixes carried over from last year
- Regulatory fixes carried over from last year
- Revenue
- Revenues neutral proposals
- Reductions
  - Clarendon Hall Closure
  - 935 – 780 census reduction
- New funding
  - Start Up/Transition Funding

### Salary Monitoring

As we continue our reduction in census at Clarendon Hall, we anticipate savings on our salary spending. Our current projections are \$2.5 million over spent with a year end variance of -\$1.5 million.

### CENSUS REPORT

<b>Average for January 2008</b>	
Bed Occupied	990.55
Beds Held	8.23
Admits	0.42
Total Paid SNF	999.2
Acute (Capacity 16)	
M7 Acute Census	3.42
L4 Acute Census	0.58
Total Paid Beds	1003.2
Average for February 2008	
Bed Occupied	968.21
Beds Held	8.86
Admits	0.93
Total Paid SNF	978
Acute (Capacity 16)	
M7 Acute Census	3.97
L4 Acute Census	3.24
Total Paid Beds	985.21

### STAFFING REPORT

The hospital staff vacancy rate reported as of March 10 is 9.55%, up from the January 14, 2008 rate of 9.42 % .

### REGULATORY UPDATE

#### CDPH

On January 25, 2008, Licensing and Certification conducted a Post-Certification Revisit for the Class "A" citation that was issued on January 15, 2008 for a resident fall incident on June 6, 2007 that resulted in hip fractures, and was certified in compliance with the submitted Plan of Correction. However, the facility has not received the official Form CMS 2567- B confirming this information.

On March 10, an informal hearing was conducted on-site by the CDPH Office of Regulations and Hearings pursuant to an appeal filed by a resident regarding the notice of involuntary discharge issued on February 14, 2008 by the facility. The decision regarding the appeal is expected to be issued within a few days after the hearing.

CDPH Surveyors continue to come on-site every week to conduct investigations of LHH self reported incidents and to date we have not received any deficiency findings for the recent complaint investigations that were conducted in January and February 2008.

## DOJ

DOJ continues to work with the City Attorney's Office to address their concerns.

## PATIENT FLOW

Waiting List – As of January, 2008, when we began to no longer accept SNF patients, we have not been maintaining a waiting list.

## TARGETED CASE MANAGEMENT

Luis Calderon presented the February TCM report. In addition each month LHH reviews the number of discharges:

CATEGORIES	NUMBERS
Rehabilitation	4
Respite	0
TCM	5
LHH	3
AMA	0
AWOL	3
Positive Care	3
TOTAL	18

## TRANSITION STEERING COMMITTEE

Progress reports due January, April, July, and October.

### Commissioners' Comments

- Commissioner Sako asked what the biggest barriers to discharge are. Mr. Calderon said Housing is the biggest barrier, then case management.

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

Larry Funk updated the committee on the preparations underway for the move to the new facility. John Thomas presented an update on the replacement project.

**South, East and Link Buildings** - the exterior shell of the South Residence and Link Buildings are nearly complete and the window installation is underway. Waterproofing and lathing for stucco will begin in February. The installation of the interior wall framing continues in the Link and South Residence Buildings and Mechanical, Electrical and Plumbing installation is underway in all three buildings. The installation of the Interior drywall in the South Residence Building is really making it start to look like a hospital. Although the overall project schedule is currently tracking twelve months late the team is making every effort to not fall further behind schedule.

The **Knuckle Building** now has concrete floors and the Mechanical, Electrical and Plumbing for the new kitchen and cafeteria is now being installed.

**Furniture, Fixtures & Equipment** consultants' contract has been approved and together with the Replacement Team they will purchase new furniture and medical equipment for the new building.

**Simon Theatre and the Chapel** is closed and will reopen in 2 years after structural remodeling and the new bathrooms are complete.

**Clarendon Hall** – During the last big storm, strong winds ripped the hip wrap that covers and protects the new buildings from the outside elements. The scaffold at the East Residence Building closest to Clarendon Hall buckled but did not collapse and is currently being rebuilt. As a precaution residents living at the eastside of Clarendon Hall were relocated to other units in the building.

#### Commissioners' Comments

- Commissioner Sako asked what the budget impact of the delay will be. Mr. Thomas said the largest risk is the time itself as it impacts staff costs and the cost to maintain the contractor, architect and other staff on site for an additional year. The program cost overrun is anticipated to be \$70 million. Commissioner Sako asked where the additional money would come from. Mr. Thomas said additional bond interest, tobacco settlement funds and Certificates of Participation.

### **5) OPERATIONS REPORT**

Gayling Gee, Associate Administrator of Clinical and Support Services, presented the Operations Report. Jill LeCount Presented the Culturally Effective Health Care Development Program.

#### Organizational Development

Jill LeCount, RN, MS, CNS, Director of LHH Education and Training, presented an overview of the Culturally Effective Healthcare Development Program, for which Laguna Honda received a \$58,770 award from the California Endowment Foundation. Expected outcomes include:

1. Adoption of new organizational policies and practices based on the HRSA framework and CLAS standards, as evidenced by: development and use of new employee hiring and performance appraisal tools, and development of 'cultural effectiveness' training curriculum for clinical and ancillary/support staff.
2. Increased staff awareness of new value changes imbedded in revised organizational policies and practices, and increased staff knowledge of strategies to provide more culturally effective health care, as evidenced by post-training evaluation.
3. Increased resident awareness of patient rights and increased resident satisfaction with staff communication, as measured by an annual resident survey and compared to baseline data.
4. Sharing of 'Lessons Learned' from the LHH Cultural Effectiveness project, as demonstrated by at least three dissemination activities to other healthcare entities within DPH and externally to other long-term care providers.

### INFECTION CONTROL

#### Hand Hygiene

LHH is taking the next big step in promoting its Hand Hygiene Campaign by implementing a program to install manual alcohol-based hand sanitizer dispensers in all resident units and other selected areas. Manual dispensers will be strategically located throughout each unit to encourage

staff to use the hand sanitizer and improve compliance for hand hygiene. Additionally, two ounce personal size containers for staff to carry and eight ounce desk-top pump dispensers will be distributed to improve staff convenience. The goal is to make the product accessible to staff, residents, and visitors alike. While the use of hand sanitizers does not replace the need for staff to wash their hands, it promotes better hand hygiene and has been shown to reduce the spread of infection. Infection Control staff will monitor for staff compliance to both use of hand gel and hand washing. Infection control rates will also be evaluated to determine if this intervention reduces our infection rates.

### **EMERGENCY PREPAREDNESS**

The LHH Emergency Preparedness Committee, chaired by Angela Platzer, RN, MS, is working on this year's Hazard Vulnerability Assessment. The assessment helps the facility evaluate their preparedness in the following areas: naturally occurring events, technological events, human related events and events involving hazardous materials. The assessment will consider the probability that the event will occur, the facility's response time, human impact, property impact and business impact. The final report will be shared with City and regional emergency preparedness agencies to assist with preparation of a unified, multi-county disaster response for the identified high risk events. The Emergency Preparedness Committee is also working with the four major LHH Prime Vendors on developing detailed agreements and plans on how supplies will be delivered to LHH in the event of a disaster. An Emergency Preparedness Committee member will be designated to work with each Prime Vendor that supplies products to LHH in the following areas: Nutrition Services, Central Supply, Pharmacy and Facility Services.

### **6) CLINICAL CARE REPORT**

Paul Isakson, M.D., Medical Director, Mivic Hirose, Chief Nursing Officer, Paul Carlisle, Rehabilitation Coordinator and David Wood, Pharmacy Director, presented the Clinical Care Report.

#### **Dental Clinic News**

The California HealthCare Foundation has awarded the Dental Clinic a grant of \$50,000 for a one year program to provide complete dental care to short-stay patients who will receive the initial evaluation as well as any needed care and treatments so that prior to discharge their dental needs will be met. The grant has been matched by additional funding in the same amount by the Dean of the UOP Dental School to extend the entire program for an additional year.

#### **UCSF Pharmacy Student "Patient as Person" Program**

This is the fourth year of the UCSF Pharmacy Student Visitation program. This successful program is a collaboration among the UCSF Pharmacy School and Laguna Honda Hospital's Volunteer Services and Activity Therapy departments. First year pharmacy students are matched up with LHH residents. The students visit their assigned residents on a weekly basis during the 10-week spring semester.

The program allows the students to gain an understanding of issues and challenges faced by residents in a long-term care facility. While the program is a great benefit to the students, it is also a great benefit to the resident who receives regular visits from a bright young person over the course of a ten-week semester.

Coordination of this program is no minor undertaking. Approximately 120 students are matched up with LHH residents. The Activity Therapists initially refer the residents to the program and match

them with a student based on language and other preferences or skills. They also introduce the students to the assigned residents and maintain contact throughout the semester. The Volunteer Services department communicates with UCSF staff, matches students with residents and coordinates introduction schedules.

In addition to the obvious benefits, there have been instances where the students have continued their involvement with the residents beyond the requirements of the program. Many students continue visiting the residents and one year, a group of students returned to Laguna Honda Hospital to put on a variety show.

#### Drawn Together Project

On Tuesday, March 4th, an exciting collaboration between artist Helena Keeffe and the LHH Activity Therapy Department got underway. The project has been named Drawn Together. The title symbolizes a programming approach to engage residents and allow them to make a greater contribution to the hospital community. This challenges the traditional paradigm of long term care in which residents are cared for and have a more passive role in their environment. LHH residents will be involved in a number of drawing and printmaking workshops. Designs will be selected from the collected works of resident art and transferred to professionally printed and sewn pillowcases and nursing scrubs. The pillowcases will be available to residents to use on their beds. The scrubs will be sold at the hospital's Gift Shop. The art work translated into hospital uniforms and bedding will have a noticeable impact on the entire facility. Residents will gain a sense of empowerment through contributing to the environment in such a visible and integral way. Resident caregiver will then be Drawn Together by this project.

Keeffe and Director of Therapeutic Activities, William Frazier, successfully applied for and were awarded a \$35,000 grant from the Creative Work Fund to support this project. The funding pays for the artist's fees, materials and supplies, and the manufacturing of the linen and clothing. The funding will also support a community celebration at the conclusion on the program which will include the display of resident art as well as the finished product. Proceeds from the sale of the scrubs in the Gift Shop will be reinvested in the program, but also will benefit Volunteers Inc. and the Resident gift Fund.

#### Television Donation

The residents of LHH are the beneficiaries a donation televisions made by Volunteers Inc. The hospital has received nine 40" and one 52" flat panel, high definition televisions and is in the process of installing those televisions throughout the hospital. The 40" televisions are being installed on select resident units and the 52" television will be installed in one of the hospital's communal activity areas.

Volunteers Inc. makes regular contributions to the benefit of LHH residents exceeding \$100,000 each year. Volunteers Inc. makes ongoing donations to programs such as the Therapeutic Community Outing program, the Vocational Rehabilitation program, and the Animal Assisted Therapy program. Volunteers Inc. also provides each resident unit with \$50 per month, allowing Activity Therapy staff to purchase items that will enhance life on the units. The donation of the televisions is part of the annual Wish List. LHH submits a list of equipment to Volunteers Inc. each year. Volunteers Inc. pays for the acquisition of that equipment. In keeping with their mission, they will only fund equipment that has a direct benefit to the quality of life for the residents of the hospital. In additional to the televisions, Volunteers Inc. is donating 3 touch-screen video games and a jukebox box. We are grateful for the Volunteers, Inc.'s continued support for LHH residents.

### LHH Nurse Leader Appointed to California's Alzheimer's Advisory Committee

Gail Cobe, RN, MSN, Clinical Nurse Specialist for Dementia at Laguna Honda Hospital was appointed to a three year term on the 12-member statewide Alzheimer's Disease and Related Disorders Advisory Committee. Gail was selected to represent an organization that provides services to persons with Alzheimer's Disease. The Alzheimer's Advisory Committee was created by the legislature to provide consultation to State agencies and programs with the goals of improving coordination and decreasing fragmentation of services for persons with Alzheimer's Disease. The expert panel provides policy recommendations and identifies programmatic needs to improve the quality of care and the quality of life for persons living with dementia. Gail received her MSN from the University of Pennsylvania with specialization in the care of persons with chronic mental illness. Gail also serves of the Mental Health Access Work Group, a subcommittee of the City's Long Term Care Coordinating Council and on the California Coalition for Compassionate Care Advisory Committee for Nursing Homes. Gail's appointment acknowledges LHH's leadership role in the care of persons with Alzheimer's dementia.

### LHH Medical Staff Appointments

#### Appointments:

#### Reappointments:

Erika Zipf-Williams, – Psychology – (Active/Daytime)  
Gregory Fung, M.D. – Gastroenterology – (Active/Consultant)  
Peter Galatin, M.D. – Internal Medicine – (Active/Night & Weekend)  
Michael McShane, M.D. – Internal Medicine – (Active/Daytime)  
Maria Rivero, M.D. – Internal Medicine – (Active/Daytime)  
Priscilla Abercrombie, NP – Ob Gyn – (Active/Consultant)  
September Williams, M.D. – Internal Medicine – (Active/Daytime)  
Victoria Behrman, M.D. – Internal Medicine – (Active/Daytime)  
Lorraine Killpack, Ph.D. – Psychology – (Active/Daytime)  
John Coyne, PsyD – Psychology – (Active/Daytime)

#### Resignations:

#### LHH Credentials Year-to-Date Report

7/1/2007 to 02/29/2008

New Appointments	2
Reinstatements	0
Withdrawal	0
Reappointments	28
Delinquencies:	0
Reappointment Denials:	0
Resigned/Retired	3
Disciplinary Actions	0
Restriction/Limitation of Privileges	0
Changes in Privileges	0
Additions	0
Voluntary Relinquishments	0

### **7) PUBLIC COMMENT**

None.

**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 2:30 p.m. Present in closed session were Commissioner Sako, Commissioner Sanchez, Luis Calderon, TCM Director, Gayling Gee, Associate Administrator of Clinical and Support Services, Regina Gomez, Director of Quality Management, Mivic Hirose, Chief Nursing Officer, Paul Isakson, M.D., Medical Director, Jill LeCount, Director of Education and Training, Thomas Radenberg, Budget Director, Timothy Skorvinski, Assistant Medical Director, David Woods, Pharmacy Director, 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

**CONSIDERATION OF QUALITY IMPROVEMENT REPORT**

- D) Reconvene in Open Session

The Committee reconvened in open session at 2:55 p.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 Item)

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

**9) ADJOURNMENT**

The meeting was adjourned at 2:55 p.m.



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Michele M. Seaton  
Executive Secretary to the Health Commission