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MINUTES

JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING

Thursday, March 25, 2004

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

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

Present: Commissioner John I. Umekubo, M.D, Chairperson
Commissioner James M. Illig

Staff: Nancy Arata, Arla Escontrias, Larry Funk, Gayling Gee, Terry Hill, M.D.,
Mivic Hirose, Paul Isakson, M.D., Michael Lane, Pat Skala, Tim
Skovrinski, M.D., Serge Teplitsky and Adrienne Tong.

2) APPROVAL OF MINUTES OF THE REGULAR MEETING OF FEBRUARY 26, 2004

Action Taken: The Committee approved the minutes of the November 20, 2003 Laguna Honda Hospital Joint Conference Committee.

3) EXECUTIVE ADMINISTRATOR'S REPORT AND CHIEF OPERATING OFFICER'S REPORT

Larry Funk, LHH Executive Administrator presented the Executive Administrator's Report.

Welcome, Commissioner Illig

On behalf of all the residents, staff and volunteers of Laguna Honda Hospital, Mr. Funk extended a warm welcome to Commissioner Illig. Mr. Funk stated he looks forward to his leadership on the Commission and on the LHH Joint Conference Committee, and that the LHH Executive Committee is available to provide him with any information about LHH that Mr. Illig may need, and to support his orientation to the services LHH provides to the community.

Licensing and Certification Survey Report

On March 12th, the Hospital received the written survey results for the Annual Licensing and Certification Skilled Nursing Survey. As the Survey Team announced at its Exit Conference on February 6th, the results contained no findings of sub-standard care. The Hospital is preparing a Plan of Correction in response to the survey for submittal to the State. Upon State approval, Mr. Funk will distribute the Plan of Correction to the JCC.

Since the last meeting, the Hospital has submitted the Plan of Correction for the Life Safety Code survey deficiencies, which were described at last month's meeting. The Life Safety Code Team has approved the Plan of Correction for the Life Safety Code items and copies will be distributed at today's meeting. The Life Safety Code Team has returned this week to review progress in implementing the Plan of Correction, and has advised the Hospital of additional deficiencies. The Hospital will receive another deficiency report and will submit a new Plan of Correction to address the deficiencies noted this week. Many of the deficiencies relate to the age and condition of the physical plant.

The Centers for MediCare and Medicaid Services have issued a civil monetary penalty of \$1,000 to the Hospital for the Life Safety deficiencies noted during the February 6th survey. The penalty is for the conditions that were observed by the Life Safety Code team during the February survey, and were immediately corrected by the staff. The Hospital must correct all other deficiencies in a timely manner or CMS can impose additional sanctions. The Hospital Leadership is working diligently to clear all deficiencies noted and demonstrate compliance with the State Life Safety Code team in a timely manner. Mr. Funk will keep the JCC apprised of the progress on this important issue.

Secured Units Status Report

Mr. Funk reported at last month's meeting that LHH staff is engaged in dialogue with OSHPD and various State agencies about the compliance of the existing secured units at Laguna Honda with the current Building Code. LHH is awaiting the results of the architectural and engineering feasibility assessment of achieving building code compliance on these units. LHH is also consulting with the San Francisco Fire Department regarding further improvements that could be made to enhance the level of life safety for the residents on these units. Mr. Funk will convey the information to the State regulatory agencies involved and continue efforts to negotiate a mutually acceptable solution. Mr. Funk will continue to keep the JCC apprised of our progress.

Leading a Respectful Workplace Training Initiated

On March 16th the Executive Committee participated in a 3-hour training program focusing on harassment awareness in a diverse work environment. The goal of the training is to prevent any form of harassment in the workplace. The Hospital is collaborating with the DPH EEO office to schedule training on this subject for all LHH employees over the coming months.

Laguna Honda Foundation Update

Mr. Funk reported that the Internal Revenue Service has approved Federal tax-exempt status for the new Laguna Honda Foundation. That approval information is being forwarded to the State as California tax-exempt status is also sought. The search for the Executive Director of the Foundation has concluded and it is expected that Louise Renne, Chair of the Board, will make an announcement regarding that appointment in the near future.

Ms. Renne is scheduled to present the Articles of Incorporation of the Foundation to the full Commission for its acceptance at the April 6th meeting. Copies of the Articles of Incorporation and Bylaws have been sent to the Commission's secretary for distribution to interested Commissioners.

Larry Funk, LHH Executive Administrator, presented the Chief Operating Officer Report on behalf of Mr. Robert Christmas, LHH Chief Operating Officer.

Census Report

The Hospital's average daily census for February increased to 1044. The average daily census for fiscal year 2003/04 is 1040.6, which remains the same for YTD numbers through February 2004. The census as of March 22 is 1047, with seven bed "holds" totaling 1054. Enhancing patient flow, particularly referrals from SFGH, remains one of LHH highest priorities.

Patient Flow Task Force

The patient flow task force met February 13, February 27, March 9 and March 23rd. The final meeting is scheduled for March 30th, after which a final report will be submitted to Dr. Katz.

Representatives from LHH continue to make daily rounds at SFGH to identify potential referrals.

LHH continues to work on:

- Patient Tracking System
- Policy and Procedures
- Targeted Case Management

LHH developed/implemented a weekend admissions protocol, which will target "re-admissions" from SFGH-LHH, thereby precluding those patients an unnecessary acute stay at SFGH over the weekend.

Mr. Christmas also presented a plan to develop a "flex unit" at LHH that would enhance flow. This unit would be gender and clinically friendly.

Unfortunately, the designated Unit D3 was the unit that had the recent fire.

LHH is currently discussing various alternatives that will support its efforts to enhance patient flow.

Staffing Report

On March 1, 2004, the hospital-wide staff vacancy was 9.98%, which is slightly higher than February 2004 (9.952%).

Hospital divisions experiencing the highest vacancy rates are:

	<u>March 2004</u>	<u>Feb. 2004</u>
Operations	14.55%	13.98%
Nursing	9.78%	9.93%

The following positions were approved for hire within the last month.

<u>Class</u>	<u>Title</u>	<u>Full Time Positions</u>	<u>As-Needed Positions</u>
2560	Rehab. Coordinator	1	
2322	Head Nurse	1	
2302	Certified Nursing Assistant	8	
2320	Registered Nurse	2	
2409	Pharmacy Technician		2
2450	Pharmacist		1
2548	Occupational Therapist		1
2604	Food Service Worker		3
2736	Porter		3
9924	Public Service Aide		1

Laundry Services (Oyster Point)

LHH continues to outsource our laundry to Sodexo Metropark. LHH has been advised that it will take approximately 120 days (4 months) to make the Oyster Point laundry services fully operational once LHH gains access to the building. Therefore, if LHH occupies the building as of April 1, it will not be operational until August 1. Mr. Christmas will keep the Commission informed of the progress.

Licensing and Certification Survey (Life Safety Code)

Representatives from the Life Safety Code Division of DHS presented themselves on Monday, March 22 for a follow-up visit of their initial surveys of February 2 and 6, 2004. (Mr. Christmas anticipated this follow-up visit).

The purpose of this visit was to evaluate LHH compliance with the plans of correction submitted to address the deficiencies noted during the February survey.

Issues of concerns:

- Fire Alarm Systems
- Smoke Detection Systems
- Sprinkler Systems
- Smoke/Fire Penetrations
- Fire Drills

An exit conference is expected before the end of this week.

Fire of March 3, 2004

LHH experienced a fire on Ward D3 at approximately 11:35 p.m. on March 3, 2004. Fortunately, the ward had been vacated earlier the same day.

LHH staff evacuated patients who were proximal to the fire, both laterally as well as horizontally. No patients or staffs were injured.

Mr. Funk will discuss the fire as part of Quality Management

Commissioners' Comments

- Commissioner Illig introduced himself to the Committee and said that the Mayor appointed him to the Health Commission to represent his interests, which include bringing the City together. Mr. Illig noted that he has a personal connection with the facility, and a current resident is a friend's son.
- Commissioner Umekubo, referring to the Secured Units Status Report, asked if the State gives any consideration or acknowledgement for older facilities that are being remodeled or rebuilt. Mr. Funk said the State Code does not make such considerations, but Federal waivers are available. Staff is considering pursuing a time-limited waiver.
- Commissioner Illig asked if the locked units will be the first to be opened in the new facility. Mr. Funk said the team is examining this, and the Executive Committee will discuss it at its next meeting. This would have some clinical and architectural ramifications. Dr. Hill said this issue has current clinical ramifications. Laguna Honda has stretched its clinical capacity to accommodate people who do not have anywhere else to go. Some of these people need locked facilities and if the hospital needs to scale back on security, some patients may have to be moved out. Commissioner Illig asked if the recently adopted nurse staffing ratios apply to long-term care facilities. Ms. Hirose replied that the standards apply to the two acute units at Laguna Honda, but not to the SNF units. The hospital has had no difficulty maintaining compliance. Ms. Hirose anticipates that the ratios will at some point apply to Skilled Nursing Facilities.

4) LAGUNA HONDA HOSPITAL REPLACEMENT PROJECT UPDATE

Michael Lane, Project Manager, LHH Replacement Project, gave an update on the project. With regard to the budget, there is instability in the steel market, so the project team is postponing the structural steel bid package. Staff continues to meet with the community and CBOs about local hiring, first source hiring and workforce diversity. The project team is examining the possibility of beginning renovation on the assistant living buildings earlier than 2011.

Commissioners' Comments

- Commissioner Illig said his understanding is that \$41 million of the \$401 total budget has already been spent, and asked for a breakdown. Mr. Lane said the total budget breakdown is as follows: \$311 million for construction, \$75 million for professional services and fees, and \$15 million for assisted living (these are matching funds). To date, \$17 million has been expended on current construction projects, \$23 million on Architecture and Engineering (the total A&E budget or the entire length of the project is \$29 million), \$300,000 for the EIR and \$4 million in fees to the State.

- Commissioner Umekubo asked for an OSHPD update. Mr. Lane said the Increment 1 permits have been approved. With regard to Increment 2, the project team is submitting third back check documents in April, and OSHPD will need two months to review them. Staff continues to have concerns about the on-site review of the work. This has not been going smoothly.

5) **CLINICAL CARE REPORT**

Dr. Terry Hill, Dr. Paul Isakson, Mivic Hirose and Serge Teplitsky presented the Clinical Leadership Report (Attachment A). Mr. Teplitsky informed the committee that the CMS performance indicators can be found on the Internet at: **www.medicare.gov**.

6) **SOARIAN PROJECT UPDATE**

Pat Skala, CHN Manager for Information Services, presented and update on the Soarian Project (Attachment B).

Commissioners' Comments

- Commissioner Illig asked if the pharmacy is included in the project. Ms. Skala said it is included, and the first phase includes online orders and online MARS. Phase One does not include bar codes. Mr. Funk added that in the new building they intend to have automated dispensing systems on each of the units. Commissioner Illig asked if the project could be expanded to Behavioral Health, the AIDS Office and contractors. Ms. Skala said the project could be expanded, but not part of the current scope. Commissioner Illig asked if the project funding is protected. Mr. Funk replied that DPH IT staff negotiated a great contract, funding is in the base budget and no new money is required. Laguna Honda is included in the project because it is an alpha site for long-term care.
- Commissioner Umekubo asked what discovery process findings were specific to Laguna Honda or took staff by surprise. Ms. Skala said they were aware of most of the findings. One finding was that Laguna Honda is very paper based and does not have enough computer hardware. It has been hard to get approval for above-base budget computer requests. Mr. Funk said staff is preparing a long-range plan in conjunction with the new building.

7) **FINANCE REPORT**

Nancy Arata, LHH CFO, presented the Finance Report (Attachment C).

8) **PUBLIC COMMENT**

None.

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 go into closed session.

The Committee went into closed session at 10:35 a.m. Present in closed session were Commissioner Umekubo, Commissioner Illig, Nancy Arata, Larry Funk, Gayling Gee, Terry Hill, M.D., Mivic Hirose, Serge Teplitsky and Adrienne Tong.

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 11:20 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 Item)

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

10) **ADJOURNMENT**

The meeting was adjourned at 11:20 a.m.

Michele M. Olson
Executive Secretary to the Health Commission

Attachments (3)