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MINUTES

JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING

Thursday, March 28, 2002

10:00 a.m. to 12:00 noon

at

Conference Room B102

375 Laguna Honda Boulevard

San Francisco, CA 94116-1411

1) CALL TO ORDER

The Laguna Honda Hospital Joint Conference Committee was called to order by Commissioner David J. Sanchez, Jr., Ph.D., at 10:10 a.m.

Present: Commissioner David J. Sanchez, Jr., Ph.D., Chairperson
Commissioner Arthur M. Jackson

Staff: Nancy Arata, Robert Christmas, Arla Escontrias, Mary Louise Fleming, Larry Funk, Gayling Gee, Terry Hill, M.D., Mivic Hirose, Paul Isakson, M.D., Sharon Kotabe, Pharm.D., Michael Lane, Thomas Radenberg, Adrienne Tong, Anthony Wagner, Doris Yee, Pharm.D.

Commissioner Sanchez said it was great to be back on the Laguna Honda Hospital Joint Conference Committee, and he is looking forward to working with everyone.

2) APPROVAL OF MINUTES OF JANUARY 11, 2002

Action Taken: The Committee approved the minutes of the January 11, 2002 Laguna Honda Hospital Joint Conference Committee meeting. A spelling error on page 3 was corrected, from CMA to CNA.

3) EXECUTIVE ADMINISTRATOR'S REPORT

Larry Funk presented the Executive Administrator's Report.

Welcome to Commissioner Sanchez

Commissioner David Sanchez, Ph.D., was welcomed as the new Chairperson for the Laguna Honda Hospital Joint Conference Committee for 2002. The Executive Committee and staff made themselves available to provide information and respond to any needs Commissioners Jackson and Sanchez may have in leading the JCC. Mr. Funk stated that any suggestions for future agenda items are welcome.

Census Report

The Hospital's average daily census for February was 1062, and the average daily census for the fiscal year to date through February was 1058. The average daily number of paid bed holds continues to fluctuate between 5 and 10 on most days, so the Hospital continues to meet its budgeted revenue target of 1065 paid beds.

Staffing Report

As of March 1, 2002 the Hospital had a vacancy rate of 9.2%, representing 149 of 1617.3 positions in the annual salary ordinance. This higher than usual vacancy rate is a result of the City leadership's intentional efforts to trim expenses through a slow-down in the hiring process in light of the economic doldrums created by 9/11.

On a more positive note, Laguna Honda has received some relief due to a strong financial performance, and 52 of the vacant requisitions have been released for hire. Once these positions are filled, the vacancy rate will be reduced to 7.2%. Last week another 14 positions were released for review and approval by the City. When hired, these 14 staff will further reduce the vacancy rate to 6.4%, compared to the budgeted vacancy rate of about 5.5%. The Hospital will continue to pursue hiring staff as permitted by its financial performance and that of the City.

At the last meeting, the JCC asked about comparative benchmarking data on nursing hours in distinct part nursing facilities. LHH has obtained nursing staffing data for the 38 California Distinct Part NF district hospitals for the fiscal year ending June 30, 1998. This data shows the average number of nursing hours per patient day (HPPDs) was 5.42 hours. It must be noted that this data was not a government sponsored study, but rather data compiled by a consultant for a rate appeal process. Nonetheless, this data is representative of district hospital DP nursing facility nursing staff levels in 1998.

Two national studies on the care requirements of nursing home residents indicate a need for about 4.1 hours of care per patient day. This data was contained in a recent Hartford Study, and was quoted by the New York Times in February as being referenced in a national report soon to be released by HHS.

Laguna Honda is presently budgeted at 3.7 HPPDs. Over the past several months, LHH has discussed the changing population served and acuity of residents at Laguna Honda, and the need to adjust staffing to continue providing an appropriate level of care. LHH is carefully monitoring the FY 2002-03 budget and is hopeful that the additional nursing staff requested will be approved.

The JCC will be kept apprised of the status of the 2002-03 budget and its effect on LHH. LHH will also continue to monitor national and state trends on nursing staffing, and keep the JCC apprised of these developments.

Status of Annual Licensing and Certification Survey

Earlier in March the State DHS Regional Licensing and Certification Office requested clarification on several items contained in the plan of correction for the 001 survey. On March 25th all additional information requested was submitted. Approval of the survey plan of correction is anticipated in the near future. Once approved, the survey will be released to the public. Copies will be provided to the JCC and to each resident unit and other interested parties.

Advances in Quality Management

Mr. Funk reported that Serge Teplitsky, R.N., has joined the LHH team as the Director of Quality Management effective January 22, 2002. Serge completed his nursing studies in Rostov, Russia, and subsequently studied medicine in Kharkov, Ukraine. Over the past 10 years, Serge has served as a staff nurse, charge nurse, ADON and DON at two nursing facilities in the Bay Area. Most recently, Serge served as the Assistant Administrator for Clinical Operations at Nob Hill Healthcare Center. LHH is, indeed, fortunate to have Serge join its team.

Now that the Quality Management team is fully staffed with capable leadership, the Hospital is further advancing the integration of quality management into the interdisciplinary teamwork process. To that end, this year LHH has established a universal goal for performance improvement throughout the Hospital. The theme is to increase patient/resident flow into and out of Laguna Honda with a focus on improving interdisciplinary discharge planning and transition to the community through a systems approach. Mr. Funk has asked each department to identify one or more ways it can contribute to accomplishing this goal and incorporate these ideas into its departmental performance improvement plan for 2002.

The Quality Management Department has been assigned to consult and support division and department heads in the development of these performance improvement programs. Some outcome indicators that will be measured are the number of admissions from San Francisco General Hospital and the number of discharges to the community each month. LHH will report results of these measures to the JCC on an on-going basis.

LHH Volunteer's Inc. Elect New President

At its February meeting, the LHH Volunteer's Inc. elected Patrick Devlin as its new President for 2002. Patrick is a young energetic administrator with the American Automobile Association and is excited to get started in his new role helping Laguna Honda residents in a variety of ways.

The residents, volunteers and staff honored the outgoing President, Jean McClatchy Bricker, with an engraved plaque noting her many accomplishments over her six-year term as President. Jean will remain actively involved in her Board and Hospital duties.

First Annual LHH Talent Show

The Activity Therapy Department is coordinating the first annual Laguna Honda Hospital Talent Show on Tuesday, April 16th, from 2:00-3:30 p.m. in Simon Auditorium. This show will feature a variety of talented performers, including LHH residents, staff and volunteers. This event is sure to be a hit and provide a venue for the talented singers, musicians and variety acts from right here at LHH. This is a not to be missed event. All JCC members are invited to attend.

Commissioners' Comments

- Commissioner Jackson asked if the hospital was going to reach its target of 1065 filled beds. Mr. Funk said that the goal is to have 1065 filled beds. Dr. Hill said that there is some difficulty finding patients to fill the beds in the two locked dementia units. They are looking at

collapsing the two units into one. In the interim they will make one of the units mixed gender. Dr. Hill will give the committee a status report on the conversion at next month's meeting.

4) **LAGUNA HONDA HOSPITAL REPLACEMENT PROJECT STATUS REPORT**

Michael Lane, Project Manager, LHH Replacement Project, presented a status report on the Laguna Honda Hospital Replacement Project. Mr. Lane said that the final EIR hearing would be held in April or May.

Commissioners' Comments

- Commissioner Sanchez asked if any of the public comment from the EIR took the hospital by surprise, or was there any major re-evaluation of the project based on public input. Mr. Lane said that the main concern is parking and traffic. Some neighbors want the retaining wall to be removed. This was the topic of a meeting held at St. John's United Church of Christ on February 28th. Mr. Wagner updated the committee on this meeting. He said it was very confrontational in terms of removing the retaining wall. Commissioner Jackson attended the meeting, as did Supervisor Tony Hall. There were a number of demands made. The hospital agreed to things such as restrictions on work hours, dust control and no construction parking on neighborhood streets. Mr. Wagner did not agree to remove the retaining wall, which would cost \$2-3 million. Subsequent to the meeting Mr. Wagner and Mr. Funk met with the pastor of the church and two other members, along with someone from the San Francisco Organizing Project. It was a productive meeting and staff suggested that if the neighbors wanted to do something about the wall, they should seek funding themselves. The hospital would be supportive but could not fund and could not take the lead. Commissioner Sanchez thanked staff for listening to the neighbors' concerns and dealing with them.
- Commissioner Jackson said it was a challenging meeting and Michael Lane handled it very well.

5) **CLINICAL LEADERSHIP REPORT**

Terry Hill, M.D. and Mary Louise Fleming, R.N. presented the Clinical Leadership report (Attachment A). Dr. Paul Isakson updated the committee on a new effort to develop a credentialing process for licensed acupuncturists, who have expressed interest in providing services to Laguna Honda patients. Only physician acupuncturists previously could provide these services. He has developed a packet for interested acupuncturists, and is developing a quality management program that specifies qualifications over and above licensure as well as monitor and oversight.

6) **FINANCE REPORT**

Nancy Arata, Chief Financial Officer, presented the Finance Report (Attachment B). Ms. Arata said that what was significant for January was the overexpenditure in materials and supplies. Mr. Funk pointed out that the department new it was underbudgeted for materials and supplies because there was no COLA for pharmaceuticals, so this is not unexpected.

7) **OPERATIONS REPORT: PHARMACY PLAN FOR COMPLIANCE WITH SB 1875**

Robert Christmas, Chief Operating Officer, and Sharon Kotabe, Pharm.D., CHN Director of Pharmacy, presented the report. Mr. Christmas said that medication management is the most common Type I finding in hospitals throughout the state. Senate Bill 1875 was introduced by

Jackie Speier to reduce the instance of medication errors. Dr. Kotabe gave an update on how Laguna Honda Hospital is complying with SB 1875. They are doing this by improving infrastructure and improving systems and processes. They propose lease automated dispensing machines (ADMs) for drug and medical-surgical supply distribution. This system will allow more timely initiation of drug therapy, allow for each dose to be counted and billed for, thus enhancing revenue capture and allow for tighter control of narcotics. Ms. Kotabe said they missed to deadline to include this proposal in the FY 2002-2003 budget, so they want to do a pilot on two of the wards. The costs of the pilot is \$150,000, which is offset by \$40,000 in increased reimbursement and decreased medical-surgical supplies expense.

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 hold a closed session.

The Committee went into closed session at 11:50 a.m. Present in closed session were the commissioners, Nancy Arata, Robert Christmas, Adrienne Tong, Anthony Wagner, Gayling Gee, Mivic Hirose, Mary Louise Fleming, Terry Hill, M.D., Arthur Greenberg, Thomas Radenberg, Larry Funk, Paul Isakson, M.D., 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 12:20 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 Taken: The Committee voted not to disclose any discussion held in closed session.

10) **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 12:20 p.m. Present in closed session were the commissioners, Nancy Arata, Robert Christmas, Adrienne Tong, Anthony Wagner, Gayling Gee, Mivic Hirose, Mary Louise Fleming, Terry Hill, M.D., Arthur Greenberg, Thomas Radenberg, Larry Funk, Paul Isakson, M.D., and Michele Olson.

C) Closed Session Pursuant to Government Code Section 54956.9 and San Francisco Administrative Code Section 67.10(d)

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Report on the Department of Justice Site Visit
(Larry Funk, Arthur Greenberg, Adrienne Tong)

D) Reconvene in Open Session

The Committee reconvened in open session at 12:40 p.m.

3. 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).)

4. 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.

11) **ADJOURNMENT**

The meeting was adjourned at 12:40 p.m.

Michele M. Olson
Executive Secretary to the Health Commission

Attachments (2)