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## HEALTH COMMISSION

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## MINUTES

### JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING

**Thursday, June 26, 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

Present: Commissioner David J. Sanchez, Jr., Chairperson

Absent: Commissioner John I. Umekubo, M.D.

Staff: Nancy Arata, Arla Escontrias, Mary Louise Fleming, Larry Funk, Gayling Gee, Paul Isakson, Jennifer McCarthy, Tim Skovrinski, Serge Teplitsky

Guest: Jim Kautz

#### 2) APPROVAL OF MINUTES OF THE REGULAR MEETING OF MAY 30, 2003

Action Taken: The Committee approved the minutes of the May 30, 2003 Laguna Honda Hospital Joint Conference Committee meeting.

#### 3) EXECUTIVE ADMINISTRATOR'S REPORT

Larry Funk, Laguna Honda Hospital Executive Administrator, presented the Executive Administrator's Report.

Census Report

The Hospital's average daily census for May remained stable at 1041. The average daily census for the year to date through May was 1042. The census is showing increased strength this month with the daily census ranging from 1041 to 1052. The Admissions Screening Committee continues to meet most of the discharge and transfer needs of SFGH in a timely manner.

Staffing Report

On June 1<sup>st</sup>, the hospitalwide staff vacancy rate was 9.1 showing no change from May.

Hospital divisions experiencing the highest vacancy rates are:

Operations	-	12.6%
MIS	-	11.1%
Nursing	-	8.8%
Finance	-	7.9%
Medical Staff	-	4.1%

The Hospital has prioritized and requested that 40 requisitions be approved as soon as possible by the Mayor's Office. Overtime and premium time expenditures continue to exceed budget due to the high vacancy rate.

Laundry Relocation

Pursuant to SEIU's ratification of its new labor contract, the City is required to continue operating a laundry to meet the needs of LHH. To that end, the City Real Estate Department is negotiating a lease with UCSF for the Oyster Point facility. The Replacement Project Team is awarding a contract for professional services to design and build the new laundry. In addition, hospital staff is working with the City Purchaser to advertise a Request for Proposal for Laundry Services for the interim period between the September 1<sup>st</sup> closure of the Laguna Honda Laundry and the expected Spring 2004 opening of the new laundry. The Operations and Human Resource Divisions are developing plans for the temporary reassignment of laundry workers. The department will keep the JCC apprised of progress on this project.

Leadership Retreat/Strategic Planning

As reported at last month's meeting, the LHH Executive Committee held a retreat to review the vision, mission and strategic goals of LHH in light of the changing needs of the community and the program enhancement opportunities, which will be provided by the new facility. Some of the strategic directional issues discussed were:

- More fully integrating long-term and rehabilitative care within the department-wide delivery system
- Developing and implementing integrated information technology throughout the department
- Advancing quality initiatives
- Successfully implementing the Replacement Project
- Advancing organizational efficiency/maximizing utilization of resources.

LHH had the opportunity to have a very productive discussion about some of these issues on June 6<sup>th</sup> with Dr. Chow and Commissioner Guy. LHH recognized that in order to develop the most meaningful strategic direction for LHH that its vision and plan must be fully synchronized with the plans of the

other components of the delivery system. As a step toward achieving that objective LHH has invited Dr. Bob Cabaj to present and discuss the plan for integrating community behavioral health to the LHH Executive Committee on July 15<sup>th</sup>. LHH is planning to have a similar dialogue with Gene O'Connell and the leadership group of San Francisco General Hospital. LHH will then refine its plans for developing the vision, mission and strategic plan for LHH within the context of the DPH strategic plan and the specific action plans of PHP and SFGH. LHH will keep the JCC apprised on this important project.

#### Introduction of Summer Intern

Mr. Funk reported that Jennifer McCarthy has joined the LHH staff as a summer intern. Jennifer is a Ph.D. candidate at Oregon State University studying Health Care Administration. She brings strong research, teaching and publishing experience to Laguna Honda particularly as a young professional. She will be assigned significant quality improvement projects over the summer and will have a broad exposure to public health administration.

#### Commissioner's Comments

- Commissioner Sanchez noted the appropriateness of an intern for Laguna Honda as a major institution. He believes that interns, from undergraduate through post-doc would have a lot to learn from Laguna Honda about long-term care and large, diverse urban populations. He added that there are basic and clinical interns at UCSF, and they could possibly link with Laguna Honda in the future. Mr. Funk responded that Laguna Honda should be getting a lot of attention both locally and nationally as they proceed with the rebuild. He added his desire to link with UCSF for internships.

#### **4) STATUS REPORT ON THE LAGUNA HONDA HOSPITAL REBUILD PROJECT**

Jim Kautz of Anshen and Allen presented the Status Report on the Laguna Honda Hospital Rebuild Project.

#### BUDGET

Review of the 100% Construction Documents estimate is complete. The program continues to be on budget. The estimate will be submitted to LHH for approval.

The proposal to use \$25M of unencumbered Tobacco Settlement Revenues for payment of Health Department expenses will not impact the Replacement Program. In the unlikely event that the \$100M commitment of Tobacco Settlement Revenues to the program cannot be met, the proposed ordinance guarantees payment from the City's General Fund of any shortfall.

Planning for a General Obligation bond sale in October continues.

#### SCHEDULE

The overall program is continuing on schedule.

OSHPD review of the drawings is continuing. The first set of building permits is scheduled to be issued in August and the second set is scheduled to be issued in November.

Sequencing of resident moves during construction has been adjusted to allow for the possible renovation of the Assisted Living Facility to start in 2009 rather than 2010 as originally planned.

The proposal has been approved by the clinical staff and now needs approval by OSHPD and the Mayor's Office of Housing.

### CONSTRUCTION

Phases 1 and 2 of the Utility Modifications schedule have been completed and Phase 3 is underway. The overall schedule for this project has been adjusted to allow for delays due to weather and unforeseen conditions. The new completion date is in November and there is no impact to the overall program schedule.

The Access Improvements Project is experiencing delays in connecting to the PG&E high voltage service. The Project Team is working with PUC and PG&E to resolve the issues causing the delay. The new roadway is scheduled to be in operation in August. There is no impact to the overall program schedule.

The Valley Demolition and Mass Excavation project has been awarded and work will begin on June 30, 2003.

Bids are scheduled to be received on the fourth bid package: Temporary Facilities, on July 2, 2003.

Proposals for the General Contractor for the new buildings and the Remodel were received on June 23, 2003. Two teams submitted: Turner Construction Inc and McCarthy. Interviews are scheduled for mid-July.

Preliminary meetings have been held regarding the relocation of the laundry. The existing laundry is scheduled to be shutdown at the end of August. Abatement and demolition of the facility will begin September 2, 2003.

A Request for Proposals for Special Inspection and Testing was approved by the Civil Service Commission on May 5. The Request for Proposals will be issued in July/August.

### COMMUNITY RELATIONS

Meetings with the community are continuing. The latest meeting was held on June 23, 2003 with the West of Twin Peaks Central Council.

The "Meet the Artist" series of meetings is continuing. At each meeting, the Arts Commission invites a selected artist to speak with the residents and staff. The meetings are facilitated by the Art for Elders program. Feedback from the meetings has been very positive.

Regular meetings are now being held with the residents' councils to update them on the status of the construction.

A virtual tour of a floor of the resident building is being refined. A draft of the tour will be reviewed in the meeting today.

A groundbreaking ceremony is scheduled for October 15, 2003.

### Commissioner's Comments

- Commissioner Sanchez inquired as to the status of the 80 trees being cut down. Mr. Kautz responded that 80% are eucalyptus. An arborist was retained to examine the trees and found

that a number of the cypress trees are at the end of their useful life. An attempt was made to save as many trees as possible. Mr. Funk added that redesigns were made to save some mature Monterey pines. Laguna Honda staff has developed a public relations campaign on this issue, and is stressing the replanting that will be done as a part of the landscaping plan. Ms. Escontrias added that phone calls were made to all residents who opposed the EIR to explain the tree removal and they continue to work with Supervisor Tony Hall's office.

- Mr. Funk noted that in terms of the schedule, they've been able to trim a year or two off of the project by working with the clinical staff to relocate residents in the rear wing.
- Mr. Funk addressed the issue of the \$25 million diversion of the Tobacco Settlement funds earmarked for the project to close the City's budget gap. He noted that Monique Moyer was unable to attend today due to the Board of Supervisor's budget hearing, but he did distribute a copy of the Board of Supervisor's Budget Analyst memo related to the Tobacco Settlement revenues (Attachment A) addressing the Commissioners' concerns expressed at the May Joint Conference Committee meeting. Specifically, the Mayor's Office of Public finance projects Tobacco Settlement Revenues to total \$820,208,050 over 37 years, \$237,933,333 or 40.9 percent greater than the original projection of \$582,214,717 made in 1999, so the \$25 million should be insignificant. Finally as to Commissioner Umekubo's concern about the effect on taxpayers, the Controller estimates the increase in annual property taxes to be a maximum of \$0.0411 per \$100 of assessed value, or \$120.36 annually for a property with an assessed value of \$300,000.

Mr. Kautz then presented a virtual tour of the resident building. He noted that other views of the facility and grounds are also under development.

#### Commissioner's Comments

- Commissioner Sanchez asked whether all of the dining facilities will have outdoor exposures. Mr. Kautz responded in the affirmative.
- Commissioner Sanchez asked how the equipment shown in the virtual tour will be financed. Mr. Funk responded that it will be funded through the new Laguna Honda Foundation.

#### **5) CLINICAL CARE REPORT**

Mary Louise Fleming and Dr. Paul Isakson presented the Clinical Care Report (Attachment B).

#### Commissioner's Comments

- Dr. Tim Skovrinski noted that within the past year, there have been no Medicare referrals from SFGH. He's hoping to change that, particularly when the new building opens. Commissioner Sanchez noted the importance of integrating services across disciplines.

#### **6) FINANCE REPORT**

Nancy Arata, Chief Financial Officer, presented the Finance Report (Attachment C).

#### **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 10:05 a.m. Present at the closed session were Mary Louise Fleming, Larry Funk, Gayling Gee, Paul Isakson, Tim Skovrinski, Jim Soos, Serge Teplitsky.

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

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

D) Reconvene in Open Session

The Committee reconvened in open session at 10:39 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 any discussions held in closed session.

9) **ADJOURNMENT**

The meeting was adjourned at 10:40 a.m.

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Jim Soos  
Acting Executive Secretary  
to the Health Commission

Attachments (3)