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CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING

Tuesday, August 26, 2004
9:00 a.m. to 11:00 a.m.
Conference Room B102
375 Laguna Honda Boulevard
San Francisco, CA 94116

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, Member

Staff: Cheryl Austin, Robert Christmas, Arla Escontrias, Larry Funk, Valerie Inouye, Paul Isakson, M.D., Michael Lane, Gregg Sass, Tim Skovrinski, M.D., Serge Teplitsky.

2) **APPROVAL OF THE MINUTES OF THE JULY 22, 2004 LAGUNA HONDA HOSPITAL JOINT CONFERENCE COMMITTEE MEETING**

Action Taken: The Committee approved the minutes with one correction. Commissioner Umekubo did not call the meeting to order, as he was absent from the meeting. The meeting was called to order by Commissioner Chow.

3) **HOSPITAL ADMINISTRATOR'S REPORT**

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

Administrative Realignment

Mr. Funk announced several important leadership appointments at Laguna Honda Hospital (LHH).

First, he has appointed Dr. Paul Isakson as Medical Director of the Hospital. Dr. Isakson has been an attending physician at LHH for 35 years, has demonstrated his strong personal commitment to the mission of the hospital, and will be an effective leader of the Medical Division.

Dr. Tim Skovrinski will continue to serve as Assistant Medical Director working in collaboration with Dr. Isakson. Mr. Funk acknowledged and thanked Dr. Skovrinski for serving as Acting Medical Director along with his numerous other duties for the past few weeks.

Mr. Funk also announced that he has appointed Gayling Gee and Mivic Hirose as Co-Directors of Nursing for the Hospital. Gayling and Mivic have a wealth of clinical and administration experience in the Department of Public Health and Laguna Honda, and will assure continuity of leadership for the Nursing Division and Hospital.

Mr. Funk congratulated and supported the new clinical leaders of Laguna Honda Hospital and is absolutely confident that these new leaders will continue to advance the development of new programs for our residents, and focus their efforts on enhancing the quality of care for our residents.

In the ensuing weeks the Executive Committee will continue to realign and adjust support service and management positions in order to reasonably accommodate staffing reductions required in implementing the FY 04/05 budget.

Census Report

The average daily census for July was 1028 along with an average of 6 bed holds for a daily average of 1034 paid beds. The Admissions Screening and Utilization Management Committees continue to work on further improvements in bed utilization practice.

Staffing Report

The FY 04/05 hospital budget requires a 5.1% salary saving target. This target translates into 78 of the 1509 gross FTE's in the budget being held vacant, leaving 1431 FTE's available to staff the hospital.

As of August 1st, the hospitalwide vacancy rate was 9.3%. The Operations Division is currently experiencing a 13.5% vacancy rate, and the Nursing Division a 9.3% vacancy rate.

The Hospital continues to expend significant overtime (over \$200,000 per pay period) particularly in Operations and Nursing as a result of these high vacancy rates. We have requested release of 22 positions, mostly in Nursing in order to provide better staffing levels and reduce labor experiences. I am pleased to report that we are beginning to see requisitions being released from the Mayor's Office and will expedite the hiring process.

Regulatory Report

The Hospital has received official notification from CMS that it is in substantial compliance as a result of the July 13th-15th resurvey by the State Licensing and Certification Division. As reported at the last JCC, as a result of the resurvey occurring after July 9th (a CMS due date for imposition of penalties) the Hospital has a five-day exposure for lost revenue for new admissions that occurred between July 9th and July 15th. The amount of revenue at risk is approximately \$11,400. The Hospital has filed an appeal with CMS in an effort to avert the application of this penalty. He will advise the JCC of the outcome of the appeal.

Patient Flow

Laguna Honda continues to improve its role in facilitating patient flow as the Skilled Nursing and Rehabilitation Provider for the Department of Public Health. During July, LHH admitted 57 patients from SFGH and recorded a total of 93 admissions. There were 64 discharges to other sites during July, including 25 discharges back to the community. Attached are graphs illustrating the four-year trend of admissions and discharges, all of which demonstrate continuing and progressive growth in each category (Attachment A).

During the Clinical Leadership Report the committee will hear more about the patient flow issues from the medical staff.

University of Pacific Dental Services Scheduled to Begin

Onsite dental services provided by the University of Pacific Dental School are scheduled to begin on August 23rd. Mr. Funk commended the Medical Division for arranging for this new contractual program and thanked all of the staff that have supported the renovation and re-activation of the Dental Clinic. LHH is expecting UOP to provide high quality dental service for all Laguna Honda residents. The dental care provided by UOP will be monitored by the Quality Improvement Committee. Periodic reports will be provided to the JCC.

Annual Volunteers Awards Tea

Annual Laguna Honda Volunteers Inc. Awards Tea is scheduled for September 22 at 2:00p.m. in Simon Auditorium. This is one of the most important social events of the year for the Laguna Honda Volunteers Inc. where it honors and gives special recognition to all of the tenured volunteers of the Hospital. All Commissioners and Executive Committee members are invited to attend.

Annual Employee Recognition Dinner Dance

The Hospital's Annual Recognition Dinner Dance will be Friday, October 22nd at 6:00pm at the Golden Gate Holiday Inn. This dinner dance extravaganza is the employee's social highlight of the year. Six employees are being honored for completing thirty-five years of service to LHH. All Commissioners are invited to attend.

Commissioners' Comments

- Commissioner Illig said that Laguna Honda should fill vacant positions quickly, as this saves money in overtime costs. Mr. Sass said that all authorized positions have been forwarded to the

Mayor's Office for approval. Mr. Funk added that he is lobbying very hard to have position requisitions released that would bring the facility up to full staffing.

4) **REPLACEMENT PROJECT STATUS REPORT**

Michael Lane, Project Manager, LHH Replacement Project, updated the committee on the status of the project. Increment 2 bids were delayed due to the recent Proposition 209 ruling. The project has now received approval to move forward with the bids, but the delay pushed the bid receipt dates into October. Mr. Lane said they have received pricing on insurance and equipment, and they are currently analyzing these bids.

Public Comment

- Patrick Monette-Shaw – written summary attached*

Commissioners' Comments

- Commissioner Umekubo asked if the steel market continues to be in turmoil. Mr. Lane said this appears to be the case.

5) **CLINICAL CARE REPORT**

Paul Isakson, M.D., Medical Director, Tim Skovrinski, M.D., Assistant Medical Director, Gayling Gee, R.N. and Mivic Hirose, R.N., Co-directors of Nursing, presented the Clinical Care Report (Attachment A). Dr. Isakson presented the Medical Staff Appointments and the Medical Staff's Position Statements on Admission Priorities (also Attachment B).

Commissioners' Comments

- Commissioner Umekubo congratulated Dr. Isakson on his appointment as Laguna Honda Medical Director.
- Commissioner Illig asked which problem behaviors are most prevalent in the LHH population. Dr. Skovrinski said the biggest issue is drug-seeking behavior, and what this causes certain patients to do. Commissioner Illig asked if any Laguna Honda doctors have visited out-of-county SNFs to determine who could return to Laguna Honda. Dr. Skovrinski said this process has begun.
- Commissioner Umekubo asked what the next steps are in terms of the Medical Staff's position papers. Dr. Isakson said they have been sent to Dr. Katz, and they are waiting to hear from him.
- Commissioner Illig would like to the Health Commission to discuss the issues around patient flow.

6) **OPERATIONS REPORT**

Robert Christmas, LHH Chief Operating Officer, presented the Operations Report.

LAUNDRY SERVICES

Pursuant to instructions from the Arbitrator, Barry Winograd, Local 250, representatives of the Mayor's Office and LHH have been meeting to comply with Mayor Newsom's decision: Find a facility (preferably in Bay View Hunter's Point) and build a laundry.

The Department of Real Estate (Charlie Dunn, Ken Chopping) identified two sites on Third Street and Cesar Chavez. Larry Funk, Don Condon of the Replacement Project and Mr. Christmas visited the sites, along with representatives from Western States Design (WSD).

Both plant options presented advantages and disadvantages, mainly regarding, cost per foot; cost to renovate; time for renovation and buy versus lease.

Staff anticipates an analysis of above will be completed within two weeks, upon which a decision will be made regarding laundry services at LHH.

Mr. Christmas will keep the committee informed of the progress.

BRIDGE DEMOLITION

The Bridge demolition began the week of August 09. LHH has met most, if not all, logistical challenges that were anticipated due to this event.

Great teamwork from Nursing Services, Activity Therapy Services and Operations Division allowed for a smooth transition.

SECURITY

As stated in Mr. Christmas's July Report, Laguna Honda staff has been assessing the security needs/program at LHH.

Effective August 16, Laguna Honda expanded its visitor identification program, which requires all visitors to sign-in on each unit, thereby reducing unauthorized visitors to patient care areas. They intend to limit unauthorized access via securing most doors on campus. Access doors will be secured with panic bars and/or card key access. Staff has identified the major components of the proposed security program. The challenge, now, is to secure funding to support this important program. Many thanks to Gayling Gee, Mivic Hirose and the entire Nursing Department for their valuable contribution to this program.

PARKING

Parking continues to be a challenge at LHH. Parking has always been free at LHH. LHH is now required to implement a paid parking program, similar to that of SFGH, effective September 2004.

Staff has identified the various complex elements that a comprehensive parking program would require.

It is the intention to implement the program in phases, the first phase in mid-September. Mr. Christmas will present the full program at the September JCC. Much thanks to the Parking/Transportation Committee chaired by Cheryl Austin.

Rodger Ponce De Leon from Local 250 provided additional clarification about the arbitrator's ruling on the Laguna Honda laundry.

Public Comment

- Patrick Monette-Shaw – written summary attached*

Commissioners' Comments

- Commissioner Illig said he would like the Health Commission to be more involved in the continuing discussions about the laundry, specifically what approach, from a public policy perspective, is in the best interest of DPH.

7) **PUBLIC COMMENT**

- Patrick Monette-Shaw – written summary attached*
- Jessie Lorenz, Independent Living, asked what events precipitated the new security plan and how will it impact peoples' ability to move about the campus. Mr. Christmas replied that it would in no way inhibit the freedom of residents.

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 10:56 a.m. Present in closed session were Commissioner Illig, Commissioner Umekubo, Cheryl Austin, Robert Christmas, Larry Funk, Mivic Hirose, Paul Isakson, M.D., Michele Olson, Tim Skovrinski, M.D., Serge Teplitsky.

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

(Paul Isakson, M.D., Medical Director, Serge Teplitsky, RN, Director, Quality Assurance Management)

D) Reconvene in Open Session

The committee reconvened in open session at 11:56 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 discussions held in closed session.

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 10:35 a.m. Present in closed session were Commissioner Illig, Commissioner Umekubo, Cheryl Austin, Robert Christmas, Larry Funk, Mivic Hirose, Paul Isakson, M.D., Valerie Inouye, Michele Olson, Gregg Sass, Tim Skovrinski, M.D., Serge Teplitsky and Deputy City Attorney Aleeta Van Runkle.

- C) Closed session pursuant to Government Code Section 54956.9 and San Francisco Administrative Code Section 67.10(d)

CONFERENCE WITH LEGAL COUNSEL REGARDING LITIGATION MATTERS – DEPARTMENT OF JUSTICE

- D) Reconvene in Open Session

The Committee reconvened in open session at 10:56.

- 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 discussions held in closed session.

10) ADJOURNMENT

The meeting was adjourned at 11:56 a.m.

Michele M. Olson
Executive Secretary to the Health Commission

Attachments: (3)

***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.**

Written Summaries of Public Testimony Submitted by Members of the Public

From Patrick Monette Shaw for Item 4 - Please incorporate these two documents into this meeting's full record. This August 17, 2004 San Francisco Chronicle article notes the price of structural concrete plummeted in the second quarter this year to \$340 per cubic yard from its \$425 cost in 2001. The \$85 difference represents a 20% reduction; therefore, savings in the cost of structural cement should significantly offset — or make cost neutral — any increase in structural steel, since cement will be used more vastly than steel in the LHH Replacement Facility. This December 2003 letter from Matthew Davis, legal counsel to Louise Renee et al., notes "Proposition A ... did not establish a fund or plan to pay for [furniture, fixture, and equipment for the LHH Replacement Facility]." Ms. Renee et al. should be required to return the \$25 million to the tobacco fund in order to build the new facility at 1,200 beds, as voters were promised.

From Patrick Monette Shaw for Item 6 - Responding to Mr. Christmas' report the union arbitrator had ruled the City must staff the LHH laundry with City employees, we all know during Commissioner Illig's tenure as former President of the HIV/AIDS Provider's Network that he advocated to protect and expand the jobs of non-profit service providers holding contracts with the City. It's not surprising Illig just stated he wants to have a discussion at the full Health Commission about outsourcing or contracting out DPH jobs. I remind the JCC-LHH that the Board of Supervisors recently passed a proposition de-certifying and overturning the decade-old Prop "J" certification that had outsourced the SFGH laundry positions, resulting in bringing the SFGH laundry back in-house using City employees, at a lesser expense to the City. Subordinate to the Board of Supervisors, the Health Commission cannot countermand the Board's decisions; the Commission should protect DPH's City employees, not seek to outsource our jobs.

From Patrick Monette-Shaw for Item 7 – On August 17, I submitted three nominations to the new Long-Term Care Coordinating Council that Mayor Newsom is reportedly forming; I provided courtesy copies to Health Commissioners Edward Chow, MD, and Jim Illig, the remainder of the Health Commission, Dr. Katz, Larry Funk and others. I nominated Lisa Pascual, MD, Chief of Rehabilitation Services at LHH and simultaneously Chief of Rehabilitation Services at SFGH; Paul Carlisle, MPT, GCS, Rehabilitation Coordinator at LHH; and Paul Isakson, MD, former Chief of Staff at LHH and now LHH's Medical Director. These three nominees possess extensive credentials in the long-term care medical specialty. Since LHH is DPH's only long-term care skilled nursing facility and rehabilitation center, having representatives from LHH on the Mayor's LTC Coordinating Council is imperative. I urge you to fully support these three nominations; the Health Commission should issue a resolution supporting these nominations at the September full Health Commission meeting.