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MINUTES

JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING

Monday, August 28, 2006

9:45 a.m. to 11:45 a.m.

at

**Conference Room A-300
375 Laguna Honda Boulevard
San Francisco, CA 94116-1411**

1) CALL TO ORDER

Commissioner Chow called the meeting to order at 9:45 a.m.

Present: Commissioner Edward A. Chow, M.D., Chair
Commissioner David J. Sanchez, Jr., Ph.D., member (left at 11:00 a.m.)

Staff: Arla Escontrias, Larry Funk, Gayling Gee, Liz Gray, Valerie Inouye, Paul Isakson, M.D., Lenora Jacobs, John Kanaley, Lorraine Killpack, Ph.D., Serge Teplitsky, John Thomas, Adrienne Tong, Rowena Tran and David Woods, Pharm. D.

Guests: Joanne Holland, RTZ Associates

2) APPROVAL OF MINUTES OF THE MEETING OF JULY 24, 2006

Action Taken: The Committee approved the minutes of the July 24, 2006 Laguna Honda Hospital Joint Conference Committee

3) EXECUTIVE ADMINISTRATOR'S REPORT

John Kanaley, LHH Executive Administrator, presented the Executive Administrator's Report.

ANNOUNCEMENTS/INFORMATION

Mr. Kanaley announced the departure of LHH's Quality Director Serge Teplitski. Serge was recruited heavily by Kaiser Permanente and has elected to take the job as Director of Quality for the South San Francisco Medical Center. Serge has been with Laguna Honda Hospital & Rehabilitation Center for just under 5 years, and has had numerous years of previous experience in long term care. He felt this was an opportunity to expand his skills by working in the acute care setting.

Serge will leave behind a legacy of programs and processes he has developed over his tenure here at LHH. We will sincerely miss his leadership, his positive attitude, and his camaraderie.

STRATEGIC PLAN

FY 2006-2007 – Work has begun on the 2006-2007 Strategic Plan. Mr. Kanaley noted that the updated plan with Measurable Indicators/Outcomes, which was attached to his report. Updates will be coming to the JCC on a quarterly basis, with the next report being in October.

BUDGET REPORT

Mr. Kanaley presented an overview of the approved FY 07 Budget for LHH, which was attached to his report..

CENSUS REPORT

Average for July 2006	
Beds Occupied	1031.7
Beds Held	7.1
Beds Reserved	4.06
Beds unavailable	2.03
Clinically Blocked	1
C2 Observation	0
Locked beds	0
Isolation Beds	1.75
Admits	1.35
<u>Total</u>	1046.24
Beds Available	10.76
Total Paid SNF	1038.8
Total Acute Capacity (16)	
M7 Acute Census	1.93
L4 Acute Census	1.29
<u>Total Paid Beds</u>	1043.37

STAFFING REPORT

The Hospital Staff Vacancy rate reported for August 2006 is 10.57%, which is up from the previous rate of 8.52% reported in July 2006. Mr. Kanaley cannot comment on why such a large increase in the vacancy rate. He was just informed that LHH's requisitions are being held at the CFO's Office until LHH contains its spending. The first month's payroll came in significantly over budget. We have put a freeze on non-essential overtime and as-Needed hours to help improve these numbers.

REGULATORY REPORT

DHS

As was presented at last month's meeting, there were two simultaneous tracks being followed by LHH in the DHS process. The first is the appeal process of the initial survey of February 21, 2006, one informal dispute and one formal appeal. The informal came back with positive changes, LHH is still following up on the appeal. LHH has also filed an Informal Dispute and Appeal for the second survey held in July 2006. Mr. Kanaley will keep the committee apprised of progress in these efforts.

The second track has been the re-survey process. The DHS survey team, consisting of three surveyors, arrived on Tuesday, August 15, 2006. They departed LHH on Wednesday, August 16, 2006 after a closing conference held with LHH leadership. Mr. Kanaley is happy to announce that the survey team found Laguna Honda Hospital & Rehabilitation Center in compliance with CMS standards.

Although LHH has now passed the DHS survey process, the appeals and Informal Dispute Resolution process must continue in order to contest the amounts of Civil Monetary penalties and denied re-imbursement we are being levied.

DOJ

There is nothing new to report regarding DOJ

PATIENT FLOW

Waiting List

Laguna Honda Hospital & Rehabilitation Center had an average waiting list of 21 people during the month of July 2006. Mr. Kanaley's report included a list of the sources of the waiting list. This report has been reformatted for ease of review.

BOS Quarterly Report

Next due October 2006.

TCM

Liz Gray presented a TCM update for July. She will send a written report to the Committee when it is complete. 34 patients were screened in July, 22 at LHH and 12 at SFGH. Of the screened, only one did not meet the criteria for assessment. 30 patients were assessed in July, 20 at LHH and 10 at SFGH. Ms. Gray said July encounters were way down. There were 71 billable encounters and 92 non-billable encounters. She will be dealing with this problem quickly. Two new social workers have started, and should be finished with the newly implementation orientation by Friday. There was one resignation. She continues to recruit for other open positions, including the head nurse, two public health nurses, a medical records clerk, supervising social workers and a health worker.

Ms. Gray said that nationwide rate setting for TCM programs begins on September 1, so TCM's activities will be geared toward getting the highest rate possible. She continues to track and address performance issues. And the transfer of the software program from an out-of-state business to RTZ continues.

Each month, LHH also reviews the number of discharges;

CATEGORIES	NUMBERS
Rehabilitation	8
Respite	3
TCM	4
LHH	9
TOTAL	24

Commissioners' Comments

- Commissioner Chow and Commissioner Sanchez wished Mr. Teplitsky well in his future endeavors, and presented him with a certificate of appreciation for his hard work.
- Commissioner Chow asked how people are moved from the waiting list into the open beds. Mr. Kanaley said there is a daily review by nurse screening and physicians to see what beds are available, and people are taken from the waiting list if there is an open bed that matches the needs of someone on the waiting list. The screening nurse notifies the community contact when an appropriate bed is available. Commissioner Chow said the JCC needs to monitor Laguna Honda's finances, so he wants a monthly review about where the overexpenditures are coming from. Laguna Honda must meet the state regulatory requirements and quality of care needs, so the committee needs to ensure that essential staff is not impacted. Mr. Kanaley said he is working closely with Valerie Inouye. Commissioner Chow said some of his Commission colleagues had asked for a history and status report of the civil penalties and denied reimbursement. Mr. Kanaley said the State recommended and CMS imposed the hold of reimbursement for any new patients admitted to Laguna Honda between April 12, 2006 and August 16, 2006. Laguna Honda appealed this decision, and is currently going through the appeal process. Civil penalties were imposed on February 22, 2006 at the rate of \$1,000 per day. The informal dispute resolution process resulted in this amount dropping to \$500 per day. This amount was further reduced on July 26, 2006 to \$100 per day. The civil penalties ended on August 16, 2006. These penalties along with the compliance dates are all being appealed through both informal and formal appeals processes. Commissioner Chow asked if Laguna Honda's budget books the revenues from April 12 to August 16. Ms. Inouye said the budget is conservative and assumes that these revenues will not be paid.

4) LAGUNA HONDA HOSPITAL REPLACEMENT PROJECT UPDATE

John Thomas, Program Manager, LHH Replacement Project, presented a program update.

Link Building

The Contractor has now reached a significant milestone in the construction of the Link Building, having placed concrete on two levels within this building. Turner anticipates completing the 'slab-on-deck' pours by mid September. These pours allow the drywall and Mechanical, Electrical and Plumbing rough-in activities to proceed. Layout for wall locations is currently underway.

The Knuckle Building, which connects the H-wing with the Link Building is underway. Installation of utilities has been completed and the installation of pier caps will be completed shortly in preparation for the erection of the steel for this building. The steel for the Knuckle Building will be erected during the first two weeks of September.

South Residence Building

Turner is continuing to install inserts for support of the Mechanical, Electrical and Plumbing, in advance of the concrete deck pours. The first concrete for the elevated decks will be placed at the end of August.

East Residence Building

Steel erection, which began on July 25th is underway and will be completed by September 15th. Turner will continue with completing the installation of the metal decks. This will be followed closely by the Mechanical, Electrical and Plumbing trades installing inserts and hangers to secure the ductwork and pipes, which will be installed in the months following.

New Hospital Site Improvements

Construction of the access path from Laguna Honda Boulevard to West Clarendon Road has progressed. All electrical work for the future lighting is completed, including foundations for the new light poles. The first segment of the ADA path was poured on August 22, and the remaining segments will be completed by the end of August. Trees, lights and irrigation will be installed during September and October.

Existing Hospital Remodel

Phase 1 of the remodel of the existing hospital building received its OSHPD permit on July 7th, 2006. The design team is working on an OSHPD Change Order to address construction phasing and constructability issues prior to releasing the plans to Turner for bidding. Hazardous Materials Abatement could begin as early as November 2006 with the remodel work to follow as early as February 2007.

Weekly coordination meetings continue with hospital operations staff to coordinate or mitigate any possible impact from the construction project.

A study of Assisted Living Alternatives will begin in the fall to evaluate the original concept to construct 140 units within the footprint of the existing finger wings, K, L, M, and O. Due to the uncertainty with regard to the construction of the West Residence Building, the study will also evaluate construction of 140-235 units of Assisted Living on the proposed West Residence site. This study will be completed by Summer 2007. Bidding of the West Building is not scheduled to begin until 2008 and proceeding with that building will be contingent on the decision of the Health Commission and the Board of Supervisors.

Pictures of the construction site are updated every 20-30 minutes and are available at the following address: <http://www.dph.sf.ca.us/LHHReplace/>

Larry Funk gave an overview of the transition planning activities to prepare for the move to the new building.

Activation Tasks Completed as of August 28, 2006

- Patient Move Plan for 1200 bed scenario
- Architecturally Significant Equipment (ASE) Coordination
- Selection of TV sizes, locations
- Location of Sharp Disposal Containers
- Master Keying of Doors
- Master Keying of Casework
- Research and Selection of Fixed Imaging Equipment
- Specification of Bariatric Room Design Elements
- Demonstration and Selection of Nurse Call System, Bathing Tubs and Patient Lift systems.
- Review of Security Systems
- Approval of Phasing Plans for the Remodel of A, B, C & H Buildings
- Administration of the Transition Steering Committee
- Kick off of the Convergent Technology Committee/Subcommittees

Tasks in Progress

- Interim Space Planning in Existing Buildings
- Refinement to Patient Move Plans/Scenarios
- Administration of offsite Laundry Construction
- Planning for LEEDS Certification: Design Innovation Credits
- Planning the Non-Commissioned Art Program
- Determining Evidence (EBD) Research Topics with the Center of Health Design/Pebbles
- Planning the Senior Housing Component for the Continuum
- Evaluating Performance of Flooring Finishes

Future Task/Next Steps

- Producing Workflow Analysis/Optimizing Operational Efficiencies
- Implementing a Transitional Leadership Program
- Collect Baseline Data for EBD Research Topics and Process IRB Approvals
- Review and Approve Specifications for Medical Equipment and Furnishings
- Develop Sustainable Horticultural and Animal Therapy Programs
- Continue Planning as Required

Commissioners' Comments

- Commissioner Sanchez asked how the Transition Steering Committee sets its priorities and how the Transitional Leadership program connects to the overall committee. He would also like to see a list of the subcommittees. This will give details and substance to the intricate structure that is needed to make a smooth transition. Mr. Funk will report on committee and subcommittee activities on a quarterly basis. Mr. Funk said the Transition Steering Committee is the body that is ultimately responsible for the transition.
- Commissioner Chow asked if the project is on schedule and on budget. Mr. Thomas said the project is on budget for 780 beds. The project is a month behind on the overall schedule due to heaving rains and delays during the winter. Commissioner Chow asked Mr. Thomas to send him and Commissioner Sanchez the full copies of the quarterly status reports.

5) OPERATIONS REPORT

Gayling Gee, R.N., Associate Administrator of Support Services, presented the Operations Report.

DEPARTMENT OF EDUCATION & TRAINING

LHH Education Council and Resident Education:

The Education Council, chaired by Jill LeCount, RN, MS, CNS of the Department of Education and Training, supports interdisciplinary collaboration and communication that has resulted in Annual Education Planning, Grand Rounds, Employee Orientation, Computer-based training, and Resident Education. A Resident Education Subcommittee has developed out of the Education Council to develop and pilot improved processes for resident education in preparation for self-care, discharge, and enhancement of general resident knowledge. The group will begin with a much called for Diabetes Education Pilot and plans to apply the processes they develop to many other topics. The innovative staff and resident education initiated by Anne Hughes, RN, MS, CNS, Michelle Fouts, PharmD, and Jill LeCount through restorative nursing programs and Long-term Care Essentials case-based unit-specific trainings provided the foundation for initiating this crucial resident education effort.

Organizational Development

DET is planning a September 26th “kick-off” Organizational Development training targeting managers/ Management Forum participants with the UCSF Center for the Health Professions. This training will inform managers about LHH’s organizational standing (according to our Symlog baseline data) and will outline a “next steps” training proposal for manager input.

Continuous Quality Improvement & Education Compliance

LHH is making great strides towards timely achievement of LHH Strategic Plan education goals. Of the 20 outcomes itemized, 15 were accomplished on or before the target dates (75%). Work has been initiated towards the achievement of the remaining 5 outcomes and, most importantly, DET continuously monitors and improves upon the education processes initiated. In collaboration with LHH Human Resource, DET will develop and initiate a mandatory training addendum for attachment to the performance appraisal form to assist managers in tracking training compliance at the time of performance reviews. At present, the frequency of new regulatory training requirements and the transition to the new HealthStream database make routine tracking a cumbersome process. Susan Spencer, RN, MS and Jill LeCount will develop the new form in collaboration with HR and DET will continue to monitor training compliance through the diligent data entry, tracking, and reporting primarily provided by John Butts, RN.

HEALTH & SAFETY

Illness and Injury Prevention – Respiratory Protection Program:

DET and the LHH Infection Control staff have been collaborating with the DPH Occupational Safety and Health staff to be the first to participate in a city-wide bioterrorism preparedness training effort. Thus far, Respiratory Protection training is well underway, Health Screening questionnaires are being turned in, and fit testing for N95 masks will begin September 1st for all LHH staff. Specialized training and fit-testing are an important part of Respiratory Protection to prevent the spread of diseases such as TB, Avian flu, Pandemic flu, Anthrax, SARS and Smallpox. Susan Spencer has taken the initiative to incorporate the Respiratory Protection Program into new

employee orientation. Additional works related to the Respiratory Fit Testing Program undertaken by Angela Platzer, RN, MS, include:

- 1000 Medical questionnaires have been collected and are in the process of being evaluated by RN at Workers Compensation.
- 500 additional Medical questionnaires being re-submitted to employees who for one reason or another did not complete.
- Fit Testing class done for Nursing Staff, with Non Nursing Staff scheduled to complete class instruction within the next two months.
- Actual fit testing for the employees who qualify (Medical questionnaire screening complete and attended fit testing class) will begin in September.
- Database being developed by Workers Compensation to track fit testing progress and results. Goal is to have all Fit Testing complete by the end of December.

Commissioners' Comments

- Commissioner Sanchez commended the kick off to the organizational efforts.
- Commissioner Chow said the LHH's resident education programs are unique and he would like to continue to track these efforts. Commissioner Chow asked if the fit testing is being done at all DPH facilities. Ms. Gee said it is a departmentwide effort.

6) CLINICAL CARE REPORT

Paul Isakson, M.D. and Lenora Jacobs, Director of Nursing Operations, presented the Clinical Care Report.

LHH Clinical Leader Recognized

The Clinical Leadership would like to extend their thanks and appreciation for Serge Teplitsky's contributions in advancing LHH's quality improvement program. As a respected and integral member of the Clinical Leadership Team, Serge's vision, development, and implementation of continuous quality improvement programs and interdisciplinary teamwork, have inspired the staff and provided clinicians with tools and procedures to improve the quality of life for our residents. We wish him success in his new endeavor.

Family Practice Teaching Program

As of August 1st, LHH have begun its teaching program with the Department of Family Practice at UCSF/SFGH with the arrival of both 2nd and 3rd year Residents. The goal is for every 2nd year Resident to follow two LHH residents for the final two years of their Residency Program. During the time spent at LHH, they discuss many issues which are important for the delivery of long-term care. They also highlight circumstances which may be unique to an elderly population including medication management, bowel and bladder training, skin integrity, prevention of contractures, and many other circumstances. The 2nd year Residents will spend four visits at LHH, and the 3rd year residents will spend two visits at LHH. Dr. Isakson continues his support of the program with monthly visits for a half-day with the 1st year Residents where they are introduced to LHH, long-term care, and tour the facility. An attempt is also made to link them with any resident they may already have seen at SFGH on the Family Medicine Service.

Contract Renewals

Medical Services is in the process of redefining contracts with UCSF to cover the consultative services rendered in the following areas: Dermatology, Orthopedics, Neurology, Nephrology, Rheumatology, Endocrinology, and Radiology. Although these contracts had been open-ended, the

opportunity is here to update the contracts. It is anticipated that this process will be completed in about a month.

City College of San Francisco Computer Class at LHH

Through the collaboration and partnership with City College of San Francisco, a 16-week Keyboarding class is offered at LHH, in LHH's computer lab. To date, the class registration is full at 24 enrollees. The classes began on August 22nd. This is the 2nd Keyboarding class offered by City College of San Francisco that was listed in their catalogue of classes.

Nursing Hires

As the nation faces a nursing shortage, we are pleased to inform JCC that the Nursing Division has hired 17 Registered Nurses and 2 Licensed Vocational Nurses. Orientation is being scheduled for September and October.

LHH Medical Staff Appointments

Appointments:

Frederick Albrecht, M.D. – Internal Medicine – (Active/Night & Weekend)

Reappointments:

Lisa Pascual, M.D. – Psychiatry – (Active/Daytime)
Michael Coleman, M.D. – Psychiatry – (Active/Daytime)
Trinh Tran, M.D. – Psychiatry – (Active/Daytime)
Vicky Young, M.D. – Internal Medicine – (Active/Daytime)
John Lang, PhD – Psychology – (Active/Daytime)
Elisa Chavez, D.D.S. – Dentistry – (Active/Consultant)
Stephen Bonasera, M.D. – Internal Medicine – (Active/Night & Weekend)

LHH Credentials Year-to-Date Report

New Appointments	15
Reinstatements	0
Withdrawal	0
Reappointments	64
Delinquencies:	0
Reappointment Denials:	0
Resigned/Retired	18
Disciplinary Actions	0
Restriction/Limitation of Privileges	0
Changes in Privileges	0
Additions	0
Voluntary Relinquishments	0

Commissioners' Comments

- Commissioner Chow said the family practice teaching program is very exciting. The committee heard last month about the psychiatry program. He asked if there are other teaching programs. Dr. Woods said Pharmacy takes UCSF pharmacy students on a regular basis. In addition, every 1st year pharmacy student follows a patient. In addition, he occasionally gets residents from the VA hospital. Dr. Killpack added that the Medical Social Work department also gets interns

from Masters' programs. Dr. Isakson added that the Podiatry Clinic brings students in on Fridays, and the Dental program has a very active teaching program. Commissioner Chow noted how valuable an asset Laguna Honda Hospital is to the educational institutions in San Francisco.

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 11:20 a.m. Present in closed session were Commissioner Chow, Gayling Gee, Associate Administrator of Clinical and Support Services, Liz Gray, DPH Director of Placement, Valerie Inouye, CHN CFO, Paul Isakson, Medical Director, Lenora Jacobs, Director of Nursing Operations, John Kanaley, LHH Executive Administrator, Lorraine Killpack, Ph.D., Director of Psychiatry, Serge Teplitsky, Director, Quality Management, Adrienne Tong, Deputy City Attorney, Rowena Tran, Director, Administrative Operations, David Woods, Pharm. D., Director of Pharmacy 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

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

D) Reconvene in Open Session

The Committee reconvened in open session at 11:50 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 any discussions held in closed session.

9) **ADJOURNMENT**

The meeting was adjourned at 11:50 a.m.

Michele M. Seaton
Executive Secretary to the Health Commission

***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.**

****Minutes are approved at the next meeting of the Laguna Honda Hospital Joint Conference Committee.**