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MINUTES

JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL MEETING

Thursday, September 18, 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

The meeting was called to order by Commissioner Umekubo at 9:00 a.m.

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

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

Staff: Nancy Arata, Victoria Pehrman, M.D., Robert Christmas, Arla Escontrias, Mary Louise Fleming, Larry Funk, Gayling Gee, Paul Isakson, M.D., Sharon Kotabe, Pharm.D., Michael Lane, Serge Tiplitsky, David Woods, Pharm.D.

Guests: Jim Kautz, Anchen and Allen

2) APPROVAL OF MINUTES OF THE REGULAR MEETING OF JULY 22, 2003

Action Taken: The Committee approved the minutes of the July 22, 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.

Embarking on a Major Integrated Technology Project

An important element of the vision statement for the new facility is that the new LHH will be among the most technologically advanced long-term care facilities in the world. To that end, Laguna Honda will participate in a program to fully integrate the clinical and financial information systems across the Health Department. The Health Department has contracted with Siemens Corporation to plan and implement this new system over the next two years. Laguna Honda will be the first facility to have the Siemens Healthcare Software customized for comprehensive long-term care requirements, making LHH a national leader in this field. This will be a challenging and exciting project for its staff as LHH re-engineers the work flow and integrates IT support for all clinical and business applications.

The official kick-off of the Siemens Project will be October 8th at 10:00 a.m. in Carr Auditorium. Later that afternoon, there will be a demonstration of the Siemens products at Laguna Honda in Room A-300 for all interested staff. The planning structure and committees have been established and will commence the two-year project in October. LHH will provide periodic progress reports to the JCC and the Health Commission.

LHH Replacement Project Kick-Off Celebration

Due to the Mayor's demanding schedule, the Replacement Project kick-off event celebration has been rescheduled from October 15th to November 13th at 11:00 a.m. The focus of the event will be a community celebration of the new Laguna Honda Hospital and recognition and appreciation of those who supported the success of Proposition A in 1999. All Health Commissioners will receive invitations from the Mayor's office.

LHH Foundation Progress Report

Work is progressing rapidly on the establishment of the LHH Foundation as a 501(c)3 Public Benefit Corporation under the capable leadership of Louise Renne. Mr. Martin Paley has been retained to provide consulting expertise on the formation of the Foundation and on crafting a capital campaign of \$40 million for the furniture, fixtures and equipment for the hospital's replacement project. Mr. Paley has retained a team of consultants to craft a case statement, customize a campaign strategy and a communications plan. In addition, Mr. Paley will develop recommendations for potential board members and assist recruiting a CEO for the new Foundation. LHH anticipates that the Foundation will be incorporated before the end of this year and that the majority of work of Mr. Paley's team will be completed by March 2004. Upon completion of the FF&E campaign, the Foundation will continue functioning to benefit the residents of Laguna Honda through research, training and scientific endeavors, which advance rehabilitation and long term healthcare delivery systems.

Annual Volunteers Recognition Tea

The LHH Volunteers Inc. will host the Annual Volunteers Recognition Tea at 2:00 p.m. on October 9th in Simon Auditorium. This event is one of the major celebrations recognizing the leadership and support of our Volunteers Board and the thousands of hours contributed by the hundreds of active volunteers. The Commissioners are cordially invited to attend this festive and heartwarming event.

CSM Officials Visit LHH

Laguna Honda is honored to have been selected as a venue for a site visit and workshop by CSM Region IX officials as part of their 3-day San Francisco program focusing on racial and ethnic disparities in health status. Dr. Terry Hill has taken a leadership role in organizing the Laguna Honda visit, which will include the new Region IX Administrator, Jeff Flick, and the Chief Medical Officer, Barry Straube, M.D. and a number of CSM staff. The visit will provide an opportunity to collaboratively discuss opportunities for improving long term care with an emphasis on reducing disparities in access and outcomes. The event is yet another example of how Laguna Honda continues to exercise its responsibility to be a leader in the industry.

LHH Rehabilitation Department Open House

Mr. Funk announced that the Laguna Honda Hospital Rehabilitation Department will host its annual Open House on Thursday, September 25th from 2:00 p.m. to 4:00 p.m. in Unit K4/M4. This event is a wonderful opportunity for the community, other providers and staff to learn more about the importance of, and the expanding role of rehabilitation at Laguna Honda. The Commission has been invited and encouraged to attend and discuss the Rehabilitation Program with Dr. Pasqual and the Rehab staff. Dr. Pasqual has done an exemplary job in developing a four-year plan for the Rehab Department as LHH prepares to double the number of rehabilitation beds and activates the first phase of the new facility in the summer of 2007. The current emphasis on rehabilitation (which has accelerated patient flow from SFGH and significantly increased discharges to the community) has increased the demand for rehabilitation therapies above and beyond the level that can be provided with existing staff. Dr. Pasqual and her team have prepared a report and proposal on this topic that LHH will present at a future JCC meeting.

LHH Artist Honored

The Laguna Honda art program, Art With Elders, continues to be a successful and empowering platform to cultivate the creativity of LHH residents. Robert Neal, who has been an active participant of the program for several years, will be honored tonight at a reception in City Hall where his selected works will be on exhibit through November 30th. Mr. Funk encouraged members of the JCC to take time to see and enjoy Mr. Neal's work during your next visit of City Hall.

Robert Christmas, Chief Operating Officer, presented his report (Attachment A).

Commissioners' Comments

- Commissioner Umekubo asked the process for receiving a waiver and the likelihood of this happening. Mr. Funk replied that the concern about the waiver is at the State level. If the federal government approves the waiver, the State is responsible for 50 cents of every dollar. The State has to generate the application. Commissioner Umekubo asked how many rehabilitation beds are currently at the facility. Mr. Funk said there are 30 beds and this will double to 60 with the new facility. Commissioner Umekubo asked if the new Siemens' project would help with documentation of ADHC activities. Mr. Christmas replied that it most certainly would help. Ms. Arata added that ADHC has a new billing system that may have the ability to generate additional data.

4) LAGUNA HONDA HOSPITAL REPLACEMENT PROJECT UPDATE

Michael Lane, Project Manager, LHH Replacement Project, presented an update on the replacement project. The project is on budget with 100% estimates, and the general contractor will do a check estimate once he comes on board. The project has received 485 million in tobacco

settlement funds and a HUD grant is in place for the assisted living facility. They are working with the Mayor's Office of Finance to prepare for the bond sale.

Work has begun on temporary facilities and the laundry relocation is underway. The Board of Supervisors Finance Committee approved the lease at its meeting the day before. Issues of concern are the timeliness of OSHPD review. OSHPD does not have enough staff and getting adequate personnel assigned to the project continues to be a priority. After a summer hiatus, the community outreach program is starting up again.

Mr. Lane took the Committee through a virtual tour of the facility.

Commissioners' Comments

- Commissioner Umekubo suggested presenting the virtual tour to the Health Commission. Mr. Funk said this could be presented at the Health Commission meeting that is being held at Laguna Honda in December. At that meeting the project team would also like to update the Commission on the art program for the replacement facility.

5) CLINICAL CARE REPORT

Mary Louise Fleming, Director of Nursing, and Dr. Paul Isakson, presented the Clinical Leadership Report (Attachment B). Ms. Fleming distributed a slide presentation on the evolution of the new Laguna Honda Hospital and Rehabilitation Center, which will be presented at the next Joint Conference Committee meeting.

Commissioners' Comments

- Commissioner Umekubo asked how information about the excellent work on behavioral disorders is being disseminated. Ms. Fleming said that the information would be distributed to members of the American Psychiatric Nurses Association, which awarded the Best Practice Award. LHH staff will work with APNA to disseminate the information to other associations as well.

6) FINANCE REPORT

Nancy Arata, Chief Financial Officer, presented the Finance Report (Attachment C). Highlights of the report are:

- Revenue is slightly below budget because of the decreased census
- Personnel costs are \$500,000 over budget. This is partly the result of the decision to use overtime for unfilled vacancies so as to absorb the laundry workers.
- They are projecting to come in on budget
- The State announced that the daily rate for medical SNF will remain basically the same, instead of the \$5 per day increase the State announced in July. Ms. Arata is still waiting to hear from the State on the DP/NF supplemental amount.
- The 2003 audit is on target this year for the earlier issuance date of October 31.

Commissioners' Comments

- Commissioner Umekubo commented staff on reducing Accounts Receivables.

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 go into closed session.

The Committee went into closed session at 10:00 a.m. Present in closed session were the same as those in open session, with the exception of Arla Escontrias, Michael Lane and Jim Kautz.

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 10:34 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) **ADJOURNMENT**

The meeting was adjourned at 10:35 a.m.

Michele M. Olson
Executive Secretary to the Health Commission

Attachments (3)