Roma P. Guy, M.S.W.
President

John L. Umekubo, M.D.
Vice President

Edward A. Chow, M.D.
Commissioner

Lee Ann Monfredini
Commissioner

Harrison Parker, Sr., D.D.S.
Commissioner

David J. Sánchez, Jr., Ph.D.
Commissioner

HEALTH COMMISSION

CITY AND COUNTY OF SAN FRANCISCO
Willie L. Brown, Jr., Mayor

Department of Public Health

Mitchell H. Katz, M.D.
Director of Health

Sandy Ouye Mori
Executive Secretary

Tel. (415) 554-2666
FAX (415) 554-2665

Web Site: ***http//www.dph.sf.ca.us***

MINUTES

JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL

Monday, October 16, 2000
9:30 a.m.
at
Conference Room B102
375 Laguna Honda Boulevard
San Francisco, CA 94116-1411

1) CALL TO ORDER

The regular meeting of the Joint Conference Committee for Laguna Honda Hospital was called to order by Commissioner John I. Umekubo, M.D., at 9:35 a.m.

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

Absent: Commissioner Lee Ann Monfredini

CHN Staff: Larry Funk, Jimmy Loyce, Frances Culp, Paul Isaakson, M.D., Larry Kuester, Hiro Tokubo, Nancy Arata, Mary Louise Fleming, Adrianne Tong, Hosea Thomas, M.D.,

2) APPROVAL OF MINUTES OF THE REGULAR MEETING OF SEPTEMBER 11, 2000

Action Taken: The Committee adopted the minutes of September 11, 2000

3) EXECUTIVE ADMINISTRATOR'S REPORT

(Activities and operations of Laguna Honda Hospital)
(Larry Funk)

Census Report

The hospital's average daily census for September was 1053. The average daily census for the first quarter of the fiscal year was 1050, 1% below the budgeted census of the budgeted census of 1065.

As staffing levels have increased with new hires that have completed orientation, LHH has made efforts to gradually increase the census. Achieving the census of 1065 has been complicated by having a higher demand for male beds than are currently available, and limited capacity in placing residents in units that are appropriate to meet their clinical needs. The Admissions Committee, Admitting and Eligibility Staff, Medical and Nursing Staff, continue to work diligently to operate at target census levels.

Staffing Report

As of October 1st, the hospital was operating at a 7.4% vacancy rate with 120 positions vacant. Approximately 93 of these positions must be kept inactive to achieve our 5.7% salary savings target.

During August and September, the hospital invested additional labor hours above and beyond budgeted levels to prepare for the annual survey. The use of additional staff to provide close observation for high risk residents has continued this fiscal year. The budget provided 6.4 FTEs for this service, but the actual utilization has been greater due to the special needs of residents who are being admitted. If this trend continues, LHH will quantify and report the impact of this service on our budget. Since the completion of the annual survey, the staffing is gradually decreasing toward budgeted levels. LHH is carefully monitoring labor utilization, to verify the expenses are returning to budgeted levels and to determine the ability to release additional requisitions.

Several departments continue to need additional staff to perform required services. A vacancy report by division is presented below for the information of the JCC.

Division	Number of Vacancies	Vacancy Percentage
Human Resources	7	32%
Administration	3	20%
Finance	7.5	19%
Health Information Services	3.5	12%
MIS	1	11 %
Operations	39	11%
Medical Services	13	10%
Nursing	46	5%
House Wide Total	**120**	**7.4%**

By reviewing the hospital's financial performance over the next pay periods, LHH will evaluate our ability to release requisitions, and do so on a prioritized basis.

Annual Licensing and Certification State Survey Completed

The hospital's annual recertification survey, which began on September 11th during last month's JCC meeting, concluded on September 25th. The Survey Team provided a brief exit conference and recited their preliminary findings before they departed.

The Survey Team reported no findings of major deficiencies, substandard care or conditions of participation not being met. Based upon the information presented at the exit conference, LHH believes the hospital performed much better than the previous two years and are cautiously optimistic that LHH will not have to undergo a resurvey this year.

This performance was attributable to the leadership of Robert Christmas and the entire Executive Committee, the vastly improved interdisciplinary teamwork evident throughout the hospital, and the individual preparation done by each Unit. Mr. Funk commends Hiro Tokubo and the QI Team who provided staff support for the duration of the survey.

LHH expects to receive the written survey results at any time and will begin preparing our Plan of Correction. Upon approval by the State, the Plan of Correction will be made public by Licensing and Certification. At that time LHH will provide copies to the JCC members.

Mr. Funk does not expect severe deficiencies. However, there may be a list of moderate deficiencies (i.e., acute care, pharmacy, nutrition services).

Laguna Honda Hospital Replacement Project Status Report

During September, Michael Lane and the Project Team announced the start of the pre-design planning process at a series of community and Town Hall meetings. A copy of the materials provided at these meetings is available at the Commission Office. Participants at all meetings were encouraged to actively engage in all planning phases of the project.

The Project Team is facilitating program verification sessions from October 10th through 18th with hospital residents, volunteers and staff. On October 25th through 27th a series of benchmarking meetings have been scheduled to discuss best practices of skilled nursing facilities and comprehensive long-term care continuums of care. The information collected will be the basis of future planning which will continue the remainder of 2000. This work will be the foundation of design process which will commence after the first of the year.

Mr. Lane and the Project Team will present a more detailed status report at the November 7th Health Commission meeting at Laguna Honda Hospital.

News from the State Capitol

Mr. Funk submitted some of the major elements of AB 1731, a comprehensive Nursing Home Reform Bill authored by Assemblyman Shelly.

Annual Employee Recognition Dinner

Laguna Honda Hospital will host the 19th Annual Employee Recognition Dinner Costume Ball on Friday, October 20th at Patio Espanol. This is the hallmark social event of the year for Laguna Honda staff and friends.

4) PRESENTATION OF THE DEPARTMENT OF PUBLIC HEALTH STRATEGIC PLAN

Jimmy Loyce, Deputy Director of AIDS; and Tony Wagner, CHN Executive Administrator, presented the Department's Initial Strategic Planning Initiative Draft Recommendations. Mr. Loyce commented that this draft was first presented to the Steering Committee. Feedback from the Steering Committee was that this draft is a needs assessment, not a strategic plan. There had been 52 town hall and community meetings for input into this planning process.

Commissioner Umekubo stated that realistically the Department will never fully meet all service needs. The question is given the funding, what kind of a health system does San Francisco want? The private hospitals are also addressing this question. He posed the question to Laguna Honda Hospital staff of how should the Strategic Plan be implemented at LHH? What are LHH's priorities, how does LHH integrate with the CHN, and how are LHH staff giving input into this planning process?

Mr. Funk reported that he will be presenting the Strategic Plan to administrative, nursing and medical groups for their input and participation. Major issues include integration within the CHN, quality assurance and acuity levels of patients. The acuity level of the CHN patients may require a higher HPPD rate at Laguna Honda Hospital. There will be a financial impact from this.

5) FINANCE REPORT

Nancy Arata, Chief Financial Officer)

Ms. Arata presented the Statement of Revenue and Expenses for two months and the Summary Statistical Information, (Attachment A).

Ms. Arata reported that in the future, discharges to the community will be reported.

(6) GENERAL PUBLIC COMMENTS ON ANY MATTER WITHIN THE SUBJECT MATTER JURISDICTION OF THE JOINT CONFERENCE COMMITTEE FOR LAGUNA HONDA HOSPITAL

None.

7) PUBLIC COMMENTS ON ALL MATTERS PERTAINING TO THE CLOSED SESSION

None.

The Committee went into closed session at 10:35 a.m. Individuals in the closed session were Larry Funk, Tony Wagner, Paul Isaakson, M.D., Larry Kuester, Hiro Tokubo, Nancy Arata, Mary Louise Fleming, Adrianne Tong, Hosea Thomas, M.D.

8) 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 OF CARE AND QUALITY ASSURANCE MATTERS

The Committee came out of closed session at 11:16 a.m.

9) RECONVENE IN OPEN SESSION:

Action Taken: The Committee voted not to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a).

Mr. Funk announced the Department of Justice will be making a site visit from November 28 to December 1, 2000.

The meeting was adjourned at 11:17 a.m.

_____

Sandy Ouye Mori
Executive Secretary to
the Health Commission

Attachment (1)