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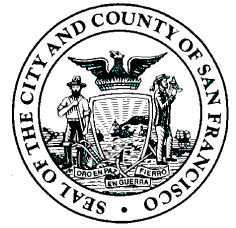
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**AGENDA
JOINT CONFERENCE COMMITTEE MEETING FOR
LAGUNA HONDA HOSPITAL AND REHABILITATION CENTER**

July 9, 2024, 4:00 p.m.

101 Grove Street, Room 300

San Francisco, CA 94102 & via Webex

Members of the Laguna Honda Hospital Joint Conference Committee will attend this meeting in-person. Members of the public are invited to observe the meeting in-person or remotely online using this link: <https://sfpublic.webex.com/sfpublic/j.php?MTID=m31d155c02cb10f6661956d625dde8d8d> Everyone attending the meeting in person is encouraged to wear a mask throughout the meeting.

Public comment is allowed in relation to each agenda item, and the Secretary of the Health Commission will indicate when public comment is to occur for each item when not listed on the agenda below. Each member of the public, whether attending remotely or in person, may address the committee for up to three minutes. Members of the public attending the meeting in person will have an opportunity to provide public comment on every item. In addition to in-person public comment, the LHH JCC will hear up to 20 minutes of remote public comment on each agenda item. The LHH CC will hear remote public comment on each item in the order that commenters add themselves to the queue to comment on the item. Because of the 20-minute time limit, it is possible that not every person in the queue will have an opportunity to provide remote public comment. Requests to include a maximum of 150 word written public comment in the meeting minutes can be made at healthcommission.dph@sfdph.org. Remote public comment from people who have received an accommodation due to disability, as explained on page 6, will not count toward the 20-minute limit. Instructions for providing remote public comment can be viewed on page 6 of this meeting agenda.

Committees of the Health Commission consist of three members of the Commission. If a quorum of the Health Commission is present, it constitutes a Special Meeting of the Commission. If additional commissioners attend the meeting of a committee creating a quorum of the full Health Commission, they may participate in the discussion on an item on the agenda but may not vote with the members of the committee. The committee's recommendations shall be reported to the full Health Commission for discussion and possible action. The Health Commission Secretary shall make a note of the presence of the additional commissioners in the minutes, and discussion shall be limited to items noticed on this agenda.

Commissioner Tessie Guillermo, Chair
Commissioner Edward A. Chow, M.D., Member
Commissioner Laurie Green, M.D., Member

1. CALL TO ORDER

RAMAYTUSH OHOLONE LAND ACKNOWLEDGEMENT

The San Francisco Health Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush (rah-my-toosh) Ohlone (O-lon-ee) who are the original inhabitants of the San Francisco Peninsula. As the Indigenous stewards of this land, and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

2. FOR ACTION: APPROVAL OF MINUTES FOR MEETING OF MAY 14, 2024

**Minutes of the meeting of June 11, 2024*

3. GENERAL PUBLIC COMMENT:

At this time, members of the public may address the Laguna Honda Hospital Joint Conference Committee (LHH JCC) on items of interest to the public that are within the subject matter jurisdiction of the LHH JCC that are not on this meeting agenda. Each member of the public may address the LHH JCC for up to three minutes. The Brown Act forbids a Commission from taking action or discussing any item not appearing on the posted agenda, including those items raised at public comment. Please see page 7 of this agenda for information regarding instructions for making remote public comment.

4. FOR DISCUSSION: EXECUTIVE TEAM REPORT

(Sandra Simon, Chief Executive Officer and Nursing Home Administrator)

The LHH JCC will receive a summary of activities and operations of Laguna Honda Hospital including state of the hospital initiatives, performance improvement, events and recognition.

5. FOR DISCUSSION: HIRING AND VACANCY REPORT

(Sherri Suto, Principal Human Resources Analyst, DPH Human Resources)

The LHH JCC will review and discuss a summary of hiring activities related to LHH.

6. FOR DISCUSSION: REGULATORY AFFAIRS REPORT

(Geraldine Mariano, Director of Regulatory Affairs)

The LHH JCC will review and discuss the June 2024 Regulatory Affairs status report.

7. FOR ACTION:**LAGUNA HONDA HOSPITAL POLICIES**

(Carmen Trinh, Director of Performance Improvement)

The LHH JCC will review and consider for recommendation to the Health Commission the LHH policies listed below, including new policies, changes to policies, and removal of policies. These policies will be recommended for approval by the Health Commission on the Consent Calendar. Copies of the proposed policy changes, along with a summary of the changes, will be available on the website for the JCC meeting with this agenda. Existing policies are shown in redline format, highlighting changes, and the recommendation for approval constitutes a recommendation to adopt a clean version that only has the final text and does not include any redlining. Recommendation for Health Commission approval is requested.

July 2024

<u>Item</u>	<u>Scope</u>	<u>Policy No.</u>	<u>Policy Title</u>
1	Facility-wide	22-01	Abuse and Neglect Prevention, Identification, Investigation Protection, Reporting and Response
2	Facility-wide	24-16 Appendix 5	Code Blue Appendix 5 Code Blue Record
3	Facility-wide	24-16 Appendix 6	Code Blue Appendix 6 Code Blue Drill Record
4	Facility-wide	24-16 Appendix 7	Code Blue Appendix 7 Code Blue Drill Record
5	Facility-wide	25-11	Medication Errors and Incompatibility
6	Facility-wide	75-01	Security Management Plan 2022-2023
7	Facility-wide	75-15	Security Records Retention and Disclosure Policy
8	EVS	90-01	Environmental Services
9	EVS	II	Environmental Services
10	EVS	III	Environmental Services Organizational Chart
11	EVS	V	EVS Staff General Information
12	EVS	VI	Performance Guidelines
13	EVS	VII	Work Rules
14	EVS	XIII	Patient, Residence Care Areas
15	EVS	XVIII	Microfiber Damp Mopping Cleaning
16	EVS	XX	Privacy Curtain Replacement
17	EVS	XXII	EVS Temporary Services
18	EVS	XXIII	Environmental Services – Management of Electronic Equipment
19	MSPP	001-03 and PMA Admissions Project Flowchart	Laguna Honda Acute Medical Unit Admission Guidelines
20	Nursing	A 9.0	Sick Leave Intermittent FMLA Tardy Call-In
21	Nursing	B 6.0	Items at Bedside
22	Nursing	B 7.0	Nursing Care of Resident with Seizure
23	Nursing	D 4.0	Care of a Prosthetic Eye (Artificial Eye)
24	Nursing	D9 3.0	Bed Stripping and Terminal Cleaning
25	Nursing	D9 8.0	Charging of Electric Wheelchair
26	Nursing	E 5.0	Enteral Nutrition Support
27	Nursing	F 5.0	Nursing Management of Urinary Catheters
28	Nursing	F 6.0	Ostomy Management
29	Nursing	G 1.0	Vital Signs
30	Nursing	H 1.0	Collection of Urine Specimen

31	Nursing	H 6.0	After Hours STAT Blood Draw
32	Nursing	J 6.0	IV Maintenance
33	Nursing	D5 2.0	Limb Care following Amputation
34	Nursing	D5 6.0	Elastic & Anti-Embolism Stockings
35	Nursing	D9 6.0	Water Pitchers
36	Nursing	F 4.0	Application of Condom Catheter
37	Nursing	M 2.0	Guideline for Prevention, Assessment and Management of Residents at Risk for Dehydration
38	Nursing	M 3.0	Medi-Therm II Hyper/Hypothermia Machine
39	Nursing	M 4.0	Protocol for Personal Laundry and Use of Washer and Dryer Machine
40	Nursing	M 6.0	Transport Gurney Protocol
41	Nursing	M 7.0	Electric Medical/Surgical Bed Protocol
42	Nursing	M 8.0	Electronic Wheelchair Scale Protocol
43	Nursing	M 16.0	Protocol for Resident Escort Off Hospital Grounds
44	OC	TBD	Outpatient Clinic Vacation Request & Approval
45	OC	TBD	Outpatient Clinic Sick Call
46	OC	A2	Outpatient Clinic Appointment System
47	OC	A3	Outpatient Clinic Flow and Activities
48	OC	A5	Nurse and Resident Call System
49	OC	A6	Clinic Staff Licensure & Certification
50	OC	B1	Simple Surgical Procedures in Outpatient Clinic
51	OC	B2	Protocol for Flame Use for Denture Molding in Patients Who are on Chronic Oxygen in Dental Suites

8. CLOSED SESSION

- A) Public comments on all matters pertaining to the Closed Session. (San Francisco Administrative Code Section 67.15).
- B) Vote on whether to hold a Closed Session. (Action Item)
- C) Closed Session Pursuant to Evidence Code Sections 1156, 1156.1, 1157, 1157.5, 1157.6, and 1157.7; Health and Safety Code Section 1461; San Francisco Administrative Code Sections 67.5, 67.8, 67.8-1, and 67.10; and California Constitution, Article I, Section 1.

FOR ACTION: **CONSIDERATION OF MEDICAL QUALITY IMPROVEMENT**
(Daniela Kim, MD)

FOR ACTION: **CONSIDERATION OF MEDICAL STAFF CREDENTIALING MATTERS**
(Lisa Hoo, MD)

FOR ACTION: **CONSIDERATION OF PERFORMANCE IMPROVEMENT AND PATIENT SAFETY REPORTS AND PEER REVIEWS**
(Nawzaneen Talai, Chief Quality Officer, LHH)

FOR DISCUSSION:

**QUALITY IMPROVEMENT MEDICARE RECERTIFICATION
UPDATE AND QUALITY IMPROVEMENT CLOSURE
PLAN UPDATE**

(Nawzaneen Talai, Chief Quality Officer, LHH)

RECONVENE IN OPEN SESSION

1. Discussion and Vote to elect whether to disclose any portion of the closed session discussion that is not confidential under Federal or State law, The Charter, or Non- Waivable Privilege (San Francisco Administrative Code Section 67.12(a).) (Action item)
2. Possible report on action taken in closed session (Government Code Sections 54957.1(a) and 54957.7(b) and San Francisco Administrative Code Section 67.12(b).

9. FOR ACTION:

POSSIBLE DISCLOSURE OF CLOSED SESSION INFORMATION

Discussion and vote in open session to elect whether to disclose any portion of the closed session discussion that is not confidential under federal or state law, the Charter, or non-waivable privilege (San Francisco Administrative Code Section 67.12(a)); and possible disclosure.

10. ADJOURNMENT

- * **Explanatory documents are available at the Health Commission Office, 101 Grove Street, Room #311. If any materials related to an item on this agenda have been distributed to the Laguna Honda Hospital Joint Conference Committee after distribution of the agenda packet, those materials are available for public inspection at the Health Commission Office at the address above during normal business hours.**

If you require special listening devices, American Sign Language interpreters and readers, large print copy of agenda or other special services, please advise Laguna Honda Administration at (415) 759-2363, at least 72 hours prior to the meeting. Late requests will be honored, if possible.

Accessible Meeting Policy

This meeting will be held in Room #300, at 101 Grove Street, in San Francisco, CA. The meeting room is wheelchair accessible through Grove Street entrance located between Polk Street and Van Ness Avenue. The closest accessible station for Muni and BART is the Civic Center station. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the J, K, L, M, and N (Civic Center or Van Ness Stations). MUNI bus routes serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information regarding MUNI accessible services, call (415) 701-4485 or call 311. Parking: Accessible parking is available at the Civic Center Underground Parking Garage (McAllister and Polk), and at the Performing Arts Parking Garage (Grove and Franklin). Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street and at the southwest corner of Grove and Polk Streets.

This meeting may be viewed on Webex.

To make a request to be given accommodation due to disability in regard to making public comment, please email your request to HealthCommission.DPH@sfdph.org or leave a voicemail message at (415)554-2666 no later than

two (2) hours before the start of the meeting.

To access the meeting remotely as an accommodation, please see instructions for how to use Webex for the purposes of remote public comment on page 5 of this agenda. Please note that this information is also used by other members of the public providing remote public comment.

Sign Language Interpretation is also available upon request. If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of 4 business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact HealthCommission.DPH@sfdph.org or (415)554-2666.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell Phone and/or Sound Producing Electronic Device Usage at Hearings

The ringing of and use of cellular phones, pagers and similar sound producing electronic devices are prohibited during public meetings. Please be advised that the Chair/President may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phones, pagers, or other similar sound producing electronic devices (Sunshine Ordinance 67A.1).

Know Your Rights under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force Administrator by mail to, 1 Dr. Carlton b. Goodlett Place, Room 244, San Francisco, CA 94102, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at sotf@sfgov.org. Citizens may obtain a free copy of the Sunshine Ordinance by contacting the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

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Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Section 16.520-534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112 or visit its website at <http://www.sfgov.org/ethics>.

Remote Meeting Access Information

View the meeting at the links below:

<https://sfpublic.webex.com/sfpublic/j.php?MTID=m31d155c02cb10f6661956d625dde8d8d>

NOTE: Depending on your broadband/WIFI connection, there may be a delay when viewing the meeting live.

PUBLIC COMMENT CALL-IN: 415-655-0001/ Access Code: 2660 094 7424#

After entering the access code, press # twice to listen to the meeting

(There is no delay when listening to the meeting using this number.)

Information Regarding Providing Public Comment

- Each individual may comment 1 time per agenda item.
- Each individual may speak for up to 3 minutes; after which time the line is automatically silenced.
- To make public comment on a specific agenda item, dial in using the information above, when the item is called.
- Dial “*3” to be added to the public comment queue for this item.
- When it is your time to speak, you will hear “Your line has been unmuted.”
- Ensure you are in a quiet location.
- Before you speak, mute the sound of any equipment around you including televisions, radios, and computers. It is especially important that you **mute your computer** so there is no echo sound when you speak.
- When the Commission Secretary states, “Next Caller,” you are encouraged to state your name clearly. As soon as you speak, your 3-minute allotment will begin.
- After you speak, you will go back to listening mode. You may stay on the line to provide public comment on another item.