



**L.A. Care**  
HEALTH PLAN<sup>SM</sup>

*For All of L.A.*

# EXECUTIVE COMMITTEE MEETING

## Board of Governors

September 28, 2020 • 2:00 PM

L.A. Care Health Plan

1055 W. 7<sup>th</sup> Street, Los Angeles, CA 90017



**ELEVATING  
HEALTHCARE**  
IN LOS ANGELES COUNTY  
SINCE 1997



**AGENDA**

**Executive Committee Meeting  
Board of Governors**

Monday, September 28, 2020, 2:00 P.M.

L.A. Care Health Plan, 1055 West 7<sup>th</sup> Street, 10<sup>th</sup> Floor, Los Angeles

**DRAFT**

California Governor issued Executive Orders No. N-25-20 and N-29-20, which among other provisions amend the Ralph M. Brown Act. Accordingly, members of the public should now listen to this meeting via teleconference as follows:

To join and LISTEN ONLY via videoconference please register by using the link below:

<https://lacare.webex.com/lacare/j.php?MTID=m756b009802734d205548e81a69a0ff85>

To join and LISTEN ONLY via teleconference please dial: (213) 306-3065

Access Code: 146 466 3696

Members of the Executive Committee or staff may also participate in this meeting via teleconference. *The public may listen to the Executive Committee’s meeting by teleconference. The public is encouraged to submit its public comments or comments on Agenda items in writing. You can e-mail public comments to [BoardServices@lacare.org](mailto:BoardServices@lacare.org), or send a text or voicemail to: 213 628-6420.*

The text, voicemail, or email must indicate if you wish to be identified or remain anonymous, and must also include the name of the item to which your comment relates.

Comments received by voicemail, email or text by 2:00 pm on September 28, 2020 will be provided in writing to the members of the Board of Governors that serve on the Executive Committee. Public comments submitted will be read for 3 minutes.

Once the meeting has started, voicemails, emails and texts for public comment should be submitted before the item is called by the meeting Chair. If you wish to submit public comment on an item, you must submit it at any time prior to the time the Chair announces the item and asks for public comment. The Chair will announce when public comment period is over.

**All votes in a teleconferenced meeting shall be conducted by roll call.**

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (“ADA”) please contact L.A. Care Board Services staff prior to the meeting for assistance by text to 213 628-6420 or by email to [BoardServices@lacare.org](mailto:BoardServices@lacare.org).

**WELCOME**

Hector De La Torre, *Chair*

- 1. Approve today’s meeting Agenda *Chair*
- 2. Public Comment (*please see instructions above*) *Chair*
- 3. Approve August 24, 2020 Meeting Minutes p.4 *Chair*
- 4. Chair’s Report *Chair*
- 5. Chief Executive Officer Report John Baackes  
*Chief Executive Officer*

**COMMITTEE ITEMS**

- 6. Government Affairs Update Cherie Compartore  
*Senior Director, Government Affairs*

**DRAFT**

7. Facilities Services Policy & Procedure FS-010 Injury and Illness Prevention Program (IIPP) **(EXE A)** p.12
8. Approve the list of items that will be considered on a Consent Agenda for October 1, 2020 Board of Governors Meeting
  - Minutes of September 3, 2020 Board of Governors Retreat and Business Meeting

Terry Brown  
*Chief Human Resources Officer*

*Chair*

**ADJOURN TO CLOSED SESSION (Est. time: 30 mins.)**

*Chair*

9. CONTRACT RATES  
Pursuant to Welfare and Institutions Code Section 14087.38(m)
  - Plan Partner Rates
  - Provider Rates
  - DHCS Rates
10. REPORT INVOLVING TRADE SECRET  
Pursuant to Welfare and Institutions Code Section 14087.38(n)  
Discussion Concerning New Service, Program, Business Plan  
Estimated date of public disclosure: *September 2022*
11. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Section 54957.6 of the Ralph M. Brown Act  
Agency Designated Representative: John Baackes  
Unrepresented Employee: All L.A. Care Employees
12. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Section 54956.9(d) (2) of Ralph M. Brown Act  
Three Potential Cases
13. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Section 54957 of the Ralph M. Brown Act  
Title: Chief Executive Officer

**RECONVENE IN OPEN SESSION**

**ADJOURN**

*Chair*

**The next Executive Committee is scheduled on Monday, October 26, 2020 at 2:00 p.m.**

Public comments will be read for three minutes or less.

The order of items appearing on the agenda may change during the meeting.

If a teleconference location is listed at the top of this agenda, the public can listen to the meeting by calling the teleconference call in number provided. If teleconference arrangements are listed at the top of this Agenda, note that the arrangements may change prior to the meeting.

**ACTION MAY NOT BE TAKEN ON ANY MATTER RAISED DURING THE PUBLIC COMMENT PERIODS UNTIL THE MATTER IS SPECIFICALLY LISTED ON A FUTURE AGENDA, according to California Government Code Section 54954.2 (a)(3) and Section 54954.3.**

**NOTE: THE EXECUTIVE COMMITTEE CURRENTLY MEETS ON THE FOURTH MONDAY OF MOST MONTHS AT 2:00 P.M. POSTED AGENDA and MEETING MATERIALS ARE AVAILABLE FOR INSPECTION AT [www.lacare.org](http://www.lacare.org). Any documents distributed to a majority of the Board Members regarding any agenda item for an open session after the agenda has been posted will be available at [www.lacare.org](http://www.lacare.org).**

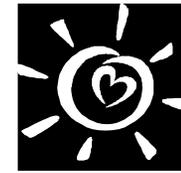
**AN AUDIO RECORDING OF THE MEETING MAY BE MADE TO ASSIST IN WRITING THE MINUTES AND IS RETAINED FOR 30 DAYS.**

*Meetings are accessible to people with disabilities. Individuals who may require any accommodations (alternative formats – i.e., large print, audio, translation of meeting materials, interpretation, etc.) to participate in this meeting and wish to request an alternative format for the agenda, meeting notice, and meeting packet may contact L.A. Care's Board Services Department at (213) 694-1250. Notification at least one week before the meeting will enable us to make reasonable arrangements to ensure accessibility to the meetings and to the related materials.*

**BOARD OF GOVERNORS**  
**Executive Committee**

**Meeting Minutes – August 24, 2020**

1055 West 7<sup>th</sup> Street, Los Angeles, CA 90017



**L.A. Care**  
 HEALTH PLAN

**Members**

Hector De La Torre, *Chairperson*  
 Al Ballesteros, *Vice Chairperson*  
 Robert H. Curry, *Treasurer*  
 Layla Gonzalez, *Secretary*  
 Stephanie Booth, MD  
 Hilda Perez

**Management/Staff**

John Baackes, *Chief Executive Officer*  
 Terry Brown, *Chief Human Resources Officer*  
 Augustavia J. Haydel, Esq., *General Counsel*  
 Alex Li, MD, *Deputy Chief Medical Officer*  
 Marie Montgomery, *Chief Financial Officer*

*\*Absent*

**California Governor issued Executive Order No. N-29-20, which among other provisions amends the Ralph M. Brown Act. Members of the public can listen to this meeting via teleconference.**

AGENDA ITEM/PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
<b>CALL TO ORDER</b>	<p>Hector De La Torre, <i>Chairperson</i>, called the meetings to order for the L.A. Care Executive Committee and the L.A. Care Joint Powers Authority Executive Committee at 2:46 p.m. The meetings were held simultaneously. He welcomed everyone to the meetings. He summarized the public comment process.</p> <ul style="list-style-type: none"> <li>• The Governor’s Executive Order temporarily set aside some provisions of the Brown Act because of the public health guidelines.</li> <li>• Board Meetings are conducted electronically so that all attendees can be safe and practice social distancing.</li> <li>• Comments from anyone who would like to address the Board and its committees are welcome.</li> <li>• L.A. Care members need us to continue the work of the Board, and the meetings are run so that members of the public can hear the meeting and can submit their comments by voice mail, text, or by email.</li> <li>• Staff sends comments received before the meeting to Committee Members.</li> <li>• All public comment read during the meeting is included in the minutes of the meeting. Comments that were not read during the meeting are added to the minutes.</li> <li>• At the appropriate item on the Agenda, staff will read the public comment from each submitter for 3 minutes. Depending on how many comments are submitted, the 3-</li> </ul>	

AGENDA ITEM/PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p>minute time could be adjusted to allow time for more submitters to have the comments read.</p> <ul style="list-style-type: none"> <li>The Board will keep reviewing and improving how public comments are received and read at the meeting or distributed to the Board.</li> </ul>	
<b>APPROVE MEETING AGENDA</b>	The Agenda for today’s meeting was approved.	<b>Approved unanimously by roll call. 4 AYES (Ballesteros, Booth, De La Torre, and Gonzalez)</b>
<b>PUBLIC COMMENTS</b>	<p>Text received August 24, 2020 at 2:32 pm, Not Self-Identified</p> <p><i>Public comment I will be looking into this Synternet, may be nothing but I don't believe a damned thing you people say!</i></p>	
<b>APPROVE MEETING MINUTES</b>	The minutes of the June 22, 2020 meeting were approved as submitted.	<b>Approved unanimously by roll call. 4 AYES</b>
<b>CHAIRPERSON’S REPORT</b>	<p>Chairperson De La Torre noted that the COVID-19 crisis and the fires in Northern California and Inland Empire are devastating for Californians.</p> <p>He commended staff for adapting to these situations. He added that he is very proud of the L.A. Care staff and thanked them for the work they do for members.</p> <p>He asked members to be patient with staff and leadership during this difficult time.</p>	
<b>CHIEF EXECUTIVE OFFICER REPORT</b>	<p>John Baackes, <i>Chief Executive Officer</i>, thanked Chairperson De La Torre. He also thanked L.A. Care staff for their work given the current situation.</p> <ul style="list-style-type: none"> <li>Mr. Baackes reported that as the end of the fiscal year approaches, it is obvious that what was forecast a year ago and what has transpired over the year are nowhere near the same. He thanked the staff for making many adjustments so L.A. Care can continue to provide services to members.</li> <li>L.A. Care works with the safety net providers, particularly with clinics, distributing personal protective equipment (PPE) and a number of other tasks to support the safety net providers. These efforts may not be visible to the public, but there is a lot of activity behind the scenes across Los Angeles County to continue health care services.</li> </ul>	

AGENDA ITEM/PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<ul style="list-style-type: none"> <li>• L.A. Care is coming up to the end of a year that will not look like what was anticipated. It is becoming clear that the next two or three years will be extremely challenging for L.A. Care and for all the Medi-Cal managed care plans in California. California’s ability to raise tax revenue sufficient to support the health care programs has been severely hampered by the economic recession. A state budget was passed in June 2020 for the fiscal year which began on July 1. The impact of the recession on L.A. Care will not be fully apparent until January 2021. L.A. Care is operating under a rate structure that was put in place in July 2019. The state is migrating from a fiscal year to a calendar year through an 18-month bridge period. L.A. Care has absorbed the impact of a 1.5% rate reduction for the bridge period. The budget prepared by L.A. Care for next fiscal year will show a deficit because of the rate reduction.</li> <li>• If the U.S. Congress does not pass a stimulus bill which provides federal funding, the state will be in a very precarious position to fund the Medi-Cal program. As a result, the drastic cuts to services and reimbursement that Governor Newsom presented in his May Budget revise will be revisited.</li> <li>• Food insecurity is becoming a major issue. Lack of food affects people’s health. L.A. Care has coordinated with community organizations to support drive-thru food pantries, and the turnout has been unprecedented. He commended the Family/Community Resource Centers staff (CRC/FRCs) for coordinating the distribution events. <ul style="list-style-type: none"> <li>○ There will be a significant financial impact on L.A. Care’s operation, and on capitated providers and hospitals.</li> <li>○ Utilization of health care services has increased due to COVID-19, with a severe impact on L.A. Care’s most vulnerable members.</li> </ul> </li> <li>• L.A. Care will continue to update the financial forecast and make adjustments.</li> <li>• L.A. Care staff is committed to serving the members and supporting the providers.</li> <li>• Mr. Baackes introduced Acacia Reed, <i>Interim Chief Operating Officer</i>. She started in the position on August 3.</li> </ul>	
<b>Government Affairs Update</b>	<p>Cherie Compartore, <i>Senior Director, Government Affairs</i>, reported:</p> <ul style="list-style-type: none"> <li>• This is the California Legislature’s last week in session. August 25 is the last day for amendments to bills, and final bills voted on August 31.</li> <li>• The DHCS Long-Term Care at Home program for individuals transferring from hospital to nursing facility or home to prevent long term stay has been abandoned by</li> </ul>	

AGENDA ITEM/PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p>DHCS. There was a bill under consideration by the Legislature. DHCS and the Administration did not agree to the bill's components, so DHCS stated it would no longer be developing and implementing this program. It is unclear if the idea will be brought back at some point in the future.</p> <ul style="list-style-type: none"> <li>• L.A. Care is tracking another bill that would impose parameters on payment requirements for COVID-19 testing. There is legislative language (but no bill or author yet) that if a health plan does not have a negotiated rate with a provider, health plans must pay the amount charged on providers' website. This would conflict with the Medi-Cal program, because DHCS has an established reimbursement amount. It is unknown if the language will be included in legislation during the last few days of the legislative session.</li> <li>• L.A. Care's health information exchange (HIE) team drafted a letter to Centers for Medicaid and Medicare Services (CMS) and to Congress, requesting that HIE funding at the federal level be extended for two years to allow providers more time to obtain alternate HIE funding. Over 30 organizations signed the letter.</li> </ul> <p>Mr. Baackes noted that a lack of action on a federal stimulus bill will have enormous impact on the Medicaid and (for California) Medi-Cal budget next year. There is encouraging news from trade associations (America Health Insurance Plans) that there will be more federal funding, but it won't be available until September, and will be in the \$2 trillion range with some funding for state programs.</p> <p>Member Booth asked about AB 890 and SB 1237 regarding scope of practice legislation. Ms. Compartore responded that these bills were allowed to come back to the Legislature for reconsideration.</p> <p><i>(Chairperson De La Torre stepped out of the meeting.)</i></p>	
<p>The Keck Graduate Institute initial funding for the Integrated Master of Science in Community Medicine Doctor of Medicine (MSCM-MD) Program</p>	<p>Mr. Baackes reported that, at the last board meeting, he introduced a proposal from KECK Graduate Institute requesting support for the development of a new program aimed at addressing the health care workforce shortage and health disparities. The Board asked staff to draft a resolution, which is presented for consideration. The funding will come from the Elevating the Safety Net program.</p> <p>In response to Members Booth and Perez' question if this fund is just to start the program, Mr. Baackes responded that this is a one-time grant and not an indication nor promise of additional future funding.</p>	

AGENDA ITEM/PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p><b><u>Motion EXE 100.0920</u></b></p> <p>1) To authorize staff to execute an agreement in the amount of \$5 million with The Keck Graduate Institute in initial funding for the Integrated Master of Science in Community Medicine Doctor of Medicine (MSCM-MD) Program for the period of January 1, 2021 through December 31, 2024;</p> <p>2) in authorizing execution of the agreement, the Committee finds that the support of this program serves a public purpose and further L.A. Care’s mission for reasons outlined in this motion.</p> <p><i>(Member Curry joined the meeting.)</i></p> <p>Member Curry after the motion was voted on, Member Curry asked if KGI has other funders for this program. Mr. Baackes responded that they have committed donors and he offered to share the information at the next meeting.</p> <p>Member Curry asked if other medical schools are receptive to this new program? Mr. Baackes noted that the nature of the program is not the same focus of other medical schools. The KGI program seeks to add to the community orientation of medical education in California.</p>	<p>Approved unanimously by roll call. 4 AYES (Ballesteros, Booth, Gonzalez, and Perez)</p>
<p>Elevating the Safety Net Residency Support Program and Provider Loan Repayment Program</p>	<p>Mr. Baackes presented a motion requesting approval of the next round of support for residency positions and medical school loan repayment programs in Los Angeles County.</p> <p>Cynthia Carmona, <i>Senior Director, Safety Net Initiatives</i>, added that the Children’s Hospital Los Angeles has secured funding and is not included in this request.</p> <p>Member Booth asked what kind of positions are being funded. Ms. Carmona responded that the fellows are for social medicine and internal medicine program, and is it meant to provide mentorship to residents.</p> <p>In response to Member Booth’s question about tracking the progress of the residents, Ms. Carmona responded that staff is collecting that information and it will be provided to the Board.</p> <p>Ms. Carmona noted that there are 69 providers receiving loan repayments in this program.</p> <p><b><u>Motion EXE 101.0920</u></b></p> <p>1. Approve and authorize an expenditure of up to \$4.5 million to the continue Residency Support Program (RSP).</p>	<p>Approved unanimously by roll call. 5 AYES (Ballesteros, Booth, Curry, Gonzalez, and Perez)</p>

AGENDA ITEM/PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p><b>2. Approve and authorize expenditure of up to \$6 million to continue Provider Loan Repayment Program (PLRP).</b></p>	
<p>2021 Board &amp; Committee Meeting Schedule</p>	<p>Linda Merkens, <i>Senior Manager, Board Services</i>, presented the 2021 Board &amp; Committee Meeting Schedule.</p> <p>Member Booth commented that Monday meetings are difficult considering other scheduling requirements. Ms. Merkens responded that the Chairperson assigns board members to a committee at the beginning of the calendar year, and each committee can then decide on the date and time for meetings.</p> <p><b><u>Motion EXE 102.0920</u></b>  <b>To approve the 2021 Board of Governors meeting schedule as submitted.</b></p>	<p><b>Approved unanimously by roll call. 5 AYES</b></p>
<p>Revision Human Resource Policy HR 312 (Recruitment)</p>	<p>Terry Brown, <i>Chief Human Resources Officer</i>, presented a motion requesting approval of revisions to Human Resources Policy &amp; Procedure HR-312 (Recruitment). Staff is proposing additional revisions to HR-312, if L.A. Care is interested in hiring a candidate that was a partner, principal, or professional employee in any key position that would cause violation of the AICPA Code of Professional Conduct, generally accepted government auditing standards, or other applicable independence rules.</p> <p><b><u>Motion EXE A.0820</u></b>  <b>To approve the Human Resources Policy &amp; Procedure HR-312 (Recruitment), as presented.</b></p>	<p><b>Approved unanimously by roll call. 5 AYES</b></p>
<p><b>Approve the Consent Agenda for September 3, 2020 Board of Governors meeting</b></p>	<ul style="list-style-type: none"> <li>• Minutes of July 30, 2020 Board of Governors meeting</li> <li>• 2021 Board &amp; Committee Meeting Schedule</li> <li>• Quarterly Investment Report</li> <li>• Ntooitve Contract Amendment</li> <li>• Collective Medical Technologies Contract Amendment</li> <li>• United Guard Service Contract</li> <li>• Cognizant Contract Amendment</li> </ul>	<p><b>Approved unanimously by roll call. 5 AYES</b></p>
<p><b>PUBLIC COMMENTS</b></p>	<p>Text received August 24, 2020 at 2:49 pm, Not Self-Identified  <i>I take issue with being listened to in my own house without my knowledge</i>  <i>Public comment above</i>  <i>I just made a public comment</i></p>	

AGENDA ITEM/PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p>Text received August 24, 2020 at 2:52 pm, Not Self-Identified <i>Today 2:52</i> <i>Did you just record me in my own house without my knowledge ? I was listening not consenting to being listened to in my own house when I'm told I can't comment live!</i></p> <p>Text received August 24, 2020 at 2:55 pm, Not Self-Identified <i>Public comment comment governors committee 8-25-2020, Dr. Ghaly MIGHT be a nice person , but for me as the mother of a Synermed victim I have complained to the max to DMHC and state and County public health and frankly her being married to one of the guys running the "show" up north concerns me and I question the appropriateness of her being on the board of a health plan her husband has authority over, his picture is clearly at the DMHC site although it's usually confusing what the role of his title is , maybe all of it is proper somehow and they MAY be good people but I still question it.</i></p> <p>Text received August 24, 2020 at 3:26 pm Not Self-Identified <i>Hi , i'd like to submit a public question and would appreciate the answer during this session. Please make the answer known publicly &amp; include your answer in this weeks meeting minutes :</i> <i>My question : I am a past patient of Synermed . Is Syntenent associated with Synermed?</i></p> <p>Mr. Baackes clarified that Syntranet is a product of Thrasys, a management service company that L.A. Care has a contract with. They have no relation to SynerMed. They are totally different - one is a product name, the other one is a company.</p>	
<p><b>ADJOURN TO CLOSED SESSION</b></p>	<p><i>(Chairperson De La Torre rejoined the meeting.)</i></p> <p>Augustavia J. Haydel, Esq., <i>General Counsel</i>, announced the items to be discussed in closed session. She announced there is no report anticipated from the closed session. The meeting adjourned to closed session at 3:35 p.m.</p> <p>CONTRACT RATES Pursuant to Welfare and Institutions Code Section 14087.38(m)</p> <ul style="list-style-type: none"> <li>● Plan Partner Rates</li> <li>● Provider Rates</li> <li>● DHCS Rates - Marie</li> </ul>	

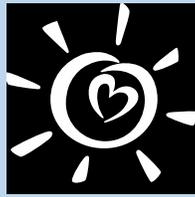
AGENDA ITEM/PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p>REPORT INVOLVING TRADE SECRET Pursuant to Welfare and Institutions Code Section 14087.38(n) Discussion Concerning New Service, Program, Business Plan Estimated date of public disclosure: <i>August 2022 – no discussion</i></p> <p>CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Section 54957.6 of the Ralph M. Brown Act Agency Designated Representative: John Baackes Unrepresented Employee: All L.A. Care Employees –</p> <p>CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Section 54956.9(d) (2) of Ralph M. Brown Act Three Potential Case – only 1 case will be discussed -</p> <p>CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Section 54957.6 of the Ralph M. Brown Act Agency Designated Representative: Hector De La Torre Unrepresented Employee: Chief Executive Officer</p>	
<b>RECONVENE IN OPEN SESSION</b>	The meeting reconvened in open session at 4:25 pm. No reportable actions were taken during the closed session.	
<b>ADJOURNMENT</b>	The meeting adjourned at 4:25 p.m.	

Respectfully submitted by:

Linda Merkens, *Senior Manager, Board Services*  
Malou Balones, *Board Specialist III, Board Services*  
Victor Rodriguez, *Board Specialist II, Board Services*

APPROVED BY:

\_\_\_\_\_  
Hector De La Torre, *Chair*  
Date: \_\_\_\_\_



**L.A. Care**  
HEALTH PLAN®

**Board of Governors**  
**MOTION SUMMARY**

**Date:** September 28, 2020

**Motion No.** EXE A.0920

**Committee:** Executive

**Chairperson:** Hector De La Torre

**Issue:** Approve revisions to Facilities Services Policy & Procedure FS-010 Injury and Illness Prevention Program (IIPP)

**New Contract**    **Amendment**    **Sole Source**    **RFP/RFQ was conducted**

Applicable laws, require L.A. Care Health Plan to provide workplaces that are safe and healthful for all employees. L.A. Care Health Plan (L.A. Care) will take reasonable steps to ensure and protect the life, safety and health of its employees.

L.A. Care's IIPP includes specific employee training regarding safe work practices, the identification of the person(s) responsible for implementing the program, systems for evaluating work place hazards, methods for correcting unsafe or unhealthy conditions, systems for communicating with employees on occupational health and safety matters, and regulations for ensuring compliance with safe and healthy work practices.

Staff is proposing additional revisions to FS-010, as noted in the attached document. This revision to our Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and L.A. Care's operations. Staff requests the right to make non-substantial changes to IIPP as necessary.

We have updated the general workplace health and safety practices to include, but are not limited to, the following:

- Emergency Action Plan (EAP), fire prevention standard operating procedure (SOP) and infectious disease SOP.
- Follow all procedures and/or guideline for protection from potential exposure to infectious diseases or pathogens (i.e. pandemic, influenza, coronavirus etc.).
- Proper infection control measures by way of Personal Cleanliness and Basic Sanitation Practices.

**Member Impact:** None

**Budget Impact:** None

**Motion:** To approve the Facilities Services Policy & Procedure FS-010, as presented.

	<b>INJURY AND ILLNESS PREVENTION PROGRAM</b>	<b>FS-010</b>
<b>DEPARTMENT</b>	FACILITIES SERVICES	
Supersedes Policy Number(s)	HR-403	

DATES					
Effective Date	9/30/2010	Review Date	9/28/2020	Next Annual Review Date	9/28/2021
Legal Review Date	N/A	Committee Review Date	N/A		

LINES OF BUSINESS			
<input type="checkbox"/> Cal MediConnect	<input type="checkbox"/> L.A. Care Covered	<input type="checkbox"/> L.A. Care Covered Direct	<input type="checkbox"/> MCLA
<input type="checkbox"/> PASC-SEIU Plan	<input checked="" type="checkbox"/> Internal Operations		

DELEGATED ENTITIES / EXTERNAL APPLICABILITY			
<input type="checkbox"/> PP – Mandated	<input type="checkbox"/> PP – Non-Mandated	<input type="checkbox"/> PPGs/IPA	<input type="checkbox"/> Hospitals
<input type="checkbox"/> Specialty Health Plans	<input type="checkbox"/> Directly Contracted Providers	<input type="checkbox"/> Ancillaries	<input type="checkbox"/> Other External Entities

ACCOUNTABILITY MATRIX			
Enter department here	Enter policy §§ here		

ATTACHMENTS
➤ Injury and Illness Prevention Plan

ELECTRONICALLY APPROVED BY THE FOLLOWING		
	OFFICER	DIRECTOR
<b>NAME</b>	Terrence Brown	Lance MacLean
<b>DEPARTMENT</b>	Human Resources	Facilities Services
<b>TITLE</b>	Chief Human Resource Officer	Sr. Director

**AUTHORITIES**

- California Labor Code Section 6400
- California Code of Regulations, Title 8 Section 3203 of the General Industry Safety Orders

**REFERENCES**

- CCR TITLE 8 - CALIFORNIA CODE OF REGULATIONS SECTION 3203 - GENERAL INDUSTRY SAFETY ORDERS ([HTTPS://WWW.DIR.CA.GOV/DOSH/ETOOLS/09-031/WHAT.HTM](https://www.dir.ca.gov/dosh/etools/09-031/WHAT.HTM))

**HISTORY**

<b>REVISION DATE</b>	<b>DESCRIPTION OF REVISIONS</b>
11/01/1997	New Policy HR-402
11/22/2006	Minor update – no significant changes
4/2014	Annual review
12/20/2017	Policy reviewed, updated Human Resources to Facilities Services – new template revision.
01/06/2020	Policy reviewed and transferred from Human Resources to Facilities Services – new template revision.
<u>8/01/20</u>	<u>Review and additional information regarding infectious diseases</u>

**DEFINITIONS**

Please visit the L.A. Care intranet for a comprehensive list of definitions used in policies:  
<http://insidelac/ourtoolsandresources/departmentpoliciesandprocedures>

## 1.0 OVERVIEW:

1.1 Applicable laws, require employers to provide workplaces that are safe and healthful for all employees. L.A. Care Health Plan (L.A. Care) will ~~do everything that is reasonably necessary~~take reasonable steps to ensure and protect the life, safety and health of ~~our~~its employees.

## 2.0 DEFINITIONS:

N/A

### POLICY:

~~L.A. Care's~~ Whenever a word or term appears capitalized in this policy and procedure, the reader should refer to the "Definitions" below.

2.1 IIPP – Injury and Illness Prevention Program

## 3.0 POLICY:

3.1 L.A. Care is committed to maintaining a safe and healthy work environment for all employees and to comply with all applicable occupational health and safety regulations.

~~2.23.2~~ L.A. Care's IIPP includes specific employee training regarding safe work practices, the identification of the person(s) responsible for implementing the program, systems for evaluating work place hazards, methods for correcting unsafe or unhealthy conditions, systems for communicating with employees on occupational health and safety matters, and regulations for ensuring compliance with safe and healthy work practices.

~~2.33.3~~ The Injury and Illness Prevention Program (IIPP) is administered by the Chief Safety & Security Specialist and Senior Director of Facilities Services Department in partnership with the Human and Community Resources Department, who ~~has~~have the authority and the responsibility for implementing and maintaining ~~this~~the IIPP for L.A. Care ~~Health Plan.~~

~~2.43.4~~ Managers and supervisors are responsible for implementing and maintaining the IIPP ~~in~~within their Business Unit and respective work areas ~~and for answering. They are authorized to answer any questions about the program~~IIPP or direct their staff to online resource on the internet, call the Safety Office or contact the Safety & Security Specialist.

~~2.53.5~~ L.A. Care has ~~convened a Safety Committee~~Emergency Response Groups, comprised of employees and ~~management which is responsible for the review/or~~managers, tasked with the responsibility of work siteconducting workplace inspections, review of workplace injuries, illness and exposures to hazardous substances, and the investigation of hazardous conditions brought to its attention.

~~2.63.6~~ L.A. Care is a local ~~governmental entity~~public agency, and as such, is not required to maintain written records of the steps taken to implement or maintain the IIPP. However, appropriate records of the actions and activities of the Emergency Response Group are maintained, as well as records regarding accidents, injuries and/or occupational illnesses of employees, plus records of attendance at safety training/briefings for all employees.

~~of the actions and activities of the Safety Committee are maintained, as well as records regarding accidents, injuries and occupational illnesses of employees, plus records of attendance at and the content of safety training for all employees.~~

**PROCEDURE/S:**

**4.0 1-PROCEDURES:**

- 4.1 All employees are responsible for complying with ~~safe~~health and ~~healthful works~~safety workplace practices. ~~Our system of ensuring that~~
- 4.2 All employees are required to report workplace hazards, including possible exposure to infectious disease.
- 4.3 All managers and supervisors are responsible for communicating with staff about occupational health and safety. L.A. Care's communication system encourages all employees to inform their managers or supervisors, Human Resources or the Safety Office about work place hazards without fear of reprisal.

~~2.7.4~~ 4 The systems in place is for all employees ~~comply with these practices includes~~including the following:

- ~~2.7.14~~ 4.1 Informing employees of the provisions of ~~our~~L.A. Care's IIPP;
- ~~2.7.24~~ 4.2 Evaluating the safety performance of all employees;
- ~~2.7.34~~ 4.3 Recognizing employees who perform safe and ~~healthful~~health work practices;
- ~~2.7.44~~ 4.4 Providing training to employees whose safety performance is deficient;
- ~~2.7.54~~ 4.5 Providing corrective action to employees who fail to comply with safe and ~~healthful~~health work practices.

~~2-~~ All managers and supervisors are responsible for communicating with all employees about occupational safety and health. ~~L.A. Care's communication system encourages all employees to inform their managers and supervisors about work place hazards without fear of reprisal.~~

~~2.8.4~~ 5 L.A. Care's communication system includes the following:

- ~~2.8.14~~ 5.1 New employee orientation, including a discussion of the health and safety and health policies and procedures;
- ~~2.8.24~~ 5.2 Periodic review of ~~our~~the IIPP with all employees;
- ~~2.8.34~~ 5.3 Training programs;
- ~~2.8.44~~ 5.4 ~~Regularly scheduled safety~~ Safety briefings and/or meetings;
- ~~2.8.54~~ 5.5 Posted or distributed safety information;
- ~~2.8.64~~ 5.6 A system for employees to anonymously inform management or Human Resources about workplace hazards.

~~2.9.4.6~~ 4. All employees receive training and education on general and job-specific ~~safety and health and safety~~ practices. Such education is provided:

~~2.9.14.6.1~~ When the IIPP is first established;

~~• To all new employees;~~

~~2.9.24.6.2~~ To all employees given new job assignments for which training has not previously been provided;

~~2.9.34.6.3~~ Whenever new substances, processes, procedures or equipment are introduced to the work place which could represent a new hazard, including infectious diseases.

~~2.9.44.6.4~~ Whenever the organization is made aware of a new or previously unrecognized hazard;

~~2.9.54.6.5~~ To supervisors, to familiarize them with the ~~safety~~health and ~~health~~safety hazards to which employees under their immediate direction and control may be exposed; and

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~~2.9.64.6.6~~ To all employees with respect to hazards specific to ~~each employee's~~their job assignment ~~and/or Business Unit.~~

~~2.104.75~~ General workplace health and safety ~~and health~~ practices include, but are not limited to, the following:

~~2.10.14.7.1~~ Implementation and maintenance of the IIPP;

~~2.10.24.7.2~~ Emergency ~~action and~~ Action Plan (EAP), fire prevention ~~plan;~~standard operating procedure (SOP) and infectious disease SOP.

~~4.7.3~~ Follow all procedures and/or guideline for protection from potential exposure to infectious diseases or pathogens (i.e. pandemic, influenza, coronavirus etc.).

~~2.10.34.7.4~~ Provision for medical services and first aid including emergency procedures;

~~2.10.44.7.5~~ Prevention of musculoskeletal disorders, including proper lifting techniques;

~~2.10.54.7.6~~ Proper housekeeping, such as keeping aisles clear, work areas neat and orderly, ~~and~~ promptly cleaning up spills; and good station practices.

~~4.7.7~~ Proper infection control measures by way of Personal Cleanliness and Basic Sanitation Practices.

~~2.10.64.7.8~~ Prohibiting horseplay scuffling, or other acts that tend to adversely influence safety;

~~2.10.74.7.9~~ Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels;

~~• Proper reporting to supervisors of hazards and accidents; and~~

~~2.10.84.7.10~~ Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.

~~6.~~

## 5.0 MONITORING:

The Safety ~~Committee is~~ & Security Specialist in relation with Facilities Management and Human Resource Management are responsible for ~~the following:~~

### ~~a. Ergonomics Assessment~~

~~Periodic assessments of the work areas, especially work stations, offices and cubicles are performed in all areas of the workplace, to identify, evaluate, and correct ergonomics set up of all equipment, according to the following schedule:~~

- ~~• When employees are hired;~~
- ~~• When employees are transferred or promoted and moved to a different work area;~~
- ~~• When occupational injuries and illnesses occur; and~~

- ~~Whenever work place conditions warrant an inspection.~~

~~Reasonable and appropriate work equipment or supplies which are ergonomically correct for the employee are provided by L.A. Care.~~

~~b. Hazard Assessment~~

~~Periodic~~periodic inspections and Hazard Assessments to identify and evaluate workplace hazards are performed by. With assistance from members of

~~2.11.5.1~~the Safety Committee the Emergency Response Group (or designee), Emergency Response Teams (ERT) members and Community Resource Centers staff in all areas of the workplace, according to the following schedule:

~~When~~

~~2.11.15.1.1~~ when a new ~~substance~~substance, processes, procedures or equipment which ~~present~~presents potential new hazards are introduced into the workplace;.

~~When~~

~~2.11.25.1.2~~ when new, previously unidentified hazards are recognized;.

~~2.11.35.1.3~~ When~~when~~ occupational injuries and illnesses occur; and.

~~2.11.45.1.4~~ Whenever~~whenever~~ workplace conditions warrant an inspection.

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5.1.5 ~~e. whenever there is a potential exposure to infectious diseases or pathogens.~~

## 2.12.5.2 **Accident/Exposure Investigations**

2.12.15.2.1 Procedures for investigating workplace accidents and hazardous substance exposures include:

2.12.1.15.2.1.1 ~~Interviewing~~interviewing injured employees and witnesses;

2.12.1.25.2.1.2 ~~Examining~~examining the workplace for factors associated with the accident/exposure;

2.12.1.35.2.1.3 ~~Determining~~determining the cause of the accident/exposure;

2.12.1.45.2.1.4 ~~Taking~~taking corrective action to prevent the accident/exposure from recurring; ~~and~~

2.12.1.55.2.1.5 ~~Recording~~recording the findings and actions taken.

### d. Hazard Correction

2.13.5.3 ~~Unsafe or, unhealthy or hazards~~ work conditions, ~~practices or procedures are~~ are to be corrected in a timely manner based on the severity of the hazards. Hazards are corrected:

2.13.15.3.1 ~~When~~when notified, observed or discovered;

2.13.25.3.2 ~~When~~when an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all those exposed are removed from the area except those necessary to correct the existing condition. ~~Employees who are required to correct the hazardous condition are provided with the necessary protective equipment.~~

~~L.A. Care reserves the right to modify, reseed, delete, or add to this policy at any time with or without notice.~~

5.3.3 **AUTHORITY:** ~~Employees who are required to correct the hazardous condition by requesting the necessary Administration Control, Engineering Control or protective equipment (i.e. Personal Protective Equipment PPE).~~

## 6.0 **REPORTING:**

6.1 ~~Three form can be used to report any health, safety or security incidents, general incidents, injury or illness and/or exposure to infectious diseases in the workplace.~~

6.1.1 ~~General Incident Report form,~~

6.1.2 ~~Supervisor's Report of Injury/Exposure form~~

6.1.3 ~~Employee's Report of Injury/Exposure form~~

6.2 ~~All employees have a responsibility to report any violations of this policy to Human Resources. Managers and above have an obligation to report any violations of this policy to Human Resources.~~

- 6.3 The Facilities Service department and/or the Safety Office will report any violation of this policy to the Human Resources Department.
- 6.4 Managers and above have an obligation ensure the safety for everyone in the workplace by reporting any safety violations of the policy to Human Resources.
- 6.5 Supervisor & Managers or Human Resources will carry out the necessary disciplinary action, up to and including termination of employment. L.A. Care reserves the right to discipline employees or to terminate employment at will. The employee/employer relationship is one of voluntary employment-at-will.

**REFERENCE:**

**ATTACHMENTS:**

**APPROVAL:** \_\_\_\_\_ Signatures On file

