

LAGUNA HONDA HOSPITAL REPLACEMENT PROJECT
ASSISTED LIVING PROJECT MEETING

REVISED MINUTES

MONDAY, APRIL 10, 2006, at 1:00 p.m.

Mayor's Office of Housing, 1 South Van Ness, 5th Floor, Room 5080

Present:

Larry Funk, *Laguna Honda Hospital*
Diane Mai-Tran, *Laguna Honda Hospital*
Anne Romero, *Mayor's Office of Housing*
Marie Jobling, *LTC Coordinating Council*
Meg Cooch, *Planning for Elders*
Bill Haskell, *Department of Aging and Adult Services*
Mary Ruth Gross, *SEIU - UHW*
John Thomas, *LHH Replacement Project*
Joel Lipski, *Mayor's Office of Housing*
Nancy Brundy, *Just on Aging*
Jaya Chattersee, *SEIU – UHW*
Liz Orlin, *Corporation for Supportive Housing*

Excused

John Kanaley, *Laguna Honda Hospital*
Ken Stein, *Mayor's Office of Disability*
Marc Trotz, *Office of Housing, DPH*
Aaron Wagner, *Planning for Elders of the Central City*
Benson Nadel, *S.F. Ombudsman*
Jean Takauk, *Sutter VNA & Hospice, Planning for Elders Board*
Norma Satten, *LTC Coordinance Council PECC Board*

Chair: Larry Funk

Item No.	Topic	Discussion	Action By	Completion Date
1)	Approval of Minutes 3/13/06	Minutes of 3/13/06 were reviewed and approved with corrections on the date and location of meeting.	Diane Mai-Tran	4/10/06

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2)	Review and Discussion on Preliminary Planning Documents	<p>Larry Funk summarized the overview of the handouts and critiqued the previous preliminary planning work produced by Anshen + Allen and Gordon Chong's Partners, and Asian Neighborhood Design. Among the concerns about the preliminary plans were as follows:</p> <ul style="list-style-type: none"> a) The documents almost 5 years old and the cost estimates are no longer accurate due to escalation and the unprecedented increase in the price of steel and other construction materials. b) Two of the existing hospital wings studied (E&F) are incorrect. The study should have focused on K, L, M & O wings. c) There is no documentation comparing the cost of the proposed retrofit of the existing 65 years old wings to demolishing them and building new assisted living units on the same site. This should be done to justify the retrofit approach as being cost effective. d) The schematic designs reflected a dormitory type accommodation with a group kitchen and dining accommodations. This is not what was envisioned in the original planning. The group discussed this issue and there was consensus that each unit should have a kitchenette and bathroom to support an appropriate level of independence and quality of life. 	All	
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2	Review and Discussion on Preliminary Planning Documents (continued)	<p>e) The preliminary studies did not address EIR/City Planning issues, operational cash flow opportunities or regulatory issues.</p> <p>As a result of the deficiencies in the preliminary plans the workgroup supported engaging a consultant or firm to develop a more comprehensive study and address the other requirements stipulated in the grant.</p>	<p>Larry and John Thomas offered to identify various means of engaging a qualified consultant or firm to develop a more comprehensive study and plan for providing assisting living units on the Laguna Honda campus.</p> <p>Larry will confer with John Kanaley and DPH to respond to this request.</p>	
3)	Discussion and Recommendation for Producing Required Work	<p>The group discussed the necessity for DPH to clearly define its Assisted Living Program in order to have a meaningful dialogue and facilitate the planning process. The group requested a representative from DPH attend a future meeting to discuss the program.</p> <p>The Workgroup reviewed and discussed the scope of work of the grant and, various means of performing the work, including:</p> <ul style="list-style-type: none"> • Project Management Options (Staff, Contract, RFP) • Definition of Design Parameters • Feasibility and Comparative Cost Analysis of Retrofit Approach vs. New Construction • Production of Schematic Design • Impact on EIR/City Planning. • Preliminary Financial Analysis: Construction Cost and Operational Cash Flow 		

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3.	Discussion and Recommendation for Producing Required Work (continued)	The group discussed the possibility of having the City approved LHHRP architect to perform this additional scope of work through their existing master planning contract.	John Thomas will explore using the LHHRP design team to perform this work.	ASAP
4	Next step	<p>Larry F. advised the group that there may be individuals within the workgroup who may be interested in performing planning services or design/construction/operation for AL project. These individuals may need to recuse themselves at a certain phase of the discussions to avoid potential conflict of interest and/or protests from other bidders. Larry will consult with City legal counsel about this issue and provide further information to the workgroup.</p> <p>The workgroup also recommended that a work plan and schedule be developed for this project.</p> <ol style="list-style-type: none"> 1) John Thomas will research the various options of providing Assisted Living planning expertise through the DPW. 2) Proceed with RFP or RFQ if option one is not available. 3) Larry to confer with DPH to clarify what population is intended to be served and define the program for discussion with the workgroup. 	<p>Larry offered to develop a preliminary project schedule.</p> <p>John Thomas</p> <p>John /Larry</p> <p>Larry</p>	TBD

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4	Next Steps (continued)	<p>Mary Ruth Gross to obtain a copy of the program documentation from Mission Creek if there is one available and if it's not proprietary</p> <p>The group concurred to have the next meeting on May 8th at the same meeting location, Mayor's Office of Housing, Room 5080.</p>	<p>Mary Ruth</p> <p>All</p>	5/8/06
5)	Other Business	None		
6)	Adjournment	Meeting adjourned at 2:15		4/10/06