

**LAGUNA HONDA REPLACEMENT PROJECT
TRANSITION STEERING COMMITTEE MEETING**

AGENDA

TUESDAY, NOVEMBER 1, 2005

Present: John Kanaley, Gayling Gee, Mivic Hirose, Paul Isakson, Carol Sam, Cheryl Austin, Pat Skala, Serge Teplitsky, Hosea Thomas, David Woods, Viktor Kirienko, Steve Koneffklatt, William Frazier, Angela Platzer, Jim McCullough, Rowena Tran, Gregg Sass, Paul Carlisle, Arla Escontrias, Debbie Tam, Yvonne Martinez, and Diane Mai-Tran.

Chaired by: Larry Funk

	TOPIC	DISCUSSION	ACTION
1.	Approval of Minutes of October 4, 2005 Meeting (Attachment)	Minutes were reviewed and approved. <ul style="list-style-type: none"> • No exception to ASE – FFE List distributed at the October 4, 2005 meeting. 	Approved Minutes of October 4, 2005.
2.	10 Keys to Successful Transition (See attached)	Larry presented the 10 Keys to Successful Transition by GE. Committee addressed various plans that are essential to the LHH transitions. Additional expertise from outside was discussed, and future operations budget requests will be considered.	TSC to evaluate Operational Budget needs for FY 06-07 and subsequent years.
3.	Review and Comment on Communication Plan	Communication Plan was distributed and discussed. Committee provided suggestions and comments to add to the plan. Suggestions on voice over while on hold, sending information to residents' families on regular basis, working with social service to obtain updated addresses, web cam, bulletin board, an information kiosk near main entrances, venter communication. The Committee also	Arla to convene Communications Committee and report recommendations and action measures back to the TSC.

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	Review and Comment on Communication Plan (continued)	recommended that the Communication be put in a standardized format and sent out on a regular scheduled basis, at least monthly. Committee to forward any additional comments to Arla to incorporate onto the Plan.	
4.	Assessment of Workflow Changes in New Facility A. Preview of Draft “Key Plans”	<p>L. Funk provided an overview of the Key Plans via Power Point slides. Funk advised Committee that the Key Plans are not 100% accurate nor do they reflect the remodeled area of the existing building (Wings A, B, C and H). A more accurate Key Plan is under revision and will be distributed at the next TSC meeting Funk advised. (See attached)</p> <p>As there has not been a decision regarding the West Building. The Committee discussed how to handle a decrease in census, should City leadership make this policy decision not to proceed with the West Wing.</p>	L. Funk to present updated key plans at Dec 6 th meeting, and provide copies for TSC members.
	B. Production Deliverable for Each Department	<p>L. Funk reported that he had conferred with John Kanaley about the required deliverables for each department prior to activation of the new facility.</p> <p>These deliverables are as follows:</p> <ul style="list-style-type: none"> • Operations Plan • Staffing Plan with Benchmark Measures • Revised Policies and Procedures <p>Committee discussed the need for more information on how the new facility was designed, and what the locations of departments were to understand and successfully develop operational plans for the new facility.</p>	L. Funk to present and provide copies of key plans at December meeting.

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		The Committee also discussed the need for 1:1 meeting between Departments and LHHRP staff and consultants to develop the required operational plans.	L. Funk offered to meet with each Dept. to support development of operational plans.

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	<p>C. Schedule Review</p> <p>South Residence</p> <p style="text-align: center;"> TCCO's Contractual Substantial Completion Dates </p> <p style="text-align: center;"> Forecasted Completion Dates </p> <p style="text-align: center;"> LHH Move In Projected Dates </p> <p>March 13, 2008</p> <p>August 2008</p> <p>December 2008</p> <p>Link Building</p> <p>July 31, 2008</p> <p>December 2008</p> <p>April 2009</p>		

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	<p>D. Suggest Structure and Process for Completion of Departmental Production Outcomes</p> <p>May 2007: At least 6 months before FY 08-09 Budget Prep.</p>	<p>Suggestions and discussion on timelines for completion of departmental production outcomes – in order to fully prepare, budgeting plan must be completed six months before submitting to J. Kanaley for inclusion in the FY 08-09 Budget. These budget plans will reflect the first 780 beds constructed and continued operation of the existing facility.</p> <p>C. Sam pointed out that it will be more difficult to plan for FY 08-09, as there is no baseline data.</p>	<p>Funk to bring proposed schedule to December’s TSC for discussion and action.</p>
5	Work Group Updates		
	<p>A. Bed Selection Work Group</p>	<p>There are three types of beds: Long-term care, bariatric, and acute. Product standardization Committee will be formed and chaired by Gayling. A bed and a chair have been selected for trial and now pending availability of Unit D3. A back up unit for the trial was discussed.</p> <p>Part of the analysis is to have Plant Services to do an inventory of the existing beds to determine the number of new beds to be purchased.</p>	<p>L. Funk to convene the bed selection committee meeting. Committee to report progress to TSC.</p>
	<p>B. Carpet Evaluation Subcommittee (attachment)</p>	<p>P. Carlisle reported that to date the Committee does not have sufficient information to make a decision. Descriptions of pros and cons of difference carpet were presented. Carlisle added staff suggested a trial for rubber floor. Point was made the roll out carpet is not as good and difficult to replace, staff rather have “square type” of carpet. Site visits to be scheduled.</p> <p>The Carpet Evaluation Subcommittee will continue to do more research and report back.</p>	<p>Committee to report progress to TSC.</p>

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	C. I.T./Convergent Technology Planning (Attachment)	More IT meetings to be scheduled.	Committee to report progress to TSC
	D. Telecom Planning	No new updates	Committee to report progress to TSC
	E. RFPs. For Consultants (Medical Equipment, Furnishings & I.T.)	Development of RFPs or other methods of contracting consultants is in progress.	Committee to report progress to TSC
6	Other Business	None	
	A. Report on Warranty Extension	Deferred due to a significant number of TSC members needing to be excused from the meeting.	N/A
	B. History Room/Program Development	Deferred	N/A
	C. Project Related Budget Request for FY 06-07	Deferred	
	D. Other Items	<p>Greg Sass will meet with Kanaley to discuss the implementation of Soarian and various benchmarks will become more apparent.</p> <p>There were suggestions on obtaining a complete inventory of Soarian applications, wireless utilities environment.</p>	More information on Soarian deliverables to be discussed at future meetings in order to integrate LHHRP I.T. plans with existing systems.
7.	Adjournment	Meeting Adjourned at 10:30 AM	