

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

**MEETING MINUTES
OF
TUESDAY, DECEMBER 6, 2005**

Present: John Kanaley, Gayling Gee, Mivic Hirose, Debbie Tam, Paul Isakson, Pat Skala, Serge Teplitsky, David Woods, Steve Koneffklatt, Russell Nakai, Angela Platzer, Rowena Tran, Gregg Sass, Diane Mai-Tran, Benji Larance, Ryan Denny, Richard Smith, Diana Kenyon.

Absent: Arla Escontrias, Cheryl Austin, Yvonne Martinez, Paul Carlisle, William Frazier, Hosea Thomas

Chaired: Larry Funk

	TOPIC	DISCUSSION	ACTION
1.	Approval of Minutes of November 1, 2005 Meeting (Attachment)	Minutes of November 1, 2005 were reviewed and approved.	Approved Minutes November 1, 2005.
2.	Presentation and Discussion of Space Plans for New Campus	<p>Larry presented Elevation and Keyplan drawings for the new campus via Power Point. The group discussed the need to correct unit titles and clarify items on the Project Schedule and action plan.</p> <p>Larry Reported that the construction schedule for the Remodel of A, B, C and H wings is not yet available as it is still under review by OSHPD and Turner has not received the approved documents. The construction schedule for the Remodeled areas is integral to activation planning of the South and Link Buildings due to the connecting corridors and need to move patients, staff and materials.</p>	<p>Larry and LHHRP Team will revise documents and redistribute at next meeting.</p> <p>LHHRP to provide refined scheduling information as it become available.</p>

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2	<p>Presentation and Discussion of Space Plans for New Campus Departmental (Continued)</p>	<p>Larry also explained that the South Wing is scheduled for completion four months before the Link Building, but will not be accessible through the Link Building until the Link is approved for Beneficial Occupancy by the State. Therefore, the hospital can choose to occupy the South Residence early via a temporary entrance, or defer occupancy until both the South and link are completed and approved for occupancy.</p> <p>The Committee discussed the pros/cons of the schedule for occupying the new buildings, and deciding to defer continuation of discussion pending receipt of the Remodel Schedule.</p> <p>Larry further explained a similar scheduling issue related to occupancy of the East Residence, due to the sequencing of the Clarendon Hall demolition and construction of the Connector to the Link Building. The Committee also deferred discussion on this item until the construction schedule, phasing plans, and occupancy dates are more refined.</p>	
3	<p>Project Schedule Review and Discussion of Operational Target Dates</p>	<p>Larry reviewed the project schedule with key performance dates for the hospital.</p> <p><u>Schedule of Action Plan</u></p> <ul style="list-style-type: none"> ➤ Engage consultant support <ul style="list-style-type: none"> • IT integration • Medical Equipment • Move Plan 	<p>Continue to monitor and implement action items ASAP.</p> <p>Complete Operational Planning & Budgeting by May 2007.</p>

	TOPIC	DISCUSSION	ACTION
	A. Suggested Completion of Departmental Production Deliverables	<p>➤ Ops Plan</p> <ul style="list-style-type: none"> • Staffing • Policies and Procedures • Budgeting • Target completion Date May 2007 <p>Point of clarification – Consultants fees are covered by the project budget except the production of operation plans.</p>	
	B. Discussion of Structure and Process for Producing Departmental outcomes	Deferred - J. Kanaley to discuss at the next TSC meeting.	J. Kanaley to provide direction.
4.	Work Group Reports		
	A. Communication Plan Committee	Deferred	Arla to report update at the next TSC meeting.
	B. Bed Selection Work Group	<p>Angela P. reported that Bed Selection Committee to look at some Stryker beds and participate in tour within a couple months.</p> <p>Hill Rom beds and products are currently being evaluated.</p>	Committee to complete evaluations and report recommendations to the TSC.
	C. Carpet Evaluation Subcommittee	Subcommittee to work with A+A to identify alternatives for the carpet as sample carpet in L4 is difficult for wheelchairs and cart to maneuver around.	Committee to identify alternates acceptable materials test and report outcome to TSC.

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	D. Radiology Equipment	<p>P. Isakson reported that a survey was done to forecast the volume LHH expect to perform with the new equipment.</p> <p>Larry to have a conference call meeting with Richard Hollingsworth and Rad Committee to identify vendors of choice.</p>	Committees to continue work and report Rad equipment purchase recommendations to TSC.
	E. I.T. Convergent Technology Planning (Attachment) <ul style="list-style-type: none"> • Plans for “Ideation” Session 	The Workgroup is evaluating the wireless environment currently specified in the contract, while determining the best means of engaging an I.T. integration specialist into the project planning. The Committee also discussed the possibility of an IT. Ideation session.	LHHRP to determine best means of engaging an I.T. Integration Specialist
	F. Telecom Planning	Deferred until Convergent Technology group reconvenes	
	G. RFPs for Consultants (Medical Equipment, Furnishings IT)	Pam is working on the RFPs for consultants of medical equipment, furnishings and IT.	LHHRP to continue developing RFPs
5.	Project Related Budget Requests for FY-06-07	<p>Cart wash/wheelchairs wash area is to be added to FFE budget.</p> <ul style="list-style-type: none"> • J. Kanaley suggested all items related to budget be combined for future agenda items. 	<p>A+A/GBA to review remodel plans and add to FFE as necessary</p> <p>LHHRP/LHH ops to prep 06-07 budget items.</p>
6.	Other Items	<p>Question was raised on whether costs associated with renovation and moves are covered by the Project. Committee discussed some costs associated with the moves are covered by the project activation budget. The LHHRP Team needs to specify scope of work and determine funding capacity within the existing budget.</p>	LHHRP to report back on details of move costs and capacity of project budget.
7.	Adjournments	Meeting adjourned at 10:30 a.m.	