

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

**MEETING MINUTES
OF
TUESDAY, SEPTEMBER 5, 2006
Conference Room B102**

Present: John Kanaley, Gayling Gee, Bob Thomas, Pat Skala, Cheryl Austin, Paul Isakson, Hosea Thomas, Regina Gomez, David Woods, Steve Koneffklatt, Russell Nakai, Paul Carlisle, John Thomas, Susan Spencer, Arla Escontrias, Maxwell Chikere, Viktor Kirienko, Lenora Jacobs, Janet Gillen, Bob Diaz, Rowena Tran and Diane Mai-Tran.

Excused: Mivic Hirose, Bill Frazier, and Angela Platzer.

Chair: Larry Funk

	TOPIC	DISCUSSION	ACTION
1.	Approval of Minutes of June 20, 2006	Minutes of June 20th were reviewed and approved as distributed.	Approved Minutes June 20, 2006.
2.	Project Progress Report		
	SRB, Link, ERB, Knuckle Allee F3	Bob Diaz briefed Committee on the schedule and projected timelines of all the buildings. SRB - Begin fourth slab, pouring two floors per week. Link – Fire proofing to commence. Allee – Pending handrails installation. A plan for a temporary transition from the allee to the crosswalk is progress. F3- Estimated to be completed in end of October.	LHHRP/TCCo to continue progress on design and construction

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	Project Progress Report (continued) Remodel	<p>Focus within the next few weeks is to make the buildings weather tight to allow subs to work during the rainy season. Scaffolds will remain up until the construction of walls are done.</p> <p>The architects have to finish a series of revisions to reflect the final phasing that LHH approval.</p>	
3.	Project Report on Project Consultants		
	a. Medical Equipment/Furnishing Planner RFP	<p>Pam Low/LHHRP will complete final RFP draft in two weeks and then it will be ready for review by this group. When it's completed, Gee, Kirienko, Koneffklatt and Nakai will review the RFP. A meeting with the Rep from Purchaser Department will follow; then it will be put out in the market for bids: Subsequent meetings with each departmental for review and sign off before generating Purchase Order.</p> <p>Kanaley suggested involving Vickie Wells/OSH Office. Spencer advised that Angela Platzer, on lift issues within DET from ADA and ergonomic perspectives, will be able to coordinate with Tamara or Nancy and a Rep from the OSH office, to engage in the process.</p>	LHHRP Gee, Kirienko, Koneffklatt and Nakai will review the RFP and specs LHHRP to solicit bids for FFE Consultant LHH to involve OSH Office in Review and Approval FFE specifications.
	c. Operation Audit Plan	<p>An Operational Audit Consultant has been requested through the Controller to initiate the discussions regarding LHH current practices and budget and FEE complement on a departmental level.</p> <p>He/she will do a detailed review of the new design; and initiate Inter-departmental/inter-disciplinary discussions of what are the opportunities we have to improve workflow in the new buildings.</p>	LHH requests Controller to engage consultant

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	Operation Audit Plan (continued)	<p>The consultant scope of work includes: Policies & procedures that need to be revised due to the change in geography in the New Buildings; budget for both the activation budget during the phasing period, and operational budgets afterward; identify any related issues that may have a budgetary impact; and produce a final report so we have an objective 3rd party recommendation on budget needs for Fiscal Year when we move in the new buildings.</p> <p>Funk thanked Kanaley for his prompt follow through with Ed Harrington, Controller's Office, to consider funding for these consulting services.</p>	LHHRP, LHH
	C. Senior Housing Plan*	<p>Questions were raised to whether LHH wants to have AL or senior housing; more discussion and planning to come. Committee suggested visiting Alma Via, assisted living facility which has been open for about a year. Diane to schedule this tour.</p> <p>The AL Workgroup has convened meeting at the Mayor's office of housing and engaged Anshen +Allen and subgroup specialty consultants to explore four options of where the AL or senior housing could be on the campus could be as follows:</p> <ol style="list-style-type: none"> 1) Feasibility of re-using of the existing wings, (gut and remodel) K, L, M or O on the Laguna Honda campus. 2) Demolish wings K, L, M, & O and construct new senior housing apartments on the site presently occupied by these wings. 	Diane MT to schedule this tour to Alma Via.

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	C. Senior Housing Plan* (continued)	<p>3) Converting the West Resident Building shell and core as designed to new senior housing apartments.</p> <p>4) Building newly designed senior housing apartments in the location of the West Resident Building.</p> <p>Feasibility study proposal will be presented to the workgroup to the Mayor's office next Tuesday. The architects will then schedule another ½ day sessions to obtain input from LHH Rep and the workgroup including the LTC Coordinating Council.</p> <p>Committee felt the need to have a Town Hall Meeting about the AL/Senior Housing obtaining input from community.</p>	LHH to present feasibility study proposal to Assisted Living Workgroup on September 12th Escontrias to schedule a Town hall meeting regarding to AL/Senior Housing at LHH.
	d. Convergent Technology/Vantage* (see attached– Skala advised Committee that more revisions have been made to the Matrix).	<p>Funk described the 7/31 Convergent Tech Meeting to Committee. A Convergent Tech detail matrix was developed and distributed at the meeting.</p> <p>Funk stated that if Committee or their staff would like to be involved in the process, inform either him or Skala as the Convergent Tech Committee list as it is being populated.</p> <p>Phil Crompton is in the process of scheduling meetings/teleconferences in between with subcommittee to have an understanding of the current system.</p>	Next Convergent Tech meeting is scheduled in late October. Subcommittee Meeting will be ongoing
	d. JCI Ideation Session	<p>Committee agreed to have the Ideation Session which has on October 5th from 9-4 PM. Interested individuals please advise Pat Skala as soon as possible within the next two weeks as the session will take up to 25-30 members. The workshop will build consensus around critical needs and priorities. The objective is to have a clear understanding of what issues are critical to the effective design, construction, operations, and maintenance of our facilities.</p>	Ideation meeting is scheduled for October 5th at 9am – 4pm.

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	e. Farm/Greenhouse/Orchard Planner*	Funk described new green house, orchard and farm program to Committee and distributed a program and process proposal. Anticipation of higher level of utilization of the campus was discussed. An interdisciplinary team that sits in the ad hoc workgroup with the consultant so he/she can bring input from residents, staff, and Activities Therapists to develop a sustainable program was proposed. Committees were invited to review the document that was distributed at the meeting and bring feedback to the next meeting. (see attached for details).	Committee to review the document and bring feedbacks on any changes he/she wishes to make to the next TSC meeting.
4.	LHH Workgroup Progress Reports		
		<p>Due to the long engagement with the State for the past 6-8 months, TSC had deferred initiation of the planning for workflow redesign.</p> <p>Kanaley inquired if there is a timeline for the line items to be completed. Funk responded that the master plan distributed at the march 2006 meeting called for workflow planning process. Funk and LHHRP Team to continue working with the TSC to develop its.</p>	Funk and LHHRP Team to continue working with the workgroup to develop the timelines.
	a. Imaging Equipment Selection	<p>Dr. Isakson reported that surveys from neighborhood clinics to find out demand for chest X-ray and CT Scan were done. LHH has committed to purchase CT Scan.</p> <p>Next Steps - J. Thomas and Funk to meet with City Purchaser to obtain approval to move forward with Novation's contract purchase and convey the technical information to the design team so that they can begin the drawings, obtain the permit and forward to Turner Construction.</p>	J. Thomas and Funk to Meet with City Purchase to move forward with Novation contract. Design Team to complete drawing and obtain permit

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	b. New Laundry Site Development Report	Funk reported that LHH is in the process of getting a lease agreement for #1 Newhall Street. The Real Estate Department has completed the lease documents which had been reviewed by City Attorney. It also has scheduled to be reviewed by Board of Supervisors for approval. All new MEP (Mechanical, electrical & Plumbing) MEP will take approximately six months to one year to complete.	Pending review & approval from Board of Supervisors. Estimated occupancy January'07.
	c. Resident Move Plan Report	Resident Move Plan is pending Hirose's report. Dr. Isakson stated that the workgroup will convene the meeting within next week/upon Hirose's return. Funk offered to brief Hirose and help develop a task force to work on the move plan.	Gee, Hirose to identify staff to work on resident move plan.
	d. Bed Selection Committee Report & Recommendation	Carlisle reported the workgroup has decided to purchase the low beds from Hill Rom. Evaluation of low, acute and bariatric beds continues. Gee suggested to aim for minimum of 600 beds Hill Room for FF&E planning. There are quite a few old beds that need to be incorporated for replacement. The importance of quantifying beds by types was discussed.	A minimum of 600 beds need to be incorporated into the FFE planning. Committee to continue evaluation and preparing recommendations for low, acute and bariatric beds.
	e. Medication Administration Pilot Project Planning Report	Woods reported that all devices have been installed and are now pending approval of software. There is an expectation of three months period for each phase to ensure the application is stabilized including learning and adjustment period for the nurses. In June/July'07, we will have sufficient information to specify what we want in the new facility.	Pilot project is estimated to be completed in Fall'07 Recommendations on final purchase specs will be prepared then

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	f. New Food Service Program Pilot Project Planning	Funk discussed the importance of new food service program. The new model required team input. Gee brought up two subsets issues Personnel and Galley Services brought up and will need further planning.	LHH Funk offered to discuss with Mivic Hirose upon her return and convene a meeting with Gee to produce a task force to work on this new Food Service Program.
	g. Carpet Evaluation Update	Demonstration/sample of new carpet is scheduled to be installed on L4, September 5, 6 and 7 for functionality and durability purposes only not for the design.	Paul Carlisle & Donna Valencia have been informed of the schedule.
	h. LEEDs Program Development Update	This building will be LEED certified. As a result of our needing to have a sufficient number of points in order to have the new building certified, LHH needs to have five design innovation credits. Essentially from operations group it includes developing an educational program regarding to sustainable building as follows: ➤ Green purchasing ➤ Healing Gardens ➤ Integrated Pest Control ➤ Green housekeeping ➤ Reduce Food Waste Stream Funk and the workgroup will meet with Operations this week to develop the LEEDs program for LHH.	Scheduling a meeting with LEEDs. Funk will keep TSC apprised of the progress.
	i. Space Planning Committee Report	Austin requested Committee to advise their managers to carefully review the space allocation documents submit corrections to Corrina Chen as soon as possible within the next few days.	

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	j. Licensing Team k. Dialysis Services (these items was added at the meeting)	Regulatory compliance preparations for dialysis services for the new building were discussed.	These items are to be added at next meeting agenda.
5.	Research Opportunities/Pebble Project Update		
		<p>Dr. Isakson & Woods and Austin and Larry briefed and shared with Committee what they've learned from the Pebble Project Conference in August.</p> <p>The presentations were excellent, lots of new ideas, and green ideas are incorporated in creating a 'home-like' atmosphere. Opportunity to review Cons and Pros of aggressive behavior, dementia patients. Topics to be include in the research were suggested as follows:</p> <ul style="list-style-type: none"> ➤ <i>Resident & family satisfaction</i> level and have data done in a standardize model; ➤ <i>Measurement of Nutrition Program</i> ➤ <i>Optimize the cultural changes</i> 	Informational Pebble Group to present summary of research opportunities at future meeting.
6.	Other Business		
		<p><u>Managers inquired about Pebble Project</u> - For educational purposes, suggestion was made that Pebble Project be presented at the Management Forum.</p> <p><u>Student Intern</u> - Tran advised committee that there will be an anthropology grad student interning at LHH next week.</p>	Funk and Pebble Project members will present this topic at a future Management Forum Meeting
	a. Next Meeting	Committee concurred to affirm to the once a month meeting schedule. Next TSC Meeting is October 3 rd .	Agenda/Minutes will be distributed
7.	Adjournment	Meeting adjourned at 10:30AM.	