

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

**MEETING MINUTES
OF
TUESDAY, OCTOBER 3, 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 September 5, 2006	Minutes of Sept 5th were reviewed and approved as distributed.	Approved Minutes September 5, 2006.
2.	Project Progress Report		
	SRB, Link, ERB, Knuckle Allee	Bob Diaz updated the Committee on the schedule and projected timelines of all the buildings. ERB - Begin fourth slab, pouring two floors per week. Link – Fire proofing has commenced, detailing on framing is in progress. Temporary roof is being placed. Installation of lights, irrigation system and landscaping are scheduled.	LHHRP/TCCo to continue progress on design and construction, and will keep the TSC apprised of schedule

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4	Opportunity to improve Community Access at Woodside Drive	<p>John Thomas presented the drawing of the Woodside Road and ramp and stairway that was originally planned. Plan is to construct a series of stairs and an ADA compliant ramp.</p> <p>J. Thomas reported that neighbors have requested a modified design with the stair located further West on Woodside Avenue near the crosswalk across from St. John's Church.</p> <p>There was a consensus of a majority of a TSC in favor of modifying the ramp and relocating the stairwells. TSC approved the concept and authorized John Thomas and the design team to present it at the Community Meeting in November.</p> <p>Related topic - Discussion with Recreation and Park about having LHH campus serve as a transition point for bicycle lanes and walking paths making LHH campus more integral with the surrounding community by having walking trails, bicycle lanes, dog walks etc. The theme was to seek grant funds as a separate project from the LHHRP. Discussion of Pros and Cons of having an 'open campus' and security and safety issues for staff and residents ensued.</p> <p>The TSC consensus was to proceed with exploring this issue and can reconvene the dialogue with Rec & Park.</p>	<p>John Thomas to discuss proposed modifications to Woodside Wall access ramp and stairs with neighbors.</p> <p>TSC approved to pursuing with discussion with Rec & Park.</p> <p>Escontrias to identify funding sources for planning design and construction.</p>
5	Progress Report on Project Consultants		
	a. Medical Equipment/Furnishing Planner RFP	<p>Ms. Low reported that RFP is being finalized and will be out this week for review and approval by various City agencies.</p> <p>Unit managers to review the FFE specifications to ensure ergonomic safety. RFP should be ready for bidding in two months. Consultant is expected to be on board by Jan/Feb 2007.</p>	Ms. Low to provide Periodic progress reports on the contract for the FFE consultant.

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	<p>b. Operation Audit Plan</p>	<p>Kanaley requested controller to fund a consultant to audit workflow of the new facility.</p> <p>LHH will also be using Center for Health Professions to focus on organizational development, organizational effectiveness, changes of management, team work, and conflict management.</p> <p>Goal 1: Improve access to Healthcare Goal 2: Improve cultural competency and diversity, Goal 3: Address disparities in public health.</p> <p>More research into potential grant funding sources is required.</p> <p>Operation budget - JK had asked Radenberg, the Controller to identify the \$75K to get started while we are working on other sources of revenue from grants.</p> <p><i>2nd Component is the OZ Principle</i> - A training that has been set up in Oct/Nov for Combined Leadership Exec Staff, Med Exec Staff, and key member of Operations Exec, Key Members of Nursing Exec, DET, and focus on accountability for individuals, the organization and resolving conflicts.</p> <p><i>3rd Approach</i> – is by Triad that put on, keyboard training, English as second language, and computer skills lab to focus on cultural competence. It can be funded through California Endowment Grant.</p>	<p>J. Kanaley to continue pursuing financial resources for consultants to support organizational transformation and workflow enhancement</p>

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	c. Senior Housing Plan	In process of contracting with Anshen + Allen/Chong & Partners to study options for Assisted Living on the LHH campus. The contract amendment will be presented to the Board Of Supervisors for approval. It will probably be in December before the consultant team can be assembled. Consultant Team will be invited to LHH meeting to solicit input for programming from this group.	Consultant team will be assembled in December and/or upon approval of contract from Board of Sups. Further discussion required regarding level of service provided in the Housing component.
	d. Convergent Technology/Vantage* e. JCI Ideation Session	LHH has engaged Vantage Technology to be our technology integrator. Phil & Dana will be here Wednesday PM from 1-2 PM focusing on security issues and the One Card system to explore a universal access card. We have established several technology subcommittees to work with Vantage. Hospital-wide leadership has been invited to attend a day long Ideation Session is on Oct 5 th at Resident Library. Objective of this workshop is design to identify all of the potential IT applications for hard wire and wireless applications. JCI will aggregate the data and produce analysis of the organization's thoughts.	Technology integration planning continues with Vantage leading the process. LHH to attend JCI Ideation session and analyze results.
	f. Farm/Greenhouse/Orchard Planner	Funk reported that the leading candidate has been identified and the terms and conditions of the contract are being finalized.	A committee is being established including residents, IDT Reps to work the planner.
	g. Lerch Bates Report on Elevator	Lerch Bates is the Project's elevator consultant. They have done a thorough analysis of all of the existing elevators that will remain in the existing buildings at the end of the project. The cost benefit analysis of retrofitting elevators 1 and 2 is in progress.	LHHRP Team is going through the final process to gather all the costs & benefits and report to this group at a future meeting.

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6.	LHH Workgroup Progress Reports		
	a. Imaging Equipment Selection	<p>A new 8-slice CAT Scan and digital radiography device are being purchased for the new facility. LHHRP is making efforts to design the CAT Scan room to accommodate the HVAC and the power needs of a 64 slice device so we can upgrade it in the future. Design Team has been authorized to proceed with the design details and the permit.</p> <p>LHH will negotiate with GE and write a Purchase Order with a 10% down payment of which funding will be advanced with the Project and to be reimbursed by the Hospital after the first of next FY when the FFE funding is available.</p>	LHHRP team to complete design for GE equipment. LHH to release purchase order.
	b. New Laundry Site Development Report	<p>Real estate continues to work on the lease for #1 Newhall street, and it should be ready for submission to the Board in the near future. In the meantime, LHH had a meeting within the last 3 weeks with Western State Design, Cheryl Austin, Maxwell Chikere, Jim McCullough, Viktor Kirienko/Diana Kenyon and others to look at new layout for new laundry. They will have a Rep at LHH on Friday, 10/6 at 11AM to go through linen workflow so we understand the capacity for storage at LHH and will have a complete systems approach on designing the new laundry.</p>	LHH Ops to collaborate with WSD on design of new Laundry and linen workflow in new facility.
	c. Resident Move Plan Report	<p>Subcommittee to meet at next week to review resident move plan and tie in Item J, space Planning Committee.</p>	Census and Space Committee to report progress at future meetings.

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	<p>d. Bed Selection Committee Report & Recommendation</p>	<p>Platzer reported that the Bed Selection Committee made a recommendation for L-T Care beds from Hill Rom last month. Carlisle is spearheading the selection process for bariatric beds. Committee addressed the importance of selecting the mattresses that meet the therapeutic needs.</p> <p>Funk stated that in the current design of the patient room there is no headwalls protection device to protect the walls LHRP will be working with Carlisle, Platzer and Tam to compare the cut sheets of the equipment of each bed type is compatible with the headwalls protection devices.</p> <p>Funk advised that Tam made a request to develop a data base to show building, floor, bed, features, and type of room, what is in each room. Funk has been working with the design team to show the features, type of room and what's in each room. The matrix will be completed in a few weeks.</p>	<p>Committee to continue work on selecting a headwall system that protects walls from damage by beds.</p> <p>The proposed data base will be presented at a future meeting for input from the TSC.</p>
	<p>e. Medication Administration Pilot Project Planning Report</p>	<p>Woods reported that a final stage of contracting with the software companies is in progress and approval is expected to receive by November'06.</p>	<p>Approval is expected to receive by November, then pilot project to proceed.</p>
	<p>f. New Food Service Program Pilot Project Planning</p>	<p>Funk to work with Tam, and Operations group to begin discussion how to structure and process the design pilot project.</p>	<p>A meeting to be scheduled with Austin, Koneffklatt, Tam and Ops Group.</p>

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	g. Carpet Evaluation Update	<p>Carlisle reported that he expected to receive the results of the satisfaction surveys including the ergonomic assessment in the near future.</p> <p>Funk stated carpet manufacturer has not scheduled the maintenance in-service with General Services.</p>	<p>Report results at future meeting.</p> <p>LHHRP to schedule manufacturer for in-service.</p>
	h. LEEDs Program Development Update	Meeting with the LEEDs Consultant and Operations group to begin writing the operational programs for the design innovation credits.	Meeting to be scheduled with LEEDs and Ops Team
	i. Space Planning Committee Report	Deferred to future meeting.	Deferred to future meeting.
	j. Operation of Vending/Coffee Shop in Esplanade	<p>No discussion has occurred on how LHH wants to operate the vending coffee area. Funk requested to obtain input from TSC of whether LHH prefers to outsource or manage it internally.</p> <p>Committee discussed bringing in a coffee vendor under the guidance of Volunteers and proceeds will benefits the Volunteer Inc.; to have a high end type of espresso coffee. Other suggested half vending machine and half operating through the Vocational Rehabilitation Program.</p>	A meeting to be scheduled with Frazier, Nutrition to review the design of how the space can best be utilized and report back to this Committee.
7.	Regulatory Preparation for New Buildings		
	a. Licensing	Discussion of the need to prepare for a new disaster plan, egress points, safety policies and procedures, staff training can be facilitated by consultants working with Division Administrators and Dept Heads. Smoking regulations will lead by Executive Committee.	TSC to identify resources and time frames to prepare for regulatory compliance.

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	b. Dialysis Services	Dialysis is a new service requiring licensure or outsourcing.	TBD
8.	Research Opportunities /Pebble Project Update		
		<i>Pebble Project update</i> A meeting has been scheduled at 10:45 AM. LHH has received a final report recommending several research topics. Anyone interested advise Funk to obtain a copy. The meeting will discuss the structure and process for managing research topics and how LHH wants to move forward.	Progress report at future meeting.
9.	Other Business	Announcement of Heart Walks start as 11:30 AM this Friday LHHRP and Turner staff are invited to the community event.	All encouraged to participate in Heart Walk.
	a. Next Meeting November 7th	Next TSC Meeting is November 7th.	Agenda/Minutes will be distributed.
9.	Adjournment	Meeting adjourned at 10:00AM.	