

LAGUNA HONDA HOSPITAL REPLACEMENT PROJECT
ASSISTED LIVING PROJECT MEETING

MINUTES

Monday, May 08, 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*
Jane Jobling, *LTC Coordinating Council*
Meg Cooch, *Planning for Elders*
Bill Haskell, *Department of Aging and Adult Services*
Norma Satten, *LTC Coordinance Council PECC Board*
John Thomas, *LHH Replacement Project*
Nancy Brundy, *Just on Aging*
Jaya Chattersee, *SEIU – UHW*
Liz Orlin, *Corporation for Supportive Housing*
Ken Stein, *Mayor's Office of Disability*

EXCUSED:

John Kanaley, *Laguna Honda Hospital*
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*
Joel Lipski, *Mayor's Office of Housing*
Mary Ruth Gross, *SEIU - UHW*
Mauro Hernandez, *University of California*
Mary Ruth Gross, *SEIU*

Chair: Larry Funk

Item No.	Topic	Discussion	Action By	Completion Date
1)	Approval of Minutes 4/10/06	Minutes of 4/10/06 were reviewed and approved with correction on attendance list.	Diane Mai-Tran	4/15/06

Item No.	Topic	Discussion	Action By	Completion Date
2)	Discussion of Options for Planning Consultant	John Thomas provided a brief overview of the Assisted Living Planning project and discussed different options for planning consultants and their time frames.	John Thomas	Done
	➤ Sole Source	Sole Source justification is to be submitted for City Attorney's review.		
	➤ Pre-approved Contractors – DPW	Four firms may to be available to do the design are as follows: ➤ BFHL Architect ➤ Fong & Chen ➤ Tom Fische ➤ Tsang Architect		
	➤ Asian Neighborhood Design	Deferred contacting until all other options are researched.	No action	
	➤ RFP/RFQ	Pros & Cons of RFP/RFQ were discussed. The entire grant need to be finished September 30, 2007 The group also discussed criteria, qualifications and experience required from consultants such as knowledge of regulatory issues, role of AL in a healthcare delivery system, senior and disabled housing programs; best practice for AL units, expertise in architectural and engineering analysis, financial and operating financing for AL, etc.. The firm selected is welcomed to assemble a collaborative team who has expertise in each of these program areas.	John and Larry to confer with City agencies regarding the option of choice.	ASAP

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3	Preliminary Schedule for Project Planning	<p>A preliminary schedule developed by John and Larry showed all 4 delivery systems could complete the work before the grant expires.</p> <p>The workgroup agreed to allow Larry and John Thomas to proceed with the approach approved by the City. The selected consultant will be invited to a future consultant meeting for discussion with the Workgroup</p>	John & Larry	ASAP
4	Definition of LHHRP Assisted Living Program	The group requested to bring DPH Rep on board for this planning process. Marc Trotz has been assigned to clearly define the parameters for the Assisted Living Program for DPH.	Marc Trotz will be invited to join the workgroup, and discuss DPH's plans for the LHH Assisted Living Program	At the June meeting, pending Marc's availability
5	Review/Discussion of Related Materials <ul style="list-style-type: none"> ➤ LTCC Policy Recommendations ➤ Mission Creek Community Services Plan ➤ Day Health – Housing Model Concept Paper 	<p>The group briefly discussed sources of additional relevant information:</p> <ul style="list-style-type: none"> ➤ LTC Council ➤ Other Models of supported housing ➤ Whether the building is adaptable to new funding streams. ➤ Mission Creek program cost? ➤ Differences between assisted living and housing were also discussed. AL is licensed under State while Housing does not have to be licensed 	Anne Romero to obtain the information if it's available.	Ongoing

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5	Review/Discussion of Related Materials	<p>➤ Staffing ratio</p> <p>The Group to forward all names & contact numbers to L. Funk so they can be included and partnered with the selected consultants firm in the areas of their expertise.</p>	<p>N. Satten to obtain the information on the staffing ratio</p> <p>L. Funk to compile all names of interest</p>	Ongoing
6	Other Business	<p><i>Announcement</i> Opening of Mission Creek is on May 21st. N. Satten invited the group to attend. Invitation flyer was passed around the group.</p> <p><i>Next Meeting</i></p> <ol style="list-style-type: none"> 1. Clarify and discuss the Assisted Living Program at the next meeting. 2. L. Funk to write scope of work for the Assisted Living Program <p>The selected firm will attend a future meeting to dialogue with the workgroup.</p>	<p>Larry</p> <p>Selected Firm</p>	<p>ASAP</p> <p>TBD</p>
7	Adjournment	Meeting adjourned at 2:10 PM		