

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

**MEETING MINUTES  
OF  
TUESDAY, MARCH 21, 2006**

**Present:** John Kanaley, Gayling Gee, Mivic Hirose, Bob Thomas, Pat Skala, Debbie Tam, Paul Isakson, Hosea Thomas, Lorraine Killpack, Serge Teplitsky, David Woods, Steve Koneffklatt, Paul Carlisle, Alkaren Pleasant, Russell Nakai, Angela Platzer, Rowena Tran, Diane Mai-Tran, Benji Larance, Ryan Denny, Richard Smith, Diana Kenyon, Yvonne Martinez, Susan Spencer, Charles Stinson, Arla Escontrias,

**Chaired:** Larry Funk

	TOPIC	DISCUSSION	ACTION
1.	Approval of Minutes of December 6, 2005 Meeting (Attachment)	Minutes of December 6, 2005 were reviewed and approved.	Approved Minutes December 6, 2005.
2.	Introduction of John Thomas, Program Manager	<p>(Distribution of handout of the New building and the Remodel Building)</p> <p>Larry introduced John Thomas, Program Manager from Replacement Project. John has many years of experience with DPW as civil engineering and other complex projects and had been very successful.</p> <p>John Thomas expressed that it has been a learning experience in the pass couple months, and through Community Meeting and appreciated the opportunity to see the public at first hand and listen to their concerns. He looks forward to working with LHH staff on the replacement project.</p>	

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	<p><b>Review of Construction and Activity Schedule</b></p> <p>❖ <b>Major Activity this month</b></p> <p>❖ <b>Parking Proposal Update</b></p>	<p>Larry also introduced Bob Diaz, Project Manager from Turner, who will discuss about what’s coming up within weeks, a few months and years and parking update.</p> <p>As a result of the Community Meeting last week, LHHRP and LHH had a meeting last week. There will be some adjustments to the parking. Utilize the parking we have within the fence line. And a few spaces outside the fence line from the Woodside.</p> <p>Bob Diaz presented that the plan is to best utilize the existing parking spaces within the fence line; consolidate all of the parking on East Valley, and tandem parking, van-pooling within couple miles radius. Contractors were notified prior of the limited parking spaces. This plan will be affected by the collective bargaining that the Union has, it means the contractors are on the clock starting at the parking lot; translated, the project will loose some productivities time. In the mean team, it will be the approach for the next 1½ years; until which time as project get more complex, the decisions needs to be made by the City policy makers.</p>	<p><b>Larry</b></p> <p><b>LHH and TCCO to implement initial parking program as agreed.</b></p>																		
	<p><b>CONSTRUCTION ACTIVATION SCHEDULES</b></p> <table><tr><td></td><td><b>Forecast Completion Dates</b></td><td><b>Projected Move in Dates</b></td></tr><tr><td><b>South Residence</b></td><td>August 2008</td><td>December 2008</td></tr><tr><td><b>Link Building</b></td><td>December 2008</td><td>April 2009</td></tr><tr><td><b>East Residence</b></td><td>February 2009</td><td>June 2009</td></tr><tr><td><b>Remodel</b></td><td>TBD (Estimated start Date September 2006)</td><td>TBD</td></tr><tr><td><b>West Residence</b></td><td>TBD</td><td>TBD</td></tr></table>				<b>Forecast Completion Dates</b>	<b>Projected Move in Dates</b>	<b>South Residence</b>	August 2008	December 2008	<b>Link Building</b>	December 2008	April 2009	<b>East Residence</b>	February 2009	June 2009	<b>Remodel</b>	TBD (Estimated start Date September 2006)	TBD	<b>West Residence</b>	TBD	TBD
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3	❖ <b>Review of Construction Activity Schedule</b>	<p>Immediate progress of the jobsite – The steel is up on Link Building. The South Resident has begun and East Valley needs to be completed in order to occupy the building. The parking and the trailers will have to be moved somewhere, which has yet been determined. The following activities are inserting the decks with hand-piped, pouring the decks, and spraying with fire resistant materials. East Resident is currently still in foundation, and steel erected are expected to come up Summer. South resident from the level of abate, will go up to five levels.</p> <p>On behalf of the committee and the hospital, Larry thanked Bob D. and TCCO for doing a great job in providing a very educational construction progress on the project.</p> <p>Larry referred Committee to review the move schedule for new building. This schedule has not changed unless Turner advises us otherwise. However, this moving schedule is expected to be dynamic and is subject to change as the project progresses.</p> <p>He also indicated that LHHRP is now working on forecast completion dates that were provided to Hospital by Michael Lane. They are contracting dates with a fudge factor for weather condition and OSHPD review &amp; approval. Completion of the South Residence; we have programmed four months for orientations, installation, training, IT, testing, and orientations for families &amp; residents. It's scheduled for December' 08.</p>	<p><b>TCCO</b></p> <p><b>TCCO to keep LHHRP apprised of revisions to projected completion dates</b></p>

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	<p>❖ <b>Review of Construction Activity Schedule (continued)</b></p>	<p>Patient Room plan – dates are on periodic tables. Locations are to be discussed more detail at the later time.</p> <p>The Remodel is yet to be determined. Remodel drawing has been submitted and is pending OSHPD’s review and approval. Once OSHPD approved, Turner will work on the final analysis until then, the schedules, the phasing, costs, and moving dates will be more clearly defined at that time.</p> <p>Larry continued that LHH will be moving in the scope of work affected by the remodel.</p> <p>Expect to start as early as September this year which will give us 6 months to develop a plan and identify what departments must move to make way for the contractors; we will talk about assigning a task force to begin planning for this temporary relocation measures that the departments need to move into. The remodels are in the H and C Wings.</p> <p>The rest of the residence buildings are pending City policy makers’ decision.</p> <p>(Please refer to LHHRP Activation Task Schedule for details.) Page 2 has lot of details committee can refer to.</p> <p><b>Item #1</b> Engaging consulting supports through the Project, we’ve talked about hiring a consultant who’s specialized in hospital activation to assist us along the way. Larry is working closely with Pam Low, Replacement Project team to develop schedule scope of work for medical equipment planners and movers. It’s now being refined and is also affected by the phasing of the remodel; and the move that will occur with that.</p>	

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	Engaging Consultant Support	<p>LHH Replacement Team also obtain furnishing experts to review all recommendation we have and begin the sign off process for Committee to review exactly what we have.</p> <p>IT- Convergent Technology Group met and discussed about engaging another consultant to integrate all the wireless applications, to telephone, to Seimans System and all equipment that now have some planning productivity opportunities. But after reconsideration, Convergent Technology Committee thought that utilizing the existing consultant, Phil Crompton, who has knowledge about the project and had worked with other California hospitals; and he is available to work us. Project Team is scheduled to meet this afternoon to determine whether it can adjust the contract through Anshen &amp; Allen to allow this consultant to work with the project team.</p> <p>Reference to question from last meeting regarding to the budget for activation. The Project has a line item of a \$1M for activation in order to expand and include these three consultants. Project Team had discussed to utilize \$170K to support &amp; manage technology addition to scope of work leaving the balance of \$830K for other activation expense. LHHRP to go through the process to obtain cost estimate to balance the activation budget; to the extend that if there be insufficient funds the Project will coordinate with the Hospital for planning the Operations budget for FY of 07-08.</p> <p><u>Departmental Plans</u> Every Operating Dept to develop an operating plans. Target date is May- 06 and complete by May-07.</p>	LHH Staff to engage consultants

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4.	<b>DESIGN REVIEW ITEMS</b> <b>A. Refined Key Plans for New Construction</b>  <b>B. Review of Remodel Scope of Work</b> <ul style="list-style-type: none"> <li><b>Discussion of Process to Plan Temporary Moves</b></li> </ul>	<p><u><i>Prepare FY 08-09 Ops Budget</i></u>  Include one time transition costs budget proposal – there is a 250K one time cost to bring a consultant and standardize the format for developing Operational Plans for new facility.</p> <p>Need to identify and document any one-time cost for this 06-07 for budgeting purposes.</p> <p><u><i>South &amp; Link Building Activation</i></u>  Activation schedule for the South Residence can be deferred to coincide with the activation of the link Building if LHH determines temporary access routes are undesirable. As TCCO's progress and the actual completion schedule become clearer, LHH can exercise its option. Under this scenario, the Grand Opening for South and Link are combined into one event.</p> <p>Budget and P&amp;P are deferred</p> <p>Larry presented a revised key plans to Committee by section in details.  Foot prints of H, A&amp; B buildings. The ground floor shows the footprint of A &amp; B wings.</p> <p>There is no work to be done at A&amp;B wings. They are to remain as is within scope of work. Each room is label with the occupants. TSC to appoint a person to compile and turn in within 2 weeks as there may be some errors or omission of room assignment. A final revision to be followed.</p>	<p>Copies of Key Plans distributed to Committee members and posted on website.</p> <p>LHH Space Committee to provide corrections/comments on A, B, C, H space plans. Then LHHRP will produce a final edition.</p>

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		<p>We need to know who's in what space and be able to use those spaces. This document will become an important strategic planning tool. It's important to get it accurate and be informed of the work going on in the building.</p> <p>For general information, Larry had the benefits of working with John K, Gayling G. Ops Divisions, Mivic H., Dr. Isakson, and medical staff to review scope of work but for the others it important to know that when the remodel work starts, Turner will need the entire area to be clear and out of service for an extended period of time.</p> <p>The wall of the chapel has to be structurally reinforced. Gerald Simon (GS) will need similar work done. Chapel and GS will be out of service for up to two years. Two large and much needed Men &amp; Women toilets will be built to accommodate the large group of people to congregate GS &amp; chapel. Translated, the hospital will not have Chapel or GS available for the large community activities. As Bob D. and his team received the permit drawings, and get back to TSC precisely as to how long this work will take. We will attempt to have all conversed so this work is done at the same time the link and knuckle buildings are done, as it will be the main transition corridor into the New Buildings.</p> <p>Question was raised on whether there will be a climate control or keeping the windows closed in GS, so it will be warmer than currently is. There is a huge heater under neath GS but is not being used as it causes power to trip every time it turns on. Question was raised whether there is a design or electrical upgrade funds under facility's budget or Project's.</p>	<p><b>TCCO to provide refined phasing and scheduling information ASAP.</b></p> <p><b>Viktor, LHHRP design team to follow up and respond regarding upgrade electrical service for H Bldg &amp; Simons heater</b></p>

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	<p><b>WORK GROUP REPORTS</b></p> <p><b>A. Discussion Bed Move Plan (handout)</b></p> <p><b>B. I.T. Progress Report</b></p> <p><b>C. Radiology Equipment Selection Committee</b></p>	<p>Contingency plan will be in place for the change in census (1200 to 780) population upon the City policy makers. Mivic H. and Dr. Isakson to lead this contingency planning work group.</p> <p>The existing Moran Hall is completely rebuilt for ADHC. Existing cafeteria will be converted to Nursing Operations offices.</p> <p>Questions whether provisions for storage for equipments during the move. Provisions have not yet been planned and need to be done soon.</p> <p>Please refer to handouts for move schedule.</p> <p>Larry stated that Convergent Tech group has a complete oversight responsibility. We're now integrate Nurse Call, Media Distribution, Overhead Page, and Audio Visual Systems We have specifications through design, build, activation and training. LHHRP Team is planning to expand the scope of services through all the other IT. A meeting has been scheduled to meet with Vantage Technology and Convergence Technology Committee; assessment of wireless utilities in proposed contract.</p> <p>Radiology equipment selection - A Series of meetings were held among Radiology Committee to look at X-Ray equipment, including CAT-Scan mobile unit at the loading dock. Fluoroscopy, Ultra Sound are also being considered.</p>	<p><b>Bed Move Plans were distributed at the meeting.</b></p> <p><b>Committee to specify equipment</b></p>



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6.	<b>D. Communication Plan Committee Update</b>	The Communication Plan is under review by the Executive Committee.	<b>Executive Committee to take action on Communication Plan</b>
	<b>E. Carpet Evaluation Committee Update</b>	Paul Carlisle reported that staff have issues existing sample with clean-ability and rolling wheelchair on it. Consequently they have asked the manufacture for another sample for demonstration.	<b>New Carpet test to be performed</b>
	<b>F. Bed Selection Committee</b>	<p>Angela P. reported that Hill-Rom beds, Long Term Care, Acute Care Beds and Stryker. Hill-Room beds have been in the house for two months now and beginning to collect evaluations from patients. Long-Term care beds came in this week and currently in biomedical test process and is expected to be out to the units next week.</p> <p>Debbie Tam updated Committee of the Lift System demonstration last week by the two company – Arjo and Angel. There were 107 participants. Overall staff thought Angel design has best product in terms feasibility, sling, and comfort.</p>	<p><b>Committee to specify equipment.</b></p> <p><b>Angel Lift selected</b></p>
	<b>Review of FFE Budget Requests for FY 06-07</b>	John Kanaley briefed committee of the next FY 06-07 Budget. 25M allocation for FF&E – Controller Office has scheduled the first installment of 10M this year out of the supplemental. The City is projecting a surplus this FY about \$137 Mil Supervisor Daly called a public hearing and received about \$155M worth of request. The Mayor had allocated \$55M for the surplus to go toward the Department of Public Health, \$25M is the down payment to begin the	

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	<p><b>OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li><b>Assisted Living Planning Update</b></li> <li><b>Pebble Research Project Update:</b></li> </ul>	<p>process of rebuilding SFGH. \$14M is for operations cost of LHH and SFGH as far as an ongoing operations cost. LHH is currently projecting to be running about \$3M over budget, payroll mainly. There are other requests from other City Department as such Fire Dept. Rec &amp; Park, etc.. Controller had planned to furnish 9 1/2M to LHH out of the \$25M. It's currently on supplemental and has been scheduled to go before the full board at the public hearing this Wednesday.</p> <p>Larry briefed that K, L &amp; M are destined to become 140 units Assisted Living. LHH has a 700K grant from HUD to do an initial planning and basic architectural planning . He will have a meeting today at the Mayor's office with Mark Trotz, Housing Administrator for DPH. More to be report at the future meetings. He will convene a committee that is comprised of L-T care coordinator, project staff, and been meeting monthly to use as an advisory work with the process lot of lots of interest from community group. Will have more to report on at the future meetings.</p> <p>Larry briefed committee LHH received a small planning grant from California Health Care Foundation to do a literature review of Evidence Base Design in long term Care to assemble a group of academic &amp; research experts to review LHH design in terms of which design elements best lend themselves to scientifically robust research; to demonstrate and patient outcomes and productivity improvement.</p> <p>A group from LHH and a group from Anshen +Allen will travel to Mid-west next month to convene with the academic research experts to come up with a list of research topics and in hope of obtaining another grant.</p>	

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	<b>IDT Planning Groups for Greenhouse/Farm/Orchards</b>	LHH received a small grant from Health Department to develop a sustainable program for greenhouse, farm and orchard. This grant will allow LHH to hire someone to work with Activity Therapy, Nursing and anyone who is interested. This individual is expected to have expertise on animal farming, agriculture, and science and be willing to work with LH so he/she can write this plan and create a budget for LHH. Larry will work with John K. and Executive Committee to appoint a workgroup to develop this program.	
	<ul style="list-style-type: none"> <li><b>Updates on Pilot Program</b></li> <li><b>David Woods</b></li> <li><b>Medication Dispensing Pilot</b></li> </ul>	<p>David Woods reported two areas are</p> <ol style="list-style-type: none"> <li>1) Packaging Machine - specification is ready for pilot program.</li> <li>2) Materials Management is working with City Contracting to get the bid out and purchase. The Omnicell – The unit for Omnicell has been selected and is on Novation contract. Quote is expected to be finalized and received by the end of this month. And it's on Novation contracts.</li> </ol> <p>Pilot program are in Units: M4, O4, F6, O7 and supplemental gurney, which is now in Dental Clinic. Alternative places other than Dental Clinic also have been discussed.</p>	<b>David and Viktor to review pilot locations for space, power, cabling requirements.</b>
	<ul style="list-style-type: none"> <li><b>F3 Toilet Prototype</b></li> </ul>	Work to commence upon completion.	

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	<ul style="list-style-type: none"> <li>• <b>Test Galley</b></li> </ul>	Steve K. also addressed food tray line issues during the transition period. There will be one tray line when we move to New Building. One tray line can handle 500-600 residents at a time. We can not move in the New Building until we have full occupancy/availability for East, South and Link Buildings. More review of the phasing to follow.	<b>Operations Division to discuss feasibility of a pilot galley program.</b>
	<b>Resident Laundry</b>	<p>Deferred, no new update.</p> <p>Feasibility on pilot of resident laundry.</p>	Pilot residential laundry program
	<b>Other</b>	<ul style="list-style-type: none"> <li>• Gerald Simon, Chapel, Moran Hall staging areas were discussed.</li> <li>• Bill Frazier mentioned that there is no central Office for Activities Therapy.</li> </ul> <p>The spaces shown on handout are existing spaces and it's not the future. Final configuration is expected to change and proceed to next level of details.</p>	<b>All</b>
<b>8</b>	<b>NEXT MEETING</b>	<p><u>Next Meeting Agenda Items</u></p> <p>Reference to questions asked during the Community Meeting.</p> <ol style="list-style-type: none"> <li>1) John K. expressed the need to have more than just answers but be able to communicate to Community.</li> <li>2) Cheryl A. stated that need to review and identify multi-functions position such as service workers, utilities &amp; laundry worker, C N A function for the new LHH employees.</li> </ol> <p>Next meeting schedule is to be determined.</p>	<b>All</b>

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9	ADJOURNMENT	Meeting Adjourned at 10:30	