

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

**MEETING MINUTES
OF
TUESDAY, MAY 9, 2006
Conference Room B102**

Present: John Kanaley, Gayling Gee, Mivic Hirose, Bob Thomas, Pat Skala, Paul Isakson, Hosea Thomas, Serge Teplitsky, David Woods, Steve Koneffklatt, Paul Carlisle, Lisa Pascual, Angela Platzer, Rowena Tran, Diane Mai-Tran, Benji Larance, Charles Rivera, Yvonne Martinez, Pam Low, Susan Spencer, Bob Diaz, Adib Sassine –Turner, Arla Escontrias, Linell Williams, Maxwell Chikere, Nannette Lipton, Dean Takasato/Chong & Partners Architect.

Chaired: Larry Funk

	TOPIC	DISCUSSION	ACTION
1.	Approval of Minutes of March 21, 2006	Minutes of March 21, 2005 were reviewed and approved. Review in details the Phasing the scope of work, remodel H & C Wings	Approved Minutes March 21, 2005.
	<p>Item taken out of order:</p> <p><u>Item 4a:</u> Integrated Technology Specialist</p>	<p><i>(IT report was taken out of order to accommodate Pat Skala's schedule.</i></p> <p>Sole Source justification has been written asking for Vantage Technology, Phil Crompton & Associate be approved as LHH Integrated Technology Specialist to perform a full scope of services.</p> <p>Request for Sole Source is currently under review by City Attorney. John Thomas, Project Administrator is meeting with City Attorney today to review and hope to receive feedback at that time.</p>	<p>Larry</p> <p>Sole Source justification has been submitted to City Attorney for review and approval.</p> <p>John Thomas to report status at the next meeting.</p>

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2.	Project Progress Report & Look Ahead	<p>Bob provided update of the project for the last several weeks and in a couple months. He also introduced concept of remodel to committee.</p> <p>South Bldg – Structure steel erection from Knuckle. Relocate the crane form knuckle to Gate 4 courtyard. Breakdown of erection crane.</p> <p>East Building – They are working on footings, Grade Beam & Walls</p> <p>Link Bldg – Construction of temporary emergency existing from the H Bldg, second floor cafeteria and ground floor archway corridor. Retaining walls and drilled pier foundation system at loading dock.</p> <p>Knuckle is connected to the Remodel - Remodel – two level of the knuckle match remodel.</p>	No Action
3.	Remodel Phasing		
	1.1 – upgrade to existing standard	<p><i>Key plan of Remodel was distributed at the meeting.</i></p> <p>Dean Takasato oriented Committee of the key plan; and presented Phase 1.1, 1.2, 1.3 of the remodel key plan for the H, A, B and C Wings</p> <p>Dean T. also stated the reason for multiple sub-phases is to maintain the continuity of the services for 3rd floor cafeteria and some other areas.</p>	ALL

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	❖ Comments from LHH	<p>Advantage and disadvantages of the two options were discussed.</p> <p>After considering the pros and cons of the two phases, Committee agreed to move forward with the least impact to the hospital operations and food services though AHDC has to do a double move.</p> <ul style="list-style-type: none"> ➤ Temporary dusting is provided on all floors when building scalpels. ➤ John K. suggested to have Gerald Simon floor re-finished. ➤ A temporary barricade will be installed along the corridor. ➤ '2 hour enclosure' refers to grading fire to the wall. 	Committee approved proceeding with "Phase 1.3 Alternate" approach.
	❖ Interim Moves Required: Action/Planning	<p>Space Planning Committee and LHHRP to develop the interim moves location for build storages on 3rd floor, Spiritual Care services, Food Services and other impacted divisions managers.</p> <p>Defer installing sound system in Gerald Simon. More planning is required to furnish interior finishes.</p>	Space Planning Committee to develop interim moves
4	Report on Planned Use of Consultants		
	<p>a. Integrated Technology Specialist</p> <p>b. Medical Equipment Planner</p> <p>c. Furnishing Planner</p>	<p>(Refer to page 1)</p> <p>Larry and Pam had a preliminary discussion with the specialist about medical equipment, procurements, planning and installation will work with the individual to work with the move schedule and the cost.</p> <p>Engaging consultants to work on 12,000 pieces of equipments was discussed.</p>	LF & Pam Low to work with the specialist obtain the schedule and put

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	<p>d. Departmental Operational Planning (Audit)</p> <p>➤ Transition Planning</p>	<p>Engaging consultants to help develop a format to update the departmental plan and budgets, benchmarking, staffing and write up summary report, and take leadership to go through operational audit of existing and new buildings.</p> <p>John T. recapped Prop C. & briefed Committee on how to go about financing and subsidizing the work of the consultant to develop this Operational Planning audit base on the model of best practices in the industry. John proposed the idea at the Integrated Steering Committee meeting last week, and the Committee has approved the idea to move forward to Controller's office to incorporate it in their auditing process for this coming Fiscal Year.</p>	<p>Departmental Ops planning audit to be included in Controller's Office in their auditing process for the next FY.</p>
	<p>e. Assisted Living Planning (HUD Grant)</p>	<p>Larry updated Committee for on Assisted Living (AL) Planning Workgroup. The group has good structure process and schedules are in place. Options of engaging AL expert team including architectural engineering analysis, feasibility of retrofitting the existing Wings L, K, M & O, versus demolishing those & build it new to yield better design and more effective were discussed at the AL workgroup.</p>	<p>Sole Sources justification to be developed for City Attorney review.</p>
	<p>f. Assisted Living Planning (HUD Grant) (continued)</p>	<p>John briefed Committee of the status of the decision process and different options for planning consultant as follows:</p> <ul style="list-style-type: none"> ➤ Sole Source ➤ Pre-approved Contractors – DPW ➤ RFP/RFQ <p>Sole Source justification has been submitted to City Attorney for review.</p> <p>Scope of work is being developed using HUD grant to subsidize the project in six months.</p>	<p>Larry to provide John K. with the names of the prospective consultants</p>

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		Marc Trotz from DPH has been assigned by Integrated Steering Committee to attend the Assisted Living Workgroup to discuss and develop the admission criteria, the population, clinical needs and all other issues.	
	f. FQHC Clinic Eligibility Plans (HMA)	John T., Valerie I. to work with Greg Sass from Finance Office to review the requirements.	Pending Greg Sass. review of requirements.
5	LHH Workgroup Report		
	a. Communication Plan Implementation	<p>Long term and short term communication plan were discussed. Committee stressed the important of communication as the Project progresses. While long term is under develop, short term communication plan need to be implemented.</p> <p>Committee suggested the following ideas to Arla and Communication Plan Committee</p> <ul style="list-style-type: none"> ➤ Using the weekly Ops and Construction, 3 Week Look-Ahead schedules and information. ➤ Internal newsletter once a month ➤ A version of newsletter tailors to residents ➤ Open up discussion at Management Forum to find out if sufficient & adequate information is received. ➤ Instantaneous messages in the Health Stream ➤ Suggestions boxes be places where people congregate in hospital ➤ Posting flyers at main entrances, shuttle stop ➤ Using Key bullet points on Intranet ➤ A positive theme to look forward to the new hospital. ➤ Brand marketing, engage consultants to turnaround the image of LHH ➤ Develop communication format ➤ Regular announcement and active 	Arla and Communication Plan Committee to develop locations and format and move forward with implementation ASAP.

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	b. Radiology Equipment Selection	A field trip is being scheduled to see GE imaging equipment at CPMC which LHH will be using the same radiology equipments. Interested individuals who wish to join the tour can RSVP to Diane Mai-Tran to coordinate transportation to CPMC tour	Diane Mai-Tran to coordinate transportation for the field trip to CPMC.
	c. Laundry Site Report	<p>The Department has completed negotiations with the owner of the property at # 1 Newhall Street for a long-term lease with an option to buy the property. The Real Estate Department reports that it should take 2-3 months to complete the lease review by the City Attorney and approval by the Board of Supervisor</p> <p>The LHHRP has a contract with Western States Design to design and build the new LHH Laundry. We expect the design and construction will take less than 12 months from the date the property is available. A detailed construction schedule will be produced in the near future.</p>	Pending review by City Attorney and approval by Board of Supervisor
	d. Pebble Project Update	<p>Reflection of Pebble Project Conference was discussed. List of research topic was developed. Branding, positioning in the marketing stand point, cultural changes, and work processing etc. Pebble Project members praised Benji and his team for their great presentations on the history of rebuild project.</p> <p>John Kanaley praised Larry for his leadership to involve LHH staff and to seize sufficient funding for their memberships.</p>	Larry to forward the report of the Pebble project meeting to TSC who interest
8	NEXT MEETING	TBD	
9	ADJOURNMENT	Meeting Adjourned at 10:30	