

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

**MEETING MINUTES
OF
TUESDAY, JUNE 20, 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, Debbie Tam, Diane Mai-Tran, Benji Larance, John Thomas, Pam Low, Susan Spencer, Arla Escontrias, Maxwell Chikere, Dean Takasato, Adib Sassine –Turner, Derek Van Dorsten, Phil Crompton, Chuck Sutter – OSHPD Inspector.

Excused: Cheryl Austin, Bill Frazier, Angela Platzer, Rowena Tran.

Chaired: Larry Funk

	TOPIC	DISCUSSION	ACTION
1.	Approval of Minutes of May 9, 2006	Minutes of May 9th were reviewed and approved as distributed. Round table introductions.	Approved Minutes May 9, 2006.
2.	Project Progress Report		
		A number of Turner staff is in Special IT Seminar this morning regarding thus are unable to attend this meeting. Larry provided a brief update of the project construction Brief update, project is moving along quite well. East Building – Steel erection is scheduled for July’06. Foundation footings are in for the Knuckle and the East Buildings. Pouring of slab on ground floor is in progress for the East Building today.	LHHRP FYI

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	Project Progress Report (continued)	<p>Enclosing the Link and South for water proof of buildings will commence in Fall to enable contractors to proceed without interruptions during the rainy seasons.</p> <p>The Allee continues to be constructed and it should starts pouring concrete soon and final landscaping will take 6-8 weeks.</p> <p>There are minor variations on the completion schedule primary due to winter weather conditions, design issues OSHPD, and field inspections that causing delay.</p> <p>Completion of Link and South Building is anticipated in Summer of 2008, giving this group four months to move into the Link and South buildings.</p> <p>First phase of moving is in June/July of 2008.</p>	TSC continue to be informed of the project progress.
3.	Convergent Technology Committee Work Plan		
		<p>Larry introduced Phil Crompton from Vantage Technology, his experiences, and his expertise in IT. They are currently under contract with Mill Peninsular hospital is building a new facility, CPMC and have done variety of worked with a number of Hospital in Southern California.</p> <p>Larry is pleased to have support from the entire team and recognized John Thomas, Don Condon for their supports to be able to modify the contract to have Phil Crompton from Vantage Technology to provide a full scope of service for the entire during of the planning project, construction administration and commissioning the buildings.</p>	

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	Convergent Tech Work Plan (continued)	<p>Phil to discuss the planning process for IT and how it is interwoven throughout every fabric of the project; his role as Chief IT consultant, his function and workload of Convergent Technology Committee. What's required of LHH, the contractors, and how to approach this type of project and achieve its mission.</p> <p>The Convergent Tech Committee was established in 2001.</p> <p>Pat identified the Departments/Rep who are in the Convergent Tech Committee: Nursing, Medical, I.T., House Keeping, DTIS, Operations, DPH, IP, Dave Counter, Facilities at SFGH, Johnson Controls.</p> <p>Agenda for the July 31st, Convergent Technology meeting was distributed at the meeting. Phil C. briefed Committee on the agenda. He stressed the important the 'last responsible moment' is where we act now not 'last possible moment' as last possible moment can become the last impossible moment.</p> <p>Derek Van Dorsten from Johnson Controls was introduced and will be involved with ideations event. Key components of ideation events technique allow access and prioritize technology needs, improve workload were mentioned.</p>	<p>FYI</p> <p>Pat/Phil Crompton</p>
4.	Remodel Phasing/Schedule Presentation		
		Dean T. presented all the phasing of the Remodel building for floor. Phasing is the same as last month with minor tweaking and schedule changes. (see attached drawings for details)	TSC consensus to move forward with the presented phasing plan for the Remodel Work

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	<p>➤ Interim Moves Required: Action/Planning</p>	<p>The Committee discussed the Operational benefits of deferring a majority of the work on #3 until after the Nutrition Services Dept. moved into the Link Building. This required that ADHC move to a temporary location when it vacates Clarendon Hall.</p> <p>During the testing phases, Adib will do a walk around in the A, B, C, and H Wing to open up some walls, and patch it back.</p> <p>Simon & Chapel will be out of service for about one year beginning in Spring 2007. Moran Hall will be available during this period.</p> <p>Existing elevators are under research and will report to TSC in the future meetings. The old elevator will be out of commission to build a wall around it.</p>	<p>Dean/Adid to refine design and phasing plan schedule.</p>
5.	Brief Update on Project Consultants		
	a. Medical Equipment/Furnishing Planner RFP	<p>LHHRP has been working with Scott Rhodes, the consultant in this area to develop and RFP for our FF&E consultant.</p>	<p>LHHRP to complete RFP for FFE Consultant</p>
	b. Operation Audit Plan	<p>Larry referred to Comparative Ops Performance Audit, see attached handout for details.</p>	<p>TSC to provide Larry feedback regarding scope of consulting services</p>

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	c. Assisted Living Plan	Anshen + Allen have been selected to work on the design piece for Assisted Living units at LHH. They are in the process of developing their team and will solicit input from the AL Workgroup meeting on Sept 12 th . Apartment layouts, questions come up on how does AL fit in the daily plan of LHH, and the design piece were discussed.	FYI TSC was invited to Mission Creek and Plaza assisted living facilities. Interested individual to advise Diane MT via email.
6	LHH Workgroup Updates		
	a. Imaging Equipment Selection	Radiology workgroup took a couple of field trips to see GE and Seimens equipment at Sequoia, CPMC hospitals. The existing space for equipment is satisfactory. No plan for expansion on digital equipment. CT Scan is being considered. Next Steps - SFGH & UCSF Chief Radiologists offered to review and provide LHH second opinion on the imaging equipment.	Larry will work with Russell on Novation contract when the equipment is selected.
	b. New Laundry Site Report	Existing tenant will not be able to vacate until Jan'08. A tour with labor to visit the laundry site has been scheduled. Construction time frame is to be determined. Operation expense will be budgeted for 06-07.	Real Estate Dept. to lease property LHHRP to contract with Western States for design/ build
	c. Pebbles Project Report	A half day retreat is to be scheduled. Anshen+Allen to do a presentation. The group will identify 5-7 significant topics for researching and developing a solid platform to move ahead.	Interested individuals to contact Diane to add their name on the emailing list.
	d. Licensing & Certification Needs ➤ Clinic License ➤ Dialysis License	This item is placed early on the radar for discussion.	LHH to develop plan for licensing new facility services.

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7	Report on Planned Use of Consultants		
		<p>TSC is looking at operations workgroup to work on culture of organization. Culture changes of the organization were discussed.</p> <p>Gayling Gee to lead the DET proposal, and the training components that involve moving into the new buildings. Center for Health Adult, Horizontal and Vertical cultural change were also discussed. More information to be provided on Center for Health Professional Education.</p>	Gayling to define this work group.
	a. Next Meeting	Next TSC Meeting is in August 15 th .	Agenda/Minutes will be distributed
8	Adjournment	Meeting adjourned at 10:30AM	