

**Laguna Honda Executive Committee Minutes
Quality Council
12/5/2017**

Attendees: Regina Gomez, Elizabeth Schindler, Geraldine Mariano, Clnce Lee, Michelle Fouts, Kate Durand, Wilmie Hathaway, Donna Valencia, Peter Rosel, Loretta Cecconi, Arnulfo Medina, Vicky Lau, Quoc Nguyen, Olivia Thanh

Co-chair: Dr. McShane and Mivic Hirose

Guests: Susan Duong, Maria-Elena Healy, Mark Cantor, Diana Kenyon, Maria Lye, Shaheenera Shaikh

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION</u>
CALL TO ORDER		Meeting called to order by Dr. McShane at 9:30am
November 5, 2017 Minutes Approval	Meeting minutes reviewed for approval.	November 5, 2017 minutes approved.
A3 Inventory List Review	Mivic reviewed the list with participants. A3 list was updated to reflect current A3s that are active.	List will be updated and used to schedule for Catchball or Coaching Kata at upcoming Exec or Quality Council meeting in 2018..
Coaching Kata: Lean Transformation A3	Mivic provided an update on the Lean Transformation A3. The Communication and Milestones updates were reviewed (refer to handouts).	Next steps: 1) Lean Certification participants will complete sessions in January, ready for Module Marathon thereafter 2) Begin Daily Management System in 2018
Coaching Kata: Admin Building Steam Pipes A3	Diana and Mark provided an update on the Admin Building Steam Pipes A3. Barriers regarding DPW request for scope of work completion were removed; making progress now with DPH going to complete the project of insulating pipes (return lines). Vicky recommended for LHH to purchase the materials needed to insulate pipes. Diana will	Next steps: 1) Continue to follow up with DPW; materials procurement is next 2) Kate will follow up with counterpart in DPW
EHR Cohort #2 Presentation of A3s	Michelle introduced the Cohort #2 who have spent a month learning Lean principles and tools in developing them to participate in the EHR planning as subject matter experts. As part of their training, three groups were formed and each worked on a team project resulting in developing an A3. The presentations were as follows as well as catchball: 1) Assessment of Changes in Resident Condition by Susan Duong and Geraldine Mariano 2) Medication Administration by Maria-Elena Healey and Yolanda Huertas 3) Forms Management by Maria Lye and Shaheenera Shaikh	Quality Council thanked Michelle, Quoc and the Strategic and Performance Management Team for creating the training program as well as congratulated Cohort #2 participants. Their contribution to the EHR gap assessment, evaluation, build and implementation will be very helpful to the project. Next Steps: 1) Cohort #2 participants will: a) revise A3s based on feedback and recommendations given from today's meeting b) continue to complete their A3s 2) Cohort #3 will be scheduled to come to next month's Quality Council meeting
Next Meeting	January 2, 2018, 9:30am	Meeting adjourned at 10:55am.