

**Lewis County Health Systems  
Planning and Facilities Committee**

**Date:** September 14,2020

**Call to Order:** 4:00 pm

**Adjourn:** 5:05 pm

**Present:** Jerry Cayer, Peter Farney, Jeff Hellinger, Denise Hirsch (recorder), John Lehman, Donald Musnicki, Frank Pace, Karen Rennie, Susan Ross

**Absent:** Phil McDowell

**Mission and Vision statement:** Mr. Musnicki opened the meeting with reading of the facilities Vision and Mission statements.

**Old business:** There was no old business.

**New business:**

**Clerk of the Works Med/Surg renovation/OR addition project:**

Mr. Pace stated that Request for Qualifications (RFQ) were sent out to fifteen companies, and we received four responses. Mr. Pace provided copies of the RFQ's to the committee for review. Those companies that submitted RFQ's were BCA, C&S Engineers, Turner Construction, and CPL.

S. Ross asked if there was a conflict of interest with BCA being both the Architect/Engineering company as well as the Clerk of the Works.

After brief discussion it was decided to remove BCA from possible candidate.

Committee agreed to have the drawing sent out to the three interested candidates and set up meetings in November, for the candidates to do a presentation and so committee can interview each of them individually.

S. Ross asked if the full Board should be included.

D. Musnicki stated it is this committee's responsibility to come up with a recommendation and then present it to the full board. However, these meetings are open meetings if they wish to attend to listen to the presentations.

D. Musnicki shared his concern of the need to have a better idea of the scope of their domain and what the responsibility is of the Clerk of The Works.

A meeting will be scheduled for September 21, 2020 at 4:00 pm to discuss further with Rick Tague, BCA.

S. Ross inquired how we safeguard ourselves at the end of the project, ensuring everything was completed correctly.

F. Pace stated that at the end of the project there is a punch list that is reviewed. Also, the Project Managers for each of the trades, Architect/Engineers, Clerk of the Works will walk through the completed project verifying completion. J. Hellinger added also the

contractors will have contracted agreements. J. Cayer added that also be inhouse involvement. The NYSDOH will do a final inspection and issue a Certificate of Occupancy,

D. Musnicki asked what if the CON is not approved and we have already contracted with the Clerk of the works.

F. Pace stated when we prepare the Request for Proposal, we can break it up into two parts, one being, working with BCA on bidding package and the second part would be Clerk of the Works.

D. Musnicki as if a "big chunk" of the work would be done locally. F. Pace stated it needs to be prevailing wages.

The next step in the process for the Clerk of the Works:

- Meeting with BCA, Rick Tague, 9/21/20 at 4:00 pm
- BCA to send out packets to the three companies by 10/7/20
- 11/18 or 11/19 Presentations from the three possible candidates, each will be given 45 minutes. The meeting will begin at 2:00 pm, with presentations at 2, 3 and 4pm.

#### **Copenhagen Health Center Project:**

F. Pace reported a meeting was held September 10, 2020 with Capital Construction who was awarded the bid for this project. F. Pace provided all in attendance a copy of the tentative construction schedule.

#### **Camera Security System:**

F. Pace reported that the contract has been signed with Verkada and NCC for the security camera system. This project is scheduled to begin October 2, 2020 and be completed by the end of November. F. Pace provided all in attendance with a copy of the project schedule.

J. Lehman asked if there would be any issues with the camera's installation and the new project.

F. Pace responded that the cameras would be beneficial to have with all the extra activity, supplies and equipment on site.

#### **Maintenance Work order and Preventative Maintenance Program:**

F. Pace reported the new software for the Maintenance Work Order and Preventative Maintenance software program has been purchased and the implementation process has started. This new system will assist in preventing documentation error, Joint Commission regulations, Environment of Care requirements, preventative maintenance, and day to day facility operation level of efficiency.

**Questions:**

There were no further questions.

Motion was made by K. Rennie and seconded by S. Ross to adjourn the meeting at 5:05pm.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Frank Pace', written in a cursive style.

Frank Pace  
Director of Facilities