

12/14/17

TO: Support/Administrative Teams

FROM: Joyce F. Jackson  
President and CEO

RE: New Burien Facility Project

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Planning is underway to design a Burien clinic and move the current 20 station West Seattle Kidney Center (opened in 1998) to a new state of the art dialysis center in 2019. This move will allow us to provide much enhanced patient care for dialysis patients in the west King County region. The new clinic will include more support space, an Aquaboss water treatment system, generator, home dialysis training space and CKD education room. I'm very excited by this important enhancement to patient care in an area of dialysis patient growth. The address for the new Northwest Kidney Centers- Burien facility is: 12833 20<sup>th</sup> Ave. South SeaTac, WA 98168 (while the address is SeaTac, it is on the border with Burien, so we are calling it our Burien center.)

Because of the land we have purchased at this new site (which currently has no building on it), we have the opportunity to design and build additional space to meet the needs of our organization. Specifically, we will create a new Pavilion at Burien on the second floor above the new dialysis center, and will move many support and administrative teams to this location. Also we are in the planning process to relocate the existing Distribution Center to a separate building on this site, which will be called the "Logistics Center" in the future.

The following information is designed to keep you informed about planning and the process we will use as we continue with the Burien facility project.

### **Process to date**

The executive team has had several meetings with our architect (Mahlum Architects) and our construction project team (Spectrum Development) to outline the facility requirements and space possibilities in our new location. This design work is slated to continue through early 2018. In addition, our NKC Facility Design Planning and Oversight Committee are working to validate that we are applying best practices in each phase.

### **Logistics Center**

To meet the growing needs of NKC and accommodate our workflow needs, a new Logistics Center will be built at the Burien site and will replace the current Distribution and Service Center. As a result, all staff- Technical Services and Materials Management- currently based at the Distribution Center will move to the new Logistics Center in Burien when it is operational. This move is tentatively slated for mid- 2019 timeframe.

## **Support and Administrative functions**

The Burien site allows us the opportunity to develop a second floor Pavilion to consolidate our support and administrative functions. In reaching the decision to move functions into one location, the following principles were considered:

- Opportunity to move out of leased space into owned property. This arrangement is a positive financial outcome for NKC;
- Opportunity to use existing owned clinic space to be repurposed for future patient growth. We have a great need to expand patient care services throughout the region;
- Opportunity to have greater collaboration across teams by being in the same location.

We anticipate a move date of support and administrative functions in the summer or fall 2019. Details will be refined in 2018, and the executive team will be communicating to teams directly impacted.

### Teams scheduled to move to Burien in mid to late 2019

These are a general listing of the teams that will be moved to Burien in mid to late 2019. Vice Presidents can give specific detail about their team(s) and individuals.

From SeaTac:

- Patient Billing, Accounting and Patient Finance
- Hospital Services Administration
- Medical Records
- Safety
- Employee Health/Infection Prevention

From Blagg:

- Development and Public Relations
- VPs and administrative support
- Community Programs and Health Outreach
- Project Management Office
- Information Technology (small touchdown space will remain)

From Haviland:

- Human Resources
- Compliance
- VPs based at Haviland
- Information Technology (small touchdown space will remain)
- Plant Operations (small touchdown space and shop will remain)

From Lake Washington:

- Clinical Informatics Service

From Scribner and Kirkland:

- Nursing Administration

From Seattle

- Security Management

**Guiding Principles:**

Please see the attached document for the guiding principles we are using to make decisions related to this Burien facility project.

**Kaizen Principles:**

Once we are further along in this project, representatives from Northwest Kidney Centers- West Seattle and logistics, support and administrative departments that will be impacted by the move will be invited into the design work to provide input to assist in creating a pleasing and effective physical space for patients and staff. In addition, we want to also create work areas that are highly efficient and support our Kaizen principles in how we do our work.

**Flexible Work Arrangements:**

We will be evaluating how best to support our patients and fellow staff while providing some flexible work arrangements, including location, when appropriate.

**Next Steps:**

We are committed to keeping you informed of our progress and changes as the project unfold. We will ensure that employees receive periodic updates as new information comes available.

**Questions?**

Please contact your Vice President with any questions. We may not have all answers today however we welcome your queries.