

SPECTRUM HEALTH SYSTEM MASTER PLAN

CORE TEAM MEETING

648 Monroe 4th Floor Suite Rm 446

Conference Line Info:

1-800-531-3250

Code: 3541650

PIN # 8292

Webex Meeting number: 598 008 801

Tuesday, June 18, 2019

AGENDA ITEM		TIME
1. Review Action Items from 6/13/2019 meeting	Eileen T.	11:00
2. Review Workplan	Eileen T.	11:20
Confirm milestones		
Interview Lists, Scheduling and Logistics		
Site Visits Scheduling and Logistics		
3. Other and next steps	Eileen T.	11:40
4. Adjourn		11:50

NOTE: ALL ARE ENCOURAGED TO FORWARD AGENDA ITEMS AT LEAST 24 HOURS PRIOR TO OUR MEETING TO HELP US MAKE BEST USE OF EVERYONE'S TIME.

CORE TEAM MEETING NOTES / ACTION ITEMS

NAVIGANT *nbbj*

SPECTRUM HEALTH 

Note: Information being documented represents our best understanding of the discussions held and decisions reached at this meeting. Please report any inaccuracies within 48 hours. Items indicated as action items may affect project budget and/or schedule and require immediate attention by the responsible party.

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Participant	Present	Participant	Present	Participant	Present
Alan Kranzo	Yes	Donald Bellefeuille	Yes	Nico Bracco	Yes
Sean Easter	Yes	Paula Buick	Yes	Sarah Mueller	Yes
		Mike Romano	Yes	Eileen Trimbach	Yes
		Lindsay Withey	Yes	Ryan Hullinger	No
		Sushil Bose	Yes	Kim Way	Yes

TEAM ACTION ITEMS						
No.	ACTION	RESPONSIBLE	OPEN	DUE	PROGRESS/RESOLUTION	STATUS
1	Provide organization's Structure, Leadership Structure, Delivery System.	Alan Kranzo	6/13/2019	6/21/2019	Requested from Work Day team	On Track
2	Format for bi-weekly executive report outs.	Alan Kranzo	6/13/2019	6/14/2019		Completed
3	Sharefile Site available to the team.	Eileen Trimbach	6/13/2019	6/19/2019	Sharefile site requested.	On Track
4	Mobilize Data Request.	Sean Easter	6/13/2019	6/21/2019	Kick off to be scheduled with the Data team. E. Trimbach will send the most recent data request form.	On Track
5	Assign Overall Data Management champion for Spectrum Health.	Sean Easter	6/13/2019	6/21/2019	Sean is Champion.	Completed
6	Assign Data Management representatives for each Service Line.	Alan Kranzo	6/13/2019	6/28/2019		On Track
7	Execute Notice to Proceed.	Alan Kranzo	6/13/2019	6/28/2019	Will send executed version today.	Completed
8	Mobilize Contract (Master Service Agreement, BAA, SOW)	Alan Kranzo	6/13/2019	6/28/2019	Draft within 2 days.	On Track
9	Provide list of service line leadership needed for the interview process. Include key questionnaires.	Paula Buick	6/13/2019	6/28/2019	Paula sending today.	Completed
10	Team office space when on-site.	Sean Easter	6/13/2019	6/18/2019	Suite 410 - Procedure/Work Room	Completed
11	Outline process, major project goals and topical issues of importance for discussion at our first Executive Meeting.	Mike Romano	6/13/2019	6/21/2019	Will begin discussions this week.	On Track
12	Gather case studies for topical issues: Models of Care, Rural Clinics, Transition of Care, Call Center/Patient Navigation, Micro Hospital, Team Based Care Models, Interventional Platform.	Sushil Bose	6/13/2019	6/28/2019	Select case studies/national best practice to be prepared by end of next week.	On Track
13	Schedule meeting with Health Strategy Team.	Sean Easter	6/13/2019	6/28/2019	Develop a Strategy Team kick off meeting agenda in July while team is onsite.	On Track
14	Assign Stake Holders representatives to be part of the CORE team.	Sean Easter	6/13/2019	6/28/2019		On Hold
15	Alan to meet with Paula McKenzie to develop a communication plan.	Alan Kranzo	6/18/2019	7/8/2019		On Track
16	CAD files, Site Information, Facilities Condition Assessment to team	Sean Easter	6/18/2019	6/21/2019		
17	Business strategy plan and current campus plan information to team.	Alan Kranzo	6/18/2019	6/26/2019		
18	ProLease representative contact information to team.	Sean Easter	6/18/2019	6/21/2019		
19						
20						
21						
MEETING NOTES						
1	A Leadership Kick off meeting has been scheduled for week of 7/15. Team invite to follow. Develop Leadership Kick Off mtg Agenda while team in in town in July.					
2	The organization's expectation for the team, is that site visits and/or interviews do not start prior to the scheduled Leadership Kick off meeting .					
3	Design team is to assign the right staff members to attend the Leadership Kick off, interviews and site visits.					
4	The final project's Sharefile site has been set up. Eileen will send the sharefile link to the team.					
5	Sean will provide the team with facilities CAD drawings and any Site information available including Facilities Condition Assessment.					
6	Alan will provide the team with existing business strategy plan and any current campus plan informaton.					
7	Sean will provide the team with ProLease software contact informatio to obtain specific room data.					
8	Workplan was reviewed. Added Leadership Kickoff meeting and adjusted site/interview visit extent. Refer to attached document.					
9						
10	NEXT STEPS: 1) Mobilize Data Request 2) Provide CAD files, campus/site/organizational business strategy information to team					
11	NEXT MEETING: Tuesday June 25, 2019.					
	END OF NOTES					

SPECTRUM HEALTH SYSTEM MASTER PLAN
PROJECT WORKPLAN

JUNE 6, 2019
REV. 1 6/13/2019

