

# SPECTRUM HEALTH MASTER PLAN

## CORE TEAM MEETING NOTES / ACTION ITEMS

9/17/2019



**Project:** SPECTRUM HEALTH SYSTEM MASTER PLAN  
**Meeting Date:** 9/17/2019  
**Issue Date:** 9/17/2019  
**Prepared By:**



**Meeting Location:** 648 Monroe 4th Floor Brass Works Building Suite 400  
**Meeting Purpose:** Core Team Meeting

Participant	Present	Participant	Present	Participant	Present
Alan Kranzo	Yes	Donald Bellefeuille	Yes	Nico Bracco	No
Sean Easter	No	Paula Buick	No	Eileen Trimbach	Yes
Brian Brasser	Yes	Mike Romano	Yes	Ryan Hullinger	No
		Lindsley Withey	No	Kim Way	Yes
		Sushil Bose	Yes	Chris Vishey	No
		Kaitlin Wolcott	Yes		

*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.*

**MICROSOFT TEAMS MEETING INFORMATION**  
 Conference Line: +1 616-552-9548, Conference ID: 659 903 08#  
 Join the virtual meeting via your calendar invite.

TEAM ACTION ITEMS						
No.	ACTION	RESPONSIBLE	OPEN	DUE	PROGRESS/RESOLUTION	STATUS
23	Cost Model input from Spectrum Health	Sean Easter	8/13/2019	8/30/2019	Deal sheet to Nicolas from Sean.	On Track
24	Website review.	Donald Bellefeuille	8/20/2019	9/10/2019	NBBJ doing punch list for Paula McKenzie review	On Track
26	Real Estate Strategy discussion.	Alan Kranzo	8/20/2019	9/30/2019	Driven by data info.	On Track
27	Real Estate Contract Specialists's site plans session/discussion. Confirm need of a surveyor for campus site plans.	Alan Kranzo	8/20/2019	9/17/2019	Specialists confirming property ownership by municipality. Surveyor to be confirmed.	On Track
28	Butterworth Parking Strategy discussion.	Sean Easter	8/20/2019	8/27/2019	Complete benchmark tied to volume - similar to Blodgett.	On Track
29	Data to Navigant.	Alan Kranzo	8/20/2019	8/30/2019	Simple system data is being released to Navigant. Waiting for State Document full execution to release sensitive data. A data status meeting is being scheduled to confirm outage.	At Risk
30	Gather Tier 2 Interview list for discussion at November ESC meeting	Donald Bellefeuille	9/12/2019			
31	Physician Development Plan to planning team	Alan Kranzo	9/12/2019			
32	List of what regionals want to planning team	Alan Kranzo	9/12/2019			
33	Parking numbers for Butterworth for all facilities.	Alan Kranzo	9/12/2019			
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MEETING NOTES						
1	Reviewed the ESC agenda. It will use Big Rapids/Reed City as a template of how all other campuses will be presented (market strategy, facility overview & options) . Medical mile option for growth will be presented by NBBJ and include options alignment with various platform growth being discussed.					
2	Ortho ASC will be developed but will not be located at Blodgett, location has not been determined. <b>Alan K. will forward a high level analysis of ortho ASC to planning team. Impact of ASC on decompression of Blodgett and Butterworth in relation to beds and incorporate in 5 year bed need.</b>					
3	Brian would like to understand how the master plan anticipates that this master plan will help inpatient care base model of care such as on-stage/off-stage. <b>Planning team will be able to articulate/expressed in departmental SF.</b>					
4	<b>Medical staff development plan is still needed by the planning team. Alison McCarthy to send the information to Alan.</b>					
5	<b>Bed study Information of Freeman White -Planning team need access of preliminary look at regional campuses. Alan will provide document.</b>					
6	First floor - Retail Alley strategy is being studied. For example: what should it look like such as amenities and how staff and visitors should connect. Strategy of certain retail elements to be accessible. How it fits into the master plan. It will be addressed as part of medical mile. West wing fate will also be part of scenario discussion.					
7	ESC AGENDA should include clearly what to expect for the October 25 ESC meeting re: where exactly we are going, next steps slide on the deck.					
8	Friday present the PPT to Alan 9:00 or 9:30 am. Include the planning team in review. Send it end of day Thursday to Alan prior to the call. <b>PPT will be sent to ESC team on 9/20 1:00 pm EST.</b>					
9						
10	<b>TRIMBACH NOTES - NOT PUBLISHED</b>					
11	<b>NAVIGANT IS RUNNING AND DOCUMENTING THESE MEETINGS GOING FORWARD</b>					
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	<b>NEXT STEPS:</b> Forward ESC PPT to Alan on Thursday 9/19, Review ESC PPT with Alan on Friday 9/20, Send ESC PPT to Execs on 9/20 EOD.					
	<b>NEXT MEETING:</b> TBD					
	END OF NOTES					