

**SPECTRUM HEALTH MASTER PLAN**  
CORE TEAM MEETING NOTES / ACTION ITEMS

10/15/2019



**Project:** SPECTRUM HEALTH SYSTEM MASTER PLAN  
**Meeting Date:** 10/7/2019  
**Issue Date:** 10/7/2019  
**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	No
Brian Brasser	Yes	Mike Romano	Yes	Ryan Hullinger	No
		Lindsley Withey	Yes	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						
31						
32						
MEETING NOTES						
1	Finalized Meeting List					
	<ul style="list-style-type: none"> <li>a. May need to follow up w/ Barlow/McCarthy after Meeting on Thursday w/ Suzette (10/10) - Alan will schedule</li> <li>b. Blodgett Summit- Brian would like to review deck ahead of time for initial review, and then get to rest of meeting attendees before 10/15</li> <li>c. Individual Regional Meeting (10/29 &amp; 10/30 @ Grand Rapids)- Set up "War Room"</li> </ul>					
2	Data elements still needed for Lakelands will be covered onsite					
3	Reviewed Grand Rapids Deck (Meeting Duration: 1 hour)					
	<ul style="list-style-type: none"> <li>a. Indicate that we have been working with Exec Team/Steering committee (with Gwen representing regionals) and that we have not reached Options Phase yet, still looking for input from group</li> <li>b. Cover Grand Rapids with all inpatient/outpatient sites, not just the Medical Mile</li> <li>c. Review with group the assumptions for each market and ask for any other major issues each market leader is facing</li> </ul>					
4	End of Session on Thursday- Preview materials for Steering Committee Next Week with Brian and Alan					
	<b>NEXT STEPS:</b>					
	<b>NEXT MEETING:</b> Tuesday, October 14th					
	END OF NOTES					