

## Spectrum Health System Master Plan

Re: Core Team Meeting  
 Meeting Date: 8/20/2019  
 Meeting Time: 11:00 am

Core Team Member	Role	Organization
Alan Kranzo	Director, Strategic Real Estate Services	Spectrum Health
Sean Easter	Architect, Manager of Planning & Design	Spectrum Health
Brian Brasser	SVP, Chief Operating Officer	Spectrum Health
Michael Romano	Director, Healthcare	Navigant
Lindsley Withey	Director, Healthcare Strategy	Navigant
Sushil Bose	Associate Director, Healthcare	Navigant
Kaitlin Wolcott	Sr. Consultant, Healthcare	Navigant
Nicolas Bracco	Facility and Capital Planner	Nissa Consulting
Ryan Hullinger	Partner, Architect	NBBJ
Kim Way	Principal, Urban Design/Planner	NBBJ
Donald Bellefeuille	Director, Healthcare Strategy	NBBJ
Paula Buick	Sr. Associate, Healthcare Planner	NBBJ
Chris Vishey	Sr. Consultant, Healthcare	NBBJ
Eileen Trimbach	Associate, Project Manager	NBBJ

## AGENDA

	Subject	Responsible	Time
1	Intro/Attendance	Alan/Eileen	2 min.
2	Executive Mtg 8/28_PPT Updates	All	25 min
3	Real Estate decisions informed by MP	Alan	5 min.
	Related PPT slide for Exec mtg		
	Current system-wide projects		
4	Site Discussions	Kim	
	Parking Study for Butterworth		5 min
	Real Estate Strategy for Butterworth		5 min
	Status of Site plans/boundaries for all properties		3 min
5	Work Plan	Eileen	5 min
6	Review Action Items	Eileen	5 min.

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

8/20/2019



**Project:** SPECTRUM HEALTH SYSTEM MASTER PLAN  
**Meeting Date:** 8/20/2019  
**Issue Date:** 8/20/2019  
**Prepared By:** E. Trimbach

**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	Yes	Paula Buick	Yes	Eileen Trimbach	Yes
Brian Brassler	Yes	Mike Romano	No	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.*

**WEBEX MEETING INFORMATION**  
Meeting number: 598 008 801  
Conference Line: 800-531-3250, Code: 3541650, PIN# 8292

**TEAM ACTION ITEMS**

No.	ACTION	RESPONSIBLE	OPEN	DUE	PROGRESS/RESOLUTION	STATUS
22	Final Exec PPT to Alan by noon 8/23.	Donald Bellefeuille	8/13/2019	8/23/2019	In progress	On Track
23	Cost Model input from Spectrum Health	Sean Easter	8/13/2019	8/30/2019	Meeting to be scheduled for week of 8/26 (Nicolas, Sean, Brad Pries)	On Track
24						
25						
26						
27						

**MEETING NOTES**

1	PPT for Executive Steering Committee was reviewed. <b>1)</b> Streamline slides to about 10-14 slides total, the rest will become part of an Appendix , <b>2)</b> Work plan discussions limited to: a) on track? b) at risk? c) how to get back on track, <b>3)</b> Market Share/ALOS with inclusion of age influence in addition to service lines is acceptable, <b>4)</b> Show metrics for Kelsey and Zeeland as good examples of opposite extremes. <b>Issue revised PPT with today's recommended revisions to Alan tomorrow (8/21) EOD.</b>
2	Website in progress. <b>Website will be reviewed with Alan/Sean/Brian and subsequently with Spectrum communications representatives prior to rolling out to the Executive Steering Committee.</b>
3	<b>Alan and Sean to provide the planning team with complete information/list of current projects impacting master plan.</b>
4	<b>Master plan to inform Real Estate decisions:</b> Real estate strategy, lease vs purchase, expansions, optimization of retail alley for visitor/patient human experience/revenue. <b>Schedule a 2 hr session next week 8/26 (Alan, Kim, Nicolas, Sean).</b>
5	Planning team needs site plans and property boundaries. NBBJ issued a list of items needed that may require surveying services. <b>Spectrum Health to confirm securing a surveyor as soon as possible. Schedule 1 hr sessions next week 8/26 with each Facility Manager for each regional hospital (Alan, Sean, Kim, Tyler, Alex).</b>
6	An organizational goal is to bring staff offsite parking back to Butterworth campus. <b>Schedule a Butterworth Parking Strategy 2 hr session for next week 8/26 (Alan, Kim, Sean, Kevin Judd).</b>
7	Workplan on task for Facilities analysis. Risk: Current contractual details delaying data to Navigant. Anticipate final resolution in the next few days.
8	
9	
	<b>NEXT STEPS:</b> Issue revised PPT tomorrow 8/21 to Alan EOD, Schedule the various meetings discussed today for next week while team is in town.
	<b>NEXT MEETING:</b> Tuesday August 27
<b>END OF NOTES</b>	