

6/25/2019



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

Participant	Present	Participant	Present	Participant	Present
Alan Kranzo	Yes	Donald Bellefeuille	No	Nico Bracco	Yes
Sean Easter	Yes	Paula Buick	Yes	Sarah Mueller	No
		Mike Romano	Yes	Eileen Trimbach	Yes
		Lindsley 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. Target by end of this week (6/24).	At Risk
4	Mobilize Data Request.	Sean Easter	6/13/2019	6/21/2019	Data request is being sent.	At Risk
4a	CAD files, Site Information, Facilities Condition Assessment to team	Sean Easter	6/18/2019	6/21/2019	List under data request. A facilities assests meeting is required by the design team prior to site visits. Team (Nico, Kim, Lindsley & Paula) to send availability.	At Risk
4b	Business strategy plan and current campus plan information to team.	Alan Kranzo	6/18/2019	6/26/2019	To be uploaded to Sharefile.	On Track
4c	ProLease representative contact information to team.	Sean Easter	6/18/2019	6/21/2019	Contact information to be uploaded to Sharefile.	At Risk
4e	Assign Data Management representatives for each Service Line.	Alan Kranzo	6/13/2019	6/28/2019	Have identified personnel pulling data. Data request is being sent.	On Track
6	Mobilize Contract (Master Service Agreement, BAA, SOW)	Alan Kranzo	6/13/2019	6/28/2019	Draft agreement ready. To be sent today. NBBJ invoice for notice to proceed fee ASAP.	On Track
9	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	NBBJ/Navigant will begin discussions this week. July 18th Exec mtg scheduled. Need participants from NBBJ/Navigant. Content PPT by end of next week. Need interviews participants, some happening prior to 7/18.	At Risk
10	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 have been gathered.	On Track
11	Schedule meeting with Health Strategy Team.	Alan Kranzo	6/13/2019	6/28/2019	Develop a Strategy Team kick off meeting agenda in July while team is onsite. Eileen send availability to Alan.	On Track
12	Assign Stake Holders representatives to be part of the CORE team.	Sean Easter	6/13/2019	6/28/2019	Sean/Alan to add to the leadership list as issued by Paula.	On Track
13	Alan to meet with Paula McKenzie to develop a communication plan.	Alan Kranzo	6/18/2019	7/8/2019	Sarah/NBBJ - Mike/Navigant to meet with Alan and Paula.	On Track
14						
15						
16						
MEETING NOTES						
1	On site tours to be planned after Exec. Kick Off mtg.					
2						
3						
4	NEXT STEPS: Schedule Facilities Assets Overview, Health Strategy Team and Communications meeting, mobilize on Exec Mtg. agenda and PPT for Alan's review.					
5	NEXT MEETING: Tuesday July 2, 2019.					
	END OF NOTES					

SPECTRUM HEALTH SYSTEM MASTER PLAN
PROJECT WORKPLAN

JUNE 6, 2019
REV. 1 6/13/2019
REV 2 6/19/2019

