

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

8/13/2019



**Project:** SPECTRUM HEALTH SYSTEM MASTER PLAN  
**Meeting Date:** 7/9/2019  
**Issue Date:** 7/9/2019  
**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	Yes
Sean Easter	Yes	Paula Buick	No	Sarah Mueller	Yes
		Mike Romano	No	Eileen Trimbach	Yes
		Lindsley Withey	Yes	Ryan Hullinger	No
		Sushil Bose	Yes	Kim Way	Yes
		Kaitlin	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
1	Provide organization's Structure, Leadership Structure, Delivery System.	Alan Kranzo	6/13/2019	6/21/2019	Waiting for document from Work Day team. <b>Sarah will call Alan next week and finalize. Alan scheduling a meeting.</b>	At Risk
4a	CAD files, Site Information, Facilities Condition Assessment to team	Sean Easter	6/18/2019	6/21/2019	Patrick has already started to upload facilities information.	At Risk
4b	Business strategy plan.	Alan Kranzo	6/18/2019	6/26/2019	In progress. Business plans and campus plan information will be uploaded to Sharefile site this week.	At Risk
4d	Provide all current campus studies to the team.	Alan Kranzo	7/9/2019	7/12/2019	2013 exec summary, hospitality studies, etc.	On Track
6	Mobilize Contract (Master Service Agreement, BAA, SOW)	Alan Kranzo	6/13/2019	6/28/2019	NBBJ legal team is reviewing. <b>BAA needs signature.</b>	At Risk
9	Outline process, major project goals and topical issues of importance for discussion at our first Executive Meeting.	Donald Bellefeuille	6/13/2019	6/21/2019	Sending draft PPT and agenda to Alan by 7/3 for first review on 7/9 and second review on 7/16 prior to Exec Mtg.	At Risk
13	Alan to meet with Paula McKenzie to develop a communication plan.	Alan Kranzo	6/18/2019	7/12/2019	Sarah/NBBJ - Mike/Navigant to meet with Alan and Paula. <b>To be scheduled week of 7/8 as webex. Exec mtg agenda to include communications plan approval.</b>	On Track
15	Set up 1:1 interviews with Tier 1 executive team.	Alan Kranzo	7/9/2019	7/12/2019	To be scheduled by 7/10. At least one interview is being scheduled on 7/18.	On Track
16	Determine which execs will be part of Tier 2 interviews	Alan Kranzo	7/9/2019	7/12/2019	In progress.	On Track
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MEETING NOTES						
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	<b>NEXT STEPS:</b> Finalize Exec PPT, prepare for Executive Meeting Kick off					
	<b>NEXT MEETING:</b> 7/16/2019 - Team on-site					
	END OF NOTES					