

7/2/2019



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. Sarah will call Alan next week and finalize.	At Risk
4	Mobilize Data Request.	Sean Easter	6/13/2019	6/21/2019	Data request has been sent.	Completed
4a	CAD files, Site Information, Facilities Condition Assessment to team	Sean Easter	6/18/2019	6/21/2019	List of needs is part of data request. In progress.	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. 7/2/2019 - In progress.	At Risk
4c	ProLease representative contact information to team.	Sean Easter	6/18/2019	6/21/2019	This has been completed as part of data request.	Completed
4e	Assign Data Management representatives for each Service Line.	Alan Kranzo	6/13/2019	6/28/2019	Data request has been sent to data leaders identified.	Completed
6	Mobilize Contract (Master Service Agreement, BAA, SOW)	Alan Kranzo	6/13/2019	6/28/2019	NBBJ legal team is reviewing.	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
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. Theme: lower cost settings.	At Risk
11	Schedule meeting with Health Strategy Team.	Alan Kranzo	6/13/2019	6/28/2019	Scheduled for 7/17 at 3:30 pm - Sarah, Mike, Lindsley, Sushil, Donald, Kaitlin	Completed
12	Assign Stake Holders representatives to be part of the CORE team.	Sean Easter	6/13/2019	6/28/2019	Brian Brasser will be added to Core Team after 7/18. Brian will start participating starting 7/23.	Completed
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. To be scheduled week of 7/8 as webex. Exec mtg agenda to include communications plan approval.	On Track
14	Schedule Facilities Assets Overview Mtg	Sean Easter	6/25/2019	7/9/2019	Scheduled for 7/16/19 - 2 pm to 5 pm	Completed
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MEETING NOTES						
1	Need safe repository for patient data from Navigant.					
2	NBBJ to have BAA in place before receiving patient data.					
3	Define what information goes into the sharefile sites.					
4	Interview questionnaire email to be drafted by NBBJ (Donald) and directed to Tier 1 Execs. Alan will further edit Interview questionnaires and due to the planning team by Monday 7/8/2019.					
5	Principles to be shown at the Exec. Mtg only. The Exec. agenda is 50 min. long. Planning team to adjust agenda to fit time allotment.					
	NEXT STEPS: Provide Alan planning team availability and personnel attending interviews, Alan will begin scheduling interviews soon after he receives availability of planning team.					
	NEXT MEETING: Tuesday July 9, 2019.					
	END OF NOTES					