

**THE METROHEALTH SYSTEM
FACILITIES & SPACE COMMITTEE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

DATE: Monday, November 18, 2019

TIME: 4:00 p.m.

PLACE: MetroHealth Medical Center
K107, Business Services Building

COMMITTEE TRUSTEES: Mr. Monnolly, Ms. Dee, J.B. Silvers, B. Moreno

STAFF: W. Jones, Dr. Brandt, S. Rajki, K. Dethloff

(ABSENT): Mr. McDonald, Ms. Anderson, A. Boutros, C. Richmond, J. Platten, B. Boulanger, M. Stern, J. Jacono

GUEST: Marvin Daniels, Margaret Hewitt, Kevin Ortner, Jon McKinley, Andreanna Sims, Orensel (Wren) Brumfield for Sarah O'Keeffe

Mr. Monnolly called the regular meeting of the Facilities & Space Committee to order at 4:10 p.m. The minutes are written in a format conforming to the printed meeting agenda for the convenience of correlation, recognizing that some of the items were discussed out of sequence.

I. APPROVAL OF MINUTES – SEPTEMBER 23, 2020 MEETING

The minutes of the September 23, 2019 Facilities and Space Committee were approved as presented.

II. DISCUSSION ITEMS

- A. Ms. Dethloff provided an update on the status of the Facilities Report to the Board. On Saturday November 16th, FM staff successfully ran majority of the main campus on generator power for the second time in three months to allow CEI to make repairs on their equipment.

Facilities Management reported on some of their year-to-date achievements including completion of 102 in-house projects and initiation of 81 capital projects totaling \$7.2M. The Kitchen & Cafeteria project is on schedule for completion by Dec. 31st. There were over 103,000 work orders issued with a 97% completion rate and on track for a 10% increase over 2018 work orders. Tom Moenich has developed a new Contractor Safety Handbook to be issued to all contractors. Mike Dragutinovic, Assistant Director, Plant Operations passed his test to become a Certified Healthcare Facilities Manager (CHFM), the second FM manager to earn this designation this year.

B. Departmental Updates by the Directors of each area were presented to the committee.

Margaret Hewitt reported for Planning Design and Construction

Ms. Hewitt reported that in 2019, the PDC managed 31 projects this year; 10 of which were completed by the PDC and 21 projects are still active. The total capital managed this year is \$11,971,650. Ohio City Health Center will see their first patient on June 1, 2020. The PDC started the year with four staff positions and three vacancies. Ms. Hewitt was hired as a Director and Victoria Wolter was hired as a Construction Manager this year. There is one remaining position to be filled.

Ren Brumfield (Waste Management Coordinator) reported for Sarah O’Keefe for Sustainability

In 2019, Sustainability had several accomplishments: MetroHealth Medical Center campus was awarded an Environmental Excellence award by Practice GreenHealth, recognizing our efforts to reduce our hospital’s impact on the environment. Sustainability has had several initiatives focused on waste reduction, including ones for reducing confusion about recycling, working with event planners to eliminate trash created at events, promoting equipment donations, and scrap metal recycling to reduce landfill waste, and keeping controlled drugs out of our water supply. Through direct educational outreach, Sustainability has interacted with more than 900 employees, 150 students, and 600 community members. Sustainability is proud to have formed Sustainability Advisory Council working groups on issues related to Purchasing, Waste, and Healthy Transportation and anticipates more working groups in 2020.

Andreanna Sims reported for Real Estate

During the 2019 Fiscal Year, Real Estate, along with our Cushman & Wakefield/Cresco Broker, negotiated 10 new leases/agreements, renewed 11 leases and negotiated the purchase of W. 150th ambulatory surgical center (purchased by CCH). The new leases/agreements include: Sleep Clinic Agreements with Aloft Hotel (Beachwood, OH) & Sonesta Suites (Middleburgh Heights, OH). Physician Housing in Norwalk, OH (Fisher Titus) and Vermillion, OH (Mercy Lorain). The LGBT Center, Rocky River Dental and the expansion of Beachwood Clinic – first and fourth floor expansion. We were successful in obtaining rental reductions for renewals resulting in an annual savings of \$118k. We were also successful in capturing \$412k in tenant improvement dollars for new leased space. As of November 2019, The MetroHealth System’s monthly rental obligation equaled \$552,647, resulting in annual payments of \$6.6 million. The purchase of W.150th will yield an immediate annual savings \$570K.

Jon McKinley reported for Space Optimization Utilization and Planning (SOUP)

In 2019, the Space Optimization, Utilization, and Planning (SOUP) Services Team increased its capabilities, improved its operational efficiency, and led several important projects. The addition of an interior designer to the existing two-person team enabled the establishment of furniture, fixture, and finishes standards for the existing and new hospitals as well as ambulatory and administrative environments. The team created automated processes to improve operational service request engagement with System-wide stakeholders and to govern project requests across the SOUP, Construction, and Facilities Engineering teams. Stakeholders have used the operational processes in over 300 service requests for staff relocations, space allocations, and furniture, fixtures, and finishes initiatives since the beginning of the year. The project governance process managed a queue of over 100 project requests. The SOUP Services Team has also led projects worth approximately \$1M and participated as a team member in other projects.

Kevin Ortner reported for Transition Planning and Activation

In 2019, Transition and Activation reported its activities included: Facilitated meetings with departmental leadership to inform them of the principles used during the design process for the new hospital and to learn of any critical operational items that would potentially influence the design. Presented at new employee orientation classes about the history of MetroHealth, the System Transformation and the New Hospital project. Worked with Turner Construction to host and facilitate 3 on site construction trades network events and 2 off site network construction trades events to promote diverse and inclusive participation. Engaged HTS, a transition and activation planning firm, to introduce the activities that must be performed to prepare the site and the staff for its first patient. One outcome of this effort was the development of a milestone plan of all of the other known initiatives (over 400) that are forecasted to commence and/or be completed during 2020. The team is now developing an RFP to select the team(s) to lead the transition and activation planning efforts with their engagement forecasted to begin in the first half of 2020.

- C. Mr. Jones provided a progress report update on the Campus Transformation Project. The Campus Transformation project reported it is on time and under budget. Turner Construction, the CM, is now fully funded for the entirety of the hospital and CUP (central utility plant). Their contract is now at \$479M (includes hospital, CUP and enabling work), with \$451M for the hospital and CUP, and \$410M for the cost of work (construction). Completed work now includes: All caissons, steel framing for the CUP and the east and west hospital stair towers are at full height. The exterior mock up is now complete and sits on the greenspace adjacent to the visitor parking deck. Next year, the major activities on the project will become significantly visible. The tower steel framing will be erected beginning mid-December through July of 2020. Directly afterwards, the exterior cladding of the building will commence with scheduled completion in April 2021.

III. CONSENT ITEMS

- A. Recommendation to the President and CEO of The MetroHealth System to approve the further amended Architectural Services Agreement with HGA Architects and Engineers, LLC as the Master Architect for Campus Transformation.

The Committee approved the recommendation for full Board action.

- B. Recommendation to the President and CEO of The MetroHealth System to approve the Lease Renewals for Retail Care Locations.

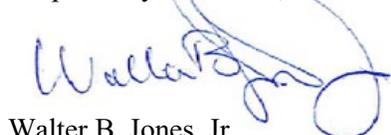
The Committee approved the recommendation for full Board action.

IV. NON-CONSENT / ACTION ITEMS

None

There being no further business to come before the Committee, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Walter B. Jones, Jr.
Senior Vice President, Campus Transformation