

**Trauma System Administrative Workgroup  
VHHA – Jefferson Room  
Henrico, VA  
December 1, 2016  
1100-1500**

Members Present	Members Absent	Ad Hoc	Visitor
Lou Ann Miller, Co- Chair	Tom Ryan		Cam Crittenden - OEMS
Emory Altizer			Lenice Sudds - OEMS
Morris Reece			
Anne Mills			
Mike Aboutanos			
Keith Stephenson			
Andi Wright, Co-Chair			
Maggie Griffen			
Paul Sharpe			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
<b>Call to order:</b>	The meeting was called to order by Andi Wright and Lou Ann Miller at 9:10am.	
<b>Minutes/Quorum/Membership</b>	A quorum was established. The minutes were approved without changes. Dr. Len Weireiter has not attended any meetings. Paul made a motion to remove him. Second by Emory. Discussion regarding possibility of Jeff Young to replace him. Group agreed Dr. Young would better serve as ad hoc due to his lack of availability to attend meetings. Vote taken. Eight ‘ayes’, One ‘nay’. Approved. The group agreed that Dr. Weireiter will be an ad hoc member. The number to establish a quorum is now five.	
<b>Mission / Vision Values / Code of Conduct</b>	Reading of the Mission and Vision statements was deferred. The Code of Conduct and Values will be reviewed and approval will be sought at the Task Force meeting later today.	<b>Mike Aboutanos</b>
<b>Teleconferencing</b>	Dr. Stephenson stated he was unable to utilize teleconferencing during the last meeting. Cam Crittenden stated that the attempt to use teleconferencing for work groups wasn’t effective. A quorum must be physically present in one place in order to allow for others to conference in and this did not happen (with other work groups, too). The requirements to publish the location and phone numbers of persons calling in wasn’t met and several technical difficulties occurred related to telephone connections. No further teleconferencing will be attempted.	<b>NA</b>
<b>Rotation of Meeting Sites and Dates in 2017</b>	The group agreed to meet in locations other than Richmond. Paul Sharpe suggested the Central Shenandoah EMS office in Staunton. The group agreed to meet there if it was available maintaining the meeting time from 11-3pm. Cam will make an inquiry. Dates for 2017 meetings were established through June. They are:	<b>Cam Crittenden</b>

	JANUARY 5 <sup>TH</sup> , FEBRUARY 2 <sup>ND</sup> , MARCH 2 <sup>ND</sup> (Richmond), APRIL 6 <sup>TH</sup> , MAY 4 <sup>TH</sup> , JUNE 1 <sup>ST</sup> (Richmond)	
<b>Draft of Justification for State Trauma Committee Restructure</b>	The document was reviewed. The group agreed to change the title for clarification to 'Justification Statement for Development of a Comprehensive Statewide Trauma System Plan'. Cam Crittenden, Dr. Aboutanos and, Morris Reece met with Dr. Levine, Commissioner of Health about structure re-organization and development. She raised concerns about what budget changes may occur with proposed restructuring. She encouraged the group to have several alternate plans to present and to focus on exactly what we wanted to achieve with proposed changes. Such changes can take 2-3 years to accomplish and she reminded them that in 2017 anew Governor will be elected and a new Commissioner will be appointed. The group compared a functional versus organizational chart. Anne Mills made a motion to accept the document with changes. Mike Aboutanos seconded. Unanimous vote.	<b>Mike Aboutanos</b>
<b>Administrative Trauma Systems Plan Outline – Scoring of Items</b>	The group discussed the challenges in scoring items because of being unfamiliar with state regulations, operational policies, committee structure and achievements. It was agreed that every member will, at a minimum, individually rate all indicators under <b>ASSESSMENT ranging from 103.1 – 105.7</b> to the best of their ability and come prepared to finalize a rating at the next meeting January 5 <sup>th</sup> . These indicators are located on pages 4-9 of the document entitled Virginia Department of Health Office of Emergency Services Trauma System Outline. There are 26 additional indicators that will require scoring by our group.	<b>Group</b>
<b>Other:</b>	None.	
<b>Public Comment:</b>	None.	
<b>Adjournment:</b>	The meeting adjourned at 3:00pm Next scheduled meeting is on January 5, 2017.	

DRAFT