

**Trauma System Administrative Workgroup
 VHHA – Jefferson Room
 Henrico, VA
 October 6, 2016
 1100-1500**

Members Present	Members Absent	Ad Hoc	Visitor
Lou Ann Miller, Co- Chair	Maggie Griffen		
Emory Altizer	Len Wereiter		
Morris Reece	Andi Wright Co-Chair		
Paul Sharp	Tom Ryan		
Mike Aboutanos	Anne Mills		
Keith Stephenson			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order:	The meeting was called to order by Lou Ann Miller at 1110 am. A quorum was established once Keith Stephenson arrived at 1200.	
Minutes and email addresses	The minutes from the September meeting and today’s agenda were reviewed and accepted without changes. Minutes – motion by Keith, second by Paul. Agenda – motion by Paul, second by Keith.	Andi Wright
Shared Google Folder	We are still waiting for the shared drive on the OEMS website.	Cam/OEMS
Mission / Vision and Values / Code of Conduct Statements	The Mission / Vision and Values / Code of Conduct Statements were read. (attached) The finalized version will be submitted to the Taskforce and TSO&MC for approval at the December meeting.	Lou Ann Andi
Member Composition	We have noted that Len Wereiter has not attended any of our meetings. Mike will contact him to see if he is interested and able to attend the meetings. If he is unable, we will take him off the taskforce.	Mike
Teleconference	Members are interested in teleconferencing instead of having to meet in person monthly. Lou Ann talked to Cam regarding this. Each area would need to find a public space to meet and it must be posted on the website with the announcement of the meeting. Emory will confer with Andi and Keith to determine a good space for them to meet. Lou Ann will send an email to the members stating the requirements after she has discussed the webinar logistics with Cam	Lou Ann / Cam
Draft of Proposal for state trauma committee restructure	The draft proposal was not reviewed.	

Trauma Taskforce Deliverable	<ol style="list-style-type: none"> 1. Justification Outline – The draft outline was reviewed and changes made (attached with changes). 2. Structure – A draft organizational chart was developed. Lou Ann will put the chart on paper to submit for re-evaluation at the next meeting. 3. Trauma Plan Outline – The outline was reviewed and changes made (attached with changes). Morris will develop the legislative action points and submit to the next meeting. Lou Ann will send the outline to the chairs of the taskforces asking them to send their needed resources (physical and human) for their specific system. 	Mike, Morris, Andi, Lou Ann
Future Meetings	November 3, 2016, VHHA Offices – Jefferson Room / Teleconferencing (locations TBD). 11:00am – 3:00pm.	
Set Timelines and Deliverables:	As stated above.	
Other:	None.	
Public Comment:	None.	
Adjournment:	The meeting adjourned at 3:00pm	

DRAFT