

**Trauma System Administrative Workgroup
Hampton Inn and Homewood Suites
700 East Main Street
Richmond, VA 23060
September 1, 2016
0900 – 1100**

Members Present	Members Absent	Ad Hoc	Visitor
Lou Ann Miller, Co- Chair	Maggie Griffen		Cam Crittenden
Emory Altizer	Len Wereiter		Forrest Calland
Morris Reece	Paul Sharp		
Tom Ryan	Andi Wright Co-Chair		
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 0902 am. A quorum was established.	
Minutes and email addresses	The minutes from the June meeting were reviewed and accepted without changes.	Andi Wright
Shared Google Folder	We are unable to establish a Google shared folder however the OEMS will set up access through the OEMS website. Availability to be determined and will be announced by OEMS when it is up.	Cam/OEMS Lou Ann Andi
Mission and Vision Statements	The Mission and Vision statements were read. (attached)	
Values / Code of Conduct	Values were reviewed. Mike Aboutanos asked that we separate the definitions into values and code of conduct as discussed at the April meeting. The notes from the April meeting were reviewed. (attached) We decided to remove “Patient Focused” from the Code of Conduct because it was thought it was redundant and “Patient Centered” under Values covered both. Lou Ann stated she didn’t find Accountability and Commitment in her notes but will look further and add them. She will make the changes and send them with the draft minutes. (attached) Lou Ann will also send a copy to Cam so she can disseminate to the taskforce chairs.	

Draft of Proposal for state trauma committee restructure	The draft proposal was not reviewed.	
Trauma Taskforce Deliverable	<p>The taskforces were to have an outline of the plan to the EMS Advisory Board for review in August. None of the taskforces have an outline to present. Mike has asked for an extension until December. The change will be discussed at the Joint Taskforce meeting as well as the Taskforce Group Chair meeting immediately following. Direction will be given to have an outline of their plans for review at the December meeting.</p> <p>The Administrative Taskforce deliverable is to have an outline defining Leadership, System Development, Finance, and Legislation. We began this task at the April meeting and have the outline for Leadership and System Development (attached notes). We need to develop the outline for Finance and Legislation.</p> <p>Committee tasks for next meeting:</p> <ol style="list-style-type: none"> 1. Tom and Morris will research the current structure and the best way to change to a structure where Trauma is linear to the EMS Advisory Board giving us the ability to be a decision making entity. 2. Mike will draft a justification statement highlighting rationale for the structural changes. 3. Lou Ann and Andi will review the HRSA document and North Carolina State Trauma Plan for samples of finance and legislation outlines. 	Mike, Tom, Morris, Andi, Lou Ann
Future Meetings	October 6 th , VHHA Offices – Jefferson Room. 11:00am – 3:00pm.	
Set Timelines and Deliverables:	As stated above.	
Other:	None.	
Public Comment:	None.	
Adjournment:	The meeting adjourned at 10:58am	