

**Trauma System Plan Task Force Meeting  
 Virginia Office of EMS  
 The Perimeter Center  
 9960 Mayland Drive  
 Richmond, VA 23233  
 March 1, 2018  
 9:00 a.m.**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Other Attendees:</b>	<b>OEMS Staff:</b>
Michel Aboutanos, Chair	Shawn Safford	Kelley Rumsey	Gary Brown
Andi Wright	Scott Hickey	Tanya Trevilian	Cam Crittenden
Lou Ann Miller	Tom Ryan	Tracey Lee	Wanda Street
Emory Altizer	Keith Stephenson	Beth Broering	David Edwards
J. Forrest Calland		Kathy Butler	
R. Macon Sizemore		Dynette Rombough	
E. Sid Bingley		Pier Ferguson	
Anne Zehner		Melinda Myers	
Valeria Mitchell		Terral Goode	
Morris Reece		Paul Sharpe	
Maggie Griffen		Sherry Stanley	
Michael Feldman		Robin Pearce	
Lisa Wells		Ranjit Pullarkat	
		Dallas Taylor	
		Jennifer Mund	
		Karen Shipman	
		Lisa Wooten	
		Shelly Arnold	
		Kate Challis	
		Mark Day	
		Adam Rochman	
		Jeff Haynes	
		Stephanie Boese	
		Kelly Brown	

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Call to order:</b>	Dr. Aboutanos called the meeting to order at 9:15 a.m. He thanked everyone for his or her attendance and taking time out of his or her busy schedules.	
<b>Introductions:</b>	No introductions were made.	
<b>Review and Approval of December 7, 2017 minutes:</b>	<b>A motion was made to approve the minutes dated December 7, 2017. The minutes were approved as submitted.</b>	<b>The minutes were approved as submitted.</b>

	<b>A motion was also made to approve today’s agenda. The agenda was approved as submitted.</b>	
<b>Details of Today’s Itinerary:</b>	Dr. Aboutanos explained that at 9:30 the workgroups will breakout into sessions and put final touches on their section of the plan. The task force will then come back and meet together at 10:30 to go over the final document. Each workgroup will review their committee composition and the goals and objectives. Dr. Aboutanos wants the workgroups to work on process, structure and content. He asked that they please proofread their sections of the document. The will only review the indicators for priority scoring.	
<b>Workgroup Breakout Sessions:</b>	The workgroups met for one hour to review their respective committee structures and their goals and objectives.	
<b>Group Meeting:</b>	<p>The task force reconvened at approximately 10:45 a.m.to review, modify and incorporate changes in the Trauma System Plan document.</p> <p><b>Some of the changes to the Trauma System Plan document included the following:</b>  Leadership and Governance Committee – changed to Trauma Administrative and Governance (TAG) Committee  Definitive Care Committee – changed to Acute Care  Post-Acute/Rehabilitation – changed Post-Acute Care  Emergency Preparedness and Response (leave as is)</p> <p>The TAG Committee made some changes to the objectives.</p> <p>Throughout the document, changes were made to reflect the names changes to Injury &amp; Violence Prevention, Acute Care and Post-Acute Care.</p> <p>No changes were made to the System Improvement Committee composition or to the goals and objectives section.</p> <p>The Injury Prevention Committee was changed to Injury &amp; Violence Prevention Committee. The committee agreed to remove the Acute Care Committee representative. No changes were made to the goals and objectives.</p> <p>The Prehospital Care Committee made no changes to the committee composition or to the goals and objectives.</p> <p>Acute Care made no changes to the composition or to the goals and objectives. A minor change was made to 3.2.</p> <p>Post-Acute Care made no changes to the composition or to the goals and objectives. A Pediatric representative and a Skilled Nursing Care representative were added. Remove VDH and replace with Dept. in front of Aging and Rehabilitative Services representative.</p> <p>The Emergency Preparedness and Response Committee added a Pediatric and a Burn representative. No changes were made to the goals and objectives.</p> <p><b>Motions were made and accepted after each of the committee structures were reviewed and after each of the goals and objectives were reviewed.</b></p>	

	<p>Per Dr. Aboutanos, once the committees are officially formed; the Benchmarks, Indicators and Scoring will be reviewed.</p> <p>This document will be submitted to the Trauma System Oversight &amp; Management Committee for approval. It will then go to the Executive Committee.</p> <p>A task force member noted that term limits had not been established for the committee chairs. Dr. Aboutanos stated that the chairs will serve alternating 2 and 3 year terms to allow for rotation.</p> <p>The following are terms of the chairs of each committee:  SIC Chair – 3 year term, 2 terms renewable  I&amp;VP Chair – 2 years, 3 terms renewable  Prehospital Care Chair – 2 years, 3 terms renewable  Acute Care Chair – 3 years, 2 term renewable  Post-Acute Care Chair – 3 years, 2 term renewable  EP&amp;R Chair – 2 years, 3 terms renewable</p> <p><b>A motion was made by Dr. Griffen to accept the terms as stated above for each of the committee chairs. The motion was accepted by the task force.</b></p> <p><b>A second motion was made that the other committee member’s terms will be based on the committee chairs decision for terms of 2 or 3 years. The motion was accepted by the task force.</b></p> <p><b>A motion was made that in the event that the committee member is a state appointed position or a permanently appointed state position, their term may exceed the 2 or 3 year limit. The motion was accepted by the task force.</b></p> <p>It was also mentioned that the Trauma Operational Medical Director was not incorporated in any of the structure or on any of the committees. The Trauma OMD is part of the OEMS staff.</p>	
<b>Unfinished Business:</b>	None.	
<b>New Business:</b>	None.	
<b>Public Comment:</b>	None.	
<b>Adjournment:</b>	The meeting adjourned at approximately 12:00 p.m.	<b>Next meeting</b> – June 7, 2018. Place to be determined.