Trauma System Administrative Workgroup Virginia Hospital and Healthcare Association Headquarters 4200 Innslake Drive Glen Allen, VA 23060 April 6, 2016

11:00 – 4:00

Members Present	Members Absent	Ad Hoc	Visitor
Lou Ann Miller, Co- Chair	Keith Stephenson	Mark Lawrence	Robin Pearce
Emory Altizer	Len Wereiter	Drexdal Pratt	Robin i caree
Morris Reece	Len werener		
Tom Ryan			
Paul Sharpe Anne Mills			
Anne Mills			
Andi Wright Co-Chair			
Mike Aboutanos			
Maggie Griffen			

Topic/Subject	Discussion	Recommendations,
		Action/Follow-up;
		Responsible Person
Call to order:	The meeting was called to order by Lou Ann Miller at 11:02 am. A quorum was established.	

Minutes	The minutes from the March meeting were reviewed. The need for two changes were identified – one grammatical change in the second paragraph under ACS recommendations – strike extra words. Absentee and ad hoc members were listed incorrectly.	Andi Wright will make the corrections.
Shared Google Folder	Dr. Aboutanos asked about the Google shared folder. Andi Wright stated she had worked on this but was unable to create it and had not communicated with Kathy Butler, as planned. Dr. Griffen stated she would work on developing this and would discuss with Kathy when she saw her later this month.	Dr. Griffen/Andi Wright
Mission and Vision Statements Values	Both Mission and Vision statements were read. The group agreed to recommend that all subcommittees read them at the beginning of each meeting to maintain focus. Establishing a code of conduct and a list of values was discussed. The group agreed that the values adapted from the Institute of Medicine were appropriate and more important to finalize than a code of conduct. It was stated that the bylaws of the state advisory boards dictate the use of Robert's Rules. The list of values was reviewed and members volunteered to provide a one sentence description to Andi Wright within seven days. Safety: Maggie Equitable: Paul Effective: Mike Timely: Lou Ann Patient Centered: Anne Efficient: Morris Transparency: Andi Compassion: Mike Honesty: Maggie Respectful Communication: Paul Collaboration: Lou Ann Accountability: Tom (Ryan) Patient Focused: Anne Commitment: Morris In December 2016 we will provide a plan for trauma system development to the TSOMC and will include information about: • Leadership • Legislation	

	• Finance	Andi and Lou Ann will
	System Development	contact them.
Disaster Subcommittee Formation	Dr. Aboutanos stated that he, Lou Ann Miller and Andi Wright were invited to the state disaster committee to discuss the ACS recommendations related to disaster preparedness, education and standards. Mark Day and Beth Broering will be asked to co-chair the committee and work with Morris Reece to facilitate the subcommittee.	
ACS recommendation addressing System Leadership, TSOMC committee structure and Lead Agency	There was much discussion about undertaking the correct process to address the ACS recommendation about re-aligning the TSOMC in the existing organizational structure. The group reviewed the organizational structure and agreed that it is desirable for the TSOMC to be a state advisory board that reports directly to the Commissioner and the Board of Health. The ACS report comments on our current system as being "antiquated". There should be an emphasis on stating that injury prevention and trauma care are public health issues. The HRSA Public Health Model is a recognized method of system management and should be utilized as a foundation for trauma system planning in order to grow and elevate the trauma system in the Commonwealth. Refer to HRSA Model Trauma System document – page 15 – use as template The group discussed creating a proposal that reflects our values as well as incorporating both state and ACS trauma system development recommendations and requirements. Since a change of this type would be controversial the group was requested to maintain confidentiality about the discussion until any final decisions have been made. Once a draft is written it will be sent to legislative experts who can provide appropriate language and Virginia code. Additional discussion was about the formation of three subcommittees of the TSOMC: - System development - Finance - Legislation	Andi Wright will develop a draft.

Future Meetings	The group agreed to meet in varied locations for the convenience of some members who travel a great distance. The next meeting is scheduled for May 11 th in Charlottesville.	Andi will email minutes and further details.
Set Timelines and	None.	
Deliverables:		
Other:	None.	
Public Comment:	None.	
Adjournment:	The meeting adjourned at 2:47pm	

