

**Trauma System Plan Task Force Meeting
 Virginia Office of EMS
 Hampton Inn/Homewood Suites
 700 E. Main Street
 Richmond, VA 23219
 December 7, 2017
 9:00 a.m.**

Members Present:	Members Absent:	Other Attendees:	OEMS Staff:
Michel Aboutanos, Chair	Shawn Safford	Heather Davis	Gary Brown
Timothy "T. J." Novosel	Scott Hickey	Ann Kuhn	Cam Crittenden
Lou Ann Miller	Marilyn McLeod	Cathy Peterson	Tim Erskine
Emory Altizer	John Hyslop	Beth Broering	Wanda Street
J. Forrest Calland	Tom Ryan	Kathy Butler	David Edwards
R. Macon Sizemore	Andi Wright	Daniel Munn	George Lindbeck
E. Sid Bingley		Mindy Carter	Adam Harrell
Anne Zehner		Pier Ferguson	
Valeria Mitchell		Melinda Myers	
Morris Reece		Sam Bartle	
Maggie Griffen		Terral Goode	
Keith Stephenson		Paul Sharpe	
Michael Feldman		Sherry Stanley	
Lisa Wells		Robin Pearce	
		Carol Bernier	
		Eddie Ferguson	
		Dallas Taylor	
		Ron Passmore	
		Gary Critzer	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order:	Dr. Aboutanos called the meeting to order at 9:12 a.m. He thanked Tim Erskine for the work he has done thus far on the draft Trauma System Plan. Following the last meeting, the workgroups were tasked with defining their objectives and reviewing the indicators to ensure that they align. Today we will be meeting as one group to review all of the indicators in the HRSA document to see which of those indicators applies to which workgroups. Then we will see how the indicators are divided among the workgroups to avoid overlap. Dr. Aboutanos also previously asked each workgroup to identify the members of each workgroup that will eventually serve as	

	committee members.	
Introductions:	No introductions were made.	
Review and Approval of September 7, 2017 minutes:	A motion was made to approve the minutes dated September 7, 2017. The minutes were approved as submitted.	The minutes were approved as submitted.
Group Review of the Plan Document:	<p>Dr. Aboutanos proposed that the overall mission and vision statements that were created will be used for the Trauma System Plan and the workgroups work on their individual objectives. This eliminates the need for additional mission and vision statement work. So today, we will work on objectives and indicators. Dr. Aboutanos stated that the mission and vision statements are on the agenda.</p> <p>Dr. Aboutanos reviewed the committee proposal specifics and asked everyone to provide input and feedback as to the structure of the committee. The task force discussed whether or not there was a need for an epidemiologist and how to integrate that person into the committee.</p> <p>Each of the workgroup chairs or co-chairs read their goals and objectives which were projected on the A/V screen. Suggestions and comments were made after each workgroup shared their goals.</p> <p>A motion was made by Morris Reece to remove Goal 3 of the Acute Definitive Care Workgroup (Administrative Rule). The motion was seconded by Dr. Calland and all task force members were in favor of the motion.</p> <p>Tim distributed a copy of the Virginia Benchmarks, Indicators and Scoring Status to everyone. The benchmarks are listed under three Core Functions: Assessment, Policy Development and Assurance. The purpose of this is to identify which workgroup should address each indicator and what the target scores should be.</p> <p>The task force reviewed, discussed and scored each of the indicators and identified which workgroup/committee will address them.</p>	
Unfinished Business:	None.	
New Business:	None.	
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately 12:30 p.m.	Next meeting – (Retreat) February 6, 2018. Place to be determined.