

Designation Subcommittee Meeting Minutes
Monday, November 3, 2014
Michigan College of Emergency Physicians (MCEP)

Attendees: Holly Bair, Joseph Buck, Todd Chassee, Mican DeBoer, Deborah Falkenberg, John Kepros, Christine McEachin, Todd Nickoles, Sujal Patel, Shamarie Regenold, Penny Stevens, Wayne VanderKolk, Christopher Wagner, and Jon Walsh

Staff: Eileen Worden and Tammy First

Call to order in open meeting at 9:00 a.m. and public notification was posted.

Welcome and Introductions

Purpose: The Designation Subcommittee’s purpose is to advise the Michigan Department of Community Health (MDCH) in the designation of trauma facilities.

Responsibilities: The responsibilities include reviewing applications for designation and making recommendations to the MDCH. In addition, the committee will be reviewing reports of state verification teams for In-State verified Level III and Level IV hospitals in order to provide verification and subsequent designation recommendations. Members will need to recuse themselves of the review and vote of any facility they have a conflict of interest with. The committee is comprised of 17 members and clinical experts from each of the eight trauma regions. Members will serve a three year term.

Meeting Schedule: The committee will meet every other month and a nine member physical quorum is required for business to be conducted. The members agreed to notify the Designation Coordinator by noon the day before the next scheduled meeting if they are unavailable to attend the meeting. This will ensure that each meeting has a quorum and if not, the Designation Coordinator will notify everyone via email by close of business the day before the next scheduled meeting.

Discussion: Each committee member was given a binder that includes the membership list, meeting schedules, purpose, roles, and responsibilities of the committee, review guidance, and each regional trauma network work plans. The state’s designation status will coincide with the American College of Surgeons (ACS) verification. ACS does have a grace period in between the re-verification site visit and the determination letter. The MDCH will honor that grace period and once a facility receives a new re-verification letter, they will need to submit a new designation application. Additionally, discussion ensued about members of the Designation Committee being site reviewers for the state. The discussion entailed time commitment, members having to recuse themselves of applications they were site reviewers on (ensuring a quorum), and the importance of the members knowing the site review process.

The Chair announced the meeting would be moving into closed session at 9:30 a.m. and public notification was posted.

Review of Designation Applications: The Designation Subcommittee moved into a closed session where the designation applications were reviewed and discussed.

The Chair announced the meeting would be moving into open session at 10:40 a.m. and public notification was posted.

Vote: The committee moved back into open session where a motion was made and seconded for each facility to recommend designation. The facilities are listed below:

Facility	Vote	Recused	Comments
Sparrow Hospital	12 Yes/0 No	Stevens and Kepros	
Beaumont Hospital, Royal Oak, Adult	13 Yes/0 No	Bair	
Beaumont Hospital, Royal Oak, Pediatric	13 Yes/0 No	Bair	
Henry Ford Macomb Hospital	13 Yes/0 No	McEachin	
McLaren Macomb Hospital	14 Yes/0 No		
St. Joseph Mercy Oakland	14 Yes/0 No		
Beaumont Hospital, Grosse Pointe	13 Yes/0 No	Bair	
Botsford Hospital	13 Yes/0 No	Bair	
Henry Ford Hospital	13 Yes/0 No	McEachin	
Oakwood Hospital – Southshore	14 Yes/0 No		
St. John Hospital & Medical Center, Adult	13 Yes/0 No	Buck	Stipulation the facility submits a physician name to the site reviewer pool
St. John Hospital & Medical Center, Pediatric	13 Yes/0 No	Buck	Stipulation the facility submits a physician name to the site reviewer pool

Covenant Healthcare	12 Yes/0 No	Patel and Falkenberg	
Genesys Regional Medical Center	14 Yes/0 No		
McLaren Flint	14 Yes/0 No		
MidMichigan Medical Center, Midland	14 Yes/0 No		
Borgess Medical Center	13 Yes/0 No	DeBoer	
Helen DeVos Children's Hospital	12 Yes/0 No	Chassee and Nickoles	
Mercy Health Saint Mary's	13 Yes/0 No	Vanderkolk	
Spectrum Health, Butterworth	12 Yes/0 No	Chassee and Nickoles	
Munson Medical Center	13 Yes/0 No	Regenold	
UP Health System, Marquette	14 Yes/0 No		

Public Comments: No comments

Next Meeting: Tuesday, January 6, 2015, 9 a.m. at MCEP

Adjournment – 10:50 a.m.