

Designation Subcommittee Meeting Minutes
 Tuesday, March 6, 2018
 Bureau of EMS, Trauma and Preparedness

Attendees: Holly Bair, Joseph Buck, Todd Chassee, Rita Cox, Deborah Falkenberg, Mark Kerschner, Chris McEachin, Sujal Patel, Mark Puls, Penny Stevens, Wayne VanderKolk, and Chris Wagner

Staff: Tammy First, Theresa Jenkins, Denise Kapnick and Eileen Worden

Call to order in open meeting at 8:54 a.m. and public notification was posted.

Approval of Minutes: The minutes from the January 23, 2018 meeting were approved.

New Business:

- Forty-six hospitals have submitted a request for verification and are in the que for a site visit. Through May, five site visits are scheduled. There will be five focused visits in 2018 in which the Designation Subcommittee members will be the reviewers.
- The May 1, 2018 meeting Designation Subcommittee meeting will include four in-state verification/designation applications and up to seven ACS verified designation applications.
- The verification and designation documents are currently being revised and will be completed this spring. In addition to the revisions, the forms will be fillable.
- An update training for current reviewers will be held on Friday, June 22, 2018. The training will focus on variances in site reviews such as preparation for a site visit and report writing. A communication regarding the training will be sent out shortly. A new reviewer training will be scheduled this fall.
- The 2017 regional work plans have been posted on the trauma section website. Hospitals are now using the updated work plans to discuss regional participation in the designation applications.
- The trauma section website has been updated with a late data submission policy and a facility administrator guide to assist hospitals in data submission.

A motion was made and approved to move into closed session at 8:58 a.m. and public notification was posted.

Review of Designation Applications: The Designation Subcommittee reviewed and discussed the designation applications during the closed session.

A motion was made and approved to move into open session 10:16 a.m. and public notification was posted.

Vote: The committee moved back into open session where a motion was made and seconded for the subcommittee's recommendation regarding designation. The facilities are listed below:

Facility	Level	Status	Vote	Recused	Comments
Henry Ford Allegiance	II	Re-Designation Extension	11 Yes/0 No	McEachin	Two year extension
Henry Ford Wyandotte	III	Re-Designation	11 Yes/0 No	McEachin	Three years
Bronson Battle Creek	III	In-State Verification/Designation	10 Yes/0 No	Cox/ Kerschner	One year with focused review (on-site)
Mercy Health Muskegon – Lakeshore Campus	IV	In-State Verification/Designation	12 Yes/0 No	N/A	One year with focused review (documentation submission)
Mercy Health Muskegon – Mercy Campus	IV	In-State Verification/Designation	12 Yes/0 No	N/A	One year with focused review (on-site)
North Ottawa Community Hospital	IV	In-State Verification/Designation	12 Yes/0 No	N/A	One year with focused review (documentation submission)
Spectrum Health Zeeland Community Hospital	III	In-State Verification/Designation	12 Yes/0 No	N/A	One year with focused review (documentation submission)
MidMichigan Medical Center – Gratiot	III	In-State Verification/Designation Determination Appeal	12 Yes/0 No	N/A	Appeal dismissed as it does not meet the requirements of the appeal process.

Adjournment: 10:26 a.m.

Next Meeting: Tuesday, May 1, 2018, 9 a.m. – 11 a.m. at the Bureau of EMS, Trauma and Preparedness, 1001 Terminal Road, Lansing, MI 48906