

Designation Subcommittee Meeting Minutes
Tuesday, September 10, 2019
Bureau of EMS, Trauma and Preparedness

Attendees: Holly Bair, Todd Chassee, Deborah Falkenberg, Mark Kerschner, Sujal Patel, Penny Stevens, Wayne VanderKolk and Jon Walsh

Staff: Doug Burke, Helen Berghoef, Tammy First, Theresa Jenkins, Bob Loiselle and Eileen Worden

Guests: Patricia Irwin and Matt Lampert

Call to order in open meeting at 9:02 a.m. and public notification was posted.

Approval of Minutes: The minutes from the July 9, 2019 meeting were approved. Motion for approval Chassee, seconded by Bair, all in favor.

New Business:

- Currently 90 facilities are designated, 10 site visits are scheduled, two of which are focused visits, and 20 hospitals have submitted a request for verification and are in the queue for a site visit.
- The November 5, 2019 Designation Subcommittee meeting will include six in-state verification/designation applications and one on-site focused visit report.
- The editor process is going to be formalized to document the work that is being done. The committee was given an "Editor Expectations" document which explains the process of the editor. The editor form will be used to document the review of each site visit report. To avoid last minute reviews and allow the time needed to complete the review process, reports must be received 15 days prior to the scheduled Designation Subcommittee meeting, or it will be moved to the next scheduled meeting. The editors will work together and submit one editor form prior to the scheduled Designation Subcommittee meeting.
- The Designation Subcommittee was provided a draft of the minimum requirements for the level IV multidisciplinary peer review committee for discussion. After some discussion, a motion was made by Patel to approve the draft minimum requirements with the revisions discussed. Chassee supported the motion. The motion passed with all in favor.
- There is a vacancy on the Designation Subcommittee. An application to fill the vacancy will be posted on the state trauma website. The candidate must be a physician with trauma experience who is not currently on the State Trauma Advisory Committee. The applications will be accepted through September 27, 2019.
- The committee members were provided the schedule for the 2020 meetings.

A motion was made by Chassee and seconded by Patel and approved to move into closed session at 9:30 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 by Falkenberg and seconded by Kerschner and approved to move into open session 10:19 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	Motion	Vote	Recused	Comments
Beaumont Hospital Dearborn	II	Re-Designation	Stevens/ Chassee	7 Yes/0 No	Bair	Three years
McLaren Macomb Hospital	II	Re-Designation	Chassee/ Walsh	8 Yes/0 No	N/A	One year
St. Joseph Mercy Hospital	I	Re-Designation	Kerschner/ Patel	8 Yes/0 No	N/A	Three years
UP Health System Portage	III	Re-Designation	Patel/Bair	8 Yes/0 No	N/A	Three years

Ascension River District Hospital	IV	In-State Verification/ Designation Extension	Chassee/ Bair	8 Yes/0 No	N/A	Two year extension
Aspirus Iron River Hospital and Clinics	IV	In-State Verification/Designation	Kerschner/ Stevens	8 Yes/0 No	N/A	One year with an on- site focused review
McLaren Bay Region	III	In-State Verification/Designation	Walsh/ Chassee	8 Yes/0 No	N/A	One year with an on- site focused review

Adjournment: 10:26 a.m.

Next Meeting: Tuesday, November 5, 2019, 9 a.m. – 11 a.m. at the Bureau of EMS, Trauma and Preparedness, 1001 Terminal Road, Lansing, MI 48906