

**APPROVED**  
**03.01.22**



# GEORGIA TRAUMA COMMISSION

## Georgia Trauma Commission Meeting Minutes

Thursday, November 17, 2022

9:00 AM-3:15 PM

Marriott Macon City Center

Macon, Georgia

Meeting Recording: <https://youtu.be/aw7WwEztcMc>

Meeting Attachments: [trauma.ga.gov](https://trauma.ga.gov)

### COMMISSION MEMBERS PRESENT

Dr. Dennis Ashley, Chairman  
Dr. James Dunne, Vice-Chairman  
Dr. Regina Medeiros, Secretary /Treasurer  
Dr. John Bleacher  
Mr. Courtney Terwilliger  
Dr. Michelle Wallace  
Mr. Jim Adkins via Zoom  
Pete Quinones

STAFF MEMBERS & OTHERS SIGNING IN	REPRESENTING
Elizabeth Atkins	GTC, Executive Director
Gina Solomon	GTC, GQIP Director
Katie Hamilton	GTC, Finance Operations Officer
Gabriela Saye	GTC, Executive Assistant
Cheryle Ward	Georgia Trauma Foundation, Executive Director
Jessica Davis	Archbold Medical Center, Trauma Registrar
Mary Beth Goodwin	Archbold Medical Center, Trauma PI Coordinator
Greg Patterson	Archbold Medical Center, TMD
Kyndra Holm	Augusta University Health - Children's Hospital of GA, PTPM
Michelle Williams	Baker Donelson
Amy Watson	Effingham Health System, TPM
Brooke Marsh	Emanuel Medical Center, TPM
Gail Thornton	Emanuel Medical Center, Trauma Registrar
Sharon Nieb	Emory, Program Director
Jill Woodard	Emory, Program Director
Lynn Grant	Fairview Park Hospital, Trauma Program Director
Daniel Walsh	Georgia Department of Law State of Georgia, Sr. Assistant Attorney General
Xavier Crockett	Georgia Department of Public Health, State Health Protection Director
Becca Hallum	Georgia Hospital Association, Associate General Counsel
Sofi Gratas	Georgia Public Broadcasting, Health Reporter
Glenda Grant	Georgia Rural Health Innovation Center, Executive Director
Cheryle Ward	Georgia Trauma Foundation, Executive Director
Sarah Parker	Grady Health System, Trauma Program Director
S. Rob Todd	Grady Health System, SVP / Chief, Acute Care Surgery

Judean Guinn	Hamilton Medical Center, VP/CNO
Farrah Parker	JMS Burn Center at Doctors Hospital, Burn Program Coordinator
Kendrix Evans	Memorial Health Meadows Hospital, TPD
Karrie Page	Memorial Health Meadows Hospital, Trauma Coordinator
Susan Jackson	Morgan Medical Center, Quality Safety Director
Christie Mathis	Morgan Medical Center, TPM
Christie Mathis	Morgan Medical Center, TPM
Karen Young	Morgan Medical Center, Director of Nursing and Risk Management
Jesse Gibson	Northeast Georgia Medical Center, Trauma Program Director
W. Matthew Vassy	Northeast Georgia Medical Center, Trauma Medical Director
Michael Johnson	OEMST, Director
Kelly Joiner	OEMST, Deputy Director
Marie Probst	OEMST, State Trauma Registrar
Richard Rhodes	OEMST, State Training Coordinator
Brandi Fitzgerald	Phoebe Putney Memorial Hospital, TPM
Heather Morgan	Piedmont Athens Regional, TPM
John Pope	Piedmont Cartersville, TPM
Jan Tidwell	Piedmont Cartersville, CNO
Karen Hust	Piedmont Walton Hospital, TPM
Sharon Hogue	Polk Medical Center, TPM
Tifani Kinard	Polk Medical Center, VP of Rural Health
Dawn Truett	Polk Medical Center, Quality/Accreditation Coordinator
Charles Barbera	PTSF
Amy Krichten	PTSF
Darlene Gondell	PTSF
Juliet Altenburg	PTSF, Executive Director
Kristen DiFiore	PTSF, Accreditation Specialist
Scott Roberts	Region 4 EMS, Assistant Chief
Brian Dorriety	RTAC, Region 7
Danielle Johnson	RTAC, Region 3 Coordinator
Anita Matherley	RTAC, Region 8 Coordinator
Crystal Shelnut	RTAC, Region 10 Coordinator
Winston Charles	Wellstar Cobb Hospital, Trauma Program Manager
Kristy Ruiz	Wellstar Cobb Hospital, TPM
Frances van Beek	Wellstar Healthcare System, AVP, Trauma & Neuro
Jamie Van Ness	Wellstar Kennestone, Director of Trauma Services
Kerry Carter	Wellstar Paulding Medical Center, TPM
Emily Baldrige	Wellstar Spalding Regional Hospital, Trauma Program Manager
Rachel Hand	Wellstar West GA Medical Center, TPM

### **CALL TO ORDER (00:00:05)**

Dr. Dennis Ashley called the meeting to order at 9:00 AM with eight Commission members present.

### **CHAIRMAN REPORT (00:00:33)**

*Presented by Dr. Dennis Ashley*

Due to the full agenda, Dr. Ashley provided a brief review of the Chairman's Report:

- Welcome, Pete Quinones, the newest member of the Georgia Trauma Commission. He has had a 30+ year career in EMS and serves as the President/CEO of Metro Atlanta Ambulance Service in Marietta. He has been one of our long-standing members of the EMS Committee, so he's well-informed about the challenges we face. His leadership and administrative experience will be an asset to the Commission. We look forward to working with Pete.
- Thank you, Dr. James Smith, for your four years of service on the Commission. He has always been supportive of the Commission and our projects. He could not attend the meeting in person today, but we have a plaque to send him to appreciate his efforts over the past four years.
- This third Thursday in November is recognized nationally as Rural Health Day. It is excellent timing to focus on our rural community. We hope our rural partners feel empowered and a part of the team.
- Typically, we review our bylaws this time of year, but we changed them last year to review every three years.

Today's meeting is a bit longer due to combining our initiatives into the Commission meeting. We will continue with our presentations for the morning.

### **MORNING SESSION PRESENTATIONS (00:02:48)**

The following presentations were reviewed during the morning session:

1. Pennsylvania Trauma System Foundation (PTSF): Level IV Consultative Summary  
Presented by: Dr. Charles Barbera, Darlene Gondell, and Amy Krichten  
Overview: The PTSF review team discussed their findings during the October Level IV Consultative Visit. The presentation included their consultative process, Level IV strengths, opportunities, and recommendations.
2. Georgia Rural Health Innovation Center (GRHIC)  
Presented By: Glenda Grant  
Overview: History of GRHIC start, mission, and current project highlights (ATTACHMENT A).
3. Georgia State Office of Rural Health (SORH)  
Presented By: Nita Ham  
Overview: History of SORH, mission, team composition and programs, current rural regions and hospitals, grant program, and partnerships (ATTACHMENT B).

### **APPROVAL OF MEETING MINUTES AND 2023 MEETING DATES (00:41:22)**

*Presented by Dr. Dennis Ashley*

Dr. Ashley asked for a motion to approve the August meeting minutes, p. 4-12, in the meeting packet.

**MOTION GTCNC 2022-11-01:**

**Motion to approve August 11, 2022, meeting minutes as submitted.**

**MOTION BY:** Dr. Regina Medeiros

**SECOND BY:** Dr. James Dunne

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion PASSED with no objections nor abstentions.

Dr. Ashley asked for a motion to approve the 2023 Commission Meeting Dates, p. 13.

**MOTION GTCNC 2022-11-02:**

**Motion to approve 2023 Commission Meeting Dates.**

**MOTION BY:** Dr. Regina Medeiros

**SECOND BY:** Dr. Michelle Wallace

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion PASSED with no objections nor abstentions.

Liz Atkins added that the August meeting date is subject to change after logistics are discussed next week.

**EXECUTIVE DIRECTOR REPORT (00:42:58)**

*Presented by Liz Atkins*

Liz Atkins stated the full report could be found on pages 15-19, which provide a high-level overview of significant initiatives.

- Thank you to those that participated in the Level III/IV Readiness Cost Survey. The paper was accepted for publication. Thank you, Kelli Vaughn, for assisting in completing the manuscript and revisions.
- The ACS visit has become a full trauma systems consultation with a rural focus. The schedule is as follows and available on page 20:
  - Day 1, January 9, 2023 – Full System Review  
Lake Blackshear Resort, Cordele, GA
  - Day 2, January 10, 2023 – S. GA Rural Focused Review  
Lake Blackshear Resort, Cordele, GA
  - Day 3, January 11, 2023 – N. GA Rural Focused Review  
Clarence Brown Conference Center, Cartersville, GA

We will have a panel of nine ACS members, including Dr. Mile Person, a rural specialty reviewer, and Dr. Brian Eastridge, a trauma surgeon and team leader. We will include updates on our website under events: <https://trauma.georgia.gov/events>

We are partnering with the Office of EMS and Trauma (OEMST) to complete the Pre-Review Questionnaire (PRQ) to provide the reviewers with some data and background on our system. Renee Morgan added that it is a busy time and has been a slow process getting the information needed to complete the PRQ.

## COMMITTEE AND WORKGROUP REPORTS

### BUDGET COMMITTEE REPORT (00:47:57)

*Presented by Dr. Regina Medeiros*

Dr. Regina Medeiros provided a brief review of the following budget documents:

- Super Speeder Revenue-p.22-25
  - Overall we are four percent down for the year. We track the revenue month-to-month, and it is included in the packet at every Commission meeting.
- FY 2023 Expense to Budget-p. 26
  - We have had several unexpected expenditures and have utilized most of the contingency funds. We have areas under budget, which we can reallocate from if needed.
- Budget Cycle Timeline-p. 27
  - We are on track with our timeline. Next session, we will need to vote on the AFY Proposed Spend Plan. Our timeline ensures we are proactive and aligned with the state's due dates.
- FY 2022 Use of Readiness Funding Summary-p.28
  - We ask centers to report what they use their readiness funding for. The highlighted areas draw attention to what most of the centers use their readiness funding for.
- Three-Year Open Purchase Order Summary-p. 29-31
  - We will continue to include this summary in the packet for review. This is the tremendous job Katie Hamilton has done to clean up old purchase orders.
- Next week we will find out more information on the Fireworks Excise Tax for the amended budget.

Dr. Medeiros asked Liz Atkins to review the FY 2024 proposed performance-based pay criteria. Liz Atkins referenced pages 32-37. There are some subtle changes for FY2024, which are outlined on page 37. We facilitated an open comment period to gain feedback from contracted centers and determine if any changes needed to be made. We did not receive any substantive changes, and we summarized the general points on page 38. Some feedback included:

- The benefit of TMD COT participation, which we brought forward to the TMD Committee. Dr. Ashley added that we need to continue to support the state COT.
- More clarification on the MARCH PAWS course is needed. Please note the percent at risk for hosting a course is zero for FY 2024.
- We discussed the open comment feedback at the GCTE meeting and will consider adding some recommendations to the FY 2025 PBP.

We would like to get the open comment period out earlier to have more opportunities for meaningful input. Since many of the attendance requirements are tied to the calendar year, we want to get this approved to ensure centers have the appropriate staff attend the meetings. We want to get to a prospective payment. Therefore, your current performance is your future economic reality. We will have more in-depth discussions about our current invoicing process and ways to make it easier for all.

**MOTION BY: GTC Budget Committee**

**MOTION GTCNC 2022-11-03:**

**Motion to approve the FY 2024 Proposed Performance-Based Pay Criteria**

**MOTION BY:** Budget Committee

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion PASSED with no objections nor abstentions

Next, Dr. Medeiros continued the Budget Committee Report by referencing the Unfunded Trauma Center Grant applications on pages 39-47. Five centers are eligible for a one-payment to cover registry costs and readiness. In exchange for funding, the centers must meet the performance-based pay requirements.

**MOTION BY: GTC Budget Committee**

**MOTION GTCNC 2022-11-04:**

**Motion to approve the AFY 2022 Unfunded Trauma Center Grant Applications**

**MOTION BY:** Budget Committee

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion PASSED with no objections nor abstentions

#### **EMS COMMITTEE REPORT (01:09:05)**

*Presented by Courtney Terwilliger*

Courtney Terwilliger referenced the report on page 48 for the EMS Committee and provided a brief update on the EMS Committee budget.

- We are working on the last piece of our budget, the equipment grants. We revised the application to address some concerns with last year's grant.

#### **LIII/IV COMMITTEE REPORT (01:10:32)**

*Presented by Dr. Greg Patterson*

Dr. Greg Patterson referenced the report on page 49.

- MARCH PAWS has been reviewed and is currently in the pilot phase, with courses to be scheduled at Emanuel Medical Center, Crisp Regional, and John D. Archbold.
- The ACS visit will incorporate a full trauma systems consult and a rural-focused review. The dates are January 9, 2023, through January 11, 2023.
- This morning, we had great presentations from the PTSF group reviewing the Level IV consult visits. We have a lot of work to do within the next couple of months, and we plan to discuss a strategic plan at our next meeting in February.
- Dr. Ashley presented the Readiness Cost Survey at the AAST, which was recently accepted for publication.
- Access to Specialty Care was updated in August and is available on the trauma.ga.gov website.
- We reported last August that everyone had received funding for the web-based registry.
- We will revisit our PI projects that were on hold due to the consult visits.

**GEORGIA QUALITY IMPROVEMENT PROGRAM RESOLUTION: TRAUMA BEST PRACTICES COMMITTEE (01:13:40)**

*Presented by Dan Walsh and Michelle Williams*

Dan Walsh with the Attorney General's Office and Michelle Williams with Baker Donelson reviewed the GQIP resolution on pages 66-68. The goal of the resolution is to improve the quality of trauma and care and achieve patient safety through peer review. We want to fulfill certain statutory directives by establishing programs for peers in the trauma network to openly discuss their experiences and thoughts on what has not worked and what could work better while protecting patient confidentiality. The committee would benefit from participating in these discussions and the opportunity to collect and analyze relevant data to formulate recommendations for quality improvement in patient safety to be presented as part of the commission's annual report to the state.

- Dr. James Dunne asked if there were any HIPPA issues with the committee. Michelle Williams clarified that HIPPA as a statute does not apply to the Commission, but there are still confidential obligations the committee must abide by.
- Dr. Ashley added that the resolution was put in place to protect trauma centers and stakeholders and provide them with a safe place to discuss quality.
- Courtney Terwilliger asked if the Trauma Best Practices Committee, instead of GQIP, would make recommendations to the Commission. Michelle Williams clarified that the Commission could ask any committee for a recommendation, but we do anticipate the peer review recommendations would come from the Trauma Best Practices Committee. Regina Mederios stated that the new committee will become the Patient Safety Organization and will coordinate efforts and activities. GQIP will transform to focus on the initiatives and benchmarks in the state.
- Liz Atkins stated the resolution creates the structure by which we can be protected, but we still need to formalize the processes.

**MOTION BY: Georgia Quality Improvement Program**

**MOTION GTCNC 2022-11-05:**

**Motion to approve the GQIP Resolution to add the Trauma Best Practices Committee**

**MOTION BY: Georgia Quality Improvement Program**

**VOTING: All members are in favor of the motion.**

**ACTION: The motion PASSED with no objections nor abstentions**

**GEORGIA COMMITTEE FOR TRAUMA EXCELLENCE (GCTE) REPORT (01:41:01)**

*Presented by Jesse Gibson*

Jesse Gibson referenced the report on page 51 for the Georgia Committee for Trauma Excellence. Our subcommittees are still working together around our goals: decrease the time to definitive care, decrease the incidence of AKI, and increase trauma awareness. Some highlights of the work being done:

- Continuing education in trauma and non-trauma centers on the importance of getting patients to the appropriate facility in a timely manner.
- Our Injury Prevention Subcommittee has greatly increased awareness of trauma to healthcare providers throughout the state and our community through social media events and virtual education.
- We are continuing the work of the Pediatric Readiness Toolkit to assist with the new ACS Grey Book standards.
- With leftover Commission funds, the Education Subcommittee purchased TCRN books for each trauma center in the state to increase TCRN-certified nurses.
- The Registry Subcommittee is working with the OEMST on a Biospatial platform for data analysis.

- Tracy Johns will take over as GCTE Chair in January. GCTE voted on their new Vice-chair during our last meeting, Lynn Grant from Fairview Park.

After the GCTE report, Kristal Smith presented the Injury Prevention Excellence Award to Dr. Sharon Neib on behalf of the Georgia Trauma Commission and the Georgia Committee for Trauma Excellence. Thank you for your years of support and service to the trauma system.

#### **TRAUMA ADMINISTRATORS COMMITTEE REPORT (01:49:20)**

*Presented by Michelle Wallace*

- We have had multiple workgroup meetings since our last Commission meeting.
- After Thanksgiving, links will be sent to the administrators to ensure they have the right people connected to the GCC website.
- The trauma transfer diversion status on the GCC website will only be available for trauma center view. The status came about when centers would go on diversion, and smaller rural hospitals could not get patients out.
- The diversion workgroup is also working on a best practices document with the new GCC status rollout to share some leading practices around patient movement.
- The next level of work needs to happen within the region. We will be working on regional communication plans so hospitals within their area can communicate their specific diversion status.
- Our finance workgroup has a chair, Billy Wright, from Grady. Regina has been doing a tremendous amount of work already developing a finance dashboard from the TCAA recommendation at the finance workshop at Barnsley. We are working to identify benchmarks that we would like centers to monitor and track to ensure they maximize their financial capabilities.
- The next meeting will be in person at Chateau Elan, which is part of the PBP.
- Courtney Terwilliger asked if there was a standard for diversion. Dr. Michelle Wallace stated there is no standard, but we do see the value of standardizing.

Lori Wood, Grady's Executive Director of Emergency Management, gave an overview of the GCC history, process, current state, the new trauma transfer diversion status, and future state (ATTACHMENT C).

#### **TRAUMA SYSTEM PERFORMANCE COMMITTEE REPORT (02:10:45)**

*Presented by Dr. James Dunne*

- Due to the migration to Imagetrend Central Site, we cannot attain any new data and do not have a timeframe for completion.
- The armband project is still in the development phase. Education with armband stakeholders: Law Enforcement, EMS agencies, and hospitals to take place soon.
- Dr. Ashley and I are working on a separate project within our regions, five and nine, and will use our trauma registry to get a snapshot of ditch-to-door. We will begin working and comparing it to previous data to review and work on mitigation strategies.

#### **TRAUMA MEDICAL DIRECTORS COMMITTEE REPORT (02:15:49)**

*Presented by Dr. Katherine Kohler*

Dr. Kohler, Chair of the Trauma Medical Directors Committee, gave a brief overview of the committee's report:



At our last meeting, we had Lori Wood provide an update on the GCC website with the trauma diversion status. We know hospitals have been strapped for resources and can go on diversion for various reasons, such as a lack of staff. We are trying to figure out how this will look from a definition standpoint.

- Whatsapp communication rollout has been utilized by some TMDs and is a starting point to bridge the communication between facilities.
- The contact list for trauma center resources is a work in progress.
- We are re-drafting a letter about the expectations for some critical access hospitals, what is acceptable for transfer when you should transfer, and how to reach out.
- We will continue to meet quarterly.

Dr. Dunne recommended the committee discuss new initiatives pertaining to the needed collaboration between level IV centers and a higher-level trauma center to increase the flow of communication. Maybe we need to formalize a process for that to take place.

Dr. Michelle Wallace asked if she and Dr. Kohler could discuss the trauma diversion initiative to ensure both committees are working together.

## SYSTEM PARTNER REPORTS

### GEORGIA TRAUMA FOUNDATION REPORT (02:21:22)

*Presented by Cheryle Ward*

Cheryle Ward referenced the report on page 57.

- We have engaged fundraising consultants, Alexander Haas, who are helping us with mission fulfillment, and board expansion. They have recommended two action paths:
  1. Focus on one short-term project and one long-term project. The short-term will raise money quickly and obtain immediate results. The long-term will show sustained impact. We are currently narrowing down the projects and ensuring they align with the commission's priorities.
  2. Adapt reward leadership development strategies specifically designed to help us broaden our recruitment goal and to expand our reach across the state. We plan to engage in a public awareness campaign about trauma and trauma as a public health issue. Alexander Haas is helping us with messaging, which will be the center of everything we do. Right now, it boils down to two words: Minutes Matter. Most people don't realize how crucial minutes are, so we must convey that message.

By the end of the year, we will have talking points to help advance our message. Our purpose is not to talk about the Foundation but to educate the public about the Commission and the important work you do to make the best trauma care possible.

### GEORGIA QUALITY IMPROVEMENT REPORT (02:26:46)

*Presented by Gina Solomon*

Gina Solomon referenced her report on pages 58-65 of the meeting packet.

- TBI workgroups received the 2017-2020 TQIP PUF files. Our research fellow is going to do some analysis with Dr. Benjamin. Dr. Todd added the workgroups continue to progress, and our goal is to sunset them by the next Winter Meeting. We look forward to facilitating a closed peer review session during Day of Trauma next year to focus on process measures.

- The GQIP resolution was created and approved today to create an official committee to support peer review.
- Arbormetrix Central Site went live on September 27. We have data from most of the facilities and over 68,000 records. Centers also have access to ESO driller, which provides a high-level analysis of the data. We completed the initial list of processes, outcomes, and filters. We are on schedule with our timeline and set to launch in the second quarter of 2023. We are hoping the platform will help level IV's with their PI process.

Dr. Dunne expressed concern about the risk-adjusted models and trying to improve measures on various reports. Gina Solomon stated they are likely very similar models. Michigan is currently using the platform, and they will most likely complement each other.

#### **OFFICE OF EMS AND TRAUMA REPORT (02:35:55)**

*Presented by Michael Johnson, Kelli Joiner, and Renee Morgan*

- Michael Johnson expressed condolences for the death of a 12-year licensed paramedic responding to an accident this morning.
- Michael Johnson started the report by welcoming Xavier Crockett, the new Director of Health Protection
- We had our NHTSA re-assessment in August. The first one was conducted in 1995. The assessment is available online for review of their eleven focus areas. Thanks to all that were able to participate.
- Kelli Joiner shared some updates on the armband project:
  - We had a meeting with law enforcement yesterday and have another meeting with the commander next week to confirm their participation.
  - We have talked with Northeast Georgia Health System and plan to facilitate the education in December. Hopefully, we can start the project at the beginning of the year.
- Renee Morgan shared they are currently busy with end-of-year quarterly reports.
  - Piedmont Henry is undergoing a level III review and awaiting its results.
  - Fairview Park Hospital was verified during their ACS consultative visit. It is the first time a facility has been verified during a consultation in Georgia.
  - EMS Directors would like to collaborate with Trauma Directors to discuss blood products and TXA and what they see in rural areas.

Dr. Dunne asked how many facilities have undergone designations in the last six months. Renee advised two new level IVs: Wellstar Spalding and Wellstar West Georgia Medical Center, and one level III: Piedmont Henry. We are catching up with level IV redesignations after the PTSF consult visits.

#### **SUMMARY OF ACTION ITEMS & ADJOURNMENT**

- Morning Presentations from Pennsylvania Trauma System Foundation (PTSF): Level IV Consultative Summary, Georgia Rural Health Innovation Center, Georgia State Office of Rural Health.
- Welcome, Pete Quinones, the newest member of the Georgia Trauma Commission. Thank you, Dr. James Smith, for your four years of service on the Commission.
- American College of Surgeons Georgia Trauma Systems Consultative Visit and Rural-Focused Review is taking place January 9, 2023-January 11, 2023.
- Commission Approved: FY 2024 proposed performance-based pay criteria.
- Commission Approved: AFY2022 unfunded trauma center grant applications.
- Commission Approved: GQIP resolution to add Trauma Best Practices Committee.

- Tracy Johns will be the GCTE Chair, and Lynn Grant will be the GCTE Vice-Chair starting January 1, 2023. Thank you, Jesse Gibson, for your dedication as GCTE Chair.
- The GCC trauma diversion status will be available for trauma center view only. Lori Wood reviewed the GCC status change and the future of the website.
- Dr. Dunne recommended the TMD Committee discuss new initiatives pertaining to the needed collaboration between level IV centers and a higher-level trauma center to increase the flow of communication and support.
- Dr. Wallace requested to collaborate with Dr. Kohler on the diversion initiative within their committees.
- Renee Morgan expressed EMS Director's wish to collaborate with Medical Directors and discuss the issues they see in rural areas.

**MOTION GTCNC 2022-11-06:**

**Motion to adjourn.**

**MOTION BY:** Courtney Terwilliger

**SECOND BY:** Dr. James Dunne

**VOTING:** All members are in favor of the motion.

**ACTION:** The motion PASSED with no objections nor abstentions.

*Minutes Respectfully Submitted by Gabriela Saye*