



Texas Trauma Coordinators Forum

STRATEGIC PLANNING MEETING MINUTES

January 8, 2016 The Medical Center of Plano

Board Members Present: Robin Garza, Jacky Betts, Brett Dodwell, Courtney Edwards, Terry Valentino, Jo-ell Lohrman, Rebecca Crocker, Garrett Hall, Tracey Cotner-Pouncy (via phone), Irene Lopez (via phone), and Lori Boyett (via phone).

Members Present: Brenda Putz, Kathy Moon

Call to Order – The meeting was called to order by President Garza, a quorum was established, agendas were supplied, and a sign in roster was utilized. Audio dial-in capability was offered for remote attendance.

TTCF 2016 meeting dates and locations were established: February 8/9, May 9/10, August 22/23, and November 18 with the Wyndham Garden Hotel for the Austin dates. There was a reminder to secure rooms before the reservation block expires.

Board Conference Calls were agreed upon and scheduled for 10:00 on the 3rd Thursday of the month for April, July, and October. Meeting requests will be sent out by Secretary Dodwell.

TTCF Representation Other Organizations

GETAC – Ms. Edwards/Ms. Williams on Injury Prevention, Ms. Rodgers/Ms. Boyett on Trauma. The Board discovered there is no GETAC Pediatric Board member representation and that all other GETAC committees are lacking TTCF members on their Boards.

TETAF – Ms. Garza/Ms. Edwards/Lisa Price/Lori Vincent/ with the new TETAF restructure finalizing soon.

ENA – Ms. Edwards reports she attends IP committee and attends state meetings. Jennifer Carr also attends.

STN – Ms. Edwards participates in the ATCN workgroup and there are some TTCF members that attend STN functions but currently no one on STN Boards.

Past President's Report – Courtney Edwards

Ms. Edwards reported that the TTCF letter regarding the DSHS Trauma Rule Revisions was sent to DSHS.

Secretary's Report – Brett Dodwell

Mr. Dodwell reported that the November 2015 Board and General meeting minutes have been posted to the website for review. Mr. Dodwell is in communication with Image Trend as a potential vendor for an upcoming meeting. It was also reported that there are currently 8 paid members on the roster for 2016. There was discussion relating to completely transitioning to the TTCF "Google" group list server from the "Yahoo" group list server. The Board decided to fully transition to the "Google" list server and close the "Yahoo" list server; this will be communicated to the general membership at the February 2016 meeting with a "Yahoo" list server halt date of March 1, 2016. There was no dissent to the decision.

Treasurer's Report – Jacky Betts

Mr. Betts presented an itemized written financial report reflecting a current balance of \$19,251.16. The itemized P&L 2015 report reflected Total Income of \$36,050.45 and Total Expenses of \$39,232.25 for a Net Income of \$-3,181.80. There was Board discussion of increasing revenue through vendor participation as well as membership fee increases (see Open Forum). The proposed 2016 Budget (\$37, 210) was also discussed, with the Board rejecting the current proposal and requesting that each Committee Chair present an itemized budget request per TTCF bylaws, at the February 2016 Board meeting for adoption. President Garza agreed to inform the Committee Chairs of the Board's request.

Director At Large Report – Lori Boyett/Sherry Jennings

Ms. Boyett reported that there has been interest in increasing membership attendance at committee meetings and that this might best be accomplished through restructuring of the committees and their meeting times. There was robust discussion regarding offering the opportunity for all members to attend the maximum amount of committee meetings and the differentiation between committees versus workgroups. There was consideration of adding the Registry Committee as a standing agenda item. After much discussion and deliberation of proposed options, President Garza offered a motion to trial the following meeting format for (2) General Membership Meetings: Commence the General Membership meetings at 0800 with the first breakout session for Level I/II/III/IV Committees lasting one hour, the second breakout session for the Membership/Injury Prevention/Special Populations Committees lasting 30 minutes, and the Registry Committee becoming a standing agenda item that can be attended by the entire general membership. There was a motion to accept by Jacky Betts with a second by Brett Dodwell. There were no objections, abstentions, or further discussion, and the motion was passed. It was noted that the TTCF "Go To Meeting" asset could be used as a workgroup tool by the Registry Committee, the Legislative/Public Relations Committee, the Finance Committee, and the Education Committee prior to General

Membership Meetings and that the Committee Chairs will be expected to present a report as standard at all General Membership meetings. The Board acknowledged that if the amended meeting format is formalized after the trial period, the bylaws and SOP will need amending. President Garza agreed to inform the Membership and Chairs prior to the February 2016 meeting(s).

Committee Reports

Public Relations/Legislative – *Jennifer Kraatz/Elena Guajardo* – no report offered.

Education – *Rosie Bolenbaucher/Christi Reeves* – no report offered.

Finance – *Robin Gage/Delores Londerholm* – Mr. Betts presented the report on behalf of Chair Gage noting that the committee is liquidating the current minimal merchandize with plans to add various apparel to the new inventory. It was also reported that the committee's goal is to raffle a significant item at each meeting, including a "Fit Bit" for the February meeting. There is also a desire to list the merchandize inventory on the TTCF homepage via ordering capability and item pictures.

Injury Prevention – *Amy Schopperth/Jennifer Northway* – no report offered.

Level I/II – *Terry Valentino/Jo-ell Lohrman*

Mr. Valentine reported that the new ACS "orange book" criterion remains the predominant focus of the committee in addition to the development of the Texas TQIP project. He also informed the Board that the committee has developed a robust distribution/attendance group for communication. Ms. Lohrman added that the committee attendance has significantly grown in 2015. The committee was offered the "Go To Meeting" tool to augment its work. There was also discussion to build a file database on the TTCF "members only" website.

Level III – *Vacant/Vacant* – The Board was informed of the current leadership needs. DAL #1 Lori Boyett agreed to chair the committee at the February 2016 meeting.

Level IV – *Janice Markwardt/Joy Henry* – no report offered.

Membership – *Tracy Cotner-Pouncy/Rebecca Crocker*

Ms. Cotner-Pouncy and Ms. Crocker reported that work continues on the thumb drive resource document project. There was discussion and a recommendation that the project should be itemized into subject headings and each heading assigned to an individual to assist in the large amount of work that needs to be accomplished. Ms. Crocker agreed to champion the recommendation.

Special Populations – *Jenny Oliver/Sandy Williams* – no report offered.

Registry – Irene Lopez/Garrett Hall

Ms. Lopez reported there are plans to continue the webinars in 2016 with expressed interest in ICD-10 education and Texas TQIP. Further interest surveys will be disseminated. Collaborative work continues on development of a Trauma Registry Manual and the offering of the Data Management Course with TETAF. The next course is scheduled for February 24-25, 2016 at Memorial Hermann The Woodlands Hospital.

Organization Reports

Texas EMS, Trauma, and Acute Care Foundation (TETAF) – Brenda Putz reported that the State Level Interim Trauma System Funding Study is set to commence in conjunction with TETAF and RAC involvement with a projected in April/May timeframe. Ms. Putz also reported that work continues with TETAF's restructuring. Significant progress has been made regarding the Level III/IV trauma designation/survey process to include the Pre Survey Questionnaire. The goal is to have a facilities survey completed 6 months before designation expiration. The process change includes the application to DSHS not being submitted until after site survey. The revised process will be implemented for Level IV facilities by end of January 2016 with III facility implementation to follow. The TETAF website revision reveal is awaiting finalization of the organization's restructuring prior to roll out. It was announced that the Texas TQIP project will include a medical director and an administrator. 2016 goals include production of the Trauma Program Manager manual and the Trauma Registrar manual. Ms. Putz announced that registration offerings have been published for the February 23-25 Data Management Course at Memorial Hermann The Woodlands.

Emergency Nurses Association (ENA) – Ms. Edwards reported that the TNCC renewal course is scheduled for early 2016 release and that the newly developed Trauma Certified Registered Nurse (TCRN) Course is scheduled for offering in February 2016. It was also announced that the ENPC Course revision is currently on hold.

Society of Trauma Nurses (STN) – Ms. Edwards reported that the ATLS revision is in slow progress and that the ATCN is dependent on the ATLS progress.

American Trauma Society (ATS) – Mr. Hall reported that the CSTR certification is now offered on a monthly basis and that the test has been revised. It was also reported that the ATS Board is pushing for registrar education to include monthly webinars on a national level.

TTDEC Course – The Board was informed that the course is scheduled for a May 2016 offering with positive consensus of offering the course biannually.

Standing Operating Procedures – Ms. Garza reported that the last SOP revision was done in 2009 and is overdue. She requested that revision input be communicated to her or Parliamentarian Cordell regarding the following;

- A. Officer Election Process
- B. TTCF Scholarship
- C. Committee Budget
- D. Committee Roles and Responsibilities
- E. Educational Offerings
- F. TTCF Representation to Other Organizations

By-laws Revision – see above (SOPs): In addition, the Board discussed the responsibilities of committee leadership and expressed a desire to mandate committee leadership attendance to increase from a minimum of 50% to a minimum of 75%. There was no opposition to the increase in standard.

Needs Assessment Survey – Feedback driven discussion from the survey included PI education opportunities, ongoing mentorship support (new members are supplied a list of sponsors at the Membership Committee meeting), and CE offering with focus on leadership and organizational skills, (recommendation for one clinical CE and one leadership related CE).

2015 Initiatives – It was announced that the 2015 initiatives are completed.

2016 Initiatives – This year's initiative include: the flash drive update project, development of a trauma program manager manual, initiating a yearly password to access the TTCF "members only" webpage, and investigation of TTCF fee restructuring.

Annual Awards

TTCF Lifetime Achievement Award – Through input from a confidential survey and membership nominations the Board awarded the TTCF Lifetime Achievement Award to Marjorie Lygas.

TTCF Trauma Champion of the Year – There was no selection for the TTCF Trauma Champion of the Year Award related to multiple nominees being present at the meeting. President Garza will charge Parliamentarian Cordell to bestow the award through a selection group. President Garza to communicate the award results to the Board. There was no dissent to proceeding with the process.

Open Forum – There was discussion regarding the DSHS Trauma Rule Revision and the difficulty to comparing a line by line difference in the current and working documents. There was a suggestion to form a workgroup external to DSHS sponsorship to review the proposed rule revision document. Ms. Putz agreed to facilitate the scheduling of a proposed meeting group.

The general lack of pediatric specific trauma education was discussed, as was the idea of developing a mini-course. It was felt that the PCAR course is expensive and that TNCC lacks pediatric specific focus.

It was suggested that members that obtain TCRN certification be recognized at general membership meeting.

There was also a suggestion to develop a detailed TTCF webpage calendar. Secretary Dodwell agreed to work with the Education Chair and webmaster on the project.

A discussion was had relating to increasing the national exposure for TTCF through poster presentations and/or published articles.

IT etiquette was discussed in relation to the TTCF Facebook page, TTCF website, and TTCF list server(s). The Board was in agreement that TTCF related media be operated on a professional level. There was a suggestion to add IT etiquette to future CE offerings. It was also agreed that when necessary, individual members be educated on IT etiquette breaches with subsequent transgressions possibly resulting in removal from media postings.

The possible development of a half day Performance Improvement course was suggested with supportive interest by the Board.

The TTCF meeting and annual membership fee structure was discussed. There was a suggestion to formulate a workgroup to develop avenues for increasing membership deliverables. The Board agreed to increase the "pay at door" meeting fee to \$60 for members and \$65 for non-members. Meeting fees for registration via the website will remain \$50. The general membership will be informed of the fee increase at the February 2016 meeting with the fee increase going into effect at the May 2016 meeting. There was no dissent to the meeting fee increase.

The TTCF Board expressed gratitude to Jo-ell Lohrman and The Medical Center of Plano for hosting the 2016 TTCF Strategic Planning Meeting.

Adjournment – Without any additional business presented to the TTCF Board, the meeting was adjourned without opposition by President Garza at 1400. The next scheduled TTCF Board meeting is February 8, 2016 in Austin.

Recorded by

Brett Dodwell
TTCF Secretary