



Texas Trauma Coordinators Forum
GENERAL MEETING MINUTES

August 19, 2014 Embassy Suites - Central Austin, Texas

Registration opened at 07:30. Credit cards were accepted, a continental breakfast was provided, a sign-in sheet was utilized, agendas were provided, and the TTCF August 2014 Newsletter "Trauma Matters" was available.

Level I/II, Level III, and Level IV Committees met from 0800 to 0850.

The General Membership Meeting was called to order by President Edwards at 0900 with an opening prayer and the pledge of allegiance.

Approval of November Minutes – *Brett Dodwell*

Secretary Dodwell led the adoption of the May 13, 2014 General Membership Meeting minutes. There was a motion to accept the May 13, 2014 minutes as offered by Deedee Abbott with a second by Marvin Cloud. There was no dissent or opposition, the motion passed, and the minutes were adopted.

Presidents Announcements – *Courtney Edwards*

Ms. Edwards solicited membership input for the following workgroup projects:

Workgroup: Flash Drive Revision (leadership by Scott Christopher and Tracy Cotner-Pouncy) the membership was asked to provide any relevant policies, procedures, guidelines, etc.

Workgroup: Orientation Process (leadership by Brenda Putz, Janice Markwardt, and Christie Reeves)

Workgroup: Registry Webinars (leadership by Irene Lopez and Garrett Hall) The Lunch N Learn series continues to be successful with exponential projected offerings.

Workgroup: EMR (leadership by Courtney Edwards) Development of the position paper continues.

The date and time of the January 2015 Strategic Planning Conference was announced to the membership as January 9, 2015 in San Antonio. The exact location is being secured by Tracy Cotner-Pouncy and will be announced asap.

Ms. Edwards announced the silent auction in progress.

Past-President Announcements – *Marvin Cloud*

Mr. Cloud explained the importance of attendance and planning for the February 2015 Capitol Day visit. He requested the general membership to attend today's Legislative Committee meeting and begin work on scheduling appointments with member's state representatives. There is a link on the TTCF homepage to find your state representative.

FINANCE REPORT – *Jacky Betts*

Mr. Betts presented an itemized written financial report culminating in an Opening Balance of \$30,902.92, minus Retained Earnings of \$-12,858.88, with a Net Income of \$6,337.83 for a current Total Liabilities & Equity of \$24,381.87. There was a motion to accept the report by Marvin Cloud and a second by Roy. There were no objections and the motion passed. Mr. Betts informed the Board that the organization is on track for this budget year. He also reminded those in attendance that TTCF does not have a room block for the November 2014 meeting and advised using the EMS Conference to obtain any lodging discounts. Lastly, Mr. Betts reminded the membership on the importance of using the RSVP registration on the TTCF homepage for future meetings.

Committee Breakouts - The membership broke out for 45 minutes to conduct committee meetings.

Educational Offering

Cindy Jenkins conducted a 1 hour PowerPoint presentation entitled "Abusive Head Trauma in Children" to the general membership.

Surveyor Panel Q/A session was conducted for 15 minutes. This increasingly popular offering lets attendees ask questions and discuss issues related to trauma designation to actual TETAF trauma surveyors.

Lunch / Networking

Committee Reports

Membership – *Tracy Cotner-Pouncy, Scott Christopher*

Chair Cotner-Pouncy reported 22 new membership attendees, who were recognized and applauded by the general membership. She also solicited policies, procedures, guidelines from the membership for potential use in the flash drive revision project. – TCP reports 22 attendees all recognized before general membership; thumb drive revision announced and policies requested of membership.

Fund Raising / Finance – *Robin Gage / Delores Londerholm*

Ms. Gage announced 5 attendees at the meeting where discussion centered on acquisition of new merchandize; namely fleece jackets, blue polo shirts, portfolios, and the possibility of a new cookbook.

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

Mr. Valentino reported a successful second committee meeting attended by 15 members. The committee's goals and direction were discussed, in addition to the ACS "Orange" book, billing/collection and general finances.

Level III – *Andrea Holmes / Heidi Lavka*

Ms. Holmes reported 23 members in attendance at today's meeting. Ms. Holmes expressed with great regret that she has resigned her Level III Chair position.

Level IV – *Janis Markwardt / Deedee Abbott*

Ms. Markwardt announced 55 members were in attendance and they discussed survey etiquette as well as what to do after a survey has been completed.

Trauma Registry – *Irene Lopez / Garrett Hall*

Ms. Lopez reported 32 members attended the meeting and that the DSHS user's manual collaboration work continues to progress. There were recognized road blocks for the DSHS registry that are being address. She also suggested placing uncomp patients into each facilities registry to assist in the annual uncomp funding application from DSHS. The next Lunch N Learn is scheduled for December 5, 2014. She reiterated yesterday's report to the Board that the registry workshop at CATRAC was very successful.

Public Relations / Legislative – *Susan Hyles, vacant*

Ms. Hyles reported 8 in attendance at the meetings. Penny Sellers has been appointed into the Co-Chair position. Meeting discussion included the newsletter format and growth, TETAF's agreement to contribute a "Capitol Day" focused article for the November newsletter, and the importance of members making appointments with legislators for the February Capitol Day. She also announced the article submission deadline for the next newsletter is October 21, 2014.

Special Populations – *Jenny Oliver / Sandy Williams*

Ms. Oliver reported that work continues on the bariatric trauma patient project and that the TETAF homepage has developed a bariatric resource.

Injury Prevention – *Marcy McFarland / Jessica LaPlant*

Ms. McFarland's resignation as Chair was announced. Co-Chair LaPlant was appointed as Chair and Amy Schopperth was appointed to the Co-Chair position. There were 28 members that attended the committee meeting where the "Just Drive" campaign and merchandise were discussed.

Education – *Christi Reeves / Gina Pickard*

DAL #2 Jennings led today's meeting and announced that Rosie Bolenbaucher has been appointed as the new Co-Chair secondary to Ms. Pickard's resignation. Committee discussion entailed November 2014 education offering via TETAF, the TTDEC course in February 2015, the possibility of offering an ICD10 course in August 2015, and a "how to build a CE/CME" presentation. There was a request to place an item up for discussion at the 2015 Strategic Planning Conference. The suggestion is to develop the "ask a surveyor" panel into a standing agenda item for general membership meetings.

Bylaw Revisions

Parliamentarian Garza opened the floor for approval and discussion related to the publically posted 2014 TTCF bylaw revisions. There was a motion to accept the 2014 TTCF bylaw revisions as posted by Jacky Betts with a second by Penny Nolan. There were no objections or oppositions and the motion passed.

TTCF Officer Elections

Parliamentarian Garza presided over the 2014 TTCF officer elections to begin serving January 2015 terms. The membership was provided written ballots for the positions of...

President Elect (Robin Garza previously nominated and "write in" choice)

Parliamentarian – Rosie Bolenbaucher rescinded her nomination to assume duties as Education Committee Co-Chair. President Edwards opened the floor to other nominations. Davita Hall was nominated. There was a motion to close the floor to nominations by Robin Garza with a second by Cindy Jenkins. There was no opposition or dissent, the motion passed and the floor was closed to nominations for Parliamentarian. (Davita Hall and "write in" choice).

Secretary – The floor was opened for nominations by President Edwards. Brett Dodwell and Roberta Cabell were nominated. There was a motion to close the floor to nominations by Jacky Betts with a second by Marvin Cloud. There was no opposition or dissent, the motion passed and the floor was closed to nominations for Secretary. (Brett Dodwell, Roberta Cabell, and “write in” choice).

Director At Large #1 (Lori Boyett previously nominated and “write in” choice)

The ballots results were later announced by Parliamentarian Garza with the following officers elected...

President Elect – Robin Garza
Secretary – Brett Dodwell
Parliamentarian – Davita Hall
Director At Large #1 – Lori Boyett

There was a motion to destroy the ballots made by Jacky Betts with a second by Marvin Cloud. There was no opposition, the motion was passed, and the ballots were destroyed. Officers will take the oath of office at the November 2014 General Membership Meeting.

Silent Auction Results

The winning results of the numerous items from the silent auction were announced.

DSHS Report

Department of State Health Services (DSHS) OEHS/TS
Elizabeth Stevenson announced trauma facility initial and Redesignations. Ms. Stevenson informed the membership that GETAC has seen the trauma rule revision documents and that public comment on the revisions is projected for October 2014. She also stated that the FY15 “uncomp” funding application window will open on October 15, 2014 and close in January 2015.

Trauma Registry Report

Kenneth Hughes (registry operations support team leader) and Rob Klien reported that numerous customer service communication issues have been identified and corrected. There is a new customer service telephone number, 1 800 242 3562 or use the email address injury.web@dshs.state.tx.us. Work continues with stakeholders on the “user guide” with the TTCF Registry Committee having major input. The next state registry webinar is scheduled for Sept 17, 2014. The 2014 NTDB data elements and Texas Custom Questions have now been developed and are ready for rollout; this has a scheduled end of September go live date. Lastly, the new submission feedback report in pdf format scheduled for an end of September rollout.

TETAF Report

Texas EMS, Trauma & Acute Care Foundation (TETAF) – Brenda Putz reported that TETAF has acquired a new coordinator Kathy Clayton and that survey calendars are filling quickly. There was a reminder that mid cycle/contingency surveys also need advance notice to schedule. TETAF is also offering consulting services and regional conferences being scheduled with RACs for offerings at different locations. Capitol Day information is being posted to the TETAF website and blasts are being sent out ad hoc. Injury Prevention Chair Robin Garza updated the membership on TETAF’s “Just Drive” campaign and pointed out that there are many resources on the TETAF homepage. “Just Drive” week is scheduled for this fall with an exact date to be announced very soon. TETAF will also offer on Feb 2015 an Injury Prevention Symposium (TIPS) see website for date/registration.

ENA Report

Emergency Nurses Association (ENA) – Cindy Jenkins reported on operational changes to TNCC and ENPC. There are 5 online modules for pre class, and a new primary assessment follows through to “G”; there are two different class schedules shown for examples for CD implementation. The new provider book is \$68 with an ENA cost of \$134 per student; 1 to 4 student/instructor ration. Please refer to the TTCF member’s only site for information.

EMS for Children Program of Texas - Sam Vance

The Program Manager for EMSC State Partnership, Texas gave a PowerPoint presentation to the membership relating to the focus of reducing child mortality and morbidity. Refer to their website for detailed information – www.bcm.edu/pediatrics/emsc

Open Forum

It was announced that the AAAM registry scoring course scheduled for November 18-19 in Houston, has only 4 seats left.

The TCAA (Trauma Center Association of America) national meeting is scheduled for Sept 29 through Oct 4 in San Antonio. The acclaimed Trauma Medical Directors Course is available during the conference.

The TOPIC course slated for the November 2014 Ft. Worth offering is not currently finalized.

Adjournment – There was a motion to adjourn the August 2014 General Membership Meeting by Robin Gage with a second by Brett Dodwell. There were no objections or dissent, the motion passed, and the meeting was adjourned by President Edwards. The next scheduled TTCF General Membership Meeting is November 21, 2014 at the downtown Hilton in Fort Worth.

Recorded by

*Brett Dodwell
TTCF Secretary*