



*Texas Trauma Coordinators Forum*

## **GENERAL MEETING MINUTES**

**November 18, 2016**  
**Hyatt Regency Dallas**

Registration opened at 0900 and a continental breakfast was provided. The Plano Burn Center occupied a paid vendor table at registration.

**Call to Order** – The meeting was called to order by President Garza at 10:00 with an opening prayer and pledge. There were 81 attendees present.

**Approval of August Minutes** – *Brett Dodwell, Secretary*

There was a motion to accept the TTCF website posted August 23, 2016 General Membership Meeting minutes by Marvin Cloud, there was a second by Christi Reeves. There were no objections or corrections voiced and the motion passed without comment. Mr. Dodwell reminded the membership that the minutes are posted to the TTCF website shortly after meetings are conducted for review and that the new TTCF website is on track for a January 2017 'go live' date. He further stated that multiple pages on the new website will require the annual membership password for viewing. The passwords will be distributed after the membership application is processed.

**Financial Report** – *Jacky Betts, Treasurer*

Mr. Betts supplied an itemized written report reflecting a P&L statement from January 1, 2016 through November 16, 2016 Total Income \$33,478.83 minus Total Expenses \$31,031.58 for a Net Income of \$2,447.25. Current Balance statement reflecting Total Liabilities & Equity Balance of \$22,238.34 There was a motion by Marvin Cloud to accept the written report with a second by Kristi Reeves. There was no dissent and the motion passed. The 2017 General Meeting dates were announced as:

February 21 – Austin  
May 9 – Austin  
August 15 – Austin  
November 17 – Fort Worth

## **Presidents Announcements – Robin Garza**

### Action Items – 2016 Initiatives

Workgroup: Flash Drive revision – Ms. Jennings announced that although the workgroup has received document submissions, there continues to be a need for various documents.

Workgroup: Organizational Membership Deliverables - Ms. Rodgers reported there were a total of 64 responses by the membership; 77% reported the fee structure as 'fair' and 50% reported they would be willing to pay increased fees for additional deliverables. There was a suggestion to offer color specific shirts based on facility designation level and a additional suggestion to provide 'new member' buttons for members attending their first meeting.

Vendor – The membership was reminded to reach out to potential vendors that might be interested in addressing the organization.

Members' Best Practice Posters – Members were encouraged to bring posters for display at General Membership meetings.

2017 TTCF Needs Assessment – It was announced that a survey monkey will be distributed within next few weeks and will be reviewed at the January 6, 2017 Strategic Planning Meeting. The membership was asked to provide the Board with desired needs to customize the 2017 focus.

The creation of a new workgroup was announced to the membership. The workgroup will review and customize the STRAC TPM manual with Sandie Williams leading the project. Please contact Ms. Williams if interested in participating in the workgroup.

2017 Strategic Planning Meeting - The date for the 2017 Strategic Planning Meeting was announced as January 6<sup>th</sup>. The general location is the metro Houston area, with a specific hosting facility TBA.

2016 TTCF Awards - The membership was asked to submit nominations for the 2016 TTCF Trauma Champion Award and the 2016 TTCF Lifetime Achievement Award. Ballots and award criteria can be located on the TTCF website and a survey monkey will be sent out via the listserver prior to the January meeting.

TCRN Recognition - Members that have recently passed the certification examination for TCRN were recognized by the membership and awarded a commemorative coin by the Board.

The GETAC created packet 'Core Components of Injury Prevention' for TPMs was presented to the membership by Ms. Williams. The document is available on-line and a limited number of hardcopies were available to today's meeting.

**Educational Offering** – "*Succession Planning: Who's Taking Your Place?*" – Ms. Sally Snow RN presented a one hour PowerPoint presentation related to the process of planning a successor to the TPM position.

Pediatric Facility Recognition Program – Ms. Sally Snow RN distributed a hardcopy document entitled 'EMS For Children Program' designed to improve EMS services for pediatric patients.

**“Ask The Surveyor” panel discussion** – A TETAF trauma surveyor led Q&A sessions was conducted with members afforded the ability to ask specific trauma survey questions for Level III and IV facilities.

**Lunch / Networking** – A buffet lunch was provided to the membership.

**Educational Offering** – “*Organ Donation – An Overview of the Process*” Ms. Marja Franco of the Texas Organ Sharing Alliance conducted a one hour PowerPoint presentation relating to the organ donation process.

**Registry Committee** – *Irene Lopez, Garrett Hall*

Mr. Hall conducted the committee meeting to the general membership. Subjects of discussion included: the Texas Trauma Registrars website and calendar, 2017 webinars, abstraction data validation tools, inter-rater reliability process and tools, ICD10 migration, and the next scheduled Lunch N Learn tentatively scheduled for December 2016.

**Committee breakout session** - a 45 minute session was observed for participating in the Level I / II, Level III, and Level IV committees.

**Committee breakout session** – a 30 minute session was observed for participating in the Membership, Special Populations, and Injury Prevention committees.

## **Committee Reports**

President Garza reminded the Committee Chairs that annual budgets for their respective committees are due at the January 6 2017 Strategic Planning Meeting.

Level I / II – *vacant / Jo-ell Lohrman*

Ms. Lohrman reported that there were 27 members in attendance and announced that Sheila Lopez has been appointed to the Chair position. It was also announced that Terry Valentino has resigned his position on the Texas TQIP Collaborative and that Lori Boyett has assumed Mr. Valentino’s position. The committee discussed improved under/over triage formulations and the ACS clarified statement related to CMEs hours. Suggestions for 2017 goals included a Board retreat, continued focus on the ‘Orange’ book, and sharing of ACS survey experiences.

Level III – *vacant / Drew Seelman*

Mr. Seelman reported that there were 20 members in attendance and announced that Sandie Williams has been appointed to the Chair position. The committee will focus on the STRAC TPM manual for customization, benchmark reporting, new Level III members and facilities, and overtriage for 2017. The committee has also agreed to develop a robust Level III distribution list.

Level IV – *Janice Markwardt / Joy Henry*

Ms. Markwardt reported 25 attendees at the meeting. Mr. Mike Murphy of DSHS conducted a Q&A session during the meeting. Other topics discussed were preparing for a re-designation survey and the importance of a criteria checklist. Ms. Markwardt reported robust committee participation by attendees.

Injury Prevention – *Jennifer Northway / Kelsie Reeh*

Ms. Reeh reported 29 in attendance. The committee leadership charged attendees with obtaining and submitting IP information for the flash drive project and listserver. Topics discussed included the Stop the Bleed campaign and BCON training, fall prevention, impaired driving prevention, toy safety, and January as Stalking Awareness month.

Special Populations – *Jenny Oliver / vacant*

Ms. Oliver reported 11 attendees and announced the appointment of Jessica Vickers to the Co-Chair position. She also reported that the committee's 2017 focus and goals will include special considerations for the special needs population, development of an algorithm for obstetric trauma patients and the interface with neonatal designated facilities. Ms. Oliver submitted a 2017 budget of \$100 for printed materials and incidentals.

Membership – *Tracy Cotner-Pouncy / Rebecca Crocker*

Ms. Cotner-Pouncy announced her resignation as Chair to assume the DAL #2 position. Ms. Crocker was appointed to the Chair position. The Co-Chair position will be determined in the near future. There were 14 new members that attending the meeting, and were recognized by the membership. Membership packets were distributed and discussed by those in attendance.

## **Workgroup Reports**

Legislative / Public Relations – *Jennifer Kraatz / vacant*

Ms. Kraatz announced that she has resigned from the Chair position and will occupy the Co-Chair position. Mr. Marvin Cloud has been appointed to the Chair position. The committee leadership discussed the importance of members participating in the February 21, 2017 Capitol Day events and the critical need to make appointments with legislators to express the importance of trauma funding for individual facilities and the Texas Trauma System. Mr. Cloud is circulating a member spreadsheet to assist in organizing member/legislator appointment scheduling. The membership was asked to take the time to organize their participation prior to Capitol Day. Increasing information will be disseminated via the TTCF listserver.

Education – *Rosie Bolenbaucher / Christi Reeves*

Ms. Bolenbaucher announced her resignation of the Chair position effective January 2017. Ms. Angie Juracek is anticipated to occupy the Chair position with Mr. Reeves remaining in the Co-Chair position. Ms. Bolenbaucher's leadership and support was recognized by the membership.

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

No report offered. The increased role of the workgroup Chair was discussed in relation to the new TTCF website having the capability to sell merchandize. Amy Schopperth assumed the Chair position and Robin Gage moved to the Co-Chair position.

## **External Reports**

**Department of State Health Services (DSHS) OEHS/TS** – *Elizabeth Stevenson, Indra Hernandez*. Ms. Stevenson reported current state trauma designation status as 17 Level I facilities, 16 Level II facilities, 57 Level III facilities, and 202 Level IV facilities, for a total of 292 designated trauma facilities. There are also 15 facilities in IAP status. Individual facilities that

recently re-designated with no deficiencies were recognized. It was reported that the trauma rule revision remains on hold related to the DSHS priority of the inaugural neonatal designation process. The new trauma survey application process continues to be reviewed as positive. Ms. Hernandez announced that the UCC application deadline has been extended to February 28, 2017 and that FY15 distributions have been completed. FY16 funds continued to be dispersed with the next distribution payment scheduled for the first week of December (non SDA facilities). Please call Ms. Hernandez for any questions 512-834-6669.

**Trauma Registry** – *Dan Dao, Leticia Nogueira* – Mr. Dao reported that the registry monthly webinars continue to be offered. Vendors are working with his office for the scheduled Legacy retirement vs. XML formatting mandate beginning on January 1, 2017 submissions. It was reported that the grant slots for the next TETAF Data Management Course are being finalized.

**Texas EMS, Trauma & Acute Care Foundation (TETAF)** – *Brenda Putz* reported that the pre-survey questionnaire (PSQ) that was launched in June has been operationally successful. Trauma survey appointments continue to be processed and it was advised to refer to the TETAF website for questions related to the new survey process and questionnaire. Ms. Putz also announced that the newly developed Burn Guidelines are available for download via their website and the the TETAF calendar and newsletter are good resource tools. Lastly she reminded the membership that GETAC meeting videos can be viewed via the TETAF website.

**Emergency Nurses Association (ENA)** – *Courtney Edwards, At-large Members* – Ms. Edwards reminded the membership to refer to the ENA website for important TNCC and ENPC instructor and provider changes and deadlines.

**Society of Trauma Nurses (STN)** – *Rosie Bolenbaucher, At-large Members* – Ms. Bolenbaucher reminded the membership that a TCRN mobile app study guide for Apple products can be found via the STN website.

**Initiation of New Officers** – The oath of office was administered to the newly elected Executive Board members: President-Elect Sherry Jennings, Secretary Brett Dodwell, Parliamentarian Danielle Sherar, Director At Large #1 Lori Boyett, and appointed Director At Large #2 Tracy Cotner-Pouncy. The oath of office as also administered to newly appointed Committee Chairs and Co-Chairs.

**Open Forum** – No issues discussed.

**Adjournment** – *Robin Garza*

There were no objections and the meeting was adjourned by President Garza at 16:40. The next scheduled TTCF General Membership Meeting is February 21, 2017 in Austin.

*Recorded by,*

*Brett Dodwell  
TTCF Secretary*