



Oklahoma State Department of Health
Creating a State of Health

Southwest (3) Regional Education Planning Committee
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73505
October 3rd, 2019 – 9:00 am

MINUTES

I. Call to Order

The meeting was called to order by Chair Brad Lancaster at 9:27 am.

II. Roll Call

Roll call was taken with the following members present: Brad Lancaster, Beth Malone, Bob Stewart, Rachel Talley, and Tyler Walters. Scott Tanner and Alicia Webster were absent. JenaLu Simpson arrived at 9:31 am.

III. Introductions and Announcements

EMS Administrator Jennifer Woodrow introduced Jamie Lee as a new Quality and Survey Analyst and James Rose as a new Statistical Research Specialist for Emergency Systems.

IV. Approval of Minutes – September 5th, 2019

A motion to approve the September 5th, 2019 minutes as written was made by Bob Stewart and seconded by Tyler Walters. There was no discussion and the motion passed 5-0.

V. Business:

A. Discussion on defining a process to determine Board Member rotation

Jennifer Woodrow discussed the 2005 and 2019 approved rotations noting that the original rotation shown is of the 2005 Attachment A. Brad Lancaster discussed how attendance issues should factor into the rotation noting that members who do not participate should not be included in the rotation. Mr. Lancaster also stated that the ambulance rotation should ensure that permanent members should be spread out and that services with lesser call volumes that do not attend should also be removed from the rotation. Jennifer Woodrow will bring back bylaw language from other regions regarding attendance requirements for Board Member rotation to the next meeting. The Committee will review the regional bylaws and continue the discussion at the next meeting.

B. Review current member attendance for discussion at the upcoming RTAB and possible recommendation for licensure action

Members discussed the importance of member attendance and possible ways to ensure all agencies are participating. RTAB Attendance for 2019 was reviewed with no recommendation made for licensure action at this time. The Committee will instead recommend the RTAB approve the REPC to review RTAB attendance and make recommendations to the RTAB Chair based on that review. The Committee discussed sending a letter to RTAB members upon the first absence advising the member of the absence and that, if another meeting is missed, the member will not meet attendance requirements and a letter of deficiency will be recommended to their licensing authorities. In the event of a second absence, that RTAB member will be reported to the RTAB Chair for recommendation of licensure action/notice of deficiency. Dan Whipple clarified that any licensure action the state is able to take is dependent on the current rules in place. He also clarified that agencies who hold multiple licenses and attend another regional RTAB for those licenses are still required to attend the RTAB to which they are assigned.

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- C. AHA Rural EMS Stroke Triage Algorithm discussion
There was no discussion due to no new information.
- D. Discussion on regional planning for preparing for chemical emergencies
Bob Stewart requested this item be tabled until the Regional Medical Planning Group begins to work on chemical emergencies planning as part of the Assistant Secretary for Preparedness and Response (ASPR) Grant. Dan Whipple clarified that all future presentations will be presented to the RTAB for recommendation to take to the REPC for regional planning. Mr. Stewart suggested that RTAB presentations align with RMPG regional planning, such as Pediatric and Burn. Members discussed that aligning the presentations may assist in getting the right people to attend the RTABs and possible increase attendance.
- E. Review and possible vote to approve amended Region 3 Stroke Plan to move to RTAB for review and approval
Jennifer Woodrow noted that no changes were made to the presented stroke plan. The plan was brought today to the REPC for any changes needed based on Alicia Webster's stroke discussion at the last meeting regarding times. Members reviewed the current plan times and determined no changes were needed at this time. Dan Whipple suggested moving Priority III times to 24 hours so that patients with a large vessel occlusion (LVO) can be transported to the appropriate facility for clot retrieval. Members decided to wait to make any changes until after input can be received from Alicia Webster regarding changes.
- F. 2020 Committee meeting dates – Vote to approve
1. February 6th, 2020 at Great Plains Technology Center – 9:00 am
 2. April 2nd, 2020 at Great Plains Technology Center – 9:00 am
 3. August 6th, 2020 at Great Plains Technology Center – 9:00 am
 4. October 1st, 2020 at Great Plains Technology Center – 9:00 am
- A motion to approve the proposed 2020 Committee meeting dates, times, and venue was made by Tyler Walters and seconded by Rachel Talley. There was no discussion and the motion passed 6-0. Jennifer Woodrow noted possible membership changes to include removal of Alicia Webster and the addition of Dan McCloud.

VI. New Business

There was no new business.

VII. Next Meeting

- A. Regional Education Planning Committee
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73505
February 6th, 2020 – 9:00 am
- B. Regional Trauma Advisory Board
Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73505
February 6th, 2019 – 10:30 am
- C. Quality Improvement Committee
Comanche County Memorial Hospital
3401 West Gore Boulevard
Lawton, OK 73505
March 5th, 2020 – 11:00 am

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VIII. **Adjournment**

A motion to adjourn the meeting was made by Beth Malone and seconded by Tyler Walter. The meeting adjourned at 9:59 am.

Approved

Brad Lancaster, Chair
Southwest (3) Regional Education Planning Committee
February 20th, 2020

Board of Health

