



Oklahoma State Department of Health  
Creating a State of Health

Tulsa Region (7) Regional Trauma Advisory Board  
St. John Medical Center  
1819 East 19<sup>th</sup> Street  
Tulsa, OK 74104  
July 16th, 2019 – 1:00 pm

AGENDA

- I. Call to Order
- II. Introductions and Announcements
- III. Roll Call
- IV. Approval of Minutes
  - A. January 15<sup>th</sup>, 2019 – Not seconded by a Board Member
  - B. April 16<sup>th</sup>, 2019
- V. Reports
  - A. Emergency Systems Quarterly Activity Report
  - B. Regional Quarterly Activity Reports
    - 1. Regional Planning Committee
    - 2. Quality Improvement Committee
    - 3. Metropolitan Medical Response System
  - C. EMS for Children Quarterly Activity Report
- VI. Business
  - A. Discussion and possible action of the 2<sup>nd</sup> quarter presentation: “Preparing for Chemical Emergencies”
  - B. Review and possible vote to approve bylaw CQI member language and Board Officer language
    - CQI Current language:**
      - 9. Vacancies - Notice of a vacancy shall be distributed to Board members at least ten (10) days prior to a scheduled meeting.
        - A. Volunteers/recommendations to fill the vacancy in membership on this committee shall be accepted and voted on at the next scheduled meeting of the Board
        - B. Volunteers/recommendations for membership on this committee shall be accepted at the annual meeting, and membership appointments decided by a vote of the board members at the following meeting.
    - Proposed language:**
      - 9. Vacancies - Notice of either a vacancy or request for committee membership shall be distributed to Board members at least ten (10) days prior to a scheduled meeting by written or verbal communication.
        - A. Volunteers or recommendations to fill the vacancy in membership or new requests for membership on this committee shall be accepted and voted on at the next scheduled meeting of the Board.

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Board of Health

Tom Bates, JD  
Interim Commissioner of Health

Timothy E Starkey, MBA (*President*)  
Edward A Legako, MD (*Vice-President*)  
Becky Payton (*Secretary-Treasurer*)

Jenny Alexopoulos, DO  
Terry R Gerard II, DO  
Charles W Grim, DDS, MHSA

R Murali Krishna, MD  
Ronald D Osterhout  
Charles Skillings

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**Board Officers Current Language:**

Section III. Duties of the **Treasurer**

1. Manage all funds and assets of the RTAB.
2. Monitor monies due and payable to the RTAB.
3. Ensure the preparation of the annual budget and present it to the Board Members for approval.
4. Monitor the financial records of the RTAB and arrange for an independent audit when so directed by the Board Members.

**BOARD STAFF**

Board staff shall consist of a secretary, to be appointed by the Chair. Appointment may be, but not necessary, from the board membership or general membership, and does not maintain any voting privileges.

Duties of the **Secretary** shall include:

1. Ensure dissemination of all notices required by the Bylaws or by the Oklahoma Open Meetings Act.
2. Assure a meeting attendance roster is maintained.
3. Assure a register of the name and mailing address of each member organization is maintained.
4. Ensure minutes are kept of all proceedings of the Board meetings. Manage the correspondence of the organization.
5. Other duties as identified as necessary

**Proposed Language:**

Section III. Duties of the **Secretary/Treasurer**

1. Ensure dissemination of all notices required by the Bylaws or by the Oklahoma Open Meetings Act.
2. Assure a meeting attendance roster is maintained.
3. Assure a register of the name and mailing address of each member organization is maintained.
4. Ensure minutes are kept of all proceedings of the Board meetings.
5. Manage the correspondence of the organization.
6. Manage all funds and assets of the RTAB.
7. Monitor monies due and payable to the RTAB.
8. Ensure the preparation of the annual budget and present it to the Board Members for approval.
9. Monitor the financial records of the RTAB and arrange for an independent audit when so directed by the Board Members.

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- C. Discussion and vote to add Mary Howell to the Regional Education Planning Committee**
- D. 2020 Board Rotation Discussion**
- E. 2020 Board Officer Nominations**
1. **Chair**
  2. **Vice Chair**
  3. **Secretary**
- F. Dates, Times, and Venues for 2020 Board Meetings - Discussion and solicitation for host venues**
1. **January 21<sup>st</sup>, 2020 – 1:00 pm – TBA**
  2. **April 21<sup>st</sup>, 2020 – 1:00 pm – TBA**
  3. **July 21<sup>st</sup>, 2020 – 1:00 pm – TBA (Medic Update July 14<sup>th</sup> – 17<sup>th</sup> 2020)**
  4. **October 20<sup>th</sup>, 2020 – 1:00 pm – TBA**

**VII. Presentation**

- A. Diagnosing & Managing Pediatric Mild Traumatic Brain Injury – Lorry-Gail Malcom, MS, OSDH Injury Prevention Service and Dr. Naina Gross, Chief of Pediatric Neurosurgery, OU Medicine**

**VIII. New Business**

**IX. Next Meeting**

**A. OTERAC Systems Improvement and Development Workgroup**

Oklahoma State Department of Health  
1000 Northeast 10<sup>th</sup> Street  
Oklahoma City, OK 73117  
July 24<sup>th</sup>, 2019 – 9:00 am

**B. Oklahoma Trauma and Emergency Response Advisory Council**

Oklahoma State Department of Health  
1000 Northeast 10<sup>th</sup> Street  
Oklahoma City, OK 73117  
July 24<sup>th</sup>, 2019 – 1:00 pm

**C. Combined Region 2-4-7 Quality Improvement Committee**

St. John Medical Center  
1819 East 19<sup>th</sup> Street  
Tulsa, Oklahoma 74104  
September 12<sup>th</sup>, 2019 – 10:30 am

**D. Regional Planning Committee**

Hillcrest Hospital South  
8801 South 101st East Avenue  
Tulsa, OK 74133  
October 15<sup>th</sup>, 2019 – 11:00 am

**E. Regional Trauma Advisory Board**

Hillcrest Hospital South  
8801 South 101st East Avenue  
Tulsa, OK 74133  
October 15<sup>th</sup>, 2019 – 1:00 pm

**X. Adjournment**