



Tulsa Region (7) Regional Planning Committee

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Optional Ways to Attend
1-405-898-0717 (Toll)
Conference ID: 565 120 348#
July 21st, 2020 – 2:30 pm

The following Regional Planning Committee Members are participating remotely using the Microsoft Teams teleconferencing platform:

Becky Abshire	Deborah Eason
Justin Graves	Mary Howell
Zack Lethermon	Russell Martin
Brandi McManus	Kenneth Nickels
Trudy Robinson	Dala Stamps
Wendy VanMatre	

- I. Call to Order
- II. Introductions and Announcements
- III. Roll Call
- IV. Approval of Minutes - October 15th, 2019
- V. Business
 - A. Discussion, consideration, possible action, and vote to approve the Board By-Laws with discussion of the 2021 Board Rotation
 - B. Discussion, consideration, and possible action to nominate RPC Chair for 2021
 - C. Discussion, consideration, possible action, and vote to approve 2020 RTAB Attendance
 - D. Dates, Times, and Venues for 2021 Board Meetings – Discussion and solicitation for host venues
 1. January 19th, 2021 – 2:30 pm – TBA
 2. April 20th, 2021 – 2:30 pm – TBA
 3. July 20th, 2021 – 2:30 pm – TBA
 4. October 19th, 2021 – 2:30 pm – TBA



- E. Discussion, consideration, possible action, and vote to approve the following 2021 trauma system goals for planning and implementation by October 2020**
 - 1. Decrease the number of Priority 1 patients transported by ambulance services to a Level III or Level IV Trauma Center by 3% by the end of the calendar year
 - 2. Decrease the statewide average length of stay at Level III and Level IV Trauma Centers for patients having an ISS of ≥ 16 by 3% by the end of calendar year 2021
- F. Discussion, consideration, possible action, and vote to approve updating the Trauma Plan**
- VI. New Business**
- VII. Next Meetings**
 - A. Oklahoma Trauma Emergency Response and Advisory Council**
October 7th, 2020 – 1:00 pm
 - B. Combined Regions 2-4-7 Quality Improvement Committee**
October 20th, 2020 – 10:00 am
 - C. Regional Trauma Advisory Board**
October 20th, 2020 – 1:00 pm
 - D. Regional Planning Committee**
October 20th, 2020 – 2:30 pm
- VIII. Adjournment**

**Tulsa Region (7) Regional Planning Committee
Hillcrest Hospital South
8801 South 101st East Avenue
Tulsa, OK 74133
October 15th, 2019 – 2:30 pm**

Minutes

Notice of the meeting was filed with the Secretary of State's Office on December 14th, 2018 – 10:56 am and amended on August 21st, 2019 – 3:08 pm. The agenda was posted on the Oklahoma State Department of Health (OSDH) Emergency Systems website on October 11th, 2019 – 8:11 am and on the OSDH public notice board on October 14th, 2019 – 11:00 am, and not less than 24 hours prior to the meeting. An agenda was posted outside the meeting room door at Hillcrest Hospital South Medical/Education room 145 on October 15th, 2019 - 11:00 am.

- I. **Call to Order** - The fourth quarter meeting of the Tulsa Region (7) Regional Planning Committee meeting was called to order at 2:45 pm.
- II. **Roll Call**
Members present: Mary Howell, Dala Stamps, K. C. Nickels, Russell Martin, Wendy VanMatre, Becky Abshire and Zack Lethermon.
Members absent: Trudy Robinson, Deborah Eason, Brandi McManus, and Justin Graves.
- III. **Introductions and Announcements** – There were no introductions or announcements
- IV. **Approval of Minutes** – January 15th, 2019 – A motion to approve the January 15th, 2019 minutes was made by Wendy VanMatre and seconded by Dala Stamps. There was no discussion and the motion passed 7 – 0.
- V. **Business**
 - A. **Discussion about the Board By-Laws** – Mary Howell reported that she had cleaned up the language for proper grammar. The main goal was to edit the By-laws on Board Rotation selection. There was discussion on the General Membership in regard to the attendance and to take licensure action. Ms. Howell shared the wording to add strength for the removal of a Board Member needs to be specified in the By-laws. It was suggested by the group to use the term calendar year. Ms. Howell suggested if using the call volume for permanent board members to review the call volume every four years. Mr. Henke mentioned that Region 7 does not have any verbiage in regards to excused absences. The general consensus of the group was that each Board Member can have two agency representatives and a proxy on their behalf, so there is no reason to be absent. Zack Lethermon mentioned that your small EMS agencies may not have the staffing to send a proxy. K.C.Nickels asked the question about the call volume for permanent members. Mr. Henke informed the group that the call volume is for call that originated in Tulsa County only and even though an EMS agency may not have enough call volume to be a Permanent Member of the Board, they can still be a Board Member based on a rotation. The committee came to the consensus to rotate the other EMS agencies into the Board Rotation every two years. Mr. Whipple shared with the group information about licensure actions. For EMS agencies there can be a deficiency issued to the agency and if they fail to submit a plan of correction that could prevent the agency from renewing their license until the deficiency was corrected. In regards to the Hospitals, there is only verbiage that says they shall attend RTAB meetings. The group discussed the importance of all hospitals attending the RTAB meetings so they would have an understanding of how they would be utilized in the event of a mass causality incident. The By-law discussion ended with Ms. Howell saying she will update all the changes discussed and then the updates will be sent to the RPC to review before the next meeting.



B. Discussion and possible action to set goals for 2020

Mr. Martin brought up that the QIC committee finds the reasons the system didn't work and should progress towards finding how and when the system did work. Then identify where the weaknesses are so education can be provided. Brandee Keele explained how the QIC processes the results of reviewed cases and suggest education to those needed. Ms. Keele reminded the group the CQI referral form has been updated to include "good job" box. The discussion will continue at the next RPC meeting.

C. Dates and Venues for 2020

- 1. January 21st, 2020 – 2:30 pm**
Hillcrest Hospital South
8801 South 101st East Avenue
Tulsa, OK 74133
- 2. April 21st, 2020 - 2:30 pm**
EMSA East
1417 North Lansing Avenue
Tulsa, OK 74106
- 3. July 21st, 2020 – 2:30 pm**
St. John Health Plaza Center
1819 E. 19th Street
Tulsa, OK 74104
- 4. October 20th, 2020 – 2:30 pm**
Owasso Fire Station 4
11933 E 116TH St North
Collinsville Ok, 74012

VI. New Business

VII. Next Meeting

Region 2-4-7 Quality Improvement Committee

January 21st, 2020 – 10:00 am
Hillcrest Hospital South
8801 South 101st East Avenue
Tulsa, OK 74133

Regional Trauma Advisory Board

January 21st, 2020 – 1:00 pm
Hillcrest Hospital South
8801 South 101st East Avenue
Tulsa, OK 74133

Regional Planning Committee

January 21st, 2020 – 2:30 pm
Hillcrest Hospital South
8801 South 101st East Avenue
Tulsa, OK 74133

Oklahoma Trauma and Emergency Response Advisory Council

Oklahoma State Department of Health
1000 Northeast 10th Street
Oklahoma City, OK 73117
February 12th, 2020 – 1:00 pm

VIII. Adjournment: Time: A motion was made to adjourn by K.C. Nickels and seconded by Dala Stamps. The meeting adjourned at 3:59 pm



REGIONAL PLANNING COMMITTEE

2020 Attendance

Member	01-21-20	04-21-20	07-21-20	10-20-20	% Attendance
Trudy Robinson – Chair	A	Canceled			
Dala Stamps	X	Canceled			
K. C. Nickels	X	Canceled			
Russell Martin	X	Canceled			
Brandi McManus	X	Canceled			
Wendy VanMatre	A	Canceled			
Deborah Eason	A	Canceled			
Mary Howell	X	Canceled			
Becky Abshire	A	Canceled			
Zack Lethermon	A	Canceled			
Justin Graves	A	Canceled			

11 MEMBERS – NEED 6 FOR QUORUM

January 21st, 2020 did not make quorum

April 21st, 2020 meeting was canceled for CoVid Pandemic

Tulsa Region (7) 2021-2022 Board Rotation Worksheet

A

Hospitals	Attendance	2019	Region	Rotation	Level	
Saint Francis Hospital		100	7	Permanent	II	
St. John Medical Center		100	7	Permanent	II	
Hillcrest Medical Center		100	7	Permanent	III	
Hillcrest Hospital South		100	7	Permanent	III	
OSU Medical Center		100	7	Permanent	III	
Saint Francis Hospital South		100	7	Permanent	III	
Bailey Medical Center		25	7	Permanent	IV	
St. John Broken Arrow		100	7	Permanent	IV	
St. John Owasso		100	7	Permanent	IV	
St. John Sapulpa		100	4	Permanent	IV	
Group One – (1 Facility) Two Year Terms Rotating						
1 - Parkside Psychiatric Hospital		75	7	2021-2022		
2 - Tulsa Center for Behavior		0	7	2023-2024		
3 - Brookhaven Hospital		50	7	2025-2026		
4 - Laureate Psychiatric Hospital		25	7	2027-2028		
Group Two – (1 Facility) Two Year Terms Rotating						
1 - Tulsa Spine		100	7	2021-2022		
2 - Oklahoma Surgical Hospital		50	7	2023-2024		
3 - Southwest Regional Medical Center – Cancer Treatment Center of America (CTCA)		25	7	2025-2026		
4 - Select Specialty Hospital		25	7	2027-2028		
5 - Post-Acute Medical (PAM) Specialty Hospital		50	7	2029-2030		
6 - Post-Acute Medical (PAM) Rehabilitation Hosp		25	7	2031-2032		
EMS Services						2019 EMS Call Volume
Top Four Call Volume Permanent 4 positions			7			
EMSA-East		100	7	Permanent		107,905
Mercy Regional of Oklahoma		75	7	Permanent		10,463
Broken Arrow Fire Department EMS		100	7	Permanent		8,885
Owasso Fire Department EMS		100	7	Permanent		4,704
Group One (3 Agencies) - Two Year Terms Rotating						
1 - Skiatook Fire and EMS		100	7/2	2021-2022		16
2 - Collinsville Fire Department		100	7	2021-2022		1,090
3 - Miller EMS		75	7	2021-2022		3,359
4 - Creek County Emergency Ambulance Service		100	4	2023-2024		286
5 - Country Corner Fire Department		NA	2	2023-2024		73
Group Two (1 Agency) - Two Year Terms Rotating						
1 - Air Evac Lifeteam Claremore		75	7	2021-2022		
2 - Air EMS		75	2	2023-2024		

TULSA REGIONAL TRAUMA ADVISORY BOARD

Bylaws

NAME AND GEOGRAPHIC DESCRIPTION

- Section I. Name
The board shall be known as the Tulsa Regional Trauma Advisory Board subsequently referred to as the Regional Trauma Advisory Board, Advisory Board, Board or RTAB.
- Section II. Geographic description
Tulsa Region, Region 7 consists of Tulsa County.

MISSION STATEMENT

Collaborate with state trauma improvement and development initiatives and other regional trauma initiatives to improve regional trauma morbidity and mortality.

PURPOSE

- Section I. The purpose of the Regional Trauma Advisory Board (RTAB) is to **assist the support** Oklahoma Trauma and Emergency Response and Advisory Council (OTERAC) and Oklahoma State Department of Health with the development and implementation of a formal trauma care system regionally and statewide.
- Section II. The Regional Trauma Advisory Board shall be empowered but not limited to:
1. Assessing the current resources and needs within the region respective to Emergency Medical Services (EMS), acute care facilities, rehabilitation facilities, data collection, communication systems, human resources, professional education, public education and advocacy.
 2. Organizing regional human resources into coalitions and/or alliances, which will be proactive in trauma systems development.
 3. Development of Regional Trauma System Development Plan.
 4. Development and implementation of Regional Trauma Quality Improvement program.
 5. Providing public information and education programs regarding the trauma care system.
 6. Providing regional specific input to the OTERAC and the Oklahoma State Department of Health concerning trauma care issues.
 7. Professional information and education programs.

INITIAL STRUCTURE

The Commissioner of Health shall appoint the first chair of the board who will serve for the first year. This chair will work with the other providers identified for the initial membership rotation to identify the other individuals who will serve the first year. The term of the first chair will expire with the election of a chair from the board membership.

ORGANIZATIONAL STRUCTURE

The RTAB shall consist of (definition included):

- Member Organization - Any Agency or Facility of the Region
- General Member - Agency or Facility of the Region that is not on the current Board
- Authorized Representative - Individual representing a Member Organization.
- Board Member - Agency or Facility of the Region that holds a voting position on the Board based on Bylaw Rotation Schedule
- Board Officer - Elected position from a Board Member

GENERAL MEMBERSHIP

General Membership is composed of representatives from all ~~of the~~ licensed hospitals and ambulance service providers in the region, who are not current board members, ~~as well as~~ and other interested individuals.

Section I. Responsibilities of the General Membership

1. ~~The General Members are expected to attend meetings regularly to~~ Provide input and receive updates on matters under consideration by the Board. ~~but~~
2. ~~Do not maintain hold~~ voting privileges.

~~Section II. Committee Service General Members~~

3. ~~May~~ serve on committees, work groups and task forces.

Section III. Attendance Expectations

1. ~~Attendance is required~~
2. Any general member or their authorized representative, alternate or proxy missing two (2) consecutive posted meetings or 40% of the scheduled meetings in the calendar year shall be reported to both the Oklahoma Trauma and Emergency Response Advisory Council (OTERAC) and the member organization's licensing authority. ~~The General Members representative's organization may be subject to licensure action if two (2) consecutive posted meetings or 40% of the scheduled meetings in any year are missed.~~

BOARD MEMBERSHIP

Representation will rotate between the member organizations in the region based upon the approved rotation schedule (attachment A); but will maintain a ratio of approximately:

60% Hospital representatives

40% EMS representatives

Board Membership should be multidisciplinary with broad ~~representatives~~ representation from the following ~~list of~~ disciplines.

Hospital		Emergency Medical Services
1. Administrator		1. Administrator
2. Business office		2. Non Administrator EMT-B
3. QI practitioner		3. Non Administrator EMT-I
4. Emergency department physician		4. Non Administrator EMT-P
5. Surgeon		5. Business office
6. Trauma nurse coordinator		6. Air Medical
7. Trauma registrar		
8. Emergency department nurse		
9. Operating room nurse		
10. Rehabilitation practitioner		
11. Safety officer		

Section I. Powers and Responsibilities

The Board members are responsible for overall policy and direction of the RTAB.

Section II. Duties of the Board Members

1. Board members shall exercise ordinary business judgment in managing the affairs of the organization. In acting in their official capacity as Board Members of this organization they shall act in good faith and take actions they reasonably believe to be lawful and in the best interest of the organization. In all other instances, the Board Members shall not take any action that they should reasonably believe would be opposed to the organization's best interests or would be unlawful. ~~Responsibilities of the Board Members include but are not limited to:~~
2. Conduct the business of the organization
3. Specify the composition of and direct the activities of committees.
4. Consider for approval recommendations from committees.
5. ~~Cause to be Request budget preparationed and administrationer the budget.~~
6. prepare annual reports of the organization.
7. ~~Cause to be Request preparationed of~~ grant applications for the organization.
8. Approve, execute and/or ratify contracts made in ordinary course of business of the organization.
9. Make continuous and regular reviews of RTAB matters and business affairs in order to provide information to general membership.
10. ~~Other responsibilities as required.~~

Section III. Number of Board Members

1. The Board shall consist of no fewer than nine (9) members and no more than twenty (20) members.

Section IV. Actions of the Board

Each Board position shall be entitled to one (1) vote on each matter submitted to a ~~vote~~ at a meeting of the Board. A simple majority of the Board Members present and voting at a meeting at which a quorum is present shall be sufficient to constitute action by the Board.

Section V. Term

1. In the first year, board members shall be staggered with half of the board members serving a two-year term and the remaining half serving a three-year term. Providers serving Term A and Term B are identified in Attachment B. Selection is based upon the attendance at RTAB meetings from January through August 2005.
2. Permanent Board member appointments will be assigned to hospitals in region 7 maintaining trauma level one, two, three, or four categorization (see appendix titled Region 7 Board Rotation).
3. Permanent Board member appointments will be made to the four (4) EMS agencies with the highest call volume **originating** in region 7. Highest call volume will be reviewed every **4 two (2)** years to begin 2020, should an EMS agency appointed as a permanent board member be found not to be ranked within the four highest call volume agencies the EMS agency board member will be replaced on the board by the EMS agency with the fourth highest call volume and will move into board member rotation as described in number 5 below. ~~will be assigned to the following EMS Agencies: EMSA—East, Mercy Regional of Oklahoma, Broken Arrow Fire Department EMS and Owasso Fire Department EMS (see appendix titled Region 7 Board Rotation).~~
4. Non-Classified hospitals will rotate board membership every **four two** years with beginning rotation as described in appendix titled Region 7 Board Rotation.
5. All other EMS agencies will rotate board membership every **four two years** with beginning rotation as described in appendix titled Region 7 Board Rotation.

Section VI. Appointments and voting privileges

1. Member organizations holding a current seat on the board will appoint an authorized representative and an alternate to the board.
2. Each Board member shall be entitled to one (1) vote on each matter submitted to a vote at a meeting of the Board. If both the authorized representative and alternate are present at a meeting, the authorized representative shall hold the voting right.

Commented [HM1]: Made point 1 and point 2 from a single paragraph

Section VII. Meetings

1. Meetings of the Board shall be held in accordance with the Oklahoma Open Meeting Act. Meetings of the Board Members shall be held at such times and places as determined by the Board Members. These meetings must be held at least quarterly.
2. The Board shall not review patient specific information or medical records at these meetings.

Section VIII. Attendance Expectations/Removal of Board Members

1. A Board Member is automatically removed from the Board if two (2) consecutive posted meetings or 40% of the scheduled meetings in any year without arranging for a proxy are missed.
2. Vacancies
 - A. In the event that a Board Member is removed from the board, the effected member organization will be asked to appoint a new Authorized representative to represent the agency/facility in the general (non-voting) membership. The member organization will be eligible to be placed back on the Board at the next board rotation if they are current on attendance requirements.
 - B. Any board member that fails to ensure participation by their authorized representative, alternate or proxy shall be reported to both the *Oklahoma Trauma and Emergency Response Advisory Council (OTERAC)* and the member organization's licensing authority.

Section IX. Proxies

1. A Proxy for attendance and voting at a meeting must be initiated by the authorized representative and/or alternate, or the member organization administrator. The proxy statement must be executed on the organizations letterhead, the proxy specified and is signed by the organizations authorized representative, alternate or administrator.
2. The proxy shall be delivered to the RTAB meeting prior to Calling to Order of the meeting and shall be retained with the roll call. A proxy shall only be valid at the meeting for which it is executed.

Section X. Quorum

1. ~~At least five Board Members with voting privileges present at any meeting shall constitute a quorum.~~ A simple majority of the Board shall constitute quorum at any meeting.

Section XI. Board Compensation

1. Persons serving on the Board shall not receive salaries for their service, but by resolution of the Board a reasonable amount of compensation for expenses incurred in attending to authorized duties may be allowed.

OFFICERS

Section I. The following officers shall be elected from the Board Members:

1. Chair,
2. Vice-chair, and
3. Secretary/Treasurer

Section II. The same person shall hold no more than one office simultaneously.

Section III. The term for officers shall be one year.

Section IV. Nominations

1. Nominations of candidates for office shall occur at least one month prior to the election.
2. The candidates shall be Board Members.
3. The candidates shall express a willingness to serve.

Section V. Additional Offices

The Board Members may create additional officer positions, define the authority and duties of each such position, and elect persons to fill the position.

Section VI. Attendance Expectations/Removal of Board Officers

An Officer is automatically removed from office if two (2) consecutive posted meetings or 40% of the scheduled meetings in any year are missed.

Section VII. Vacancies

A vacancy in any office may be filled by the Board for the un-expired portion of the officer's term. The officer candidate would be selected from board members in good standing not holding another office, nominated and elected by simple majority vote. Nomination and election for a vacant office may occur at the same meeting.

DUTIES OF OFFICERS

Section I. The Chair shall be the executive officer of the RTAB and shall:

1. Set the agenda and preside ~~at all~~ over meetings of the RTAB.
2. Appoint all committee chairs.
3. Sign agreements and contracts after authorization by the Board.
4. Call special meetings when necessary.
5. Ensure ~~that~~ the RTAB is represented at Oklahoma Trauma and Emergency Response Advisory Council Meetings.
6. Ensure ~~that~~ the RTAB is represented at all other appropriate state and regional meetings.
7. Ensure ~~that~~ the RTAB membership is informed of all appropriate state and legislative activities.
8. Perform other tasks as deemed necessary by the Board Members.
9. Ensure ~~that~~ notification, by letter, is sent to all Member Organizations that are not complying with the attendance requirements as set forth in these bylaws. Appropriate notification will also be made to the licensing authority for the Member Organization for appropriate licensure action.

Section II. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such duties as assigned by the Chair or the Board.

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 Maintain~~ meeting attendance roster ~~is maintained~~.
3. ~~Assure Maintain~~ a register of the name and mailing address of each member organization ~~is maintained~~.
4. ~~Ensure-Keep~~ minutes ~~are kept of of~~ all the Board Meeting 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 p~~Preparation of the annual budget and present ~~it to the for~~ 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.

MEETINGS

- Section I. Meetings of the Board shall be held in accordance with the Oklahoma Open Meeting Act.
- Section II. An Annual Board Meeting shall occur at the last regularly scheduled meeting of the year (to be held prior to December 15). A meeting notice shall be mailed to all member-organizations at least 30 days prior to the meeting. The meeting dates, times and places for the forthcoming year shall be established at the annual meeting.
- Section III. Meetings for the forthcoming year shall be posted with the Secretary of State in accordance with the Oklahoma Open Meeting Act prior to December 15. Any changes to the meeting schedule shall be duly noted to the Secretary of State.
- Section IV. Notice of the date, time and place of each meeting shall be mailed or e-mailed to each member organization at least ten (10) days prior to the date of that meeting. The notice of each meeting shall include an agenda of the matters to be considered.
- Section V. These meetings must be held at least quarterly.
- Section VI. The Board shall not review patient specific information or medical records at these meetings.
- Section VII. Members of the General Membership are encouraged to attend these meetings to provide input on topics under consideration by the board.
- Section VIII. **Special Meetings**
Special meetings of the Board may be called by the Chair of the Board, Vice-Chair of the Board, or by any three members of the Board on not less than forty-eight (48) hours notice. Notice of such a meeting must be posted as a special meeting with the Secretary of State. Notice to Board Members can be communicated by mail, e-mail, telegram, telephone, or fax.

PROCEDURES

Robert's Rules of Order will be relied on to resolve any procedural issue not covered in the bylaws.

COMMITTEES

Section I. Quality Improvement Committee

1. Each RTAB is required by statute to conduct quality improvement activities.
2. The function of this committee is to decrease death and disability by reducing inappropriate variation in care through progressive cycles of performance review.
3. A multidisciplinary standing committee for Quality Improvement shall be created in each region.
4. Minimum membership requirement for the QI committee is at least one physician, one nurse and one EMS provider currently providing trauma care.
5. Other members for this committee may be identified based upon the need of the region. It is suggested that the membership be kept to 10 members or fewer.
6. Other specific disciplines that are not regular members of the committee may be called on to meet specific quality improvement needs.
7. A simple majority shall constitute a quorum to conduct business.
8. Upon approval by the chair, a committee member may be removed from the committee if he/she misses two (2) consecutive scheduled meetings or 40% of the scheduled meetings in any year.
9. Vacancies - Notice of 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/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.
10. Each region shall adopt confidentiality policies for this committee.
11. Minimum Quality Improvement activities shall be defined by the Oklahoma Trauma and Emergency Response Advisory Council.
12. The regional committee may identify and address other issues based upon regional need.
13. Committee Tenure:
Membership on this committee is for a term of two (2) years. Half of the initial appointments to this committee shall be for a term of one year to ensure staggered terms.

Section II. Standing Committees shall be established by a majority vote of the Board

1. Standing committees may include but are not limited to:
Hospital Care Committee, Pre-Hospital Care Committee, EMS/EMS System, Injury Prevention Committee, EMS/Hospital Disaster Committee, Trauma coordinator Committee, Trauma Registry Committee, Finance, Professional Education, Membership, Public Relations, and Research.
2. At least one Board Member shall serve as a voting member of each standing committee.
3. The Board may recommend the remaining membership on these committees.
4. Each standing committee shall elect a Chair.
5. Each person on a committee shall continue to serve on the committee until the next annual meeting of the Board and until his/her successor is appointed unless sooner removed or the committee is dissolved.
6. The Chair of the Board, the Chair of the committee or a majority of the committee may call meetings of a committee. Each standing committee shall meet at least annually.
7. Notice of the committee meetings must be given in accordance with the Oklahoma Open Meetings Act.
8. A majority of the voting persons on the committee shall constitute a quorum.

Section III. Special Committees

The chair or the board may create special, ad hoc, or task force committees.

1. Members of these committees are not required to be members of the Board.
2. The chair or the Board shall appoint members of these committees.
3. These committees will have no power to act other than as specifically authorized by the chair or the Board.
4. The tenure of these committees will be decided by the Board based upon the specific need for the committee.

Section IV. Committee Resignations, Removal and Vacancies

Any person on a committee may resign from the committee at any time by giving written notice to the chair of the Board, chair of the committee or to the secretary of the Board.

Section V. Committee Minutes

The Chair of each committee shall prepare complete and accurate minutes of each meeting and promptly forward duplicate originals thereof to the Secretary of the Board.

Section VI. Action by Committee

Recommendations by standing or ad-hoc committees are to be taken back to the Board for action.

Section VII. Committee Compensation

Persons serving on a committee shall not receive salaries for their services, but by resolution of the Board a reasonable amount for expenses incurred in attending to authorized duties may be allowed; provided however that nothing herein contained shall be construed to preclude any member of the committee from serving.

FINANCES

Section I. Deposits

All money received by the corporation shall be deposited with a bank, trust company or other depository, that the Board selects, in the name of the corporation. All checks, notes, drafts and acceptances of the corporation shall be signed in the manner designated by the Board Members.

Section II. Gifts

1. The Board may accept on behalf of the RTAB any contribution, gift, bequest or legacy that is not prohibited by any laws or regulations in the State of Oklahoma.
2. The Board may make gifts and charitable contributions that are not prohibited by the Bylaws, state law and are not inconsistent with the requirement for maintaining the RTAB's status as an organization in accordance with all state and federal law.

Section III. Conflicts of Interest

1. The Board shall not make a loan to, borrow money from or otherwise transact business with a Board Member, a member organization, an employee of a member organization or a family member of a member organization unless:
 2. The transaction is described fully in a legally binding instrument.
 3. The transaction is found to be in the best interests of the RTAB after full disclosure of all relevant facts at a scheduled meeting of the Board.
 4. Such action requires a 2/3-majority vote of the Board (excluding the vote of any person having a personal interest in the transaction) at a meeting when a quorum is present.
5. Disclosure of intent to undertake such action is declared to the OSDH and the OTERAC for approval prior to action.

PARTICIPATION

As specified by statute all member organizations are required to participate in RTAB activities. Member organizations that are not currently represented on the Board may meet this requirement by attending meetings at least quarterly to give input to the Board.

Any member organization that fails to ensure participation by their authorized representative, alternate or proxy shall be reported to both the and the member organization’s licensing authority.

Remote Locations

Individual RTABs may arrange for remote locations to Video Conference or Teleconference into their meetings to facilitate participation by member organizations. It is understood that Board members must attend at the published meeting location to meet the requirements of the Oklahoma Open Meetings Act.

AMENDMENT OF BYLAWS

The Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a vote of the Board Members at a regularly scheduled meeting held in compliance with the Open Meetings Act or at a meeting specifically called for that purpose.

The agenda of any meeting at which the Bylaws are altered, amended or repealed shall include the text of the proposed revisions as well as the text of any existing provisions proposed to be altered, amended or repealed.

BOARD MEMBER	REPRESENTATIVE	1Q	2Q	3Q	4Q	YTD
AIR EMS, INC	Justin Graves	A				0
	Angela Hall					
BAILEY MEDICAL CENTER OWASSO	Brandi McManus	X				100
	Deborah Eason					
BROKEN ARROW FIRE DEPARTMENT	KC Nickels	X				100
	Bryan Myrick					
BROOKHAVEN HOSPITAL	Deborah Jones	A				0
	Patricia Coleman					
COLLINSVILLE FIRE DEPARTMENT	Harold Call	X				100
CREEK COUNTY EMERGENCY AMBULANCE SERVICE	Joe McGill	X				100
	Rita Diehl					
EMSA – EAST DIVISION	Russell Martin	X				100
	Mike Kisler					
HILLCREST HOSPITAL SOUTH	Russell Anderson	X				100
	Becky Abshier					
HILLCREST MEDICAL CENTER	Jeff Dixon, MD	X				100
	Lindy Bauer					
MERCY REGIONAL OF OKLAHOMA	Brianne Smedley	X				100
	Larry Burrows					
OSU MEDICAL CENTER	David Gearhart D.O.	X				100
	Amalia Gilley					
OWASSO FIRE DEPARTMENT	Corey Letson	X				100
	Bruce Kelley					
SAINT FRANCIS HOSPITAL	Mary Johnson	X				100
	Kari Smoot					
SAINT FRANCIS HOSPITAL SOUTH	Dee Crookham	A				0
	Dan Hall					
SKIATOOK FIRE AND EMS	James L. Annas Jr.	X				100
	Sam Little					
ST. JOHN BROKEN ARROW	Wendy VanMatre	X				100
	Theresa Compos					
ST. JOHN MEDICAL CENTER	Mary Howell	X				100
	Kathy O'Dell					
ST. JOHN OWASSO	Leslie Skalla	X				100
	Tim Castoe					
ST. JOHN SAPULPA	Stacie Boyd	X				100
	Dala Stamps					



Oklahoma State Department of Health
Creating a State of Health

OKLAHOMA TRAUMA SYSTEM PERFORMANCE IMPROVEMENT PROCESS REFERRAL FORM

TReC # _____

Please complete this form and attach related records.

Reporting individual – Contact information:	
<i>Date</i>	
<i>Full Name/Title</i>	
<i>Organizational Affiliation</i>	
<i>Telephone#</i>	
<i>Address</i>	
<i>Email address</i>	
Brief description of information for review	
<i>Date of Incident</i>	
<i>Name of Patient</i>	
<i>Patient date of birth</i>	
<i>Your Medical Record#</i>	
<i>Name of any other involved agency/facility</i>	
Reason for requesting review: (Check all applicable boxes and include a brief narrative)	
<input type="checkbox"/> <i>Pre-Hospital Care</i>	<input type="checkbox"/> <i>Delay to Definitive Care</i>
<input type="checkbox"/> <i>ED Care</i>	<input type="checkbox"/> <i>Communication Problem</i>
<input type="checkbox"/> <i>Operative Care</i>	<input type="checkbox"/> <i>Interfacility Transfer</i>
<input type="checkbox"/> <i>Post-Op / Post-ED Care</i>	<input type="checkbox"/> <i>EMResource / TReC</i>
Narrative:	

Please complete this form and attach any related documentation (medical records, run reports, etc).

Mail or fax to:

CINSTRALIA EDWARDS
OKLAHOMA STATE DEPT OF HEALTH
PHS-EMERGENCY SYSTEMS
1000 NE 10TH STREET, OKLAHOMA CITY OK 73117-1299
Phone (405) 271-4027 Fax (405) 271-1045
Email CinstrialiaE@health.ok.gov