



## **AGENDA / MINUTES:**

**Capital Area Trauma Regional Advisory Council  
Executive Board & General Membership  
Meeting Minutes  
January 28, 2010      1pm – 3 pm  
Dell Children's Hospital   4900 Mueller Blvd, Austin 78723**

### **AGENDA:**

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Executive Board & General Membership  
Meeting Agenda  
January 28, 2010      1pm – 3 pm  
Dell Children's Hospital   4900 Mueller Blvd, Austin 78723**

- I. Call To Order
- II. Approval of minutes:
  - October 22, 2009, Combined Executive Board & General Membership
  - December 17, 2009 Executive Board
- III. Treasurer's Report
- IV. Public Comments
- V. Chair Report
- VI. DSHS Update
- VII. Trauma Center / Pediatric Center Update
- VIII. Director's Update
- IX. County Representative Updates

### **OLD BUSINESS:**

- I. Trauma Registry
- II. Strategic Planning
- III. TETAF update
- IV. Miscellaneous

### **NEW BUSINESS:**

- I. Level II "in pursuit of" updates
- II. Website presentation
- III. Attendance / Voter Rep / Org. update
- IV. Cardiac Care Workgroup
- V. Executive Board Position Elections:
  - Caldwell County                      Melanie Tucker
  - Fayette County                        Lee Charlton



- |                           |                   |
|---------------------------|-------------------|
| ▪ Lee County              | Sylvin Mersiovsky |
| ▪ Llano County            | Gregg Knapp       |
| ▪ Trauma Physician        | Dr. Brown         |
| ▪ Registered Nurse        | Kat Gann          |
| ▪ Rural Physician         | Dr. Harding       |
| ▪ Consumer                | Juliette Brown    |
| ▪ Lead Pediatric Facility | Vacant            |

VI. Committee Reports and Action Items:

- Disaster management
- Education
- Stroke
- Budget & Bylaws – Government Relations
- Pre-Hospital Care & Transportation – Hospital Care & Mgmt.
- Aero Medical
- Pediatric – Injury Prevention
- Performance Improvement Program

VII. Discussion / Scuttlebutt

VIII. Adjourn

Next Meeting Update –

- **Executive Board:** February 25, 2010 CATRAC office
- **General / Executive Combined:** April 22, 2010 Dell Children's
- **Committee Meetings:** As per Chair

## MINUTES:

- I. Call To Order – Jackie Gondeck called the meeting to order at 1:03 p.m. The board introduced themselves to the general membership. The members present introduced themselves as well.
- II. Approval of minutes:
- III. Dave explained that in the future the minutes will be posted on the CATRAC website as well as by email.

October 22, 2009, Combined Executive Board & General Membership Minutes  
Motion – Kat Gann  
2<sup>nd</sup> - Gregg Knapp approved

December 17, 2009 Executive Board Minutes  
Motion- Sylvin Mersiovsky  
2<sup>nd</sup> Kenny Schnell approved



- IV. Treasurer's Report – Kat Gann shared that there were no variances to report during the last month. Kat explained that the membership will see two large sums that are H1N1 grant funds that came to Dell Children's Med Ctr and the CATRAC. Dave added that these funds were tacked onto an existing grant when the H1N1 allocations were made at the federal level. The money is specific to H1N1 preparation/treatment purchases. The CATRAC purchased 12 Newport ventilators. The CATRAC is still working on where these will go. Mike Griffith asked if the vents were for adults too or just pedi specific. Dave answered that yes, they can be used for adult patients too. Jackie added that the batteries have an extended shelf life. Jackie explained that these will be a part of our regional cache

Motion to accept Treasurer's Report– Melanie Tucker  
2<sup>nd</sup> – Kenny Schnell  
Approved

- V. Public Comments – none were made

- VI. Chair Report - Jackie reported that Dave will be setting the next strategic planning meeting sometime in February for the board officers. Jackie explained that the TETAF subscription fee has been paid by the RAC recently. This is significant for those facilities that are going through a level IV designation. The TETAF subscription provides a cost cut on the designation fee of about 50%. This is a substantial reduction in the survey rate. TETAF has taken over the duties of the level IV designation surveys from DSHS. They may also take over the stroke designations in the future. The subscription fee was based on a formula for all the RACs. Dave explained that TETAF works as organization that assists in implementing mandates/programs that come out of DSHS.

Jackie explained that since the CATRAC is a member the TETAF, their meetings are open to anyone in the membership. They meet the same week of GETAC meetings. Jackie also reminded the membership that the CATRAC Executive Board meets monthly and those meetings are also open and anyone from the membership can attend. Please let Dave know if you have an item you'd like to bring to the board.

- VII. DSHS Update - no one was able to attend. Jackie explained that Anne S. our area rep was unable to attend due to a conflict related to another project.

- VIII. Trauma Center / Pediatric Center Update

Dr. Brown – announced that ATLS classes are planned to be held once per quarter. June 3-4<sup>th</sup> will be the annual Trauma Symposium. They are hopeful that they will have a good turn out like last year. They are currently working out the nursing CNEs and then will put out flyers with more info. shortly.



Gaylen added that they have been working on a PI committee that could improve communication to rural pre-hosp providers and provide feedback on their transfers to UMCB. They will be collecting the data at UMCB and will be providing a quarterly report to the pre-hospital providers.

Juliette Brown reported that at DCMC they have hired Deb Brown as the new Trauma Service Line Director. Trauma services has completed and published the 2009 annual report. Jackie asked if it could be posted to the website. Dave explained that it is on the DCMC site.

## IX. Director's Update

### **Trauma registry –**

Dave reported that the Trauma Coordinator's work group and the Trauma Registry work group have been combined. They asked Preston Love, registry specialist, from STRAC to share their San Antonio area experience in developing a regional registry. Dave explained to the membership that we would also like a regional registry in this region as a means to better measure what we are doing and get data in a more timely fashion. STRAC began by holding stakeholder meetings to determine priorities, wishes, and technology already in place. There are two or three other RACs in TX that are working on this as well for their regions. Dave stressed that we have a lot of work ahead of us on this, but it will be worth it. The data in the registry will be very useful from the financial, injury prevention, and performance improvement standpoint.

### **Strategic Planning –**

There have been two or three meetings already to discuss the future of the CATRAC. The group is looking at committee structure – direction, size, purpose, etc. They are moving forward and have developed draft goals. The next step is to invite the committee chairs to participate in the discussion on committees and future revisions. Jackie shared the existing CATRAC org chart and asked members to look and see where they fit into the big picture. She added that we are looking at the committees to see if they can be combined for simplicity and flexibility to allow folks to participate in more than one committee more easily. She noted that having ad hoc workgroups with shorter term type projects keeps us from having to revise the CATRAC bylaws every time a new project or mandate comes up that needs to be addressed. Dave added that at "RAC Education Days" there was some general discussion on RAC organizational structures and Dave noted that there was a lot of variability in the structure, but most had board officers and there were some similar committees in multiple RACs.

### **Trauma Designations-**

Dave explained that there are 32 hospitals in our 11 county region. Dave shared a handout that lists all the designated facilities and facilities in pursuit of designation currently.



- X. County Representative Updates – No updates given due to oversight by Ex. Director.

**OLD BUSINESS:**

- V. Trauma Registry

See above under Director's Report

- VI. Strategic Planning

See above under Director's Report

- VII. TETAF update

See above under Chair Report

- VIII. Miscellaneous

None was discussed

**NEW BUSINESS:**

- IX. Level II "in pursuit of" Updates

Jackie made introductions for St. David's Round Rock Medical Center (Rick Moore & Dr. Craun) and Seton Williamson (Marsi Ferris) and invited them to provide an update on the status of their pursuit.

Marsi reported that they have been taking EMS patients from the area, they have specialists and coverage. She added that they are seeing and admitting quite a few multi-system trauma patients, many are spinal/nuero patients right now. Dr. Craun reported that they began pursuit on Jan 4<sup>th</sup>. All call panels have full coverage for required specialties. They starting receiving patients 3 weeks ago and the flow is picking up.

Dave added that for both facilities it will take about a year or two to accumulate enough patient data and documentation to be ready to make the application to the American College of Surgeons for site surveys.

- X. Website presentation

Dave provided a handout to the membership that demonstrated the resources available on the CATRAC website. He displayed the website and showed the membership how to access all the features. Dave and Jackie encouraged the membership to let Michelle know about upcoming meetings so they can be posted on the regional calendar. Dave thanked Michelle for being the website guru.



XI. Attendance / Voter Rep / Org. update

Dave reminded the membership that in the recent mail out each organization was asked to complete the contact information sheet which includes an update on who their voting representative is. He stressed that this is important so the RAC has the correct person to contact in the event of a regional emergency. Dave explained to the membership that in the future he would like to have the membership dues come due on Jan 1<sup>st</sup> and also track attendance then based on a calendar year. He noted that this will require a change in the bylaws because they currently state they are due in February. Attendance will be posted on the website in the future – this will serve as a reminder of the participation requirement that is part of some of the funding that comes to the RAC and is distributed out to the region.

XII. Cardiac Care Workgroup –

Dr. Wosniak provided an update on this workgroup and invited the membership to assist in helping them reduce cardiac emergencies. He stressed that he'd like to move the cardiac/coronary system in the region to a point where it's as accomplished as the trauma system here. They are doing this through an initiative called Mission Lifeline. They are collecting data on who is doing what and what protocols are in use out in our region. They are also looking at pre-hospital issues as they relate to cardiac care. He stressed the need for participation and feedback to the group to get the greatest product in the end and help improve outcomes for our patients. Dave displayed the ECG protocol that the group has drafted. Discussion occurred on the term "protocol" and it was offered that this would be better served to by the term "guidelines". The next meeting for the Cardiac Care Workgroup is April 21<sup>st</sup> at 8:00 am.

XIII. Executive Board Position Elections:

- Caldwell County                      Melanie Tucker  
Melanie nominated Glen Germer for this slot, a unanimous vote followed
  
- Fayette County                      Lee Charlton  
Lee nominated Sharon Muzny for this slot, a unanimous vote followed
  
- Lee County                              Sylvin Mersiovsky  
Ruel Cooper nominated Sylvin for this slot, a unanimous vote followed
  
- Llano County                            Gregg Knapp  
Cathy nominated Gregg for this slot, a unanimous vote followed
  
- Trauma Physician                      Dr. Brown  
Dr. Brown declined a nomination, Joe Granberry nominated Dr. Craun for this slot, a unanimous vote followed



- Registered Nurse                      Kat Gann  
Dr. Craun nominated Rick Moore, Kat nominated herself, Fred Mollica nominated Marsi Ferris, Linda Sifuentes nominated Linda Galvan – each nominated member had a few moments to describe their background and qualifications for this position. Kat Gann received the most votes and accepted the position.
- Rural Physician                      Dr. Harding  
Sherry Brown nominated Dr. Harding, Dr. Harding accepted the position with unanimous approval.
- Consumer                      Juliette Brown  
Kat Gann nominated Juliette, Juliette accepted the position. Unanimous approval followed.
- Lead Pediatric Facility              Vacant  
Jackie announced that Dell Children’s leadership has nominated Deb Brown for this position. Deb Brown introduced herself to the membership. Unanimous approval followed.

#### XIV. Committee Reports and Action Items:

- Disaster management

This committee did not meet this quarter. Dave mentioned that this is one of the committees the board officers are considering combining with another committee.

- Education

Chris Parker announced that they did not meet formally, but conducted work via email including scheduling several classes. The group will be meeting in February. They are looking at possibly hosting classes in the future that will generate some income.

- Stroke

Dr. Harding reported that they met with folks in San Antonio regarding stroke patients and had a great dialog with them. He announced that the next meeting is March 25<sup>th</sup> at the CATRAC offices. Dr. Harding added that the committee is interested in looking at any stroke PI issues and encouraged the membership to let him or the PI committee know of any issues.

- Budget & Bylaws – Government Relations

Juliette announced that there has been little activity for these groups in the last quarter. The groups meet on an as needed basis. The board is tracking potential changes the bylaws to be considered the next time they are opened for revisions. Bylaw review is needed annually regardless of changes. Last review was March 2009.

- Pre-Hospital Care & Transportation – Hospital Care & Mgmt.

John Gonzales is the new chair of this committee and is looking at regional triage protocols. The group looked at the CDC guidelines and other existing models in Texas to determine a best practice for our area to ensure that each patient gets to the right facility based on their injuries.



- Aero Medical

Traci Forrester reported that this group met on Dec 3<sup>rd</sup> and discussed the need to contact Seton Network Security in advance of arriving. They are also looking at EMResource as a possible way for first responders to check aero medical status and make a decision on whom to call for a transport. They looked the regional disaster plan to determine if their role needs to be clarified in the plan. Glen asked if all providers would be willing to use EMResource and Traci clarified that they are, but they are not through evaluating the pro and cons of using it for this service.

- Pediatric – Injury Prevention

Paula provided a summary of the committee's activities. The committee met today and they evaluated the 5 funding proposals they recently received for injury prevention activities/programs in the region. The committee decided to fund 4 of the proposals, however, not at the full requested amount. Paula mentioned the upcoming TETAF injury prevention training being held in February. There will be a statewide Injury Prevention conference in August here at DCMC. Paula stated that she will provide a summary of the proposals and suggested awards to the board.

- Performance Improvement Committee

Dr. Brown is going to continue to be the chair. Gaylen added that the PI committee is looking at airway management and how it's being handled in this region. This committee usually meets on the Tuesday before the executive board or general membership meetings. Dave announced that there are handouts available today at the meeting on the spinal motion restriction, stroke and coagulopathy guidelines proposed by this committee.

XV. Discussion / Scuttlebutt

There was none.

XVI. Adjourn – Jackie adjourned the meeting at 3:14 p.m.

Next Meeting Update –

- **Executive Board:** February 25, 2010 CATRAC office
- **General / Executive Combined:** April 22, 2010 Dell Children's
- **Committee Meetings:** As per Chair