

**Southwest (3) Regional Education Planning Committee
REGULAR MEETING
Thursday, April 1, 2021 – 9:00 a.m.**

Location of Meeting: Microsoft Teams

https://teams.microsoft.com/join/19%3ameeting_MGVkZWI5NzEtMjk0YS00ZjgzLWI1OTYtNTNmNWZlYjE1ZmZi%40thread.v2/0?context=%7b%22Tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22Oid%22%3a%22463c8334-e408-4d1d-b4eb-52f4b934efe4%22%7d

Join by Phone: +1 405-898-0717 United States, Oklahoma City (Toll)

Conference ID: 611 804 311#

Minutes (Unofficial Copy)

The meeting notice was filed with the Oklahoma Secretary of State on March 8, 2021 at 4:29 p.m. The meeting notice/agenda was posted on the Oklahoma State Department of Health website for the Region 3 RTAB on April 6, 2021 at 1:26 p.m.

- I. Call to Order..... Brad Lancaster, Chair
The meeting was called to order by Chair Brad Lancaster at 9:01 a.m.
- II. Roll Call..... Brad Lancaster, Chair
There was no physical meeting location with members participating remotely via the Microsoft Teams platform. Roll call was taken with the following members present: Brad Lancaster, Beth Malone, Dan McLeod, JenaLu Simpson, Robert Stewart, Rachel Talley, and Tyler Walters. Bob Stewart arrived at 9:04 a.m. Anthony Adams and Scott Tanner were absent.
- III. Introductions and Announcements..... Brad Lancaster, Chair
Jennifer Woodrow announced the RTAB Chair Lori Smith was present and welcomed her to the meeting.
- IV. Approval of Minutes – October 1, 2020..... Brad Lancaster, Chair
A motion to approve the October 1, 2020 minutes as written was made by Tyler Walters and seconded by JenaLu Simpson. There was no discussion and the motion passed 6-0.
- V. Reports
A. Interfacility Transfer Working Group Report..... Brad Lancaster, Chair
Brad Lancaster reported that the working group has not been able to meet due to COVID-19 and emphasized the need to begin working on an education piece again for better utilization of regional resources. Jennifer Woodrow suggested the working group reach out to the regional hospitals and EMS agencies to ascertain their actual capabilities and physician privileges/facility policies in order to have a good understanding of the actual resources available with examples given regarding orthopedic and pediatric patients. Members identified physicians from within the region who have either expressed interest in joining the work group and/or would be a valuable resource in assisting with the educational piece. Physicians identified included Dr. Deacon Vice of Grady Memorial Hospital Authority, Dr. Carl Thompson of Mercy Hospital Ardmore, and Dr. Phillip Sloan of both Southern Oklahoma Ambulance Service and SSM Health St. Anthony Hospital. Members will reach out to the identified physicians to confirm interest and then report back to Chair Brad Smith who will then schedule a meeting.
- VI. Business
A. Discussion, consideration, possible action and vote to approve recommendation to the RTAB for possible RTAB bylaw amendments pending review of the Southwest RTAB Bylaws..... Brad Lancaster, Chair
RTAB Chair Lori Smith asked the committee if one person should be allowed to represent multiple agencies and, therefore, be allowed to cast multiple votes.



Members reviewed RTAB Bylaw language regarding rules and requirements for RTAB member representation, authorization of appointed representatives, and authority to cast votes. Concerns voiced during the discussion included the following: possible implications of one person representing multiple board members, multiple general members, multiple board and general members, and/or members of multiple disciplines; possible failure of representatives to communicate information back to all member organization when representing multiple organizations; and possible delays in conducting business due to non-authorized representative and/or members not serving on the Board making motions and/or casting votes. Jennifer Woodrow stated additional bylaw amendments were identified in previous meetings and noted the available option of establishing a working group for the purpose of bylaw review and possible revisions for recommendation to the RTAB for approval. Tyler Walters and Beth Malone volunteered to serve on the working group with Tyler Walters appointed chair. A motion to establish the working group as proposed was made by Robert Stewart and seconded by Tyler Walters. There was no further discussion and the motion passed 7-0.

- B. Discussion, consideration, possible action and vote to approve recommendation to the RTAB for planning and implementation of 2021 trauma system goals...Brad Lancaster, Chair Jennifer Woodrow reviewed the 2021 trauma system goals approved by the RTAB to send to the REPC for planning and implementation. Robert Stewart stated the Region 3 MERC/RMRS would like to do a Mass Casualty Incident (MCI) plan revision for the region and suggested the committee approve a new trauma system goal of developing a regional MCI Plan for integration into the regional trauma plan. Mr. Stewart noted that the integration of the RMRS plans and regional plans is very important and something the region should be working towards. Members discussed creating a working group for the purpose of developing a MCI plan to be incorporated into the regional trauma plan with RMRS Coordinator Alana Peck appointed Chair and Beth Malone, JenaLu Simpson, and Brad Lancaster appointed as members. A motion to establish the working group as proposed was made by JenaLu Simpson and seconded by Dan Mcleod. There was no further discussion and the motion passed 7-0.

VII. New Business (For matters not reasonably anticipated 48 hours prior to the meeting)
 Upon request, Brad Lancaster and Jennifer Woodrow clarified that committee letters addressing RTAB member attendance issues were not distributed last quarter due to the identification of conflicting bylaw language regarding attendance at the last REPC meeting. Jennifer Woodrow will send the identified language to the Bylaw Working Group Chair, Beth Malone, for review and possible revision.

VIII. Next Meeting

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| <ul style="list-style-type: none"> A. Regional Trauma Advisory Board
April 1, 2021 – 10:30 a.m. B. Quality Improvement Committee
June 3, 2021 – 11:00 a.m. | <ul style="list-style-type: none"> C. Regional Education Planning Committee
August 5, 2021 – 9:00 a.m. |
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IX. Closing, Adjournment, and Dismissal
 A motion to adjourn was made by Beth Malone and seconded by Tyler Walters. The meeting adjourned at 9:53 a.m.

Approved

Brad Lancaster, Chair
 Southwest (3) Regional Education Planning Committee
 August 5, 2021