



Oklahoma State Department of Health
Creating a State of Health

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

Minutes

- I. **Call to Order** - The meeting was called to order at 1:00 pm.
- II. **Introductions and Announcements** – There were no introductions.
- III. **Roll Call** – All Board members were present except for Bailey Medical Center Owasso and Shadow Mountain Hospital. See the attendance sheet.
- IV. **Approval of Minutes** – A motion to approve the January and April minutes was made by Theresa Compos and seconded by K. C. Nickels. There was no discussion and the motion passed 16 – 0.
 - A. **January 15th, 2019 – Not seconded by a Board Member at April 16th meeting.**
 - B. **April 16th, 2019**
- V. **Reports**
 - A. **Emergency Systems Quarterly Activity Report**

Ms. Jamie Lee was introduced as the new Quality Survey and Analyst and Lorry – Gail Malcom, MS, OSDH Injury Prevention Services

Oklahoma Emergency Medical Service Information System - Point of contact is Martin Lansdale

Trauma Registry - Point of contact is Xana Howard

Training dates are August 7th, 2019 at Sapulpa Central Technology Center and November 7th, 2019 at Lawton at the Great Plains Technology Center.

Trauma Fund – Point of contact is Marva Williamson

Review the Trauma Fund Timeline for important dates.

Regional Oklahoma Trauma Education Program Training

 - July 19th, 2019 – 1:30 pm at the Renaissance Tulsa Hotel and Convention Center
 - September 17th, 2019 – 10:00 am at the Pontotoc Technology Center – Ada
 - October 17th, 2019 – 10:00 am at the Edmond Fire Department
 - November 1st, 2019 – 10:00 am at the Western Technology Center – Elk City

Oklahoma Trauma Emergency Response Advisory Council – did not meet for the last meeting and has rescheduled for July 24th, 2019 – 1:00 pm at the OSDH.

EMResource Workgroup Meeting - September 20th, 2019 – 1:30 pm to 3:00 pm – OSDH

OTERAC Regulations workgroup – August 7th, 2019 – 9:00 am to 3:00 pm – OSDH

Quality Improvement Committee - Brandee Keele.

Ms. Keele announced they have moved into the 2019 case files. In quarter 4, cases will be sent out via the Box. Ms. Keele said thank-you, that there has been improvement in getting case files back.

Stroke Registry – Xana Howard Data Team Coordinator – Training Dates

 - July 30th, 2019 – Sapulpa
 - July 31st, 2019 – Woodward
 - August 13th, 2019 – Lawton

Board of Health

Gary Cox, JD
Commissioner of Health

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- August 14th, 2019 - McAlester
- August 22nd, 2019 – Oklahoma City

B. Regional Quarterly Activity Reports

1. Regional Planning Committee

The Committee did not meet.

2. Metropolitan Medical Response System – Jeremy McLemore

Mr. McLemore stressed the importance of using EMResource, for example when the State had all the major flooding, there were events posted to gather data. He said this data is used at local and State levels.

C. EMS for Children Quarterly Activity Report – Point of contact Delores Welch

Ms. Welch was not available but EMS-C has free training available and to check your packets for classes and dates.

VI. Business

A. Discussion and possible action of the 2nd quarter presentation: “Preparing for Chemical Emergencies”

There was no discussion and no action taken.

B. Review and possible vote to approve bylaw CQI member language and Board Officer language

Kathy O’Dell made a motion to pass the CQI and Board Office Language. The motion was seconded by Bruce Kelley. There was no discussion and the motion passed 16 – 0.

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.

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.

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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.

C. Discussion and vote to add Mary Howell to the Regional Education Planning Committee (REPC)

A motion to add Mary Howell to the REPC was made by Theresa Compos and seconded by K. C. Nickels. There was no discussion and the motion passed 16 – 0.

D. 2020 Board Rotation Discussion

Mr. Henke explained the Sample Board Rotation for 2020. He pointed out that the By-Laws do not address items such as permanent board members and other issues. A motion was made K.C. Nickels to create a RTAB work group to look into the Board Rotation By-Laws and report back in three months. It was seconded by Brianne Smedley. There was no further discussion and the motion passed 16 – 0. Volunteers for the By-Law Board Rotation Workgroup are: Russell Martin, Harold Call, Wendy Van Matre, Justin Graves, Mary Howell, and Brianne Smedley.

E. 2020 Board Officer Nominations

1. Chair – Russell Martin
2. Vice Chair – Kari Smoot
3. Secretary – Wendy Van Matre

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F. Dates, Times, and Venues for 2020 Board Meetings - Discussion and solicitation for host venues

1. January 21st, 2020 – 1:00 pm – Hillcrest Medical Center
2. April 21st, 2020 – 1:00 pm – EMSA East
3. July 21st, 2020 – 1:00 pm – St John (Medic Update July 14th – 17th 2020)
4. October 20th, 2020 – 1:00 pm – Owasso EMS

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

Ms. Malcom began by discussing the burden created by mild traumatic brain injury (mTBI) in children. She then reviewed how the Centers for Disease Control and Prevention (CDC&P) created treatment guidelines for pediatric mTBI in 2018 and emphasized the key recommendations which include not routinely imaging these patients, assessing for risk factors, and providing guidance on returning to normal activities. Due to Dr. Naina Gross being unavailable for attend the meeting, a video of her presentation was shown in which Dr. Gross spoke about how concussion results in a biomechanically induced alteration of brain function and creates a state where the brain is more vulnerable to additional injury. Forces that produce an mTBI vary from one individual to another and no specific event or energy level can be said to cause injury. A description of signs and symptoms was reviewed as well as assessment and immediate treatment tips. It is important to monitor the patient for four hours after the event and to allow “cognitive rest” without being placed in a dark room. A return to normal activities should be graduated, and the patient must be symptom free without the use of drugs before progressing to the next step. If symptoms return, the patient must return to the previous step for at least 24 hours before continuing the process. Second impact syndrome is seen where a second injury occurs while the recovery from the first event; this injury can lead to severe cerebral edema and may cause death of the patient. Dr. Gross also discussed simple linear skull fractures and reviewed The Children’s Hospital’s isolated skull fracture protocol. If symptoms persist, the injury occurs as the result of a high-risk mechanism of injury, or there is risk for non-accidental trauma, it is recommended that the patient be admitted; otherwise, these patients can be discharged home after an observation period of at least four. Due to losing videoconferencing capability with Western Technology Center, the video presentation was stopped and will be emailed to RTAB members to view.

VIII. New Business

No new business was identified

IX. Next Meeting

A. OTERAC Systems Improvement and Development Workgroup

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

B. Oklahoma Trauma and Emergency Response Advisory Council

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

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

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

D. Regional Planning Committee

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

E. Regional Trauma Advisory Board

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

- X. **Adjournment** – A motion was made by Theresa Compos to adjourn and seconded by Justin Graves. The meeting adjourned at 2:45 pm



Russell Martin – Chair

15 OCT 2019

Date

Board of Health

7 REGIONAL TRAUMA ADVISORY BOARD

ATTENDANCE

BOARD MEMBER	REPRESENTATIVE	1Q	2Q	3Q	4Q	YTD
AIREMS, INC	Brian Howell	X	X	X		100
	Justin Graves					
BAILEY MEDICAL CENTER OWASSO	Brandi McManus	X	A	A		33
	Vicki Hammons					
BROKEN ARROW FIRE DEPARTMENT	KC Nickels	X	X	X		100
	Bryan Myrick					
EMSA – EAST DIVISION	Russell Martin	X	X	X		100
	Mike Kisler					
HILLCREST HOSPITAL SOUTH	Becky Abshier	X	X	X		100
	Zach Lethermon					
HILLCREST MEDICAL CENTER	Jeff Dixon, MD	X	X	X		100
	Lindy Bauer					
MERCY REGIONAL OF OKLAHOMA	Brianne Smedley	A	X	X		67
OKLAHOMA SURGICAL HOSPITAL	Tim Foutch	X	A	X		67
	Tiffany Sellman					
OSU MEDICAL CENTER	David Gearhart D.O.	X	X	X		100
	Amalia Gilley					
OWASSO FIRE DEPARTMENT	Corey Letson	X	X	X		100
	Bruce Kelley					
SAINT FRANCIS HOSPITAL	Mary Johnson	X	X	X		100
	Kari Smoot					
SAINT FRANCIS HOSPITAL SOUTH	Dee Crookham	X	X	X		100
	Kim Francis					
SHADOW MOUNTAIN HOSPITAL	Richard Flowers	A	A	A		0
	Kim Sullivan					
SKIATOOK FIRE AND EMS	James L. Annas Jr.	X	X	X		100
	Sam Little					
ST. JOHN BROKEN ARROW	Wendy VanMatre	X	X	X		100
	Theresa Compos					
ST. JOHN MEDICAL CENTER	Mary Howell	X	X	X		100
	Kathy O'Dell					
ST. JOHN OWASSO	Leslie Skalla	X	X	X		100
	Tim Castoe					
TULSA SPINE AND SPECIALTY HOSPITAL	Paul Vlanich	X	X	X		100

7 REGIONAL TRAUMA ADVISORY BOARD

ATTENDANCE

GENERAL MEMBERS	NAME	1Q	2Q	3Q	4Q	YTD
AIREVACLIFETEAM	Judy Dyke	A	X	X		67
	Ben McFarland					
BROOKHAVEN HOSPITAL	Deborah Jones	X	X	A		67
	Patricia Coleman					
COLLINSVILLE FIRE DEPARTMENT	Harold Call	X	X	X		100
CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT	Joe McGill	X	X	X		100
	Rita Diehl					
LAUREATE PSYCHIATRIC CLINIC & HOSPITAL	Deborah Davidson	X	A	A		33
	Kurt VanMatre					
MEDICAL CONTROL BOARD	Dr. Jeffrey Goodloe	A	A	A		0
MILLER EMS	Lamy Burrows	X	A	X		67
PARKSIDE PSYCHIATRIC HOSPITAL & CLINIC	Darren Sanchez	X		A		50
	Kelly Gibson					
POST ACUTE MEDICAL REHABILITATION HOSPITAL OF TULSA	Jim Gilbert	X	A	A		33
	Crystal Yancey					
POST-ACUTE MEDICAL SPECIALTY HOSPITAL	Jim Gilbert	X	A	A		33
	Phyllis Moore					
REGION 7 RMRS/MERC	Jeremy McLemore	X	X	X		100
	James Plumlee					
SELECT SPECIALTY HOSPITAL	Audrey Pittman	A	A	X		33
SOUTHWESTERN REGIONAL MEDICAL CENTER	Keith Mateychick	A	A	A		0
ST. JOHN SAPULPA	Anne Wallace	X	X	X		100
	Dala Stamps					