



Southern Minnesota Regional Trauma Advisory Committee

General Meeting Minutes

September 19, 2023 | 1:00 p.m. – 3:00 p.m.

Minutes

Time	Agenda Item	Presenter(s)	Action
2 minutes	Welcome, Call to Order	Dr. Daniel Stephens, MD	
3 minutes	Roll Call (<i>Establish if Quorum is Met</i>)	Dr. Daniel Stephens, MD	
3 minutes	Current Agenda and Minutes of June 13, 2023	Dr. Daniel Stephens, MD	Approval Motioned Angi Grimm, Second Peggy Sue Garber
5 minutes	Chairperson’s Report: <ul style="list-style-type: none"> • Fiscal Report 	Dr. Daniel Stephens, MD/ Maria Flor/ Torrey Carlblom	Approval Motioned Peggy Sue Garber, Second Dr. DaRocha
10 Minutes	SMRTAC Funding Request (New Flex Grant Year) <ul style="list-style-type: none"> • Funding for booth for SMRTAC Stop the Bleed at farm fest 2024 • RTTDC Training \$50 per person • Trauma Program Managers 101 funding for TPMs request for member mileage and hotel reimbursement to attend (\$200 per person who applies up to 5 members • STB Scholarships awards • TOPIC Course support • MN Cares Workshop travel in November • New conference call speaker and video 	Dr. Daniel Stephens, MD/	Approval Motioned Peggy Sue Garber, Angi Grimm second.
10 Minutes	SMRTAC Voting Member Nominations: <ul style="list-style-type: none"> • Chair role – accepting nominations <ul style="list-style-type: none"> • The Chair is one of two officers of SMRTAC • The Chair takes on leadership of SMRTAC to provide oversight, guidance, and lead SMRTAC General meetings. • Attend quarterly STAC meetings and provide feedback to the STAC from SMRTAC. • The Officers and the Regional Trauma Coordinator(s) shall constitute the Executive Committee of the SMRTAC • The Executive Committee shall be responsible to set the agenda of each meeting of the SMRTAC, and shall carry out such other duties as are assigned by the SMRTAC. • The Executive Committee shall meet, in person or virtual, as often as necessary to perform its duties. 	Dr. Daniel Stephens, MD	Approval

	<ul style="list-style-type: none"> Vice Chair role – accepting nominations <ul style="list-style-type: none"> The Vice Chair is one of two officers of SMRTAC The Vice Chair takes on leadership of SMRTAC when the Chair is absent The Officers and the Regional Trauma Coordinator(s) shall constitute the Executive Committee of the SMRTAC The Executive Committee shall be responsible to set the agenda of each meeting of the SMRTAC, and shall carry out such other duties as are assigned by the SMRTAC. The Executive Committee shall meet, in person or virtual, as often as necessary to perform its duties. Position renewals or nominations <ul style="list-style-type: none"> Co-Chair needed for PIPs Committee- Chris Edmiston stepped down any nominations TPM Subcommittee Chair- Gail Norris retiring 		
5 Minutes	SMRTAC General Meeting Dates for 2024: March 12 June 11 September 17 December 10	Dr. Daniel Stephens, MD	Approval
5 minutes	Rib Fracture PMG	Dr. Daniel Stephens, MD	Approval
5 Minutes	Education Session Instructor Strategy and Reimbursement (discussion requested from June meeting)	Peggy Sue & Mariah Raabe	Discussion
5 minutes	STAC Update <ul style="list-style-type: none"> Dr. Klinkner/Chris Ballard/Angi Grimm 	Anyone who attended	Informational
10 minutes	Subcommittee Chair Reports <ul style="list-style-type: none"> TPM- Gail Norris PI – Dr. Kasal EMS – Tim Malchow Pediatrics – Jill Hunchis Education/Outreach- Mariah Raabe Co-Chair -Peggy Sue Garber Co-Chair 	All Chairs	Informational
5 minutes	Roundtable <ul style="list-style-type: none"> SMRTF Executive Director opening – Maria Flor stepping down due to new position with State Trauma System. 	All	Informational
	Adjourn		

*Items with attachments are hyperlinked blue

Notation Items

[Member List](#) [Robert's Rule](#)

Future Topics

Dates to Note

2023 SMRTAC Meeting Dates:

- ~~3/14/2023~~
- ~~6/13/2023~~
- 9/19/2023
- 12/12/2023

Voting Members		
Kathy Berns, RN <i>Aero-Medical Representative</i>	Tim Peterson <i>Dispatch Agency Representative</i>	Dr. Bethany Corliss daRocha, MD <i>Medical Director of Level III/IV Representative</i>
David Radtke <i>EMS Agency Representative</i>	Peggy Sue Garber, RN <i>Injury Prevention Specialist</i>	Don Hauge <i>Regional EMS Representative</i>
Mike Juntunen <i>Regional Data Registry Specialist</i>	Dr. Daniel Stephens, MD <i>Level I Representative</i>	Tom Halada MSN, RN <i>Pediatric Specialist</i>
Jacki Niss <i>Disaster Planning Specialist Secretary, SMRTAC</i>	Angie Grimm, R.N. <i>Level IV RN Representative</i>	Dr. Matthew Tentis, DMSc, PA-C <i>Level IV Provider</i>
David Walz <i>Hospital Administrator</i>	<i>Open Chair SMRTAC Open Vice-Chair SMRTAC</i>	
Administrative Staff		
Kristen Sailer <i>SMRTAC Co-Coordinator</i>	Brenda Knutson <i>Administrative Assistant</i>	
Alex Leonard <i>SMRTAC Co-Coordinator</i>		
Sub-Committee Chairs		
Holly Munkel <i>Regional Data Registry</i>	Chris Kasal, MD <i>PI Co-Chair</i>	Tim Malchow <i>EMS</i>
Jill Hunchis, RN, CNP <i>Pediatrics</i>		Mariah Raabe, Co-chair <i>Education/Outreach</i>
Gail Norris, RN <i>Trauma Program Manager</i>		Peggy Sue Garber, Co-chair <i>Education/Outreach</i>
Liaisons		
Chris Ballard <i>MN Statewide Trauma System</i>	Maria Flor <i>SMRTF Foundation Executive Dir.</i>	Torrey Carlblom <i>SMRTF Foundation Treasurer</i>
Dr. Denise Klinkner, M.D. <i>STAC Liaison</i>		

Roll Call (need 7 for quorum) Voting Items Tracker	Roll Call
Kathleen (Kathy) Berns RN	
Tim Peterson	
Bethany Corliss daRocha MD	X
Tom Halada RN	X
Peggy Sue Garber RN	X
Angi Grimm, R.N.	X
Dr. Matt Tentis	
Don Hauge	
Michael Juntunen	
Jacki Niss	
David Radtke	
David Walz	
Daniel Stephens, M.D.	X

Attendance of Subcommittee Members			
Holly Munkel	X	Peggy Sue Garber, RN	X
Dr. Christopher Kasal, MD		Jill M Hunchis RN, CNP	
Tim Malchow		Gail L. Norris RN	X
Mariah Raabe, RN	X		

Other Attendees (taken from participant listing)			
Name	Attend	Name	Attend
Gwen Meyer	X	Nicole Vanerp	X
Melissa Beaver	X	Kim Johns	X
James Mangen	X	Chris Ballard	X
Stephanie Huber	X		
Brad D.	X		
Lisha Smith	X		
Sharon Wiita	X		