



Southern Minnesota Regional Trauma Advisory Committee

General Meeting Minutes

December 12, 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 September 19, 2023	Dr. Daniel Stephens, MD	Approval Motion by Tom Halada, Second by Kathy Berns
5 minutes	Chairperson's Report: • Fiscal Report	Dr. Daniel Stephens, MD/ Torrey Carlbom	Approval Motion by Angi Grimm, Seconded by Dr. DaRocha
10 Minutes	SMRTAC Funding Request (New Flex Grant Year) • Mayo Clinic Hockey STB Application \$150 • Farm Fest 2024 Booth – Education Cmt – partner with SWRTAC request funding for STB kits for handouts ○ Bring Farm Fest costs listing and plan to a future meeting for review, include travel, transportation, cost of kits, facilities, time. Beverages, snacks, pamphlets/flyers to handout. Also look at other events such as Farm America in Waseca, and Farm Outreach Rochester. Dr. Tents talked about including tractor safety rollover equipment standards. Kim J to include information about augers and safe clothing.	Dr. Daniel Stephens, MD	Approval Motion by Angi Grimm, Seconded by Dr. DaRocha
10 Minutes	SMRTAC Voting Member Nominations: • EMS Regional Director – Don Hauge • Informatics Specialist – Mike Juntenan • Injury Prevention Specialist – Peggy Sue Garber • Trauma Medical Director – Dr. DaRocha • Chair role – Dr. DaRocha accepted nomination • 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	Dr. Daniel Stephens, MD	Approval Motion by Angi Grimm for all nominations, Seconded by Kathy Berns

	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Vice Chair role – Dr. Stephens accepted nomination <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 no nominations <ul style="list-style-type: none"> • Coordinate a meeting with Dr. Kasal and Melissa Beaver to discuss possible co-chair role • TPM Subcommittee Chair- Gail Norris retiring no nominations <ul style="list-style-type: none"> • Gail announced retirement, last day is January 26. She sent email to TPMs to see if anyone is interested in subcommittee chair 		
5 minutes	<p>STAC Update</p> <ul style="list-style-type: none"> • Dr. Klinkner/Angi Grimm/Maria Flor <ul style="list-style-type: none"> ○ Maria Flor provided update: <ul style="list-style-type: none"> ▪ Pediatric readiness presentation to help hospitals identify gaps. Peds champion for equipment and training ▪ Workforce presentations for both hospital and EMS. Trends and data presented, desire to re-evaluate Level III & IV staffing ▪ Nursing modules released, ready for download ▪ STAC positions are open- get applications in if interested ▪ EMSRB provided information about legislative task force, finance report on website, and hospital hub reports, how to run reports and access ▪ Metro RTAC presented on TQIP ▪ MMRTAC presented Geriatric protocol and link to website in STAC minutes <ul style="list-style-type: none"> • Angi Grim stated we should look at future 	Anyone who attended	Informational

	geriatric education session (talk to Andrea)		
10 minutes	<p align="center">Subcommittee Chair Reports</p> <ul style="list-style-type: none"> • TPM- Gail Norris – see notes from Oct 3 meeting attached • PI – Dr. Kasal – no report • EMS – Tim Malchow – no report • Pediatrics – Jill Hunchis – no report • Education/Outreach- Mariah Raabe Co-Chair -Peggy Sue Garber Co-Chair <ul style="list-style-type: none"> - March 2024 education is Stop the Bleed Train the trainer - looking at FAST education for a future date 	All Chairs	Informational
5 minutes	<p>Roundtable</p> <ul style="list-style-type: none"> - SMRTF Executive Director opening update – Maria Flor stepped down due to new position with State Trauma System. <ul style="list-style-type: none"> o Quote from possible consultant was \$5,000 per year which is out of our budget range and will look for a volunteer o Dr. Stephens needs to identify a person to appoint. For interim Terry Carlblom can continue as treasurer. o Maria will send the Foundation Bylaws - 2024 data dictionary is being released and will be located on STAC website 	All	Informational
	Adjourn		

*Items with attachments are hyperlinked blue

Notation Items

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

Future Topics

- September RTTDC course support request

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 Chair SMRTAC</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 Vice-Chair SMRTAC</i>	Tom Halada MSN, RN <i>Pediatric Specialist</i>
Vacant <i>Disaster Planning Specialist</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 Secretary, 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>
Vacant <i>Trauma Program Manager</i>		Peggy Sue Garber, Co-chair <i>Education/Outreach</i>
Liaisons		
Maria Flor <i>MN Statewide Trauma System</i>	Vacant <i>SMRTF Executive Director</i>	Torrey Carlblom <i>SMRTF Foundation Treasurer</i>
Dr. Denise Klinkner, M.D. <i>STAC Liaison SMRTF President</i>		

Roll Call (need 7 for quorum)	Roll Call
Voting Items Tracker	
Kathleen (Kathy) Berns RN	X
Tim Peterson	NA
Bethany Corliss daRocha MD	X
Tom Halada RN	X
Peggy Sue Garber RN	X
Angi Grimm, R.N.	X
Dr. Matt Tentis	X
Don Hauge	X
Michael Juntunen	NA
Vacant	

David Radtke	NA
David Walz	NA
Daniel Stephens, M.D.	X

Attendance of Subcommittee Members

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

Other Attendees (taken from participant listing)

Name	Attend	Name	Attend
Alisha Schmidt	X	Todd Emanuel	X
Kim Johns	X	Nicole Guerton	X
Abbie Burns	X	Melissa Beaver	X
Maria Flor	X		