



Southern Minnesota Regional Trauma Advisory Committee

General Meeting
March 11, 2025 | 1:00 p.m. – 3:00 p.m.

Meeting web cast access on www.smrtac.org | [JOIN ZOOM](#)

Meeting ID: 856 9025 0004

Passcode: 086902

AGENDA

Time	Agenda Item	Presenter(s)	Action
2 minutes	Welcome, Call to Order	Dr. Stephens/Dr. Deleu	
3 minutes	Roll Call (<i>Establish if Quorum is Met</i>)	Dr. Stephens/Dr. Deleu	
3 minutes	Current Agenda and Minutes of December 10, 2024	Dr. Stephens/Dr. Deleu	Approval
5 minutes	Chairperson’s Report: <ul style="list-style-type: none"> • Fiscal Report 	Dr. Stephens/Dr. Deleu/Torrey Carlblom	Approval
10 Minutes	<ul style="list-style-type: none"> • SMRTAC Position renewals or nominations <ul style="list-style-type: none"> • Chair • Vice Chair • Secretary 	Dr. Stephens/Dr. Deleu	Approval
5 minutes	STAC Update <ul style="list-style-type: none"> • Dr. Klinkner/Kim Johns/Maria Flor 	Anyone who attended	Informational
10 minutes	Subcommittee Chair Reports <ul style="list-style-type: none"> • TPM- Kari Coates • PI – Dr. Kasal • EMS – Tim Malchow • Pediatrics – Jill Hunchis • Education/Outreach- Peggy Sue Garber Co-Chair 	All Chairs	Informational
5 minutes	Roundtable <ul style="list-style-type: none"> - SMRTF Executive Director fill vacancy 	All	Informational
	Adjourn		

*Items with attachments are hyperlinked blue

Notation Items

[Member List](#) [Robert’s Rule](#)

Future Topics

Dates to Note

2025 SMRTAC Meeting Dates:

- 3/11/2025 at MCHS Mankato
- 6/10/2025 at MCHS Owatonna
- 9/16/2025 at MCHS Mankato
- 12/16/2025 at MCHS Owatonna

Voting Members		
Chris Evanson, RN <i>Aero-Medical Representative</i>	Vacant <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</i>	Tom Halada MSN, RN <i>Pediatric Specialist</i>
Emily Sohm <i>Disaster Planning Specialist</i>	Stephanie Huber, 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 Vice-Chair SMRTAC Secretary, SMRTAC</i>	
Administrative Staff		
Kristen Sailer <i>SMRTAC Co-Coordinator</i>	<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>		Peggy Sue Garber, Co-chair <i>Education/Outreach</i>
Kari Coates <i>Trauma Program Manager</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	
Chris Evanson RN	
Vacant	
Bethany Corliss daRocha MD	
Tom Halada RN	
Peggy Sue Garber RN	
Stephanie Huber, R.N.	
Dr. Matt Tentis	
Don Hauge	
Michael Juntunen	
Emily Sohm	
David Radtke	
David Walz	
Daniel Stephens, M.D.	

Attendance of Subcommittee Members			
Holly Munkel		Peggy Sue Garber, RN	
Dr. Christopher Kasal, MD		Jill M Hunchis RN, CNP	
Tim Malchow		Kari Coates RN	

Other Attendees (taken from participant listing)			
Name	Attend	Name	Attend

SMRTAC Admin is inviting you to a scheduled Zoom meeting.

Topic: SMRTAC Education and General Meeting

Time: Mar 11, 2025 1:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85690250004?pwd=vyRbDa64rMMuMsCEnGnv9w8MZe7gDw.1>

Meeting ID: 856 9025 0004

Passcode: 086902

One tap mobile

+13052241968,,85690250004#,,,,*086902# US

Dial by your location

• +1 312 626 6799 US (Chicago)

Meeting ID: 856 9025 0004

Passcode: 086902

Find your local number: <https://us02web.zoom.us/u/kb3s7Pde59>



Southern Minnesota Regional Trauma Advisory Committee

General Meeting Minutes

December 10, 2024 | 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 March 12, 2024	Dr. Daniel Stephens, MD	Approval Motion by Peggy Sue Garber, Second by Stephanie Huber
5 minutes	Chairperson’s Report: <ul style="list-style-type: none"> • Fiscal Report 	Dr. Daniel Stephens, MD/ Torrey Carlbom	Approval Motion by Peggy Sue Garber, Second by Stephanie Huber
10 Minutes	SMRTAC Position renewals or nominations <ul style="list-style-type: none"> • Dispatch agency rep position- Tim Peterson stepped down • Chair/Vice Chair position- Dr. DaRocha stepped down, anyone of the voting members can fill this • Secretary position is vacant – anyone of voting members can fill this • Co-Chair needed for PIPs Committee- • TPM Subcommittee Chair- Karie Coates considering 	Dr. Daniel Stephens, MD	Approval Motion by Peggy Garber, Second by Bethany DaRocha
5 minutes	STAC Update <ul style="list-style-type: none"> • Dr. Klinkner/Kim Johns/Maria Flor <ul style="list-style-type: none"> ◦ Maria Flor provided update: <ul style="list-style-type: none"> • SW Region got NTSA grant for telemedicine services in EMS rigs. • STAC data work group being formed. Contact Maria Flor if you are interested in joining this group. 	Anyone who attended	Maria Flor provided update
10 minutes	Subcommittee Chair Reports <ul style="list-style-type: none"> • TPM- Kari Coates is interested • PI – Dr. Kasal – no report • EMS – Tim Malchow – no report • Pediatrics – Jill Hunchis – no report • Education/Outreach- Mariah Raabe Co-Chair will be leaving in January. New Chair needed. Reached out to Melissa Beavers. 	All Chairs	Informational

	-Peggy Sue Garber Co-Chair		
	Older Driver Education-Presentation by J. Somes		
5 minutes	Roundtable <ul style="list-style-type: none"> - SMRTF Executive Director opening update – Maria Flor stepped down due to new position with State Trauma System. Still looking for someone to fill. - Education and Outreach: 2025 education sessions being planned: <ul style="list-style-type: none"> o Airway o Burns - Pediatric Imaging Guidelines- discussed as a need for development. - Mark Griffith: Shared the Meta VR EMS training device they have available for use in SMRTAC Region. Contact Mark if interested in using. 	All	Informational
	Adjourn		

*Items with attachments are hyperlinked blue

<u>Notation Items</u>
Member List Robert's Rule

<u>Future Topics</u>
- PI Forum, STB Training, Bike rodeo and helmets for students, ATV & Snowmobile Safety

<u>Dates to Note</u>
<p>2025 SMRTAC Meeting Dates and Locations:</p> <ul style="list-style-type: none"> • 3/11/2025 – MCHS Mankato • 6/10/2025 – MCHS Owatonna • 9/16/2025 – MCHS Mankato • 12/16/2025 – MCHS Owatonna <p>We need to have people from all health systems engaging in SMRTAC to improve trauma care in our Region. Attending the meetings virtually is an option, however, attending in person provides networking opportunities and engagement that cannot be replicated in a virtual format. Please consider attending in person!</p>

Voting Members		
Chris Evanson <i>Aero-Medical Representative</i>	Vacant <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>
Emily Sohm <i>Disaster Planning Specialist</i>	Stephanie Huber, 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 Vice-Chair Chair SMRTAC</i>	
Administrative Staff		
Kristen Sailer <i>SMRTAC Co-Coordinator</i>	<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>
Kari Giese, R.N. <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	Roll Call
Chris Evanson	NA
Vacant	
Bethany Corliss daRocha MD	NA
Tom Halada RN	X
Peggy Sue Garber RN	X
Stephanie Huber, R.N.	X
Dr. Matt Tentis	NA
Don Hauge	NA
Michael Juntunen	NA
Emily Sohm	X
David Radtke	NA
David Walz	NA
Daniel Stephens, M.D.	X

Attendance of Subcommittee Members			
Holly Munkel	NA	Peggy Sue Garber, RN	X
Dr. Christopher Kasal, MD	NA	Jill M Hunchis RN, CNP	NA

Tim Malchow	NA	Kari Coates TPM Chair	NA
Mariah Raabe, RN	X		

Other Attendees (taken from participant listing)

Name	Attend	Name	Attend
Maria Flor	X	Cindy Sheely	X
Dr. Brad Deleu	X	James Mangen	X
Rachel Duchsherer	X	Melissa Beaver	X
Mark Griffith	X		
Nicole VanErp	X		
Todd Emanuel	X		
Maria Pelowski	X		
Rachel Duetchen	X		



Southern Minnesota Regional Trauma Foundation
Transaction Report
 December 1, 2024 through February 28, 2025

SMRTF Checking (4815)	Bank Balance as of 11/30/2024	58,424.59
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Date	Num	Name	Memo/Description	Deposit	Withdrawal
Income					
Total Income				\$ 0.00	
Expenditures					
2/4/2025	Auto	Capital One	Preauthorized ACH Debit		99.00
2/5/2025	5270	Torrey Carlblom	GoDaddy Domain registration		69.51
2/5/2025	5270	Torrey Carlblom	HP Laptop for SMRTAC		539.54
2/5/2025	5270	Torrey Carlblom	Zoom 30 Gb Cloud Storage		9.03
2/5/2025	5270	Torrey Carlblom	Reimburse Kristen Sailor Expense for SMRTAC meeti		403.23
2/27/2025	5272	Torrey Carlblom	Reimburse Zoom subscription		181.69
Total Expenditures					\$ 1,302.00

Net Activity during Period	(1,302.00)
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SMRTF Checking (4815)	Bank Balance as of 2/28/2025	57,122.59
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Outstanding Items					
1/5/2024	5261	Catherine Bausano	STB		150.00
3/5/2025	5271	Kari Coates	Reimburse St Cloud lodging TPM 101 Training		247.00
Total Outstanding Items					\$ 397.00
Outstanding Charges					
No outstanding charges					
Total Outstanding Charges					\$ 0.00

SMRTF Funds	Funds Balance as of 3/5/2025	56,725.59
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Action Items Completed During The Reporting Period:

- 990-N Filed for SMRTF
- A new Capital One business card application for SMRTF is in process; the intent is that Kristen and Torrey will have cards specifically for SMRTF expenses. This will reduce the number of reimbursed items and will provide documentation in statements that directly supports payments.
 - * Card payments will be automatically withdrawn from the SMRTF bank account.
 - * Torrey will control card access and review as part of the Treasurer role with the intent that his ability to charge will be for backup purposes only.
 - * Any items charged by Torrey will be specifically identified as part of review by this body.