

**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_MGVkZWl5NzEtMjk0YS00ZjgzLWI1OTYtNTNmNWZlYjE1ZmZi%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#

There is no physical meeting location. All Committee Members are participating remotely via the Microsoft Teams platform shown above. Committee Members are:

Brad Lancaster, Chair/Murray County EMS, Carnegie EMS/Tyler Walters, Comanche County Memorial Hospital/Rachel Talley, Grady Memorial Hospital Authority/Beth Malone, Lindsay EMS/Anthony Adams, Medic West, LLC/JenaLu Simpson, RMRS/MERC/Bob Stewart, Southern Oklahoma Ambulance Service/Dan McLeod, Southwestern Medical Center/Scott Tanner

AGENDA

- I. Call to Order..... Brad Lancaster, Chair
- II. Roll Call..... Brad Lancaster, Chair
- III. Introductions and Announcements..... Brad Lancaster, Chair
- IV. Approval of Minutes – October 1, 2020..... Brad Lancaster, Chair
- V. Reports
 - A. Interfacility Transfer Working Group Report..... Brad Lancaster, Chair
- 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
 - 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
- VII. New Business (For matters not reasonably anticipated 48 hours prior to the meeting)
- VIII. Next Meeting

A. Regional Trauma Advisory Board April 1, 2021 – 10:30 a.m. B. Quality Improvement Committee June 3, 2021 – 11:00 a.m.	C. Regional Education Planning Committee August 5, 2021 – 9:00 a.m.
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- IX. Closing, Adjournment, and Dismissal

**If the audio is disconnected at any point during the meeting, Board Members will attempt to rejoin. The meeting will reconvene upon reconnection using the same platform and access codes. If unable to restore connections for a maximum of 15 minutes the meeting will be adjourned.*

**Southwest (3) Regional Education Planning Committee
Microsoft Teams**

https://teams.microsoft.com/join/19%3ameeting_ZDU1MDEyZjAtNDVkZS00MTBILWlyYjEtZTY2ZjRhZDQ1Zjdl%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
October 1st, 2020 – 9:00 am

MINUTES

There was no physical meeting location and the following members participated remotely using the Microsoft Teams teleconferencing platform: Brad Lancaster, Beth Malone, JenaLu Simpson, Robert Stewart, Rachel Talley, Scott Tanner, and Tyler Walters.

The meeting notice was filed with the Oklahoma Secretary of State on September 18th, 2020 at 2:26 pm. The meeting notice/agenda was posted on the Oklahoma State Department of Health website for the Region 3 REPC on September 24th, 2020.

I. Call to Order – Chair Brad Lancaster

The meeting was called to order by Chair Brad Lancaster at 9:02 am.

II. Roll Call – Chair Brad Lancaster

Roll call was taken with the following members present: Brad Lancaster, Beth Malone, JenaLu Simpson, Bob Stewart, Rachel Talley, Scott Tanner, and Tyler Walters. Beth Malone joined the meeting at 9:15 am and Scott Tanner joined at 9:45 am.

III. Introductions and Announcements – Chair Brad Lancaster

No introduction nor announcements were made.

IV. Approval of Minutes – August 6th, 2020 – Chair Brad Lancaster

A motion to approve the minutes as written was made by JenaLu Simpson and seconded by Tyler Walters. There was no discussion and the motion passed 5-0.

V. Reports

A. Interfacility Transfer Working Group Report – Dan McLeod

Brad Lancaster reported that the working group has not been able to meet due to COVID-19 and time constraints. The group hopes to have something to report at the next meeting.

VI. Business

A. Review of RTAB member attendance for discussion, consideration, possible action and vote to approve recommendations to RTAB Chair for possible licensure action – Chair Brad Lancaster
Members reviewed the following requests for excused absences:

- Cheryl Simco representing Harmon Memorial Hospital requested an excused absence for the August 6th, 2020 RTAB meeting stating they received information that the meeting was cancelled and never received notification regarding the virtual meeting. The committee reviewed previous attendance noting that the facility has regularly attended meetings.
- Kendal Washburn representing Lawton Indian Hospital requested an excused absence for the August 6th, 2020 RTAB meeting. Mr. Washburn was present for the meeting but was counted absent due to not meeting auditory requirements of the Open Meeting Act.
- Sheila Lewis representing Southwest Oklahoma Ambulance Authority requested an excused absence for the August 6th, 2020 RTAB meeting stating she stated her name when signing into the meeting and again during roll call. Review of the video recording prior to the meeting could not confirm the statement. The committee reviewed previous attendance noting 0% attendance for 2019 and 2020.
- JenaLu Simpson representing Medic West requested an excused absence for the February 20th, 2020 RTAB meeting stating she was present at the meeting but was late and did not sign in. Tyler Walters confirmed her statement noting they sat together at the meeting.

A motion to recommend to the Chair approval of absence for Harmon Memorial Hospital, Lawton Indian Hospital, and Medic West was made by Tyler Walters and seconded by Bob Stewart. There was no discussion and the motion passed 6-0.

- B. Review of 2021 trauma system goals for discussion, consideration, possible action and vote to approve recommendations for planning and implementation – Chair Brad Lancaster
Jennifer Woodrow presented the following 2021 trauma systems goals:

- Decrease the number of Priority 1 patients transported by ambulance services to a Level III or Level IV Trauma Center by 3% (10.20 patients) by the end of the calendar year.
- Decrease the statewide average length of stay at Level III and Level IV Trauma Centers for patients having an ISS of ≥ 16 by 3% (4.8 minutes) by the end of calendar year 2021

Dan Whipple clarified that the length of stay time starts when the patient comes through the door until the time the patient departs the facility enroute to the receiving facility. Beth Malone discussed the need for hospitals to have a plan in place to immediately prepare for the arrival, assessment, and treatment of patients upon EMS notification noting her facility's success with such a plan regarding stroke patients. Members discussed reasons that Priority 1 trauma patients are not being delivered to the appropriate facility to include inappropriate trauma triage and inappropriate destination choice. Brad Lancaster discussed how the availability of EMS units and volume of interfacility transfers can affect destination decisions emphasizing the need to develop a interfacility transfer and resource utilization education piece. Jennifer Woodrow stated she spoke with Dan McLeod, Chair of the work group, who stated he doesn't have the time to head the group due to COVID. Ms. Woodrow asked if anyone else would like to lead and help with the group being careful not to reach quorum for the REPC. Brad Lancaster agreed to serve lead the working group with Rachel Talley and JenaLu offering to serve as members. Jennifer Woodrow asked if the committee was interested in providing Oklahoma Trauma Education Program (OTEP) Training to assist with the trauma systems goals. Brad Lancaster stated that OTEP is a part of the solution and will be included in the education piece but is not sufficient to fix all of the problems. Brad Lancaster asked members to take some time to gather additional thoughts on how to improve on the trauma system goals to be emailed to him along with suggestions for possible new members. Mr. Lancaster will try to put together a meeting with suggested members to discuss any suggestions and begin an outline for the education piece. Dan Whipple suggested Dr. Thompson out of Mercy Hospital Ardmore serve on the working group to help with the physician aspect of the group. Tyler Walters suggested Dr. Vice also be asked to join working group. Bob Stewart suggested adding the goal of decreasing or limiting the number of non-Priority 1 patients transferred from a Level III or IV trauma center to a higher level trauma facility. Dan Whipple noted that trauma patients that go to the wrong facility typically have a delay of four or more hours to definitive care. Mr. Whipple identified the need to provide education regarding choosing appropriate destinations and, if needed, requesting ALS or air intercept to ensure patients get to the right facility the first time and not just the closest hospital. Bob Stewart asked if there was any data showing how many transports to an inappropriate facility were caused by medics not properly prioritizing the patient or delay of transport due to no EMS units available. Mr. Stewart stated two things are needed to correct those problems to include better training of the medics to correctly prioritize the patients and better training of the ERs regarding what patients should and should not be emergently transported to higher-level trauma centers. Dan Whipple stated some data exist but data is only as good as to what data is entered into OKEMSIS. Bob Stewart suggested the first training to offer medics should be on how to correctly enter data into OKEMSIS. Dan Whipple agreed part of the education piece should include correct documentation and should also include patient prioritization and appropriate destinations. Mr. Whipple also noted that every EMS agency is required to submit a Department approved destination protocol for trauma patients and asked if this protocol is actually being looked at as part of the quality assurance process. Brad Lancaster reemphasized the need to develop an education piece regarding interfacility transfers and resource utilization taking into consideration both hospital and EMS needs and how to accommodate those needs and bridge the education gap. Mr. Lancaster noted the need to show something measurable to both sides to increase buy in. Bob Stewart suggested looking at OKEMSIS to see if there is a way to make it clearer or more functional to improve data. Brad Lancaster responded that the data set is already there and that educating medics to appropriately prioritize the patient is key. The working group will continue working on the education piece and report on progress at the next scheduled meeting.

- C. Review of 2021 Committee Meeting Dates for discussion, consideration, possible action and vote to approve – Chair Brad Lancaster

1. February 4th, 2021 at Great Plains Technology Center – 9:00 am
2. April 1st, 2021 at Great Plains Technology Center – 9:00 am
3. August 5th, 2021 at Great Plains Technology Center – 9:00 am
4. October 7th, 2021 at Great Plains Technology Center – 9:00 am

A motion to approve the proposed 2021 committee meeting dates, times, and venues was made by Tyler Walters and seconded by Bob Stewart. There was no discussion and the motion passed 7-0.



VII. New Business – Chair Brad Lancaster

(For matters not reasonably anticipated 48 hours prior to the meeting)
No new business was presented.

VIII. Next Meeting – Chair Brad Lancaster

- A. Quality Improvement Committee
December 3rd, 2020 – 11:00 am
- B. Regional Education Planning Committee
February 4th, 2021 – 9:00 am
- C. Regional Trauma Advisory Board
February 4th, 2021 – 10:30 am
Next meeting dates were announced with no discussion.

IX. Adjournment – Chair Brad Lancaster

A motion to adjourn was made by Robert Stewart and seconded by Tyler Walters. The meeting adjourned at 9:58 am.

DRAFT

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

NAME AND GEOGRAPHIC DESCRIPTION

Section I. Name: Southwest Regional Trauma Advisory Board

Section II. Geographic description, the following counties are included in the Southwest Regional Trauma Advisory Board:

Caddo	Greer	Love
Carter	Harmon	Murray
Comanche	Jackson	Pontotoc
Cotton	Jefferson	Stephens
Garvin	Johnston	Tillman
Grady	Kiowa	

MISSION STATEMENT

In support of the statewide system, create a regional system of optimal care for all trauma patients, to ensure the right patient goes to the right place in the right amount of time.

PURPOSE

Section I. The purpose of the Regional Trauma Advisory Board (RTAB) is to assist the Oklahoma Trauma and Emergency Response Advisory Council and the Oklahoma State Department of Health with the development and implementation of a formal trauma care system regionally and statewide.

Section II. The Regional Trauma Advisory Board shall be empowered but not limited to:

1. Assessing the current resources and needs within the region respective to Emergency Medical Services (EMS), acute care facilities, rehabilitation facilities, communication systems, human resources, professional education, public education and advocacy.
2. Organizing regional human resources into coalitions and/or alliances, which will be proactive in trauma systems development.
3. Development of Regional Trauma System Development Plan.
4. Development and implementation of Regional Trauma Quality Improvement program.
5. Providing public information and education programs regarding the need for a formal trauma care system.
6. Providing region—specific input to the Oklahoma Trauma and Emergency Response Advisory Council and the Oklahoma State Department of Health concerning trauma care issues.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

MEMBERSHIP

Membership is composed of representatives from all of the facilities in the region as well as other interested individuals.

- Section I. Responsibilities of the Membership
The Members are expected to attend meetings regularly to provide input on topics under consideration by the Board.
- Section II. Committee Service
Members may serve on committees, work groups and task forces.
- Section III. Attendance Expectations
The Members are expected to have 100% attendance every quarter annually. If a Member misses a meeting, they will be reported to their licensure authority for action.
- Section IV. Exceptions involving emergencies may be considered on a case by case basis by a unanimous vote by the Board.

BOARD MEMBERSHIP

Representation will rotate between the member organizations in the region based upon the approved rotation schedule (attachment A); but will maintain a ratio of approximately:

50% Hospital representative's
50% EMS representatives

Board Membership should be multidisciplinary with broad representatives from the following list of disciplines.

Hospital		Emergency Medical Services
1. Administrator		1. Administrator
2. Business office		2. Non Administrator EMT-B
3. QI practitioner		3. Non Administrator EMT-I
4. Emergency department physician		4. Non Administrator EMT-P
5. Surgeon		5. Business office
6. Trauma nurse coordinator		
7. Trauma registrar		
8. Emergency department nurse		
9. Operating room nurse		
10. Rehabilitation practitioner		
11. Safety officer		

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Member organizations will appoint a representative and an alternate to the board but will have only one vote.

Section I. Powers and Responsibilities

The Board members are responsible for overall policy and direction of the RTAB.

Section II. Duties of the Board Members

Board members shall exercise ordinary business judgment in managing the affairs of the organization. In acting in their official capacity as Board Members of this organization, they shall act in good faith and take actions they reasonably believe to be in the best interest of the organization and that are not unlawful. In all other instances, the Board Members shall not take any action that they should reasonably believe would be opposed to the organization's best interests or would be unlawful.

Responsibilities of the Board Members include but are not limited to:

1. Conduct the business of the organization.
2. Specify the composition of and direct the activities of committees.
3. Consider for approval recommendations from committees.
4. Cause to be prepared and administer the budget, prepare annual reports of the organization.
5. Cause to be prepared grant applications for the organization.
6. Approve, execute and/or ratify contracts made in ordinary course of business of the organization.
7. Make continuous and regular reviews of RTAB matters and business affairs in order to provide information to general membership.

Section III. Number of Board Members

The Board shall consist of no fewer than nine (9) members and no more than twenty (20) members.

Section IV. Actions of the Board

Each Board Member shall be entitled to one (1) vote on each matter submitted to a vote at a meeting of the Board.

A simple majority of the Members present and voting at a meeting at which a quorum is present shall be sufficient to constitute action by the Board.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

- Section V. Term
The term of the Board Members is one calendar year.
- Section VI. Appointments
Board members shall be appointed by the respective member organizations according to the established membership structure and rotation.
- Section VII. Meetings
Meetings of the Board shall be held in accordance with the Oklahoma Open Meeting Act. Meetings of the Board Members shall be held at such times and places as determined by the Board Members. These meetings must be held at least quarterly.
- The Board shall not review patient specific information or medical records at these meetings.
- Section VIII. Attendance Expectations/Removal of Board Members
1. Members who do not have a satisfactory previous year attendance will forfeit their turn in the approved rotation. In the event a board member is removed due to not meeting the attendance expectations, the agency or facility CEO and or Director will be notified of their representatives' removal from the rotation.
 2. If the board member believes that they missed a scheduled meeting due to extenuating circumstances, that member shall notify OSDH Emergency Systems and the RTAB Chair and the RTAB Chair will determine if the absence was acceptable.
 3. Any member organization that fails to ensure participation by their representative shall be reported to both the *Oklahoma Trauma and Emergency Response Advisory Council* and the member organization's licensing authority.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Section IX. Proxies
In the event that a board member or their alternate is unable to attend a board meeting, they may attend a meeting or vote by Proxy. They must prepare and send a statement on their institution's letterhead or by email stating their authorization of a specifically named alternate from their institution to attend the meeting and/or cast a vote on their behalf. The proxy should be transmitted to **both** the *OSDH Emergency Systems* and the *RTAB Secretary* at least 24 hours before the posted meeting time. A proxy shall only be valid at the meeting for which it is executed.

Section X. Quorum
A simple majority of the Board shall constitute a quorum at any meeting.

OFFICERS

Section I. The following officers shall be elected from the Board Members: Chair, Vice-chair, and Secretary.

Section II. The same person shall hold no more than one office.

Section III. The term for officers shall be one year.

Section IV. Nominations
Nominations of candidates for office shall occur at least one month prior to the election.

1. The candidates shall be Board Members.
2. The candidates shall express a willingness to serve.

Section V. Additional Offices
The Board Members may create additional officer positions, define the authority and duties of each such position, and elect persons to fill the position.

Section VI. Attendance Expectations/Removal of Officers
An Officer is automatically removed from office if he/she misses a posted meetings of the scheduled meetings in any year without making arrangements for the alternate or a proxy to attend.

Section VII. Vacancies
A vacancy in any office may be filled by the Board for the un-expired portion of the officer's term.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

DUTIES OF OFFICERS

- Section I. The Chair shall be the executive officer of the RTAB and shall:
1. Set the agenda and preside at all meetings of the RTAB;
 2. Sign agreements and contracts after authorization by the Board;
 3. Call special meetings when necessary;
 4. Ensure that the RTAB is represented at Oklahoma Trauma and Emergency Response Advisory Council, OTERAC.
 5. Ensure that the RTAB is represented at all appropriate state and regional meetings;
 6. Ensure that the RTAB membership is informed of all appropriate state and legislative activities;
 7. Perform other tasks as deemed necessary by the Board Members.
- Section II. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such duties as assigned by the Chair or the Board.
- Section III. Duties of the Secretary
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.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

MEETINGS

- Section I. Meetings of the Board shall be held in accordance with the Oklahoma Open Meeting Act.
- Section II. An Annual Board Meeting shall occur each fall. A meeting notice shall be mailed to all member-organizations at least 30 days prior to the meeting. The meeting dates, times and places for the forthcoming year shall be established at the annual meeting.
- Section III. Meetings for the forthcoming year shall be posted with the Secretary of State in accordance with the Oklahoma Open Meeting Act prior to December 15. Any changes to the meeting schedule shall be duly noted to the Secretary of State.
- Section IV. Notice of the date, time and place of each meeting shall be mailed or e-mailed to each Board Member at least ten (10) days prior to the date of that meeting. The notice of each meeting shall include an agenda of the matters to be considered.
- Section V. These meetings must be held at least quarterly.
- Section VI. The Board shall not review patient specific information or medical records at these meetings.
- Section VII. Members of the General Membership are encouraged to attend these meetings to provide input on topics under consideration by the board.
- Section VIII. Special Meetings
Special meetings of the Board may be called by the Chair of the Board, Vice-Chair of the Board, or by any three members of the Board on not less than forty-eight (48) hours notice. Notice of such a meeting must be posted as a special meeting with the Secretary of State. Notice to Board Members can be communicated by mail, e-mail, telegram, telephone, or fax.

PROCEDURES

Robert's Rules of Order will be relied on to resolve any procedural issue not covered in the bylaws.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

COMMITTEES

Section I. Quality Improvement Committee

1. Each RTAB is required by statute to conduct quality improvement activities.
2. The function of this committee is to decrease death and disability by reducing inappropriate variation in care through progressive cycles of performance review.
3. A multidisciplinary standing committee for Quality Improvement shall be created in each region.
 - A. Minimum membership requirement:
 - i. Emergency Department Physician
 - ii. Surgeon
 - iii. Emergency Department Nurse
 - iv. OR Nurse
 - v. EMS Medical Director
 - vi. EMT
 - vii. Air Ambulance Provider
 - B. Other members for this committee may be identified based upon the need of the region. It is suggested that the membership be kept to 10 members or fewer.
 - C. Other specific disciplines that are not regular members of the committee may be called on to meet specific quality improvement needs.
 - D. A simple majority shall constitute a quorum to conduct business.
 - E. Upon approval by the chair of the committee, a committee member may be removed from the committee if he/she misses 50% of the regularly scheduled meetings in any year.
 - F. Vacancies and request or recommendations for committee membership
 - i. Notice of a vacancy, new request, or recommendations for committee membership shall be distributed to Board members at least ten (10) days prior to a scheduled meeting by written or verbal communication.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

- ii. Volunteers or nominations 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.
- 4. 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.
- 5. Each region shall adopt confidentiality policies for this committee.
- 6. Minimum Quality Improvement activities shall be defined by the Quality Improvement Committee and approved by the Board.
- 7. The regional committee may identify other activities to monitor based upon regional need.
- 8. Committee Tenure
Membership on this committee is for a term of two (2) years. Half of the initial appointments to this committee shall be for a term of one year to ensure staggered terms.

Section II. Regional Education and Planning Committee

- 1. The purpose of this committee is meet regional needs through strategic planning; creating, reviewing, and amending regional plans; and creating educational components to further regional goals.
- 2. Suggested membership should be nine members with a make-up of four members from hospitals, four members from EMS agencies, and a member from the Regional Medical Response System (RMRS).
- 3. The committee shall elect a Chair.
- 4. The Chair of the Board, the Chair of the committee, or a majority of the committee may call meetings of a committee. The committee will meet at least annually.
- 5. Each member shall continue to serve on this committee until the next annual meeting of the Board and until his/her successor is appointed unless sooner removed, the member resigns, or until the Committee is dissolved.
- 6. Upon approval by the chair of the committee, a committee member may be removed from the committee if he/she misses 50% of the regularly scheduled meetings.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Section III. Standing Committees shall be established by a majority vote of the Board

1. Standing committees may include but are not limited to: Hospital Care Committee, Pre-Hospital Care Committee, Injury Prevention Committee, EMS/Hospital Disaster Committee, Trauma Coordinator Committee, Trauma Registry Committee, Finance, Professional Education, Membership, Bylaws, Public Relations, and Research.
2. At least one Board Member shall serve on each standing committee.
3. The Board may recommend the remaining membership on these committees.
4. Each standing committee shall elect a Chair.
5. Each person on a committee shall continue to serve on the committee until the next annual meeting of the Board and until his/her successor is appointed unless sooner removed or the committee is dissolved.
6. The Chair of the Board, the Chair of the committee or a majority of the committee may call meetings of a committee. Each standing committee shall meet at least annually.
7. Upon approval by the chair of the committee, a committee member may be removed from the committee if he/she misses 50% of the regularly scheduled meetings in any year.
8. Notice of the committee meetings must be given in accordance with the Oklahoma Open Meeting Act.
9. A majority of the voting persons on the committee shall constitute a quorum.

Section IV. Special Committees

The board may create special, ad hoc, or task force committees based upon the recommendation of the Board Members.

1. Members of these committees are not required to be members of the Board.
2. The Board shall appoint members of these committees.
3. Upon approval by the chair of the committee, a committee member may be removed from the committee if he/she misses 50% of the regularly scheduled meetings in any year.
4. These committees will have no power to act other than as specifically authorized by the Board.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

5. The tenure of these committees will be decided by the Board based upon the specific need for the committee.

- Section V. Committee Resignations, Removal and Vacancies
Any person on a committee may resign from the committee at any time by giving written notice to the chair of the Board, chair of the committee or to the secretary of the Board.
- Section VI. Committee Minutes
The Chair of each committee shall prepare complete and accurate minutes of each meeting and promptly forward duplicate originals thereof to the Secretary of the Board.
- Section VII. Action by Committee
Recommendations by committees are to be taken back to the Board for action.
- Section VIII. Committee Compensation
Persons serving on a committee shall not receive salaries for their services, but by resolution of the Board a reasonable amount for expenses incurred in attending to authorized duties may be allowed; provided however that nothing herein contained shall be construed to preclude any member of the committee from serving.

FINANCES

- Section I. Deposits
All money received by the corporation shall be deposited with a bank, trust company, or other depository that the Board selects, in the name of the corporation. All checks, notes, drafts and acceptances of the corporation shall be signed in the manner designated by the Board Members.
- Section II. Gifts
1. The Board may accept on behalf of the RTAB any contribution, gift, bequest or legacy that is not prohibited by any laws or regulations in the State of Oklahoma.
 2. The Board may make gifts and charitable contributions that are not prohibited by the Bylaws, state law and are not inconsistent with the requirement for maintaining the RTAB's status as an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

Section III. Conflicts of Interest

1. The Board shall not make a loan to any Board Member or member organization.
2. The Board shall not borrow money from a Board member, a member organization, an employee of a member organization or a family member of a member organization unless:
 - A. The transaction is described fully in a legally binding instrument;
 - B. The transaction is found to be in the best interests of the RTAB after full disclosure of all relevant facts at a scheduled meeting of the Board; and
 - C. Such action requires a 2/3-majority vote of the Board (excluding the vote of any person having a personal interest in the transaction) at a meeting when a quorum is present.
 - D. Disclosure of intent to undertake such action is declared to the OSDH and the OTERAC for approval prior to action.
3. The Board shall not transact business with a Board Member, a member organization, an employee of a member organization or a family member of a member organization unless:
 - A. The transaction is described fully in a legally binding instrument;
 - B. The transaction is found to be in the best interests of the RTAB after full disclosure of all relevant facts at a scheduled meeting of the Board; and
 - C. Such action requires a 2/3-majority vote of the Board (excluding the vote of any person having a personal interest in the transaction) at a meeting when a quorum is present.
 - D. Disclosure of intent to undertake such action is declared to the OSDH and the OTERAC for approval prior to action.

PARTICIPATION

All member organizations are required to participate in RTAB activities. Member organizations who are not currently represented on the Board may meet this requirement by attending meetings at least quarterly to give input to the Board.

SOUTHWEST REGIONAL TRAUMA ADVISORY BOARD BYLAWS

EMRESOURCE™

The RTAB adopts the policies, standards and definitions recommended by the Oklahoma State Department of Health for the operations of EMResource™. Any recommendations for changes to these documents will be made to the OSDH EMS division for consideration for statewide adoption. Because this is a statewide system, all changes must be made on a statewide basis.

Any necessary regional operational procedures will be subject to approval by the RTAB.

AMENDMENT OF BYLAWS

The Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a vote of the Board Members held at a regular or specially called meeting for the purpose of altering, amending or repealing the Bylaws.

- Section 1. The Bylaws shall be reviewed/revised biennially by the Southwest Regional Education and Planning Committee.
- Section I. The notice of any meeting at which the Bylaws are altered, amended or repealed shall include the text of the proposed provisions as well as the text of any existing provisions proposed to be altered, amended or repealed.