

Northeast WI Regional Trauma Advisory Council
Meeting Minutes
Wednesday, July 17, 2019
Aurora Bay Care– Green Bay, Wisconsin

Introductions – all guests are welcome to the meetings.

General Membership Meeting

The Executive Council (9 present for a quorum) and general membership meeting of the NEW RTAC was called to order at 5:12 PM by the Chair Bob Zemple. Total of 21 people present for meeting.

Chairman Bob Zemple made a motion to approve minutes. Motion was made by Mark Madigan and Sue Kanack with changes made. (Listed Below)

- **Deb Holschbach** was voted as “at large” council member not as show of Theresa Becker.
- No Call available for this meeting due to technical difficulties.

Special Guest Speaker: Invisible Trauma (Held Prior to the RTAC Meeting 3pm-5pm

Robin Matthies and Scott Webb from DHS Present the Invisible Trauma program. In attendance was 13.

Approval of the Agenda – Motion approved

Reports

ADRC/Injury Prevention –

- Barb shared that both Captain Dave Dellmann and Dave Taylor committed to support the EMS speaker presentations at the stepping on program.
- Barb Michaels from the ADRC asked if support would continue for the current fall prevention jot form fall referral program. It was suggested that a sub-committee be formed to oversee the program support. It was also suggested that Dave Taylor continue to help with the Fall Prevention program as he has expressed an interest in continuing. A meeting will be held on 7/18/19 with EMS captains, ADRC, and DePere to discuss future needs for the jot form app and its process.
- Barb Michaels also noted that the Brown County ARDC has received a donation strictly to falls prevention from the New Orthopedic Nurses Association and was looking for suggestions on how to use the money, i.e., speaker for CEUs regarding fall risk and medications from UW Madison School of Pharmacy – Option was not removed from the table, but it is currently not moving forward. A suggestion was made to possibly use the money towards the Fall Risk application.
- Erin Bonger, DePere Health Department further updated that the Fall Risk app has been used successfully to refer patients to the Stay at Home Assistance Program and other assistance or home assessments

- NEW RTAC PI-Tom Bergmann
 - Short Report out on Regional Date
 - Eric Anderson is leaving his position as State Trauma Registry Data Manager. Contingency plans are being implemented to assist with the registry issues after his departure. More details will be coming out regarding his replacement.

- HERC Report– Shawn Metzner (New HERC Coordinator)
 - Introduce himself and asked for members to update contact information
 - He is looking forward to working with the NEW ETAC. The NEW RTAC representative to the NEW HERC will be Dr. Bob Zemple and Tom Bergmann will continue as alternate.
 - Shawn Metzner reported that the NEW HERC will be doing coalition surge tests to simulate evacuation of three hospitals north of Brown County in mid to late spring of 2020.

- Fiscal Report – Del Zuleger
 - Helping Hands LLC has replaced the Brown County Health Department as Fiscal Agent for the NEW RTAC. Contracts have been signed. Monthly reports will be furnished to Del Zuleger as NEW RTAC Coordinator.
 - 2019-2020 Budget – was reviewed. The Fiscal Agent fee has increased slightly per contract with Helping Hands, LLC to 10% of the budget. A question was raised as to whether or not the Fall Prevention support should be a separate line item. The members would also like to see an itemization of each budget category. A breakdown of previous budgets will be requested from the previous Treasurer.
 - Bill Manis made a motion to accept the proposed 2019-2020 budget as is subject to an itemization of the budget being presented at the October 2019 meeting. Deb Holschbach seconded the motion. Motion was carried.

- Grant Requests – Del Zuleger
 - Sue Kanack brought up grant funding for WEMSA conference attendance since the dates have changed to November and the location has changed to Wisconsin Dells. After a short review of the requirements for the grant and suggestions for updating the grant request form it was decided to allow a later application window for the grant applications. Approval of any grant applications will be made by the Executive Council via email. Del and Zemple will review the current policy on this and make changes to keep funding current with annual cost, as well as adjust application dates/deadlines

- New Business –
 - There was also a short discussion on the meeting schedule and locations going forward. Discussion that will end account of GoToMeeting to save costs,

suggestion was made to use Skype instead – arrangements to use Skype will be made prior to the next meeting.

- NEW RTAC Coordinator - Del Zuleger the new NEW RTAC Coordinator and stated that he will need to update the council members on the NEW RTAC website. The website will need to be reviewed and updated and he will need to obtain administrative capabilities for the website. Mr. Zuleger is a CCP with County Rescue and is with WISCOM along with other interests in other organizations.
- Rural EMS Representative - Del Zuleger's position as Rural EMS representative on the Executive Council will need to be filled. Notice will go out to the membership for candidates and will be filled at the next NEW RTAC meeting in October.
- Treasurer – Candidates will be requested and the position (non-voting member) will be filled after discussions with the current treasurer to better understand terms, and learn if this has expired and if she has interest in remaining treasurer. Voting will take place at the next NEW RTAC meeting in October. The position does not have to be filled by an Executive Council member of NEW RTAC if it needs to be filled.
- Election of Members to fill Vacant spots
 - Please Email Del Zuleger at newrtacr3@gmail.com if interested. Interested members will be posted in the next meeting agenda for voting at the next meeting.
 - Need 1-person for Rural EMS Representative
 - Need 1-person (non-voting) Treasurer
- 1812 Sue Kanack made a motion to adjourn the meeting to Wednesday, October 16, 2019 from 10AM to Noon at St. Vincent Hospital, Green Bay, Wisconsin. Motion was seconded by Kris Lambert. Motion was carried.