

GOVERNOR'S EMS AND TRAUMA ADVISORY COUNCIL OPERATIONAL PLAN

FOR JANUARY 1, 2016 to DECEMBER 31, 2017

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1 EXECUTIVE SUMMARY

The Governor’s EMS and Trauma Advisory Council (GETAC) convened on October 20, 2015 to review, revise, and update the GETAC operational plan for the period of January 1, 2016 to December 31, 2017. The planning process included four major activities:

1. Introduction of item by GETAC Council chair, Chief Vance Riley
2. Review of the 2014 – 2015 operational plan goals by the meeting facilitator
3. Discussion of goals A – J from the 2014 – 2015 operational plan to include
 - a. Accomplishments to date for each goal
 - b. Activities outstanding for each goal
 - c. Disposition of each goal for the 2016 – 2017 planning period
 - d. Action items for each goal for the 2016 – 2017 planning period
4. Call for public comment

Summary and disposition of Goals identified by the GETAC Council to achieve as a part of the Council’s operational plan:

GOAL	DISPOSITION FOR 2016 - 2017
A. Increase collaboration between the GETAC Council and EMS and trauma stakeholders	Continuance of Goal A
B. Council will undertake a regular, ongoing, and transparent review of all committees based on need, structure, charges, reporting relationships, membership, and decision-making process	Continuance of Goal B
C. Develop a process to improve the operation of GETAC committees	Continuance of Goal C
D. Review and update the GETAC Operational Plan every two years in October of even numbered years	Continuance of Goal D
E. Review and update the GETAC Strategic Plan for the Texas Emergency Healthcare System every two years in October of odd numbered years	Continuance of Goal E
F. Improve the process of communication between DSHS and GETAC	Accomplished Goal F in the 2014 – 2015 planning period. Process is standardized and regular.
G. Develop and refine GETAC Council member orientation, include references to the Texas Open Meeting Act, travel requirements, and other activities associated with Council membership	Continuance of Goal G
H. Partner with organization(s) to support GETAC activities, as necessary	Continuance of Goal H

Summary of Activities/action items for the 2016 – 2017 planning period:

1. Assign a GETAC member to serve as an ex officio liaison to each GETAC committee
Responsibility: Jodie Harbert and Dr. Robert Greenberg. Target completion date: February, 2016. (Goal A)
2. Add language to the GETAC procedural rules standardizing assignment of an ex officio liaison to each GETAC committee (Goal A)
3. Develop a policy and procedure for the appointment of members to GETAC committees by the Chair and/or designee. To include member qualifications, conflict of interest disclosures, expertise, geographic representation, and other factors. Responsibility: Dr. Jeff Beeson, Judge Mike DeLoach, Linda Dickerson. Target completion date: December 31, 2017. (Goal B)
4. Develop a policy and procedure to address the decision-making process of GETAC committees. To include processes regarding achieving consensus on an issue before submission to GETAC for consideration and codification of activities that may occur at interim and quarterly meetings. Responsibility: Dr. Jeff Beeson, Judge Mike DeLoach, Linda Dickerson. Target completion date: December 31, 2017. (Goal B)
5. Continue to develop/refine the process to improve the operation of GETAC committees (Goal C)
6. Continue the process of reviewing and updating of the GETAC Operational Plan every two years in October of even numbered years (Goal D)
7. Continue the process of reviewing and updating of the GETAC Strategic Plan for the Texas Emergency Healthcare System every two years in October of odd numbered years (Goal E)
8. Continue to identify opportunities to provide training to new council members.
Responsibility: Judge Mike DeLoach, Jodie Harbert. Target completion date: ongoing. (Goal G)
9. Identify additional opportunities for increased collaboration with stakeholder groups and organizations. Potential example: Texas Fire Chief's Association. Responsibility: all council members. Target completion date: ongoing. (Goal H)
10. Develop an information dissemination plan to communicate with identified stakeholder groups and organizations Responsibility: all council members. Target completion date: ongoing. (Goal H)

2 INTRODUCTION

The Governor's EMS and Trauma Advisory Council (GETAC) met in open session on October 20, 2015 to conduct a biennial review of the GETAC operational plan. A quorum of GETAC members was not present for this meeting. The process for reviewing and updating the plan included:

1. Introduction of item by GETAC Council chair, Chief Vance Riley
2. Review of the 2014 – 2015 operational plan goals by the meeting facilitator
3. Discussion of goals A – J from the 2014 – 2015 operational plan to include
 - a. Accomplishments to date for each goal
 - b. Activities outstanding for each goal
 - c. Disposition of each goal for the 2016 – 2017 planning period
 - d. Action items for each goal for the 2016 – 2017 planning period
4. Call for public comment

This document provides details on the results of the planning session for each goal for the planning period of 2014 – 2015.

3 GOALS

3.1 Goal A: Increase collaboration between the GETAC Council and EMS and trauma stakeholders

Accomplishments from the 2012 – 2013 planning period:

1. Meeting dates have been established and are now regularly posted on the DSHS GETAC website
2. A repository of information and educational offerings are now posted on the DSHS GETAC website
3. Executive summary documents of committee meetings are presented to the GETAC council by the committee chair
4. Live streaming of all GETAC committee meetings and work groups is provided by the Texas EMS & Trauma Acute Care Foundation (TETAF)

Accomplishments from the 2014 – 2015 planning period:

1. A standard meeting schedule has been developed and implemented (completed June 30, 2014)
2. A section governing a standardized meeting schedule has been added to the GETAC procedural rules

- Disposition of Goal A for the 2016 – 2017 planning period: *Continue explore ways to increase collaboration between the GETAC council and EMS and trauma stakeholders*

Activities/action items for the 2016 – 2017 planning period:

1. Assign a GETAC member to serve as an ex officio liaison to each GETAC committee (Responsibility: Jodie Harbert and Dr. Robert Greenberg. Target completion date: February, 2016)
2. Add language to the GETAC procedural rules standardizing assignment of an ex officio liaison to each GETAC committee

3.2 Goal B: Council will undertake an ongoing, transparent and regular review of all committees based on need, structure, charges, reporting relationships, membership, and decision-making processes

Accomplishments from the 2014 – 2015 planning period:

1. After a review of all committee, the decision was made to stay with the current committees
2. The council chair, or designee, reviewed potential committee agenda items and assigned to an appropriate committee
3. Determined committees may address issues at interim meetings, but that committee member votes will be taken at regular meetings only
4. Developed a policy and procedure codifying the process of how committees present ideas and objectives to the Council chair for review and approval

- Disposition of Goal B for the 2016 – 2017 planning period: *Continue the process of an ongoing, transparent and regular review of all committees based on need, structure, charges, reporting relationships, membership, and decision-making processes*

Activities/action items for the 2016 – 2017 planning period:

1. Develop a policy and procedure for the appointment of members to GETAC committees by the Chair and/or designee. To include member qualifications, conflict of interest disclosures, expertise, geographic representation, and other factors. (Responsibility: Dr. Jeff Beeson, Judge Mike DeLoach, Linda Dickerson. Target completion date: December 31, 2017)
2. Develop a policy and procedure to address the decision-making process of GETAC committees. To include processes regarding achieving consensus on an issue before submission to GETAC for consideration and codification of activities that may occur at interim and quarterly meetings. (Responsibility: Dr. Jeff Beeson, Judge Mike DeLoach, Linda Dickerson. Target completion date: December 31, 2017)

3.3 Goal C: Develop a process to improve the operation of GETAC committees

Accomplishments from the 2014 – 2015 planning period:

1. The GETAC Council undertook a review of operations of GETAC committees
 2. It was determined each committee shall appoint a secretary who provides written minutes of each committee meeting, as directed by GETAC procedural rules
- Disposition of Goal C for the 2016 – 2017 planning period: *Continue to develop/refine the process to improve the operation of GETAC committees*

3.4 Goal D: Review and update the GETAC Operational Plan every two years in October of even numbered years

Accomplishments from the 2014 – 2015 planning period:

1. Developed a process for updating the GETAC Operational Plan on a regular basis
 2. Updated the plan in 2015
- Disposition of Goal D for the 2016 – 2017 planning period: *Continue the process of reviewing and updating of the GETAC Operational Plan every two years in October of even numbered years*

3.5 Goal E: Review and update the GETAC Strategic Plan for the Texas Emergency Healthcare System every two years in October of odd numbered years

Accomplishments from the 2014 – 2015 planning period:

1. Developed a process for updating the GETAC Strategic Plan for the Texas Emergency Healthcare System on a regular basis
 2. Updated the plan in 2015
- Disposition of Goal E for the 2016 – 2017 planning period: *Continue the process of reviewing and updating of the GETAC Strategic Plan for the Texas Emergency Healthcare System every two years in October of odd numbered years*

3.6 Goal F: Improve the process of communication between the DSHS and GETAC

Accomplishments from the 2014 – 2015 planning period and disposition for 2016 – 2017:

This goal was accomplished in the 2014 – 2015 planning period. Communication is standardized and regular. Goal F to be removed from consideration for the 2018 – 2019 planning period.

3.7 Goal G: Develop and refine GETAC Council member orientation, include references to the Texas Open Meeting Act, travel requirements, and other activities associated with Council membership

Accomplishments from the 2014 – 2015 planning period:

1. The DSHS began the process of standardizing training which includes reference to the Texas Open Meetings Act, travel procedures, and other activities associated with membership on the GETAC Council

Disposition of Goal G for the 2016 – 2017 planning period: *Continue to identify opportunities to provide training to new council members.*

Activities/action items for the 2016 – 2017 planning period:

1. Continue to identify opportunities to provide training to new council members.
(Responsibility: Judge Mike DeLoach, Jodie Harbert. Target completion date: ongoing)

3.8 Goal H: Partner with organization(s) to support GETAC activities, as necessary

Accomplishment from the 2014 – 2015 planning period:

1. Video streaming via the internet of Council and committee meetings by TETAF continue to occur on a regular and ongoing basis

Disposition of Goal H for the 2016 – 2017 planning period: *Continue to partner with organization(s) to support GETAC activities, as necessary*

Activities/action items for the 2016 – 2017 planning period:

1. Identify additional opportunities for increased collaboration with stakeholder groups and organizations. Potential example: Texas Fire Chief's Association.
(Responsibility: All council members. Target completion date: ongoing.)
2. Develop an information dissemination plan to communicate with identified stakeholder groups and organizations (Responsibility: All council members. Target completion date: ongoing.)