

FOX VALLEY REGIONAL TRAUMA EXECUTIVE COUNCIL

AGENDA	X MINUTES	INVITED TO ATTEND	X PRESENT
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MEETING OF: Fox Valley Executive Council
(RTAC) meeting

DATE: August 11, 2004

TIME: 5:00 pm

PLACE: Mercy Medical Center
Oshkosh

PRESIDING: Jim Piper

RECORDER: J. Grimm

NEXT MEETING: **September 14, 2004**
Aurora Medical Center

Present:

EC Members: Bill Brown, Dan Fifield, Chris Hugo, Mark Kehrberg, Jim Piper, Dotty Rippl, Judy Crouch-Smolarek, Diane Tyler,

Other: Suzy Arter, Jeff Grimm, Cliff Lehman, Marianne Peck, John Walsh

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	J. Piper		<ul style="list-style-type: none"> • Meeting called to order
Approval of Minutes from February meeting	J. Piper		<ul style="list-style-type: none"> • Minutes approved
Ballot Template Procedures	J. Piper	<ul style="list-style-type: none"> • Discussion about ballot procedure. Discussion about absentee voting. Some changes made to policy. 	<ul style="list-style-type: none"> • Guidelines to be approved in September
Level 3 to Level 2 Trauma Center Document	J. Piper	<ul style="list-style-type: none"> • The Level 3 to Level 2 document was reviewed. Discussion about the length of time a Level 3 had to become a Level 2. If a Level 3 was not a verified Level 2 in 3 years, could be given an additional 3 years with an annual report to the Executive Council. Progress toward the Level 2 goal could be determined through an ACS 	<ul style="list-style-type: none"> • Document voted and approved.

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Effective Meeting Running	J. Piper	<p>visit and a review of the ACS document with Executive Council approval.</p> <ul style="list-style-type: none"> • • Effective meeting running was discussed. The document was reviewed and changes were made to the document. It will be available for all to re view. 	<ul style="list-style-type: none"> • Plan to vote on this document in September
Secretary position	M. Peck	<ul style="list-style-type: none"> • We have received approval to hire a secretary with RTAC funds. Suggestion to contact the Eau Claire RTAC to find out how they hired their secretary: as an independent contractor or employee of the fiscal agent? 	<p>.</p>
New Business: RTAC Secretary position	Jim Piper	<ul style="list-style-type: none"> • Secretary position. The interviews were already done. Dotty presented an example of a contract that can be utilized. Legal will have to review. 	<ul style="list-style-type: none"> • Motion made to hire the selected party upon review of the contract. Motion approved.
Agenda for next meeting:	J.Piper	<ol style="list-style-type: none"> 1. Template for policies 2. Review running of meeting 3. Legislative Discussion 	
Next Steps		<ul style="list-style-type: none"> • The next meeting is planned for Tuesday, September 14, 2004 at 5pm at 	
Adjournment			