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Governor's EMS and Trauma Advisory Council
Strategic Plan for January 1, 2014 to December 31, 2015

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1 Executive Summary

The Governor’s EMS and Trauma Advisory Council (GETAC) convened on February 13 and 14, 2014 to review and revise the GETAC strategic plan for the period of January 1, 2014 – December 31, 2015. A quorum of GETAC members was present for this meeting. The planning process included the following four major activities:

1. Introduction of this item by Council chair, Chief Vance Riley
2. Review of the 2012 – 2013 strategic plan goals by the meeting facilitator
3. Discussion of Goals A – J from the 2012 – 2013 strategic plan to include
 - a. Accomplishments to date for each goal
 - b. Activities outstanding for each goal
 - c. Disposition of each goal for the 2014 – 2015 planning period
 - d. Action items for each goal for the 2014 – 2015 planning period
4. Call for public comment

Table 1 provides a summary of each goal and the disposition for the 2014 – 2015 strategic plan.

Table 1: Goals identified by the Council to achieve as part of the Council strategic plan

Goal	Disposition for 2014 – 2015
A. Develop a framework to apply the Council vision and mission statement to all decisions made by the Council	<ul style="list-style-type: none"> • Codify Goal A as a GETAC procedural rule • Goal A can be removed from further consideration
B. Increase collaboration between the Council and stakeholders involved in EMS and trauma	<ul style="list-style-type: none"> • Continue Goal B for 2014 – 2015
C. Council will undertake a review of all committees to define the optimal number of committees based on need, structure, charges, reporting relationships, membership, and decision-making process.	<ul style="list-style-type: none"> • Continue Goal C for 2014 – 2015
D. Develop a process to improve the operation of GETAC committees	<ul style="list-style-type: none"> • Continue Goal D for 2014 – 2015
E. Update the existing EMS / Trauma system strategic plan at least every five years, beginning in 2012	<ul style="list-style-type: none"> • Continue Goal E for 2014 – 2015
F. Improve the process of communication between DSHS and GETAC	<ul style="list-style-type: none"> • Continue Goal F for 2014 – 2015
G. Develop / refine the system for orientation for Council members to clarify legal and other requirements related to membership roles and responsibilities	<ul style="list-style-type: none"> • Continue Goal G for 2014 – 2015
H. Conduct a GETAC strategic plan review (at least every two years)	<ul style="list-style-type: none"> • Continue Goal H for 2014 – 2015
I. Partner with organization(s) to support GETAC activities as necessary	<ul style="list-style-type: none"> • Continue Goal I for 2014 – 2015
J. Organize the regularly scheduled quarterly GETAC business to two day meetings	<ul style="list-style-type: none"> • Goal J is completed • Goal J can be removed from further consideration



2 Introduction

The Governor's EMS and Trauma Council (GETAC) met in open session on February 13 and 14, 2014 to conduct a biennial review of the GETAC strategic plan. A quorum of GETAC members was present for this meeting. The process for this activity included:

1. Introduction of this item by Council chair, Chief Vance Riley
2. Review of the 2012 – 2013 strategic plan goals by the meeting facilitator
3. Discussion of Goals A – J from the 2012 – 2013 strategic plan to include
 - a. Accomplishments to date for each goal
 - b. Activities outstanding for each goal
 - c. Disposition of each goal for the 2014 – 2015 planning period
 - d. Action items for each goal for the 2014 – 2015 planning period
4. Call for public comment

This document results the results of this planning session for each goal for the planning period of 2014 – 2015.



3 Goals

3.1 Goal A: Develop a framework to apply the Council vision and mission statement to all decisions made by the Council

Goal A: Develop a framework to apply the Council vision and mission statement to all decisions made by the Council						
2012 – 2013 Activities	Accomplishments: 1. The chair reads the vision and mission at the start of each Council meeting					
	Disposition of Goal for 2014 – 2015: 1. Codify Goal A as a GETAC procedural rule 2. Goal A can be removed from further consideration					
2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Transfer Goal A to GETAC procedural rules	<ul style="list-style-type: none"> Vance Riley 	<ul style="list-style-type: none"> May 1, 2014 	<ul style="list-style-type: none"> As soon as practically possible 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> The procedural rule should include reading the vision and mission at the beginning of each Council and committee meeting Include the mission and vision on each Council and committee agenda
Notes	<ul style="list-style-type: none"> Goal J will not be reported in the 2016 – 2017 strategic plan 					
Other	<ul style="list-style-type: none"> 					



3.2 Goal B: Increase collaboration between the Council and stakeholders involved in EMS and trauma

Goal B: Increase collaboration between the Council and stakeholders involved in EMS and trauma

2012 – 2013 Activities	Accomplishments:					
	<ol style="list-style-type: none"> 1. Meeting dates are established and posted on the DSHS website 2. A repository of information and educational offerings are now posted on the DSHS website 3. Executive summary documents of committee meetings are presented to the GETAC council by the committee chair 4. Live video streaming of all GETAC committee meetings and work groups is provided by TETAF 					
2014 – 2015 Activities	Disposition of Goal for 2014 – 2015:					
	<ol style="list-style-type: none"> 1. Continue Goal B for 2014 – 2015 					

2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Develop standard meeting schedule	<ul style="list-style-type: none"> • Robert Greenberg 	<ul style="list-style-type: none"> • February 15, 2014 	<ul style="list-style-type: none"> • June 30, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Standing meeting schedule developed • This will be piloted for the May 2014 meeting • Add section to procedural rules governing standard meeting schedule
	B. Assign GETAC member to serve as an <i>ex officio</i> liaison to each GETAC committee	<ul style="list-style-type: none"> • Jodie Harbert • Robert Greenberg 	<ul style="list-style-type: none"> • Pending development of standard meeting schedule 	<ul style="list-style-type: none"> • June 30, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •



Goal B: Increase collaboration between the Council and stakeholders involved in EMS and trauma	
Notes	<ul style="list-style-type: none">•
Other	<ul style="list-style-type: none">•



3.3 Goal C: Council will undertake a review of all committees

Goal C: Council will undertake a review of all committees to define the optimal number of committees based on need, structure, charges, reporting relationships, membership, and decision-making process

2012 – 2013 Activities	<p>Accomplishments:</p> <ol style="list-style-type: none"> 1. Reviewed the optimal number of committees, with a decision to stay at 10 until the next review 2. The Council chair, or designee, reviewed potential committee agenda items and assigned to an appropriate committee 3. Determined that committees may address issues at interim meetings, but that committee member votes will be taken at regularly quarterly meetings
	<p>Disposition of Goal for 2014 – 2015:</p> <ol style="list-style-type: none"> 1. Continue Goal C for 2014 – 2015

2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Undertake a regular review to determine the optimal number of GETAC committees	<ul style="list-style-type: none"> • Jeff Beeson • Mike DeLoach • Linda Dickerson 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • December 31, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Goal C: Council will undertake a review of all committees to define the optimal number of committees based on need, structure, charges, reporting relationships, membership, and decision-making process

	<p>B. Develop a policy and procedure for the appointment of members to GETAC committees by the Chair and / or designee</p>	<ul style="list-style-type: none"> • Jeff Beeson • Mike DeLoach • Linda Dickerson 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • December 31, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • To include member qualifications, conflict of interest disclosures, expertise, geographic representation, and other consideration factors
	<p>C. Develop a policy and procedure to address the decision-making process of GETAC committees</p>	<ul style="list-style-type: none"> • Jeff Beeson • Mike DeLoach • Linda Dickerson 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • December 31, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • To include the process to achieve consensus on an issue before submission to GETAC for consideration and to codify activities that may occur at interim and quarterly meetings
	<p>D. Develop a policy and procedure to codify the process for how committees present ideas and objectives to the Council chair for review and approval</p>	<ul style="list-style-type: none"> • Jeff Beeson • Mike DeLoach • Linda Dickerson 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • December 31, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •



Goal C: Council will undertake a review of all committees to define the optimal number of committees based on need, structure, charges, reporting relationships, membership, and decision-making process

Notes

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Other

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3.4 Goal D: Develop a process to improve the operation of GETAC committees

Goal D: Develop a process to improve the operation of GETAC committees						
2012 – 2013 Activities	Accomplishments: 1. The GETAC Council reviewed operations of GETAC committees					
	Disposition of Goal for 2014 – 2015: 1. Continue Goal D for 2014 – 2015					
2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Develop policy and procedures to be consistent with the Texas Open Meetings Act for the Council chair, vice-chair, and committee chairmen to discuss by phone to coordinate committee activities	<ul style="list-style-type: none"> • Shirley Scholtz • Robert Greenberg • Ryan Mathews 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • December 31, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	B. Institute an annual meeting with committee chairs to support operational success of GETAC committees	<ul style="list-style-type: none"> • Shirley Scholtz • Robert Greenberg • Ryan Mathews 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • December 31, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

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

	<p>C. The committee chair shall appoint a secretary who will provide written minutes of each committee meeting, as directed by GETAC procedural rules</p>	<ul style="list-style-type: none"> • Jodie Harbert • Robert Greenberg 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • No end date 	<ul style="list-style-type: none"> • Work with committee chairs to implement note taking and submission process 	<ul style="list-style-type: none"> • GETAC procedural rules indicate that minutes for committees shall be taken and submitted
Notes	<ul style="list-style-type: none"> • 					
Other	<ul style="list-style-type: none"> • 					



3.5 Goal E: Update the existing EMS / Trauma system strategic plan at least every five years, beginning in 2012

Goal E: Update the existing EMS / Trauma system strategic plan at least every five years, beginning in 2012						
2012 – 2013 Activities	Accomplishments: 1. None to report					
	Disposition of Goal for 2014 – 2015: 1. Continue Goal E for 2014 – 2015					
2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Develop and approve a process for updating the Texas EMS / Trauma system strategic plan	<ul style="list-style-type: none"> • Vance Riley • TBD 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • July 31, 2014 	<ul style="list-style-type: none"> • DSHS 	<ul style="list-style-type: none"> • The American College of Surgeons recommended that DSHS "require all Regional Advisory Committees to complete a regional assessment with a facilitator using the same set of indicators selected by the State from the Health Resources and Services Administration's Model Trauma System Planning and Evaluation document."

Goal E: Update the existing EMS / Trauma system strategic plan at least every five years, beginning in 2012

	B. Implement the process from (A) to update the Texas EMS / Trauma strategic plan	<ul style="list-style-type: none"> • Vance Riley • TBD 	<ul style="list-style-type: none"> • August 1, 2014 	<ul style="list-style-type: none"> • August 31, 2015 	<ul style="list-style-type: none"> • DSHS • GETAC committees • Stakeholders • Public 	<ul style="list-style-type: none"> •
Notes	<ul style="list-style-type: none"> • 					
Other	<ul style="list-style-type: none"> • 					



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

Goal F: Improve the process of communication between DSHS and GETAC						
2012 – 2013 Activities	Accomplishments: 1. Agreed that all documents associated with Council agenda items will be submitted to DSHS no later than nine business days in advance of the GETAC meeting, thus allowing electronic distribution of materials to Council members no later than five days in advance of the meeting.					
	Disposition of Goal for 2014 – 2015: 1. Continue Goal F for 2014 – 2015					
2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Identify additional opportunities to improve communication between DSHS and GETAC	<ul style="list-style-type: none"> • Mike Click • Ryan Matthews 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • December 31, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Notes	<ul style="list-style-type: none"> • 					
Other	<ul style="list-style-type: none"> • 					

3.7 Goal G: Develop / refine the system for orientation for Council members

Goal G: Develop / refine the system for orientation for Council members to clarify legal and other requirements related to membership roles and responsibilities

2012 – 2013 Activities	Accomplishments:					
	<ol style="list-style-type: none"> 1. The Governor’s office was contacted to determine if state level orientation is provided by the Governor’s office 2. Confirmed that Council member orientation is a DSHS responsibility 3. DSHS provides training to include reference to the Texas Open Meetings Act, travel, and other activities associated with membership on the Council 					
Disposition of Goal for 2014 – 2015:						
1. Continue Goal G for 2014 – 2015						
2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Continue to identify opportunities to provide training to new council members, including holding an orientation process during the annual EMS conference for new GETAC members	<ul style="list-style-type: none"> • Vance Riley • Mike DeLoach • Jodie Harbert 	<ul style="list-style-type: none"> • May 1, 2014 	<ul style="list-style-type: none"> • December 31, 2014 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Notes	<ul style="list-style-type: none"> • 					
Other	<ul style="list-style-type: none"> • 					

3.8 Goal H: Conduct a GETAC strategic plan review (at least every two years)

Goal H: Conduct a GETAC strategic plan review (at least every two years)						
2012 – 2013 Activities	Accomplishments: 1. Conducted GETAC strategic plan review for the period of 2014 – 2015					
	Disposition of Goal for 2014 – 2015: 1. Continue Goal H for 2014 – 2015					
2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Conduct biannual GETAC strategic plan review process	<ul style="list-style-type: none"> Vance Riley Mike Click 	<ul style="list-style-type: none"> May 1, 2014 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Notes	<ul style="list-style-type: none"> 					
Other	<ul style="list-style-type: none"> 					



3.9 Goal I: Partner with organization(s) to support GETAC activities as necessary

Goal I: Partner with organization(s) to support GETAC activities as necessary						
2012 – 2013 Activities	Accomplishments: 1. Live video streaming via internet of Council and committee meetings by TETAF					
	Disposition of Goal for 2014 – 2015: 1. Continue Goal I for 2014 – 2015					
2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Identify additional opportunities for increased collaboration with stakeholder groups	<ul style="list-style-type: none"> Shirley Scholz Ryan Mathew 	<ul style="list-style-type: none"> May 1, 2014 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Texas Fire Chief's Association (for example) 	<ul style="list-style-type: none">
Notes	<ul style="list-style-type: none"> 					
Other	<ul style="list-style-type: none"> 					

3.10 Goal J: Organize the regularly scheduled quarterly GETAC business to two day meetings

Goal J: Organize the regularly scheduled quarterly GETAC business to two day meetings						
2012 – 2013 Activities	Accomplishments: 1. This goal is completed					
	Disposition of Goal for 2014 – 2015: 1. Goal J can be removed from further consideration					
2014 – 2015 Activities	Action Item(s)	Responsibility	Start Date	Complete Date	Partners	Other
	A. Not applicable	•	•	•	•	•
Notes	• Goal J will not be reported in the 2016 – 2017 strategic plan					
Other	•					