



GETAC Committee Guidelines

GOVERNOR'S EMS AND TRAUMA ADVISORY COUNCIL (GETAC)

July 2023



Texas Department of State
Health Services

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Thank you for choosing to serve as the chairperson on a GETAC committee. The purpose of this playbook is to provide guidance for the procedural operation of the committees.

Committee Focus

The Governor's EMS and Trauma Advisory Council approves the priorities of the committee and directs the committee's activities.

Committee Priorities and Activities

The Committee Chair will define the committee's priorities based on the GETAC Strategic Plan and submit them to Council for approval. Activities should align with the committee priorities and support the GETAC vision and mission.

Committee Reports

The Committee Chair will report quarterly activities to Council and provide a progress status on the committee priorities and goals.

Committee Statement of Purpose

Each committee will have a statement of purpose. This statement will be posted on the GETAC committee page on the DSHS EMS/Trauma Systems webpage and placed on the agendas.

Flow of Activity for Committee Requests

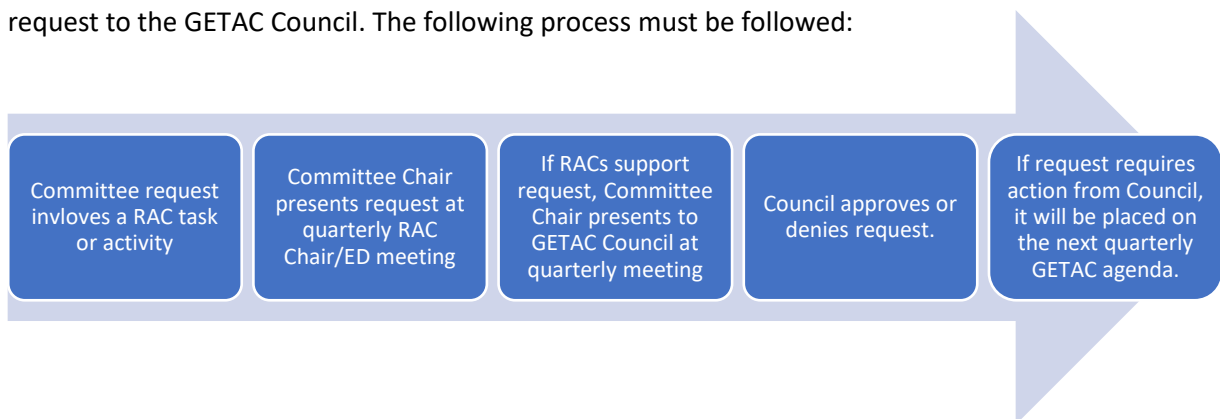
To facilitate effective movement of committee objectives and goals, the Committee Chair must follow the appropriate route and processes for requests and action items.

Action Items for Council

Committee action items must be placed on the GETAC Council agenda. The Council cannot take action on any item that has not had adequate public notice by being included on the posted agenda. When a Committee Chair requests that an item be placed on the Council agenda for future action, the Committee Chair must make the request at the GETAC council meeting in the quarter prior.

Requests for the Regional Advisory Councils (RACs)

For committee requests involving RAC support through the provision of data or any task-related activity, the Committee Chair must get support from the RAC Chairs and Executive Directors before presenting the request to the GETAC Council. The following process must be followed:



Requests for Council

Requests may include creating a task force, joint activity with another GETAC committee, and data reports from the EMS/Trauma Registry.

If the Committee request does not involve RAC support through the provision of data or any other task-related activity, then the Committee Chair will follow the process below.



Committee Documents

Conflict-of-Interest Forms

Every committee member must complete a conflict-of-interest form annually. DSHS must have a copy on file before a committee member can participate in any meetings.

Open Meetings Act (OMA) and Public Information Act Training (PIA)

Each committee member must complete the OMA and PIA training once selected to serve on a GETAC committee. DSHS must have a copy of both the OMA and PIA certificates on file before a committee member can participate in any meetings. Training must be completed between January 1 and March 31 of the year their term begins.

If a committee member reapplies and is selected for a consecutive term, there is no need to complete the OMA/PIA training again.

Links to the training on the Texas Attorney General's webpage:

- ▶ Open Meetings Act Training: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/open-meetings-act-training>
- ▶ Public Information Act Training: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/public-information-act-training>

Agendas

Committee Chairs are responsible for setting the agenda and reaching out to all presenters.

Committees generally meet in conjunction with the quarterly GETAC meetings and as deemed necessary between the quarterly meetings to conduct the business of the committee. Each meeting, whether a quarterly Committee meeting, committee workgroup meeting, or joint GETAC committee meeting, requires an agenda for public notice. Open meeting timelines must be followed in order to have a legal meeting. For committee workgroups that involve less than a quorum of committee members, open meetings act requirements do not apply.

The committee cannot take action on any item that has not had adequate public notice by being included on the posted agenda.

Presentations

Committee Chairs must provide copies of any presentations and/or documents to be discussed and/or disseminated in the upcoming meeting.

Meeting Minutes

The Committee Vice-Chair will record minutes for each meeting and submit them on the template provided by the department.

Committee Chair Reports to Council

The Committee Chair will complete the PowerPoint slide template provided by the department and submit it to the department to include in the Council presentation. The slides should provide the following information:

- Color-coded chart showing the status of committee priorities and goals
- Committee items needing Council guidance
- Stakeholder items needing Council guidance
- Requests for future action by Council

Timeline

The purpose of the timeline is to ensure that the department receives all documents in adequate time to move through a multi-layer approval process and post in compliance with the Open Meetings Act. The following meeting documents and presentations must be submitted by the deadlines below.

- Agenda: 21 calendar days before the meeting day
- Meeting handouts: 10 calendar days before the meeting day
- Committee and/or presenter presentations: 10 calendar days before the meeting day
- Committee Chair Report to Council: by 7 PM on the day of the quarterly committee meeting
- Meeting Minutes: 10 calendar days after the meeting

Committee Structure

Committee Liaison(s)

There must be at least one GETAC liaison to each committee. GETAC liaisons are encouraged to attend the various committee meetings and are expected to understand the issues that are being discussed.

Committee Chair

The Council Chair will appoint committee chairs. The Executive Council will review the committee chair's performance, willingness to continue to serve, and any conflict changes annually and provide feedback on any identified improvement opportunities.

Committee Vice-Chair

The Committee Chair and members will elect the Vice-Chair to a 3-year term during the Strategic Planning Retreat. If the Chair position becomes vacant, the Vice-Chair shall serve until a successor is appointed or three years.

Appointment of Committee Members

The Council Chair will appoint Committee Chairs and committee members. The GETAC Executive Committee, Council Liaison(s), and the Committee Chair will jointly recommend committee members from a pool of applicants to serve on a specific committee.

Committees shall consist of seven to seventeen members. It is the responsibility of the Council and Committee Chair to ensure that appointments reflect appropriate representation on committees and task forces (i.e., type of provider, geography, etc.).

The committee application process will be initiated annually with the announcement of the dates the application period will be open. Applications must be received by DSHS before the closing date; incomplete applications will not be considered.

Committee members will have terms with expiration dates. Applicants new to a GETAC committee will be appointed for a one-year term. Concurrent appointments are for three-year terms. When a committee member's term expires, that individual may be re-appointed if a new application is submitted, but new members should be strongly considered, especially after a second term.

Summary of Committee Chair and Vice Chair Responsibilities

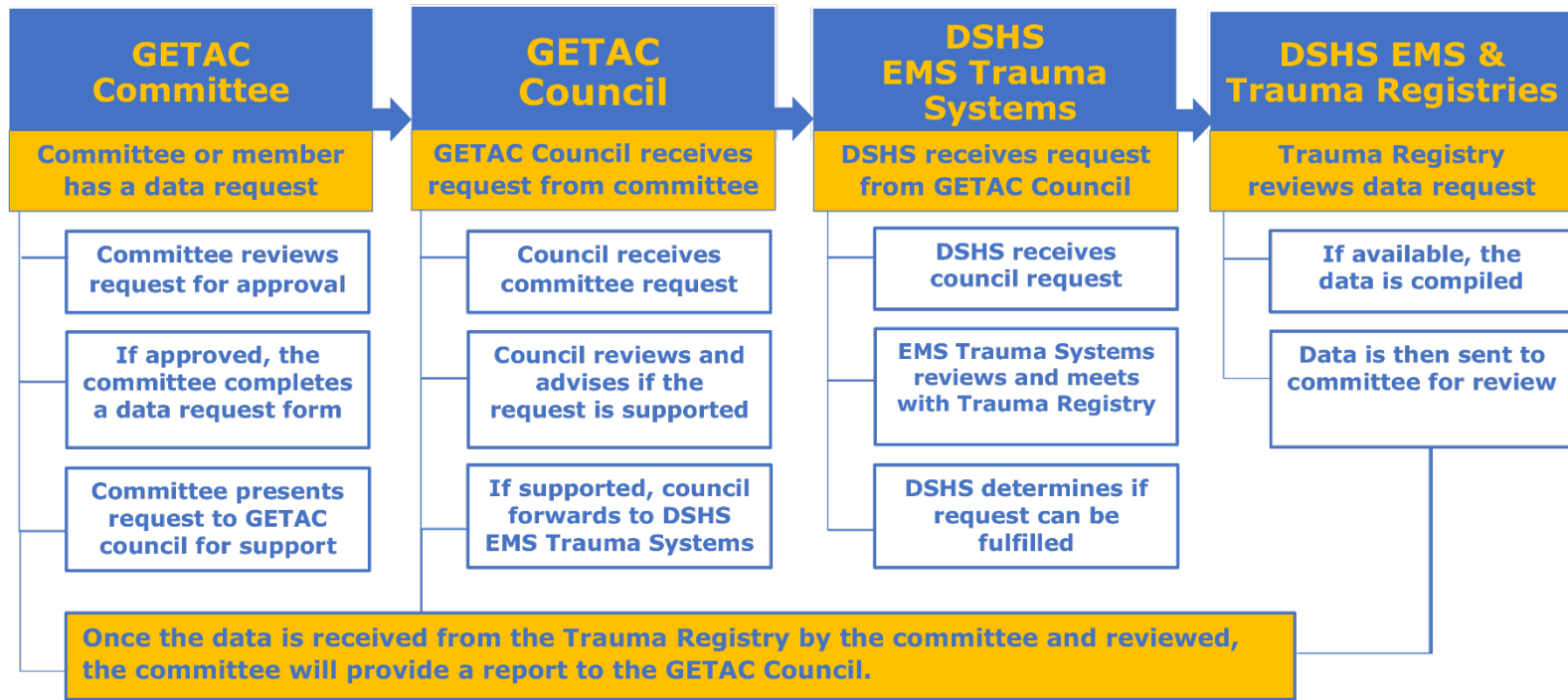
Committee Chair and Vice-Chair Responsibilities	
Committee Chair	Committee Vice-Chair
<ul style="list-style-type: none">• Define the committee priorities annually• Prepare and submit committee meeting agendas 21 days prior to meeting• Coordinate with meeting presenters• Provide all meeting handouts, documents, and slide presentations to the department ten days prior to meeting• Report committee activities to Council quarterly• Provide a status update on committee priorities to Council quarterly• Recommend new members from the annual pool of applicants	<ul style="list-style-type: none">• Record committee meeting minutes• Submit committee meeting minutes to the Office of EMS/Trauma Systems within ten days of meeting• Perform all chair duties in the absence of the chair

Trauma Registry Data Request Process



TEXAS EMS & TRAUMA REGISTRIES DATA REQUEST PROCESS

GETAC committees can use the following process to request data from the Trauma Registry.



TEXAS
Health and Human
Services

Texas Department of State
Health Services

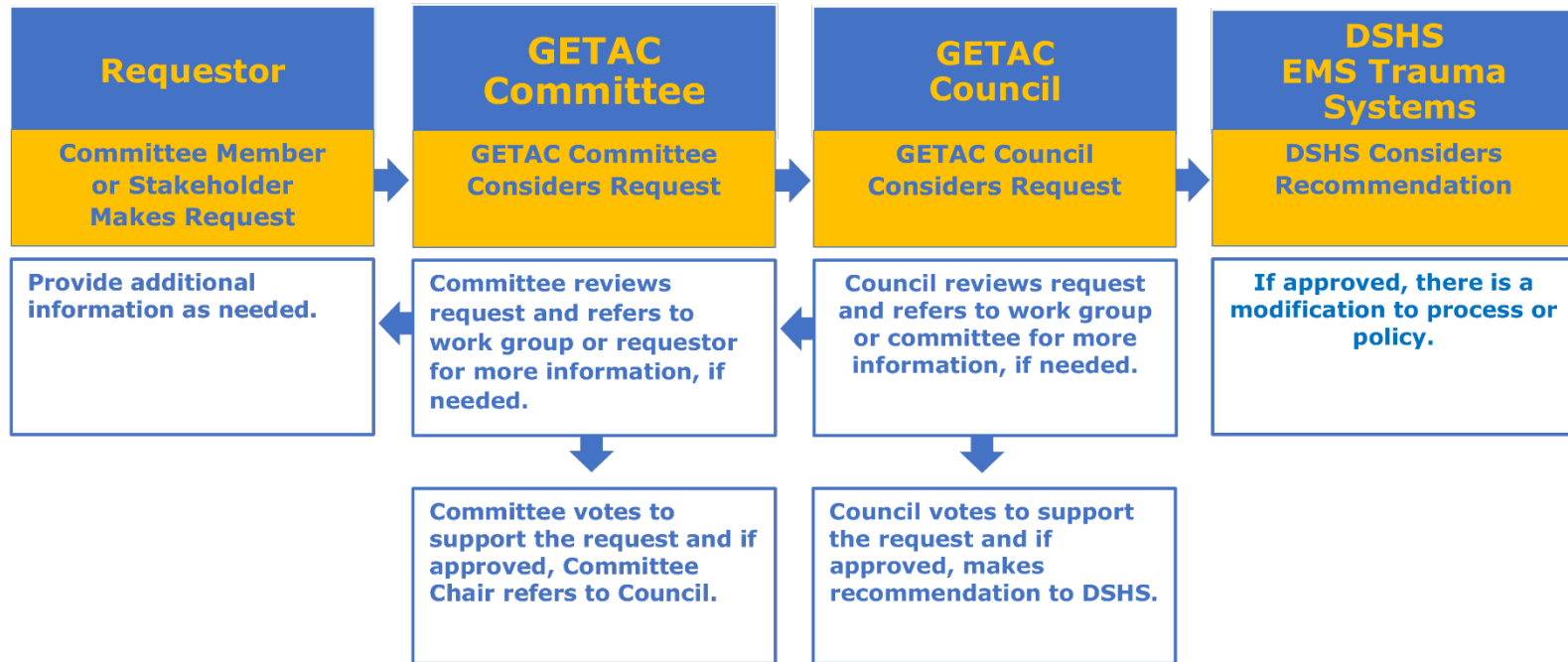
dshs.texas.gov

Committee Request Workflow



GETAC COMMITTEE REQUEST WORKFLOW

GETAC committees can use the following process for submitting requests to the Council.



TEXAS
Health and Human
Services

Texas Department of State
Health Services

dshs.texas.gov