

**Capital Area Trauma Regional Advisory Council
Combined
Executive Board & General Membership
Meeting Minutes
Thursday July 27, 2006**

- I. The meeting was called to order by Chair, Pam Clark at 1302
- II. **Approval of the minutes:** The executive board minutes for June 22, 2006 & July 24, 2006 were reviewed there was a motion and a second to approve the motion passed. The General Membership minutes from April-27-2006 were also reviewed and approved.
- III. **Treasure's Report:** Melanie Tucker gave the treasurer's report. There is \$2,134,579.76 currently in the account
- IV. **Public Comments:** There were no public comments
- V. **Chair Report:** Pam Clark reported that the RAC is here to meet the needs of all of the entities represented. If some individuals don't feel their needs are being met, contact their representative to the board. She also challenged anyone who feels their needs are not being met to be active in a committee to change this.
- VI. **DSHS Report:** DSHS not represented – no report given
- VII. **Trauma Center Update:** Gaylen Tips – The Seton system will be going to a centralized transfer call center. There will be one phone number and the transfers to the trauma center will be routed in the appropriate facility. This will start August 1,2006. Gaylen introduced L. Stephens; she is the trauma program manager for Children's Hospital of Austin. She also announced that Dr. Todd Maxon is the new Trauma Medical Director for Children's.
- VIII. **Director's Report:** Melanie Tucker Reported that she still needs the 911 & 1131 expenditure reports from a few EMS organizations. As it stands the Board is responsible for tracking all equipment sent to various HRSA hospitals. The board approved purchasing inventory and maintenance database. DSHS denied this request. This also would have allowed us to keep track of the equipment and the maintenance. Richard Herrington will be retiring soon and will be resigning from his officer position as the RAC's Treasurer. Gaylen Tips will be the new treasurer. This will occur on September 1, 2006. Richard will stay on the Executive Board and remain a resource person for Gaylen. As was decided in the Executive Board Meeting a part time book- keeper will be hired as the organization has grown over the years. Melanie and Gaylen will continue to oversee the books. The bookkeeper will actually be paying the bills and writing the checks. St. David's Medical Center was redesignated as a Level IV Trauma Facility and will be progressing towards a Level III on next designation in 2009. The medication distribution for a bioterrorist attack still has many questions to be answered. Where will they be stored etc. More to come when these questions are worked out.
- IX. **Old Business:**
 - A. **Car Seats and CPS course:** Gaylen bought all of the car seats needed for

When the invoice came there was an added surcharge of 392.84. There Was a motion and a second to pay the added surcharge. It was voted on by General membership and passed to pay the extra 392.84. Scott Fernandez Requested reimbursement for the technicians taking the course. After a Discussion it was agreed upon to reimburse if they pass the test. Since Everyone taking the course is from our RAC. Melanie explained that this Will be built into the FY07 budget and will come out of 1131 funds.

- B. **Texas Foundation for EMS and Trauma:** Melanie reported that Jackie Gondeck and herself attended the Foundation meeting in June and both participants left the meeting very confused. The foundation was to send Melanie ballot forms and other items so we could pay the prorated dues by September 1,2006. As of yet she has received nothing. Our RAC will not be paying the dues (Total \$ 8,533.55 prorated at > \$ 1,700.00) by August 1. The next Foundation meeting will be at GETAC August 9, 2006. It will immediately follow the RAC chair meeting at the Airport Hilton.
- C. **Officer's Meeting:** Melanie presented the Mission Statement that was Developed in an attempt to help the RAC move forward with it's strategic Plan. There was a motion to pass it as is with a second and a vote from general membership, which approved the mission statement.

X. New Business:

- A. **The Hill Country SANE grant proposal** was discussed. Pam asked the RAC to pay the expenses for 2 SANE nurses to go to required CEU offering. One RN will be going to Dallas and one will have to go to Vancouver for the course. Pam was asking for a total of \$ 3,500 for both nurses to attend these courses. The 2 nurses were going to incur some of the cost. There was a motion from general membership to pay up to \$ 3,800 for both of the nurses to help decrease their portion of the expenses. Melanie stated that the funds were available and could come out of the Special Projects Funds. There was a second and general membership voted in favor of funding up to \$ 3,800 to send 2 SANE nurses to the required courses.
- B. **Membership Dues FY08:** Currently Hospitals and EMS are paying an Annual dues of \$ 100 with volunteer organizations paying \$ 10 / year. It is proposed to increase this to \$ 200 for hospitals & EMS and \$ 25 for volunteers. There was a discussion; the last time the dues increased were 1998. Dr. Coopwood made a motion to increase the dues as written (see attached) Scott Fernandez seconded and the vote passed.
- C. **Education Co-payments:** It was proposed by Eddie Walker, Chair of the Education committee, that the current co-pay is \$ 75 if we increased this to \$ 100 we could offer more courses each year. The last increase was 2 years ago. Sherrie (SHL) made a motion to pass this Dr. Coopwood seconded and the motion passed.
- D. **Proposed RAC Organizational Chart:** 2 years ago the RAC approved a Part time contracted position to help Melanie manage the HRSA funds. The position was never filled. Since the organization has grown so big

there is too much work for one person, it was purposed to add another part time position making one full-time position to help keep up with all of the work Melanie is trying to do. This person will have the same arrangement that Melanie currently has with Llano Memorial Healthcare System. The position would be full-time, exempt; salaried with the same benefits that employees of LMHS currently receive. The RAC will then reimburse LMHS for these employees of the RAC. Jackie Gondeck made a motion to add a half time position to make it a full time position with the salary for the Assistant Director being \$ 40,000 per year with travel reimbursement. Glenda (San Saba) seconded the motion and the motion passed. There was then a motion to have the same arrangement for the program administrative assistant at a salary of \$ 28,800 per year The assistant director position will be partially funded by HRSA funds.

E. Committee Reports:

1. Aero Medical given by Dr. Dire
2. Budget and Bylaws given by Juliette Brown
3. Process Improvement given by Dr. Coopwood
4. Education given by Eddie Walker
5. Pediatric/ Injury Prevention given by Pam Clark
6. Hospital Planning given by Jackie Gondeck

XI. **Discussion and Scuttlebutt:** There was no discussion

XII. **The meeting was adjourned at 1509 by Pam Clark**

Respectfully submitted by:
Jackie Gondeck RN, BSN, MHA, CEN
CAT RAC Secretary