

**Capital Area Regional Advisory Council  
Executive Board  
Meeting Minutes  
Thursday August 24, 2006**

- I. The meeting was called to order by RAC chair, Pam Clark at 1300
- II. **Approval of the minutes:** The July combined executive board & general membership minutes were approved with the following corrections noted by Melanie Tucker
  1. The executive board approved purchasing the tracking system for HRSA equipment disbursed to various hospitals, but DSHS denied it.
  2. The foundation dues deadline was August 1, 2006.
  3. Page 2 under new business: B; line 4:” Lad” was changed to last and “was” was changed to were.
  4. On the last page: D; line 8 \$ 52,000 was changed to \$ 40,000
- III. **Treasure’s Report:** There is \$ 2,262,918.63 in the account. This report was Submitted by Richard Herrington.
- IV. **Public Comment:** Dr. Dire’s wife was present and offered congratulations For the good job the CATRAC was doing
- V. **Chair report:** Pam Clark reported on a video presented at the RAC chair Meeting. The video will be used as an EMS recruiting video by TSA-B.
- VI. **DSHS Report:** Melanie Tucker presented Arlen, DSHS with 911/1131 Quarterly report. He was also given a copy of the T-Systems Plan (tobacco Money) along with the: 3588/1131 County Expenditure Report. Arlen Reported that if an EMS provider does not provide service in your RAC, Please let them know. He offered thanks to Melanie Tucker for completing The TSP and the CATRAC bylaws. It was also reported that tobacco funds Can be redirected to program funds (Melanie Tucker made the request).
- VII. **Trauma Center Update:** The trauma center update was presented by Gaylen Tips and Dr. Ben Coopwood. They reported that the ED expansion has begun. This project will take approximately 1 year to complete. When completed the ED will have approximately 90 beds. Brackenridge’s trauma volumes were up Last month. They have hired another physician extender to help fill the void With no residents. They have a trauma registrar position open. This position For an RN with good computer skills.
- IIIX. **Director’s Report:** Melanie Tucker gave the director’s report. She reported Joyce Bible’s contract will expire at the end of the month and she will not be Applying for the full time position. She also stated she has not received the 1131/3588 expenditure reports from the following EMS agencies: B&M, San Saba, Spicewood and Thorndale. John Sneed stated he would contact Thorndale as they have been difficult to get any response from them. If the EMS agencies don’t comply this year they will not be eligible for funds for The next year.

**Old Business:**

- I. **Quicken to Quick Books / Officers Training:** The training for the board officers will be September 12, 2006. Gaylen Tips, the book -keeper and a 3<sup>rd</sup> person will be able to manipulate the information. The officers will only be able to view the information in the account.
- II. **Job Position recruitment:** Career Consultants is the Temp agency that will be used to help fill the Director's assistant position. They will test on computer skills and do the background check. We can use them up to 520 hours per person or we can direct hire them.
- III. **Networking the CATRAC Computers:** Melanie requested assistance with getting the computers and printers networked in the office. Dr. Dire seemed to be very knowledgeable on this subject.

#### **New Business:**

- I. **Board Member Attendance:** Melanie Tucker passed out an Attendance tracking sheet. Burnet Co. representative, Roy Hall has not been in attendance since being voted onto the board. He had resigned his career position, it is unsure if he resigned as the county representative. Dr. Dire offered to find out.
- II. **MADD Press Conference:** MADD will be kicking off their "Over the Limit" Campaign. This will happen August 31, 2006. John Sneed reported that Wm. County doubles their DWI fees over every holiday. If you are arrested for DWI over a holiday it cost \$ 8,000 and 6 days in jail.
- III. **CATRAC Office Furniture:** Melanie requested \$ 3, 500 to purchase 2 desks and a credenza for the office. John Sneed offered the name of an office furniture in Williamson County that will give us a 52 % discount. There was a motion to increase the \$ 3,500 to \$ 4,000 so the furniture is of better quality and will last longer by John Sneed. The motion was seconded and the board passed the motion.
- IV. **05 Single Audit Management Letter:** Melanie Tucker distributed a draft letter from Randy Walker & Co with the results of the financial audit done for the years ended December 31, 2005 and 2004. Attached is a copy of said letter. One of the recommendations was that accounting records are maintained on a year-end basis when it would be better to keep them on a fiscal year basis. The board has already voted to change this. Melanie Tucker stated this will cost between \$ 500 - \$ 600 to accomplish this tax matter. Randy will be coming to September meeting so the board can view the actual numbers
- V. **FY06 End of Year Financial Report:** Melanie Tucker distributed the **3588** Expenditure Report and the 911/ 1131 Expenditure Reports – Please see attached. The goal for this year is better interoperability communications. We are getting \$ 1.6 million from HRSA money and the focus will be on Pandemic Flu, chemical and weather related events
- VI. **Office Lease:** The office Lease is done at the end of September. **Metro care** sent a letter regarding space they have available. We are currently paying \$ 1,400 per month. At the cost of \$0.75 a square foot we

could rent both of the spaces available for less than what we are paying currently. Melanie Tucker and Pam Clark are going to look at the space and Melanie will then report back to the board.

**VII. Discussion and Scuttlebutt:**

**Pam Clark** announced that Llano Hospital has won the lawsuit that the City of Llano brought against them for trying to build a hospital near Marble Falls. They will close the deal in September and the hospital will be built.

**Dave Reimer** announced that with the St. David's buy out of Georgetown Hospital their licensing number changed and as such they have to reapply for Level IV trauma designation. Dave is currently working on this.

The problem with CTMC going on diversion was discussed. It seems to be resolved currently. It was also discussed that John's Community Hospital's lab went out for 3 hours.

**Juliette Brown** discussed some the things due to weather related events that the cog was working on and some possible new evacuation

Rules being discussed. With nothing else being said the meeting was adjourned at 2:50 pm.

Respectfully Submitted by:  
Jackie Gondeck RN, BSN, MHA, CEN  
Secretary for the CATRAC