

**Capital Area Trauma Regional Advisory Council
Combined Executive Board
& General Membership**

Meeting Minutes

Thursday October 25, 2007

- I. **Call to Order:** The meeting was called to order at 1301 by RAC Chair – John Sneed.
- II. **Approval of the Minutes:** Postponed until correct minutes distributed.
- III. **Treasure's Report:** Report given by Gaylen Tips. There is currently \$190,897 in our accounts – Please see attached typed report. Gaylen also presented the option of hiring a full-time book-keeper. The cost will be approximately \$700.00 per month. Plus more than \$2,000 initial start up fee. She reported that there is a person who currently does the books for the STRAC and is familiar with the Randy Walker, CPA firm that could perform this function for the CATRAC. The question was asked if this fits into our limitations on administrative fees allowed by the government funding. Melanie Tucker stated we must bring this before the board for full approval and should be deferred until that time.
- IV. **Public Comments:** There were no public comments offered
- V. **RAC Chair Report:** The report was given by John Sneed – John introduced Dr. Carlos Brown. He is the new trauma medical director for Brackenridge Hospital. Dr. Brown will be the board representative serving as Trauma Physician. The board and general membership welcomed him into his new position. John also announced that this was Melanie Tucker's last RAC meeting as Executive Director. He thanked her for her many years of service to this organization and wished her luck as Director of Lockhart EMS. Melanie will continue to be a part of the RAC in her new position. She will be missed by the board. He also announced that we still need to fill her position and the assistant's position. There have been a couple of resume's from out side submitted, but neither had any type of hospital or pre-hospital experience and the board feels like this is an important qualification.
- VI. **DSHS Report:** There were no representatives from DSHS. Therefore no report was offered.
- VII. **Trauma Center Update:** Report given by Gaylen Tips – Brackenridge ED has opened 8 more Crash beds, bringing them to a total of 18 crash beds. Gaylen also asked that if there are any problems, please contact her so she can address the issues.
- VIII. **Director's Report:** Report given by Melanie Tucker – Please see attached for new CATRAC e-mail addresses. They are up and running with out any problems. There will be an EMSsystems tracking training immediately following this meeting. The TORK project – there will be an operational planning meeting next Friday, (WILCO, A/TC EMS, CAPCOG etc...) These entities must decide what needs to be reported regionally up to the

state. Roy Hallmark has resigned from his position as the Bastrop Co. representative.

IX. Old Business:

- **OASPR (HRSA) 08 Update:** Melanie Tucker is trying to tie up as many loose ends as possible before leaving, but she will need some assistance – he is requesting help from the hospital committee chair (Dave Reimer) with the interoperability project. She will also need help with the Inventory Tracking Project. The inventory is loaded into the computer. We will need to know where all inventory pieces are located. What company agreements are in place for our audit process that will take place next year?
- The RAC board needs to hire an Assistant Director ASAP (no new applicants to interview). The 08 HRSA contract needs to be done and this contract is a very long process and will need to be started very soon.

X. New Business:

- **Board Elections:** With Roy Hallmark's recent resignation, Burnett Co. will need to make nominations for this position. Scott Gillespie was nominated. There were no further nominations. The 4 voting members from Burnett Co. unanimously voted for Scott. Scott Gillespie will be the Burnett Co. representative for that county.

XI. Committee Reports:

- Disaster Report was deferred as they did not meet today.
- Stroke Committee – Dr. Bob Harding reporting – This was the first CATRAC stroke meeting. The meeting was well attended by several disciplines. The committee's goals are: to increase public education, look into some stroke registry programs (if available) that will meet the regions needs, increased medical education, "drip and ship" protocols for the region, and transfer protocols,
- Budget and Bylaws committee – Mark McMMain and John Sneed reporting – The committee approved a suggestion that if a board member is deployed overseas, his/her board position will be available upon return. This is a change in the bylaws and is in keeping with the federal government's policy for employers. Budget – Michelle Fillman's position is being paid as a temporary employee. She has been an employee for something now and the budget committee feels she should be a full-time employee. There was a motion and a second for the motion to make Michelle's position a full-time position. This was brought to the attention of the membership that this already was approved into the current budget.
- Pre-hospital – Scott Fernandez reporting – It is the recommendation of the Pre-hospital committee that the pre-hospital transfer protocols be merged together with the newest guidelines developed when Dell opened. Suggestions were made in writing and given to the board. James Shammard (aero-medical committee, wanted to see that the GCS be the same for ground and air protocols.
- Hospital committee Report – Report given by Dave Reimer – The hospital committee was given the same assignment as pre-hospital. They also made

their suggestions in writing. Jackie Gondeck will take all of the suggestions submitted to the board and will merge to 2 documents together with the suggested changes. The new document will then be distributed to the board for further revision and then to the general membership for approval.

- Aero-Medical Committee – Dr. Bob Harding reporting – There are currently some differences with the different hospital transferring protocols. Some prefer the patients to be on Nitro drips while others prefer nitro paste. His committee would like to standardize these protocols.
- Pediatrics and Injury prevention – Gaylen Tips reporting – It is now a recommendation that all pediatric facilities be leveled trauma facilities. The web-cam feature between Dell and Brackenridge hospital is now functional. Parents being treated at Brackenridge are able to see and speak with their children.
- Process Improvement – Br. Brown reporting – No new issues to report.

*** **Approval of the minutes –**

- The July 26, 2007 minutes were distributed and reviewed by the general membership. There was a motion by Sherry Brown to approve the minutes as written. A second by Johnny Campbell. They were unanimously approved by the general membership.
- The September 27, 2007 executive board minutes were reviewed by the board. There was a motion to approve the minutes with a minor correction by Glenda Regland. The motion was seconded by Mark McMMain. The board unanimously approved the minutes with the correction.

*** **New Space Needed for the Quarterly General Membership Meetings** –Since the Space currently being utilized for the meetings will not be available next year, Melanie Tucker asked for another space for the meetings. Laura Stevens suggested Dell Children’s Hospital. Melanie asked Laura to e-mail her dates and the locations.

*** **Discussion and Scuttlebutt** – Dee Wilson introduced herself and the company she started. This is a fixed-wing program out of Georgetown they also transport critical care patients by ground.

*** With no further business to discuss the meeting was adjourned.

*** Immediately following this meeting there will be an in-service on patient tracking System being implemented next year.

Respectfully Submitted:
Jackie Gondeck RN, BSN, MHA, CEN
Secretary
Capitol Area Trauma Regional Advisory Council