

**Capital Area Trauma Regional Advisory Council
Executive Board
Meeting Minutes
May 24, 2007**

I. Call to Order

The meeting was called to order by Mark MaMain(Vice Chair)@ 1303. He was asked by John Sneed to lead the meeting while John Sneed is out of the country.

II. Approval of Minutes

Jackie Gondeck's computer went through a move that resulted in the deletion of the minutes from last meeting. The minutes will have to be recreated by collaboration between Jackie and Melanie Tucker. Other Board members were asked to send summary reports of any part of the last meeting that they participated in to help supplement the recreation.

III. Treasurer's Report – Gaylen Tips

Gaylen gave the current balance of \$2,410,806.70. Gaylen explained that an error of \$200,000 was found in the budget attributed to the recent transfer of budget data into the QuickBooks software by temporary accountants. Gaylen's unfamiliarity with QuickBooks made fixing the error an impossibly complicated process. Due to the upcoming budget audit, Gaylen and Melanie Tucker saw the necessity in hiring a Quick Book expert to fix the budget problem immediately. \$1500 was use to hire these experts and fix the budget problem. The Board voted in favor of the use of \$1500 to fix the budget error.

For Gaylen, this situation resulted in the realization in the need to be trained in QuickBooks. To have QuickBook experts train Gaylen will cost \$90/hr. Gaylen saw the need for eight hours of training. The Board voted in favor of the expense of eight hours of QuickBooks training for Gaylen and Melanie Tucker. Scott Fernandez. also expressed the need to solve budget problems in the long run by outsourcing an accountant. Juliette may be able to share an accountant from Homeland securities

IV. Public Comment

Janet Woods was introduced from the new Scott and White hospital. She is the new director of the emergency Services for Scoot and White. The hospital plans to open for patients July 30th of this year. She expressed interests in becoming involved in CATRAC.

V. Chair Report – Mark

Mark went to RAC chair/GETAC meeting for the first time. He found GETAC enlightening

VI. DSHS Report

Arlen Bolenbaucher reporting– 1. 911/ One disbursement
No Release of a 2nd
EMS/RAC may get an Aug disbursement
LPG/EMS provider – posted 1st week of June – have 45 days to submit –
<http://esbd.tbpc.state.tx.us/>

VII. Trauma Center – Gaylen Tips

New Crash department opened today at Brackenridge Hospital. In nine months there will be even more beds available. Brackenridge Emergency Department yesterday to unveil the new crash area.

VIII. Director's Report – Melanie Tucker

Melanie expressed the importance of have all contract issues in the minutes. New criteria will be posted on website September 1st.

HB 2827 passed concerning Epi pens and EMS carrying them
\$750,000 was passed for Stroke funding 08-09. No new funding this money must come from existing DSHS funds.

Our RAC \$200,000; Tabb/911/3588/3811 – decrease from 06; \$50,097 - \$46,519

SNW – Cindy – NCR – Can't read the EMS run sheets. Asked that the EMS employees press down harder

Disaster – MOU's; RAC hub areas – line 8 hub units under one RAC to manage disaster; development of ambulance strike teams (beta course); In June there will be a meeting of our hub which is RAC's LMN&O – To work out how this is going to work in the event it will have to be activated in a disaster.

The Healthcare Coalition is going to meet so they can discuss how they can streamline the controlled substances in the Chem packs. Communication systems will also be discussed. They will also try to find a way to communicate with the hospital. We don't have a regional way to interlock everything. Melanie is looking grant money – in phases want to link hospital into system –

Laura Stevens and Dr. Maxson reported that will be a reception & tour of their new facility for the CATRAC. Tentatively they will be June 19th in the morning & June 21st in the afternoon. Laura will send to the dates to Melanie when the dates are for sure; RSVP please

There will be a party and TV spots on June 21st

Opening day will be June 30th. On the 26th there will be a party for the community.

The telephone and door codes at Brackenridge will remain the same.

Dave Reimer sent a thank you note for the bike helmets they were able to purchase for their safety fair

When the Texas RAC Association disbanded there was \$ 12,000 in the account. Our RAC placed it in a CD it is now worth \$22,000. We were asked to give it to The Trauma Foundation as a donation.

A recent Stroke Party was held in Austin at Dr. Neal Rutledge's house. They had a great turn out.

The Trauma Foundation was again addressed. There was a discussion as to if we were going to join or not. Level III's and IV's will have to go through the foundation for their surveys and they will be cheaper if we are a member of that foundation. There was also discussion about getting a website up and running. Michelle Fillman has done some research on different domain companies. The GoDaddy.com Company charges \$134.16 for 2 years; they are looking at getting CATRAC.org as our domain site. She will be able to pay on line online paying and registration can also be done on line. Dr. Dire/ made a motion to move forward with this and Gaylen 2nd the motion and the board passed it. James Shammard stated he had other contact information also.

Melanie also discussed the need for her and her staff to be able to share computer information. Like calendars and such. Melanie would like monies to purchase Share-O-like Microsoft exchange this will be \$100 instead of the \$800 we are paying for the 3 we currently are using. Michelle will be able to help Melanie with her massive emails. There will be \$104.85 up front fee then more to maintain. There is no contract. If we pay the extra money we will get the upgrades when they come out. Melanie would to get rid of grandecom.net; Jackie made a motion to spend the money and Juliette Brown 2nd. The board passed the motion. This is compatible with MS 2003/2007 & vista

IX. Old Business

07 Education Program –The Llano class had to be cancelled at the last minute – Michelle will begin to track all classes to help avoid this from having this happen in the future.

HRSA 08 RFP was completed and submitted on time – Grant contract

Dr. Dire is being deployed to Iraq on June 15th for one year. We will need to fill his position. He asked if his position could be filled by a rural doctor that will be taking his place at his hospital until he gets back. The board must look at by-laws. This will be done at the next board meeting

Roy Hallmark is retiring we will need to fill his position. Scott Gillaspia from Llano will be taking his position. Llano will need new a representative Scott Fernandez asked if the CATRAC had any money available to help renew his Mark-1 kits? – HRSA money

Juliette Brown stated the COG's got surveyed for grant money. They would like a chunk of the \$1 billion to go for our interoperability plan; all EMS need to reply within 9 days

The representative from Caldwell County ask if will be any development of protocols more training available– Melanie is setting it up

X. Discussion & Scuttlebutt

XI. Adjournment

The meeting was adjourned @ 1502

Respectfully submitted,

Jackie Gondeck, RN, BSN, MHA, CEN
Secretary CAT RAC