

**Capital Area Regional Advisory Council  
Executive Board  
Meeting Minutes  
Thursday September 27, 2007**

**Call to order:** The meeting was called to order at 1305 by John Sneed

**Approval of the Minutes:** There was a motion and a second to approve the minutes as written. The motion carried and the minutes were approved.

**Treasure's Report:** Gaylen Tips was not in attendance. John Sneed reported from the balance sheet that there is \$911,433.87 in the account.

**Public Comments:** No comment from the public.

**Chair Report:** John Sneed reporting – There was a conference call several weeks before between the board officers and Melanie Tucker. Melanie has accepted the position as Director of Lockhart EMS and a new Executive Director will need to be hired. Discussion about this decision and future plans continues under New Business.

**DSHS Report:** No DSHS representative present.

**Trauma Center Update:** Dr. Ben Coopwood reporting - Carlos Brown is the new Trauma Medical Director of Brackenridge Hospital and will take Dr. Coopwood's place as the Lead Trauma representative on the CATRAC Board. Carlos started in his new position on 9/27/07. Dell Children's trauma volumes are up over last year's CHOA volumes.

**Director's Report:** Melanie Tucker reporting – There is a RAC Hub meeting scheduled at Scott & White in Temple on 10/9/07. This is their second meeting and consists of reps from RACs L, M, N & O. Preliminary discussions are around drafting a RAC-to-RAC MOU, inventorying response assets for Mutual aid purposes, 24/7 contact information for each region at least 3 deep. This is something being done state-wide (in Texas); there are to be 8 Hub-RACs total.

TWiRP project is the integration between information entry, dual commits & determining what data is shared with SOC. Meeting is scheduled on 10/9/07 at the CATRAC office from 9-11am. Participating are STRAC, CATRAC, CAPCOG, City of Austin & Williamson County.

Stroke education from DSHS & AHA – Melanie has been given access keys, but the site doesn't have the continuing education certificates up yet. The completion certificate will be available on 10/1/07, so Melanie can distribute the keys after that date. There are 600 for the region.

A CD at Johnson City Bank has matured again as of 9/24/07. It used to belong to the TXRAC Association. It is currently valued at \$2160.74 and will mature again on 3/24/08. At the last TXRAC meeting, it was voted this should be rolled over to the Texas Trauma Foundation. It originated from funding that was earned off an education program.

### **Old Business:**

**HRSA 07 Wrap Up** – All capital expenditure projects must be invoiced by 9/28/07. The 4<sup>th</sup> quarter narrative and spreadsheet report is due on Monday 10/1/07.

**HRSA 08 Ramp Up:** The grant is now called OASPR. Budget forms from the RFP are provided in the Board packet for reference. Form I-3 outlines the allocation of \$1,175,000 out of the \$1.5mil OASPR grant to be used for big regional projects and training. Very little of the grant money will go direct to hospitals, and what does is to be used for gap filling. FY08 OASPR is an 11-month contract. The FY08 workplan was also included in the Board packets for reference.

### **New Business:**

**Johns Community Hospital education grant request:** Vangie Barefoot requested funds to attend Injury Severity Scaling training. Johns Community Hospital is a non-profit, community-based hospital which cannot budget for this training, but Vangie felt that ISS was her weakest area and plans to attend the training. This will allow Vangie to more accurately enter data into the trauma registry system, in order to help her facility understand how to improve performance and injury prevention in their area. The course is not taught in Texas every year; this is the closest session Vangie can attend, and it is State-required training. There was a motion from John Sneed to provide for an education grant, amending the total amount to \$1021.70, as the grant cannot be used for meals. Seconded by Dr. Coopwood. Motion carried by unanimous vote.

**FY08 Bylaws Review:** Items in the bylaws which need to go to committee are: Aero-medical, Pre-hospital and Pediatric committees do not have deliverables or objectives listed. Some items to be cleaned up are: Bypass protocol is a function of pre-hospital, not disaster management as it is currently listed, and this needs to be corrected. The addition of a Stroke Committee was pending upon a board member willing to chair; Bob Harding volunteered for that role, and the Stroke Committee will be added to the list of standing committees. Language regarding what to do in the event a board member is deployed on active duty will need to be added. Dave Reimer will check with his facility's policies for language the RAC can use in the bylaws and email it. Also a seat will be added to the board for Lead Pediatric Facility. Changes to the bylaws language will be drafted and brought back in July for approval.

**Marble Falls EMS car seat grant proposal:** Johnny Campbell sent a proposal asking the RAC to fund the purchase of carseats for the Marble Falls BEARS program, amounting to \$2500. Glenda Ragland made a motion to grant the full dollar amount to the program. John Banning seconded. The motion carried with unanimous vote.

**Organizational Administrative Transition Plan:** Melanie Tucker's final date as Executive Director of CATRAC will be 11/15/2007. She shared with the board a copy of her email to the city manager of Lockhart, detailing her transition plan. She has already begun her new position as Director of Lockhart EMS. The city manager and mayor are working with the RAC for a smooth, invisible transition. Melanie will continue her role with RMAC. The projects detailed on Form I-3 of the budget are already in progress, with the caveat on the POs being that they can be rolled out by 11/15/07. She has requested a brief meeting with officers for discussions detailing continuity of business. The CATRAC website is up and running and email addresses are being transitioned to the CATRAC.org domain. The new addresses will be [ExecutiveDirector@catrac.org](mailto:ExecutiveDirector@catrac.org), [AsstDirector@catrac.org](mailto:AsstDirector@catrac.org), [APAssistant@catrac.org](mailto:APAssistant@catrac.org). Several others are available to use, e.g. possible addresses for the committee chairs to be funnelled into that chair's regular email, etc. Melanie will try to schedule the A-133 audit ahead of time. She will continue to work with the Regional WebEOC and EM Bed Ready, as well as the Public Health Medical Coalition. Melanie sits on the HSTF board, and will let them decide whether it is appropriate for her to continue in that role. Included in the board's packet were the 2 Job postings/application.

**Discussion and Scuttlebutt:**

Scott Gillaspia left Llano and went to work for Burnet EMS & Fire. Roy Hallmark is intending to retire. Scott submitted via email his willingness to accept nomination to take Roy's seat if such nomination is made.

Bob Harding inherited the Aero-medical committee and will be attending his first committee meetings in October. There was discussion about subscription services for Aeromedical services in rural areas. It was decided the discussion should be taken to committee.

**Adjourned:** John Sneed adjourned the meeting at 1425.

Respectfully Submitted by  
Michelle Fillman  
Administrative/Program Assistant CATRAC