

**Capital Area Trauma
Regional Advisory Council
Executive Board
Meeting Minutes
Thursday February 28, 2008**

- I. **Call to Order** – The meeting was called to order at 1300 by John Sneed (RAC Chair)
- II. **Approval of the Minutes** – There were 2 minor changes to the January minutes. With those changes the minutes were unanimously approved by the board.
- III. **Treasurer's Report** – Gaylen Tips reporting – The balance as of 2-25-2008 is \$ 55,092.81. Loren asked that there be a line item transfer for upcoming TNCC Courses. He would like to move the money from 1st quarter to 3rd quarter. Gaylen Felt that they could not do 2 TNCC courses in the 3rd quarter and requested that The money be moved into the 4th quarter,
- IV. **Public Comments** – There were no public comments offered.
- V. **Chair Report** – John Sneed reporting -
 - A. John congratulated Dr. Harding and his committee on all of their hard Work in getting the Stroke Committee together and the good job on Starting the transport protocols. TSA – O and the Piney woods RAC are In the forefront of the state on this mandate.
 - B. The issue of Hop scotching patients between Dell and Brackenridge was Once again revisited. Many of the outlying EMS companies have Expressed concern over this topic and wish not to participate. They do not Have the extra ambulances and manpower to take patients to separate Hospitals. This issue will be brought before the CATRAC process Improvement committee for discussion and resolution.
 - C. Trauma Registry – Once again the registry was a topic at GETAC. DSHS Will be using TXDOT money to find a new vendor. There is a work Established and any new findings will be discussed at a later date.
 - D. Glenda Raglan – San Saba Co. representative has been approached by RAC-L. They would like for the RAC and COG to be in better alignment They are asking San Saba to become part of their RAC. Glenda will be taking this to her county for further discussion and let the Board know what they decide. She has contacted DSHS regarding this Issue. San Saba transports approximately 50% of their patients to each RAC.
- VI. **Trauma Center Update** – Gaylen Tips reporting – Gaylen asked that all entities complete the EMS –C Grant survey posted on the DSHS web site. If the state has 80% return on the survey there will be extra funding for Care and equipment. There were concerns expressed from more than a few Agencies that the survey was not user friendly making it very time consuming. The survey will kick the user out and the data was lost. Several agencies gave And did not finish the survey for this reason. This information was passed on Arlen Bolenbaucher from DSHS for their consideration.

There was a concern regarding 1st responders being exposed on scene and not Able to obtain the lab results on the patient. There was discussion amongst the Board that people being exposed in the field need to be seen in an ED. Receiving the medication is time sensitive and they should be encouraged to Be seen. Then the question arose as to who would pay for the treatment in the ED. It was the consensus of the group that this should be addressed through Public health authority and legislation.

It was also felt that this may need to be addressed in our regional pre-hospital Protocols. Scott Fernandez agreed to contact Bill Call, office of medical Director ATC/EMS to start development of this.

VII. DSHS Report – Arlen Bolenbaucher reporting – LPG should be posted by Mid March. The distribution formulations will be available in April

VIII. Director's Report – Loren Stagner reporting -

- A. The 2nd quartet tobacco report will be in the main tomorrow
- B. The financial status report has been updated
- C. On the end of year report it appears that we did not spend \$5,000. We have \$3,500 of invoices. We may need to pay DSHS the difference if the remainder of the invoices can not be located.
- D. The RAC is finalizing the cross-over from Quicken to Quick-Books. Some of the board members met with representatives from the Randy Walker accounting firm. Some items may need to be re-classified to better represent how they will be used in the future.
- E. Michelle Fillman has agreed to run the education program for the RAC.
- F. Acadian EMS may be doing some education for the RAC. The contact person will be Eddie Walker. There will be a needs assessment being distributed to better increase participation in RAC sponsored educational events
- G. There is an issue with some voided checks. It appears to the auditor that the state was doubled charged and 2 checks were issued to the same entity. They did not show up in Quick-Books as the 1st check being voided. There will be a formal report back by March 29, 2008. The RAC will have 14 days to respond to this. (It appears these were minor mis-classifications). This is the first time for this type of audit (it should be done every three years). Gaylen Tips stated the audit was very informative and helpful

Old Business:

I. Bylaw Review –

A. Proposed OASPR Committees – (formally HRSA)

It is felt that we need more board participation to expect more Hospital participation. Currently there are no state requirements for The amount of participation required by the hospitals. Loren Stagner and Dave Reimer are requesting a HPG liaison standing Committee to report to the board.

Gaylen Tips is requesting that some of the committees be Combined so more members can attend more committees. The HPG group will need to write a formal report for

Expenditures requested.

Chair positions will need to be filled by current board members. If This can not be accomplished there will need to be changes in the Current bylaws

- II. **Employee Position – Accounting Position** – Marilyn Hollingsworth has Working part-time on Quick-Books for the RAC. The hours worked and Future duties to be determined as the current roles evolve.
- III. **Employee Benefits** – The Seton Healthcare System had offered in the Past to provide their benefits to the RAC employees. (The RAC would then Reimburse Seton for the cost of those benefits) DSHS now does not think This is a good idea. Because the RAC employees would be employees of Seton. It was felt by the board that we should revisit other options such as The Baptists women and children’s health fund currently being used by Other RAC’s. Another option was offered by Juliette Brown. The Insurance provided by the COG may be an option. It was also felt that we Need an insurance and fidelity bond for board members.

New Business –

- I. **TETAF** –The issue of joining the Trauma Foundation was addressed by the Board. The Foundation has been charged with surveying all level III and Level IV facilities through out the state. At the latest GETAC meetings They were also asked to chart the direction for the trauma registry. The Dues for the upcoming year is due in March. The board once again asked That a representative from the TETAF board come to a meeting to Answer questions.
- II. **Grant Request / Injury Prevention, Lockhart EMS** – Melanie Tucker Requested money from the RAC to provide injury prevention and EMS Program activities for Lockhart’s 2008 EMS week. The amount requested Is \$ 2,457.56. Please see attached for breakdown of funds requested. The Event will be May 17, 2008. After discussion there was a motion from Lee Charlton to approve the request and a second by Tom parting. The vote was Unanimous to approve the request
- III. **Board Member Training** – There was an 11 minute computer presentation Shown to the board as to the responsibilities of the board and the staff. This Is annual training required by the state of all RAC board members.
- IV. **Discussion and Scuttlebutt -**
 - A. Scott Gillespie inquired as to the stroke and stemi capabilities of Scott and White in Round Rock- John Sneed explained that Wm, EMS will be bypassing them until the appropriate documentation Is completed.
 - B. Dr. Harding will be compiling a survey for all of the hospitals in The region as to their stroke capabilities.
 - C. Lee Charlton expressed a concern regarding the Seton bed board System. They showed up at Brackenridge and the patient was Expected at Seton Main ICU. Communication needs to be better.
 - D. Scott Gillespie pointed out that there will be an EMT-P class in

Burnett (Marble Falls) in May of this year. There will also be a
A class in Hays Co. in May of this year.

E. Melanie Tucker expressed a concern over out of county EMS
Agencies having to stay at clinics for 2 hours or more waiting
For the pediatric transport team to arrive. This was referred to
The CATRAC PI committee for consideration

F. The issue of hop scotching may be better dealt with by the hospital
CEO's and the EMS Medical Directors. It was also discussed that\
Should be addressed in the pediatric transport protocols.

V. The next meeting – The next meeting will be March 27, 2008.

VI. Meeting Adjourned – With no further business to discuss, the meeting was
adjourned at 1508 by John Sneed.