



## **AGENDA / MINUTES:**

Capital Area Trauma Regional Advisory Council  
Executive Board Meeting Agenda  
February 25, 2010 1 – 3 pm

CATRAC Office  
4100 Ed Bluestein Blvd. Suite 200  
Austin 78721

### **AGENDA:**

- I. Call To Order / Introductions / Sign In
- II. Approval of minutes:
- III. January 28, 2010 General Membership / Executive Board
- IV. Treasurer's Report
- V. Public Comments
- VI. Chair Report
- VII. GETAC Update
- VIII. DSHS Update
- IX. Trauma Center Update
- X. Director's Update
- XI. County Rep Updates

### **OLD BUSINESS:**

- I. TETAF
- II. Strategic Planning
- III. DSHS Audit 2007-2008
- IV. Trauma Registry
- V. Other

### **NEW BUSINESS:**

- I. Proposals / Requests
- II. Board Members Affidavit
- III. Online viewing
- IV. Signature page
- V. Statement of Disclosure
- VI. Committee updates
- VII. Discussion / Scuttlebutt
- VIII. Next Meeting Update –
- IX. Executive: March 25, 2010 CATRAC office
- X. General / Executive combined: April 22, 2010 Dell Children's
- XI. Adjourn

**Handouts:** Executive Board 2010

## **MINUTES:**

- I. Call To Order / Introductions / Sign In - Jackie Gondeck called the meeting to order at 1:05pm. The members of the Board introduced themselves.
- II. Approval of minutes:

January 28, 2010 General Membership / Executive Board

Motion: Scott Fernandes

2nd: Kenny Schnell

Approved

- III. Treasurer's Report – Kat Gann shared that there were no variances to report from the past month.

Marilyn Hollingsworth presented a new spreadsheet which is designed to be more user-friendly, with expenditures listed in the left column; Grant amounts and totals are across the top. OASPR is paid out by reimbursement when we send the B-13 expenditure form to DSHS. We are restricted to applying it in administrative or program expenses. We also can't go over 20% of the grant for administrative costs, so some things that look like admin have to go into the program costs. Each day, we are managing different aspects of each grant, depending on the project, and must break down into percentages of time being spent on each. The state wants to see a certain percentage tied to RAC, OASPR, Tobacco, etc. Charles Peeler asked what "other" is under the Program Expenditures. Marilyn answered that a large percentage of it is storage rental; the equipment we currently have stored is all related to OASPR, so it all comes from that. Also covered is insurance on the truck and the property contained in the storage facilities. This new spreadsheet's intention is to make the financial statement a one-pager. She could also break out "other" to detail what it means. It is based on the OASPR budget page as they describe it as "Other Program". With the HRSA grant, the funds were dispersed to the RACs in a lump sum. Now with OASPR, RACs must submit a B-13 Reimbursement Request, which takes 2-3 weeks to turn around for reimbursement, at which time DSHS sends an email to Dave stating how much has been deposited into the bank account. This explains the deficit currently showing under the OASPR column. We're 6 months into the OASPR contract and 5 months into the others. OASPR is ending on June 30th; it is an 11-month contract.

Motion to approve Treasurer's Report: Sylvin Mersiovsky

2nd John Banning

Approved.

- IV. Public Comments - none were made
- V. Chair Report – Jackie informed the Board that Susan Swan has retired from Seton Edgar B. Davis and so there will be an interim opening for the non-lead facility representative. The position was set to expire at the end of 2010. Jackie said she has had a few people ask about it; the role can be appointed until member voting takes place in October. Get the word out to non-lead facilities about the opening, and email candidates' names to Dave or Jackie. Sherry Brown was mentioned by Bob Harding as a candidate. Dave will send an email to the General Membership seeking others as well.

Jackie informed the group that GETAC was taking place all week. Also, TETAF had a registry meeting on February 12th which Dave and Jackie both attended. TETAF is paralleling the state in efforts for a Trauma Registry; two different companies (Digital

Innovations and Image Trends) presented to the group. The concept is that facilities put data into their own system, and the Validator sorts it. Digital Innovations offered this piece to the state for free, and the result is they can get our data out, whereas currently you can't export data from the registry without going through the DSHS request process.

No decisions have been made yet, nor funding sourced for maintenance. The Dallas area has started a regional registry using Image Trends. The state mandates that we enter data into the state registry, but TETAF version is voluntary. This project is still in the works and we are still considering a regional registry for CATRAC. Preston Love is the registry specialist for STRAC. He spoke to the trauma coordinators group. They started theirs several years ago, using some grant funds.

Other things of note:

- There was a RAC Education Workshop on Monday night (2/22/10). About half the RACs were there. Jackie attended a Trauma coordinator's meeting on Tuesday. Also, at the Tuesday TETAF meeting, there was a presentation on gangs and a discussion about building a stroke surveyor course to be held in June of this year. Once DSHS gives final approval, TETAF will be able to start Level III stroke surveys, as early as September. The projected cost of the surveys will be \$2,750.00 per facility. TETAF is also trying to become CNE provider.
- There will be a Trauma Leadership Summit on May 7th led by Dr. Ken Mattox where they will be discussing Trauma Funding and legislative issues.
- On June 28 and 29 – There is an AAAM course at the Conroe Regional Medical Center in Conroe, TX. The cost is \$800.00/ person.
- April 20 and 21 will be the 2nd annual Trauma Registry Summit here in Austin (location to be determined).
- Trauma Day at the Capitol is planned for May of 2011 in conjunction with the GETAC meetings.
- The American College of Surgeons will be in Austin May 17 - 21 doing a State-wide trauma assessment - look on the DSHS website for PRQ and give any input you think is pertinent to your area
- Many cities are trying to repeal the red light camera laws - check your local jurisdictions for their intentions. The Driver Responsibility Program (3588 money given to hospitals for uncompensated care) will be under full attack in the next legislative session if we do not do anything about it. The GETAC trauma committee are trying to identify any patients that have benefitted from this program. The State has \$10bil deficit, and are planning on taking from trauma funding, including trauma hospitals and EMS. Medicare funding isn't covering costs. TETAF would like to take all leaders, get legislative people into this meeting. The meeting will be at the Marriott by the OMNI South.
- At the recent Cardiac Care meeting they wanted to work toward all Regional EMSs having 12-lead EKG capability.
- March 25, 2010 (12:00p to 1:00p) is the next Stroke meeting. Texas, and Dr. Harding specifically, has been nationally recognized for work with Stroke right now.
- The State is trying to standardize codes among hospitals. It is proposed that they consult with the hospital administrators, due to the potential costs associated with such changes. The Disaster committee is sending out a survey to get the particulars on how much it will cost the facilities. They need participation from Cardiac and Stroke groups in the meeting.
- There is a rider on a legislative house bill on wanting a State-wide system review to determine if there are enough Level I & Level II trauma centers. The American college of surgeons is coming in May to look at the state as a system, to see if we have enough facilities in place to take care of the population.
- Also discussed were freestanding emergency departments and whether it should be mandated they be part of the RAC system. It should be posted on the state registry soon for comment. Jackie said if you make a comment, it is public,

including your full name and everything. Discussions will continue for 20 more days.

- UTMB also did a presentation; they will not be 100%, but are coming back, being re-surveyed as a Level I trauma center. By Fall, they plan to be back, but so far without pysche.
- VI. GETAC Update – See above under Chair Report
- VII. DSHS Update - Lakeside and CTMC had trauma Level IV surveys, and are waiting for the DSHS results.
- VIII. Trauma Center Update - none (Lead Trauma facility representative not present)
- IX. Director's Update - Dave Reimer attended the Homeland Security Conference held during the previous week. The State is looking at regional and state projects from a grant funding standpoint. Everyone's flush with their required equipment; now they're considering different types of strike teams in the state for their next project. E.g. Ambulance strike team, nursing strike team, field hospital set up, Ambu-buses. Rather than take resources from only one or two agencies/facilities, they'd assemble 25 ambulances from various EMS's; same with ED and ICU nurses, assembling a team to be on call (paid system) with a 30-40 bed field hospital available to region for any kind of use. This is still in the concept stage.

Tomorrow at GETAC there is the big meeting from 9a to 2p; they'll pull together all committee summaries. They plan to give a presentation toward the end of meeting, recognizing the facilities who assisted during the Ft. Hood incident.

Exercises – The drill planning committee is working within the region to develop another functional drill in November or December of this year, collaborating with HAZMAT and CBRNE. 2 drills per year are required for Hospitals by the Joint Commission standards.

Medical director meeting - Dr. Brown couldn't hold a meeting this month due to a conflict, but will hold one in April at 12 noon, before the General Membership meeting. Shannon at Brackenridge trauma will send out the invite; she will need EMS Medical Directors' email addresses who will also be invited.

Plane crash – People at the scene said it was an incredible response. Coincidentally, a county HAZMAT training exercise was taking place at the Dave & Buster's parking lot nearby; they initiated response and were first on scene. Dave was at the Homeland Security Conference when it happened. He communicated with Ron Weaver and had Michelle Fillman put out a message to "stand by" on the regional hospital channel. Ron then put out a stand by for further information, did a roll call and reported that 85-90% answered back. They are working on putting out an alert through EMResource in the future. We were prepared for the event to be worse; Within 20 minutes, there were offers of beds from other RACs in the state, Houston (RAC Q) and Belton/Temple (RAC L). The Mayor's office did a presentation today at city hall recognizing all who responded, broadcast on Fox. Jackie asked if there is an AAR of the event. The City of Austin will be the managing entity for that and incorporate all the responding agencies.

X. County Rep Updates:  
Bastrop – John Banning reported they have an ECA class and EMT class going on simultaneously, which are both full; they're talking about adding a second class when

complete. EMT class is scheduled to go through a Paramedic program. Surprising number of people interested in the course.

San Saba – Charles Peeler reported their ESD (Emergency Service District) is coming along; they've turned signatures in and two two cities in San Saba county approved. They're trying to get it put on the ballot in May for the vote. They've been having radio shows on it, newspaper articles, and town hall meetings. They are seeing it as being supported by the constituency. It will anticipate 10 cents per hundred dollar rise in property taxes.

Williamson – Kenny Schnell said they now have 2 Level II facilities and that is going well. Just finished a new station, with no employees yet. Three others are being built and one in the process of blueprints. Just finished a station in Jarrell, moved a station in Round Rock which is being remodeled, should be completed in the next few weeks. Another station will be medical evidence to be finished in April. A remodel of Jollyville Fire Department will be finished in May. In the process of funding a station in Liberty Hill. In the RFP process, and have hired an architectural design firm for their proposed emergency operations level one center; currently doing site selection on that. They also now have an Emergency Operation Center Vehicle carrying enough equipment to run an incident. This is the Command Vehicle that CATRAC helped fund for the Region using OASPR funding. To access this resource, call Williamson County dispatch; they are working on protocols as to which incident would override another. They can bring the EOC vehicle to the April membership meeting, to show the rest of the members.

Fayette – Sharon Munzy announced the upcoming MS 150 bike ride on April 17-18, 2010. Also, starting a fall prevention program for elderly and part of the Injury Prevention committee.

Hays – Tom Partin announced that they have a new medical director: Dr. Chris Ewing. Also, on Saturday, Kyle FD is having grand opening ceremony for their new fire station. Buda also has a new station about ready to open. San Marcos will opening new station in April.

Caldwell – Glen Germer said Caldwell County 130 keeps coming in. On communication, they are moving toward getting 800 Mhz all hooked up.

Llano – Gregg Knapp reported that the hospital and its 18 acres is a done deal. The medical center next door on a 20 acre plot is what they're having trouble with as far as some of the Development issues. Scott & White Hospital will be breaking ground soon.

Burnet – Scott Gilaspia said that architects have been met and they've found a spot, so they'll have new fire departments soon, plus a new brush truck, and possibly a new aerial apparatus.

Lee- Sylvain Mersiovsky stated there was no new report.

Travis – Jackie Gondeck reported seeing on the news that Travis county had purchased a new helicopter.

#### **OLD BUSINESS:**

- I. TETAF – See Chair and Director's reports above.
- II. Strategic Planning – In the 2nd week in March, Dave plans to have another meeting.
- III. DSHS Audit 2007-2008

- IV. Cover letter explains the audit, the timeline is listed. The auditors had 9 findings for us to correct. CAP refers to Corrective Action Plan.
1. Asking for more safeguards when money comes in. Kat Gann is involved with reconciling the bank statement. They also wanted more steps involved in looking at it; the more people looking at it the better. We did what they asked.
  2. Cost reimbursement: they'd said we weren't turning in FSRs quarterly, but it turned out that we were and they then admitted that we were.
  3. Salary to Admin Assistant: We had been assigning grants 50/50 to the salary, and they said we're not to do it that way. We've been doing it per their requirements since then.
  4. Hadn't presented the sub-recipient agreements. We then presented them copies and they were satisfied with that. They had been done but not submitted with the initial request.
  5. Cost allocation plan: They want to know how we plan to pay for things. We've been working with one of the accountants who is giving us pointers in this area. This should have been in place when RAC started; we're getting back on track with it.
  6. Refrigerator in breakroom & moving costs: This was something that couldn't be charged to the grant. We showed them that we had reclassified that to the General Fund and it hadn't come out of a grant. They were agreeable to this.
  7. Charged late fees to the grant programs, which you can't do. \$324.52 was therefore paid back to the state.
  8. Sales tax: Non-profit facilities aren't supposed to pay tax on OASPR purchases and the auditors were not convinced initially that St. David's was a non-profit facility. St. David's pays a percentage of sales tax directly, as they have a special tax designation (they are partially for-profit) Ultimately they went to the Secretary of State to verify the designation of St. David's network. As a result they were satisfied CATRAC was handling that correctly.
  9. A council member was reimbursed costs under the wrong category. The costs were then reclassified.

End result is that initially the Auditors were questioning. This amount was reduced through explanation and documentation to only \$ 342.52 that has been reimbursed to DSHS.

- V. Trauma Registry – See the Chair report above. In addition, Dave plans to meet with Terry Valentino and Scott & White to see how they plan to take on the price of this for whole region.
- VI. Other - Engagement letter: Randy Walker's office handles the audit we have done each year because of the amount of money that moves through the RAC each year. The grant guidelines require that if use same auditor for 5+ years, they have to hand off the audit to a different partner or else go with a different office. We are getting a bid for a different CPA office as well. The audit is costing \$12k-15k per year so far. Most RACs use Walker and Associates for their audit. We don't want to be complacent, but they also know our business well. Dave will send out a copy of engagement letter for all to read. It is open for vote or motion from the board whether or not to continue with them.

Motion to move forward with using Randy Walker & Assoc, for this year - Gregg Knapp  
2nd Kat Gann  
Approved

In December the Board approved monies for AEDs and other equipment for Bastrop county. John Banning got a proforma invoice, showing additional discounts, bringing the total down to \$6304. As \$7500 had been allocated by board, would adding a 5th AED being added be acceptable, or would reimbursement be in order. Scott Fernandes said he supported more AEDs being purchased with the differential, since the board already approved the amount given; they should make an update to the proposal to reflect the change and emailed it out.

#### **NEW BUSINESS:**

- I. Proposals / Requests – none were presented.
- II. Board Members Affidavit
  - **Online viewing:** The Board member training video was accessed online and viewed as a group. The video covers the responsibilities of the board members as outlined by the state.
  - **Signature page:** All who viewed this training video acknowledged it by signing in.
  - **Statement of Disclosure:** Dave passed out the disclosure statement that all board members are required to sign. This discloses if there may be any potential conflicts of interest or if family members are also involved in the RAC.
- III. Committee updates - Aeromedical met at the CATRAC office. People from Dallas came by and gave their presentation to the committee on EMResource and how they're using it to track their helicopters, so that facilities could use the helicopters that are closest to them.
- IV. Discussion / Scuttlebutt – Jackie did talk to Lonnie at AHA. She said she knew that Dave attended the big meetings. Dave will get the meeting dates. Important not just for transport but also first responders to get the education on maintaining the equipment. Grant funding may come down the line, per Dr. Harding, to start paying for this.
- V. Adjourn – Jackie adjourned the meeting at 3:50p.m.

#### Next Meeting Update –

- Executive: March 25, 2010 CATRAC office
- General / Executive combined: April 22, 2010 Dell Children's Medical Center