



**Capital Area Trauma Regional Advisory Council  
Executive Board  
November 20, 2014  
12:00 – 2:00 pm  
CATRAC Offices  
4100 Ed Bluestein Blvd Suite 207, Austin 78721**

**MINUTES:**

- I. **Call To Order** - Kenny Schnell called the meeting to order at 12:02pm
  - Roll Call of the Board Members was taken verbally by Kenny Schnell. At the time attendance was taken, a quorum was not present, and as such no action items will be taken until a quorum is established.
  - A quorum was established at 12:21pm once additional board members arrived.
  - Kenny Schnell asked those present at the meeting to introduce themselves.
    - **Phone:** Kim Gill, Dr. Neel Ware, Karla Hosick, Ken Strange
    - **Present:** Dr. Jayson Aydelotte, Scott Fernandes, Ben Oakley, Darlene Parker, Sharon Muzny, Cristy Knapp, Annie Burwell, Kenny Schnell, James Green, Dave Reimer, Robin Wiatrek, Glenn Spradlin, Marilyn Hollingsworth
    - **Absent:** Diana Kraus, Sylvin Mersiovsky, Pat Pratt, Mike Elliott
    - **Guests:** Randy Walker, Gerrie Smith, Kathy Montgomery
  - Review of October 23, 2014 Ex. Board/General Membership Meeting minutes. The minutes were reviewed by all. They will be approved at the January General meeting.
- II. **CATRAC Audit Report** – Dave Reimer introduced Randy Walker, the CPA who has been retained by CATRAC to perform auditing activities. Randy Walker reported that the audit for the year ended December 31st, 2013 came back as unqualified, which is the best status for the audit. Randy reviewed the schedule of findings and questioned costs. Randy also reviewed the letter which they are required to write to the Board of Directors which reviews the significant audit findings and any previous deficiencies. The internal control findings from previous years was the issue of outstanding checks over 90 days old being carried on the monthly cash reconciliations. Randy noted that Marilyn is actively working on this issue, although it is still not resolved. An additional issue was that copies are made of any checks received, however they are not reconciled to monthly deposits, which is still an issue. A previous issue was employee expense reimbursements which supporting documentation could not be located, Randy noted that this issue has been corrected. A motion to accept the audit as presented with follow-up reports from CATRAC Staff regarding the prior year control deficiencies was made by Ken Strange, seconded by Ben Oakley. 10 voted in favor, none opposed. Motion carried.
- III. **VFIS Insurance Coverage Review** – Gerrie Smith from VFIS presented a summary of our property & casualty coverages. The policy was renewed on October 1st, 2014. Gerrie gave a detailed summary of each of the various types of coverages we have in place and what they do.
- IV. **DSHS Board Member Training and Board Attestation Form** – The CATRAC Staff showed the "What Every Non-Profit Board Member Needs to Know" video by the Texas Department of State Health Services, which is an annual requirement for our grants. The board members present watched the video and completed the board attestation form.
- V. **Treasurer & Financial Report** – Marilyn Hollingsworth presented the financial report. Marilyn distributed the Profit & Loss report that showed the subclasses. Marilyn reported that money had not been received from HPP and Tobacco, which explains the negative balances. Darlene Parker requested that financial reports be distributed sooner before the meeting. A motion to

accept the financial report was made by Cristy Knapp, seconded by Dr. Aydelotte. There was no further discussion. 11 voted in favor, none opposed. Motion carried.

- VI. Public Comments** - There were no public comments.
- VII. Chair Report** - Kenny commended the staff for their performance as of late with the many deadlines that have come up. Kenny also mentioned that it is time to complete performance evaluations of CATRAC Staff members and review payroll adjustments. Darlene Parker asked if a standard evaluation template was already in place, Dave Reimer advised that there was one and this has fallen off the radar as of late but agrees that it needs to be brought back in. Darlene asked that the evaluation template be emailed out to everyone. Dave Reimer advised that he would like to have a private workshop next month in lieu of our normal board meeting to review the budget and items like of these.
- VIII. Executive Director Report** - Dave Reimer reported that they have been quite busy as of late due to the Ebola crisis, but things are finally plateauing out and looking calmer. Dave Reimer thanked everyone for their support of late.
- IX. DSHS Update** - Kenny Schnell and Dave Reimer reported that the GETAC Meeting is coming up.
- X. Trauma Centers Update**
- Dr. Aydelotte reported that more hiring has been taking place for the new medical school at Brackenridge.
  - Karla Hosick from St. David's Round Rock reported that they are still waiting for their final ACS report.
- XI. Emergency Medical Task Force (EMTF) Update** - Dave Reimer reported that there was a pretty large training session last week for the MMU set-up, and that it went incredibly well. Dave reported that it showed that they can take new people and teach them how to set it up easily. Dave reported that Mike Elliott and Keith Noble are still working on the AMBUS, if anyone would like it brought out for a demonstration, please contact them.
- XII. County Representative Updates**
- Blanco - No report.
  - Burnet - Darlene Parker reported that MFAEMS promoted Kevin Naumann to Operations Director this month.
  - Fayette - No report.
  - Llano - No report.
  - Hays - No report.
  - Williamson - Kenny Schnell reported that it's a new budget year and that things are going well.
- XIII. Committee/Workgroup Reports and Action Items**
- Education – [Sarah Leach & Vangie Barefoot] Kim Gill reported that the committee met on Tuesday to discuss plans for the Designated Infection Control Officer (DICO) meeting. The Williamson County Fire Chief's Association is reviewing the request for funding on their end. Kim reported that the Seton Neuro Conference is being planned and will be distributed. Kim gave a shout-out to Karla and Michelle for getting the message forums online.
  - Performance Improvement - Trauma – [Dr. Aydelotte] Dr. Aydelotte reported that PI may meet at DCMC next time. He reported that there is nothing pressing at the moment, and advised that they are still reviewing some cases. Their current reviews are relating to Transfers and Mortality.
  - Pre-Hospital – [Robert Hartigan & Keith Noble] Robin Wiatrek reported that a tourniquet survey is going to be distributed. Robin reported that Keith Noble has been elected as the co-chair of the Pre-Hospital committee. She also reported that the committee is working on reviewing data relating to abbreviations of Hospital Names. In regards to the

MCI plan, Chris Alexander has received more updates from some agencies, but has not had an opportunity to update the document yet.

- Regional Preparedness & Response Committee (RPRC) – [Freddy Krail & Mike Elliott] Robin Wiatrek reported that they have to do another survey for us, so Robin is sending out another survey to hospitals for preparedness activities. Robin also reported that they did a hospital radio test that had a lower response rate due to doing it at a different time. She also reported that they are working on Strategic Planning goals with the Capital Area Preparedness Coalition.
- Stroke - [Dr. Morton] Robin Wiatrek reported that the workgroups met this morning and changed some of the protocols in the region. She also reported that they are targeting additional HEB's than they first had on their radar, so they will be doing some additional outreach.
- Trauma Coordinators/Registry – [Karla Hosick & Diana Kraus] Karla Hosick reported that their latest meeting was really focused on registry, and what all the state agency is unable to provide to the facilities based on the current state of the registry. Karla reported that there was a fair amount of discontent with the registry, and she reported that they are elevating these concerns to the GETAC level.

**XIV. Events / Exercises – December 15, 2014** Dell Children's Pediatrics Conference

**XV. Other Business** – Kenny Schnell reported that they are working on running their employees through the OIG Exclusions List, and explained more about the OIG Exclusion process.

**XVI. Discussion / Scuttlebutt** – James Green reported that they are getting ready to graduate 23 Initial Education EMT students from their inaugural program. Ben Oakley reported that they just started a program with 22 EMT students. Scott Fernandes reported that they will be having a hiring process in early 2015 for FF/Paramedic.

**XVII. Adjourn** - A motion to adjourn was made by Cristy Knapp, seconded by Ben Oakley. No further discussion. 9 voted in favor, none opposed. Motion carried. Kenny Schnell adjourned the meeting at 2:08pm.

-----

Respectfully Submitted,

**Ben Oakley, BA, LP**

*Board Secretary - CATRAC*