



**Capital Area Trauma Regional Advisory Council
Executive Board
November 19, 2015
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 12:06pm
 - Kenny Schnell completed the roll call and introductions. 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. There were 12 Board members present, 5 members of CATRAC staff and 3 guests.
 - Kenny Schnell asked non-Executive Board members who were present at the meeting to introduce themselves. Dave Reimer introduced the newest staff member, Ron Weaver.
 - A quorum was established at 12:19pm once additional board members arrived.
 - **Phone:** Michelle Fillman, Rodney Mersiovsky
 - **Present:** Kimberly Gill, Karla Hosick, Scott Fernandes, Diana Kraus, James "Scooter" Green, Ben Oakley, Darlene Parker, Erik Olufs, Sharon Muzny, Mike Elliott, Kenny Schnell, Dave Reimer, Ron Weaver, Marilyn Hollingsworth, Robin Wiatrek
 - **Absent:** Ken Strange, Dr. Neel Ware, Cristy Knapp, Dr. Jayson Aydelotte
 - **Guests:** Robert Hartigan, Ira Wood, Randy Walker
 - Review of October 22, 2015 General Membership & Ex. Board Meeting minutes. The minutes were reviewed by all. These October minutes will be approved at the General meeting in January 2016.
- II. **Overview of CATRAC A-133 Audit Report by Randy Walker, Gonzalez & Walker CPAs:** Randy Walker presented the CATRAC A-133 Audit Report to the Board, which was also previously distributed to the board members. He noted there was a significant deficiency in regards to asset management, which CATRAC Staff is working to resolve, and the additional staff members, especially the operations specialist, will be helpful in correcting this issue and keeping up with the inventory.
 - **Action Item: Acceptance of Annual A-133 Audit 2014:** A motion was made by James "Scooter" Green to accept the Annual A-133 Audit 2014, seconded by Karla Hosick. There was no further discussion. 12 voted in favor, none opposed. Motion carried.
- III. **Action Item: DSHS Board Member Training & Board Attestation:** The Executive Board members watched the DSHS "What Every Non-Profit Board Member Needs to Know" video and completed the DSHS Board Attestation Form
- IV. **Treasurer & Financial Report:** Marilyn Hollingsworth reported that she did not have a financial report today, but stated that she will e-mail it to the Board Members as soon as possible.
- V. **Chair Report:** Kenny Schnell presented the Chair Report. He reminded everyone that needs to complete the affidavit form for trauma registry data should get that completed and correct the issue as affidavits will not be accepted next year. He reminded everyone that GETAC meetings will be held in accordance with the EMS Conference next week. Kenny reported that he will be working on doing some preliminary outcome data through the HDE project tomorrow. There was extensive discussion regarding data collection and sharing throughout the region.
- VI. **Executive Director Report:** Dave Reimer presented the Executive Director report. He reported that Ron has been hired as of November 9th, and his position is 100% HPP-funded. Dave

reported that RACs, including CATRAC, received a 2-year DSHS stroke/cardiovascular grant which has certain capabilities tied to the grant funding. Dave reported that they are in the process of reviewing their annual health benefits. He reported that if CATRAC remains with United Healthcare they will experience a 24% increase in health benefits. Scott Fernandes made a motion to continue with the existing health benefit package for the December 1st renewal, and to begin the review process of health benefits earlier next year. The motion was seconded by Darlene Parker. There was no further discussion. 11 voted in favor, none opposed. Motion carried.

- VII. DSHS Update:** There was nobody from DSHS present for a DSHS Update.
- VIII. TETAF Update:** Dave Reimer reported that they are starting to get involved with the perinatal advisory council that became effective in September. He reported that it is still a work in progress.
- IX. Public Comments:** There were no public comments today.
- X. Trauma Centers Update:**
- Karla Hosick reported that volume and acuity is up at St. David's Round Rock, and that their Injury Severity Score has been consistently higher for the last few months. Karla presented extensive information from the TQIP conference and provided more information on the data that they review.
 - Diana Kraus reported that Dell Children's got their review back from ACS and all was well at Dell Children's, but their letter from DSHS is being held up pending a letter from CATRAC verifying that Dell Children's participates in RAC activities. She also reported there is a new Trauma Program Manager. She also reported that they are having their clinical save program on December 15th.
- XI. CATRAC Bylaws Review:** Robin Wiatrek reported that they will bring forward all of the proposed bylaw changes in December.
- XII. Emergency Medical Task Force (EMTF) Update:** Dave Reimer reported that the AMBUS was utilized during the flooding in Buda and approximately 60 patients were moved from the AMBUS.
- XIII. County Representative Updates:**
- Travis - Mike Elliott had no report for Travis County.
 - Bastrop - James "Scooter" Green had no report for Bastrop County.
 - Blanco - Ben Oakley reported that things are going well at North Blanco County EMS / Blanco EMS and the integration between staff is going well.
 - Fayette - Sharon Muzny reported that the County Commissioner's approved the purchase of land for a new EMS station in LaGrange.
 - Burnet - Darlene Parker reported that they just hired 3 new employees and they got their new ambulance delivered.
 - Caldwell - Erik Olufs had no report for Caldwell County.
- XIV. Committee/Workgroup Reports and Action Items:**
- **Education (Sarah Leach):** The Education Committee had no report.
 - **Injury Prevention (Stewart Williams & Willis Sefcik):** The Injury Prevention Committee had no report.
 - **Performance Improvement - Trauma (Dr. Aydelotte):** The Performance Improvement Committee had no report.
 - **Pre-Hospital (Robert Hartigan & Keith Noble):** The Pre-Hospital Committee had no report.
 - **Regional Preparedness & Response Committee (Freddy Krail & Bill Wilson):** The RPRC committee had no report.
 - **Stroke (Dr. Pullido & Dr. Miley):** The Stroke Committee had no report.
 - **Trauma Coordinators/Registry (Karla Hosick & Diana Kraus):** Karla Hosick reported that they want to discuss EMTrack and how it functioned during the Regional Triage Day. Diana



reiterated how well EMTrack worked at Dell and that they were able to electronically track all of their patients without any issues. Both Karla and Diana expressed that they would like to see the RAC keep the EMTrack project sustainable. Everyone in the room shared their agreement with Karla and Diana's comments on EMTrack. Robin reported that she is following up with Robert Hartigan and Keith Noble on fixing the pre-hospital issues on EMTrack.

XV. Events / Exercises:

- The Next Regional Triage Tag Day is January 5th.
- Dave reported that there was great participation in the regional exercise.

XVI. Other Business: There was no other business

XVII. Discussion / Scuttlebutt: There was no further discussion or scuttlebutt.

XVIII. Adjourn: A motion was made by Karla Hosick to adjourn the meeting, seconded by Diana Kraus. There was no further discussion. 9 voted in favor, none opposed. Motion carried. Ben Oakley adjourned the meeting at 2:16pm.

Respectfully Submitted,

Ben Oakley, BA, LP

Board Secretary – CATRAC

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Agenda

- I. Call To Order
 - Roll Call of Executive Board
 - Introductions of Non-Executive Board Members
 - Review: October 22, 2015 Ex. Board/General Membership Meeting Minutes
- II. Overview of CATRAC A-133 Audit Report by Randy Walker, Gonzalez & Walker CPAs
 - Action Item: Acceptance of Annual A-133 Audit 2014
- III. Action Item: DSHS Board Member Training & Board Attestation Form
- IV. Treasurer & Financial Report
- V. Chair Report
- VI. Executive Director Report
- VII. DSHS Update
- VIII. TETAF Update
- IX. Public Comments
- X. Trauma Centers Update
- XI. CATRAC Bylaws Review
- XII. Emergency Medical Task Force (EMTF) Update
- XIII. County Representative Updates
- XIV. Committee/Workgroup Reports and Action Items
 - Education (Sarah Leach)



- Injury Prevention (Stewart Williams & Willis Sefcik)
- Performance Improvement - Trauma (Dr. Aydelotte)
- Pre-Hospital (Robert Hartigan & Keith Noble)
- Regional Preparedness & Response Committee (Freddy Krail & Bill Wilson)
- Stroke (Dr. Pullido & Dr. Miley)
- Trauma Coordinators/Registry (Karla Hosick & Diana Kraus)

XV. Events / Exercises:

XVI. Other Business

XVII. Discussion / Scuttlebutt

XVIII. Adjourn

Next Meeting Update:

- **Executive Board Meeting:**
December 17, 2015 at CATRAC Offices
[January 28, 2015 - General Membership/Executive Board Meeting at St. David's MOB]
- **Committee Meetings:**
As Per Committee Chair/Co-Chairs