



**Capital Area Trauma Regional Advisory Council
Executive Board Conference Call
May 28, 2015
12:00 – 1:00 pm
CATRAC Offices/via Conference & Webinar
4100 Ed Bluestein Blvd Suite 207, Austin 78721**

RECAP:

**The regular meeting was changed to brief conference call with the CATRAC Executive Board due to the recovery efforts of the Memorial Day flooding.*

- ***Call To Order:** Kenny Schnell opened the meeting and asked board members to identify if they were on the conference call. The meeting was then facilitated by Dave Reimer, Executive Director.
- **FY16 Hospital Preparedness Program (HPP) Renewal Contract:**
 - DSHS asked for HPP FY16 renewal documentation from contractors. CATRAC staff submitted their renewal document which included the addition of 2.5 positions under the HPP renewal. Negotiation conference calls with DSHS staff occurred and DSHS recognized what CATRAC is able to do, and would now be allowing the funding for additional personnel. DSHS put caps are placed on salaries and denied cost of living increases, but merit increases were allowable. Dave provided an explanation of the new positions and their salary levels.
 - Dave reviewed the travel expenses portion of the budget and what the listed travel entailed. Fringe benefits will increase from \$60k to \$91k with the new staff and the phone system will need to be upgraded. No additional equipment is needed except for computers for new staff. The contractual section of the budget is concerned with sustainment of radios, PPE, and equipment for decon with coalition partners. CATRAC staff will be renegotiating the EMTrack equipment and application with Intermedix as there has not been ample use of it.
 - Dave discussed the rental of more office space available on the second floor of the building that CATRAC office occupies. With a staff increase, more office space will be required. Dave would also like to move stored items out of a remote storage facility and into the office building. This potential would increase rent at this building, but decrease storage rent and consolidate where assets are located.
- **HPP Ebola Contract submission:** 70% of this grant is allocated to years 1 & 2, amounting to \$194,911. The remaining 30% (\$84,050) is spread over years 3-5. The State had initially asked RACs to submit their budgets by May 28, 2015. But some RACs had questions and the deadline was pushed back to June 1, 2015. CATRAC wanted to host an Advanced DICO course using other funds in August, but could not schedule this with the instructor within that time frame. The Ebola funds will be used to host DICO courses as this fits with the scope of work. Some funds will also be used to get hospitals some rapid sampling equipment. This grant uses a different statement of work and contract, spread over 5 years. There will not be a full time position assigned to these funds.
- **Memorial Weekend flooding Emergency Response Needs:** Staffing and unit rearranging has occurred as needed. Responders are in the recovery stage. Hospitals reported no major surges. Some staffing issues occurred when the flooding impacted staff members directly.
- **Adjourn**