



**Capital Area Trauma Regional Advisory Council  
Executive Board  
August 27, 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 12:12pm
  - Kenny Schnell completed the roll call and introductions. There were 11 Board members present, 3 members of CATRAC staff and 7 guests.
  - Kenny Schnell asked those present at the meeting to introduce themselves.
    - **Phone:** Michelle Fillman, Dr. Neel Ware
    - **Present:** Kimberly Gill, Karla Hosick, Dr. Jayson Aydelotte, Scott Fernandes, Diana Kraus, Ben Oakley, Darlene Parker, Erik Olufs, Sharon Muzny, Ken Strange, Rodney Mersiovsky, Mike Elliott, Kenny Schnell, Glenn Spradlin, Dave Reimer, Robin Wiatrek
    - **Absent:** Annie Burwell, Cristy Knapp, James "Scooter" Green
    - **Guests:** Ed Schaefer, Jim Swisher, Keith Noble
  - Review of July 23, 2015 General Membership & Ex. Board Meeting minutes. The minutes were reviewed by all. They will be approved at the October General meeting.
- II. **Treasurer & Financial Report:**
  - Dave Reimer reported that the start of the FY2016 budget for the Tobacco and EMS/RAC grants is delayed, and the funding is not expected to arrive until mid-October or November. Dave presented options on how to proceed as this will affect payroll and staffing models for a few months. Dave recommended that this situation be handled by shifting staff to focus on HPP activities during these months, which will not disrupt payroll as they are on cost allocation. Dave also reported that RAC Staff failed to respond to an unannounced bed poll this past Saturday due to an internal notification process issue. As such, DSHS suspended payments to CATRAC under the HPP grant until a corrective action plan is submitted and accepted by DSHS. The corrective action plan was already submitted and Dave is working on resolving this issue.
  - Ken Strange reported that the HPP grant is closed out, and there was \$2,799.40 remaining. Ken reported that the financial reports were distributed yesterday via email. He also reported that Marilyn has been working with a CPA on cost allocation that has improved accounting processes. Ben Oakley made a motion to accept the financial report. Kenny Schnell seconded the motion. 13 voted in favor, none opposed. Motion carried.
- III. **Chair Report:** Kenny Schnell that Dr. James "Red" Duke passed away this week, and shared a memorial tribute about Dr. Duke from SETRAC.
- IV. **Executive Director Report:** Dave Reimer did not have any additional report to share.
- V. **DSHS Update:** There was no DSHS Update today.
- VI. **TETAF Update:** There was no TETAF Update today
- VII. **Public Comments:** There were no public comments today.
- VIII. **Trauma Centers Update:**
  - Dr. Aydelotte from UMC-Brackenridge reported that they are working on accepting more burn patients at UMCB and should have revised criteria in the next few months.
  - Dr. Ware reported that Gaylen Tipps has been hired at the Trauma Program Manager at Seton Williamson.

- Diana reported that they had a mass casualty event at Dell Children's where they received a significant number of priority 1 patients from the MVC on SH-130, and reported that overall it went very well, although there were some opportunities for improvement in regards to communication with prehospital.
- Karla reported volume is up at St. David's Round Rock.

**IX. Presentation of the CAPCOG Regional Mutual Aid Plan by Ed Schaefer, Director of CAPCOG Homeland Security Department:** Ed Schaefer from CAPCOG gave a brief presentation on the CAPCOG Regional Mutual Aid Plan. There were several questions from board members questioning the inclusion and relevance of various attachments within the mutual aid plan.

**X. Action Items:** Ben Oakley recommended to table any action on the CAPCOG Mutual Aid Plan, seconded by Ken Strange. Kenny Schnell tabled any action regarding the mutual aid plan which will be follow-up by a conference call discussion prior to the September Executive Board meeting.

**XI. CATRAC Bylaws Review:** The board discussed that a separate bylaws committee meeting will need to be held in the next few weeks in order to thoroughly review the bylaws.

**XII. Emergency Medical Task Force (EMTF) Update:** There was no EMTF Update today.

**XIII. County Representative Updates:**

- Burnet - Darlene Parker publicly thanked CATRAC for their support during the boat races.
- Caldwell - Erik Olufs reported that they have a new medical director.
- Williamson - Kenny Schnell reported that they are finalizing their budget for next fiscal year.

**XIV. Committee/Workgroup Reports and Action Items:**

- *Education (Sarah Leach):* There was no Education Committee report today.
- *Injury Prevention (Stewart Williams & Willis Sefcik):* There was no committee report today.
- *Performance Improvement - Trauma (Dr. Aydelotte):* Dr. Aydelotte encouraged everyone to take the Trauma Provider Post Traumatic Stress survey, which is available on the CATRAC Website, and asked for everyone to send it out to their providers.
- *Pre-Hospital (Robert Hartigan & Keith Noble):* There was no prehospital committee report today.
- *Regional Preparedness & Response Committee (Freddy Krail):* There was no RPRC committee report today.
- *Stroke (Dr. Pullido & Dr. Miley):* There was no stroke committee report today.
- *Trauma Coordinators/Registry (Karla Hosick & Diana Kraus):* Diana Kraus reported that SMART Triage Tag Day will begin in October, and will be held quarterly. She also reported that the Seton Network signed the contract with ESO.

**XV. Events / Exercises:** Glenn reported that there are several exercises coming up.

**XVI. Other Business:** There was no other business.

**XVII. Discussion / Scuttlebutt:** There was no further discussion.

**XVIII. Adjourn:** A motion to adjourn was made by Mike Elliott, seconded by Karla Hosick. There was no further discussion. 13 voted in favor, none opposed. Motion carried. Kenny Schnell adjourned the meeting at 2:07pm.

-----

Respectfully Submitted,

**Ben Oakley, BA, LP**

*Board Secretary - CATRAC*