

**Capital Area Trauma Regional Advisory Council
Executive Board Meeting
December 18, 2018
12:00pm – 2:00pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 207, Austin, TX 78721**

Minutes

I. Call To Order

The meeting was called to order by Dr. Ernest Gonzalez at 12:00 pm, and began with roll call of the Executive Board.

A. Roll Call of Executive Board

Kimberly Gill (CC), Mike Knipstein, Dr. Wood, Sharon Muzny, Dr. Gonzalez, Scott Fernandez, Adam Johnson, Darlene Parker, Jim Jewell, Rodney Mersiovsky, Dr. Stewart, James “Scooter” Green, Dave Golder, Ben Oakley,

B. Introduction of Guests

None were present.

II. Minutes

A. Approve September 27, 2018, Executive Board Minutes

A motion to approve the minutes as presented was made by Ken Strange. Scooter Green seconded the motion and the motion carried 15/0.

III. Public Comments

There were no public comments today.

IV. Chair Report

A. Llano County Executive Board Position

Brandon Dempsey is the Director of Llano County EMS and is interested in the Llano County Executive Board position. Dr. Gonzalez appointed Brandon to the position without any opposition. We still need to fill the San Saba Executive Board position, but no eligible candidates have expressed interest.

V. Executive Director Report

Little River Healthcare in TSA-L filed Chapter 11 bankruptcy. They have approximately \$85,000 worth of HPP Equipment. Dave attended court to put CATRAC’s name on the claimant list. Craig Maatta was hired for the Emergency Operations Specialist position. He recently retired from Temple Fire and Rescue, and will bring a lot of knowledge and experience to the team. TDEM & Chief Kidd will soon be associated with Texas Forest Service and Texas A&M as vice-chancellor.

VI. Financial Report

Nothing has changed since the General Membership Meeting in November. CATRAC is midway through the second quarter of the HPP contract. At the end of January, CATRAC will meet with DSHS about moving funds. Dr. Gonzalez asked the board if we wanted any more information for transparency. Dr. Stewart requested pie charts. Dave reported that HCC’s L, M, and N are satisfied with the way the budget is being presented. There has been some discussion at DSHS regarding extending the HPP grant contract to 7 years.

VII. Action Item: CATRAC Employee Health Insurance Benefits

The Executive Board voted on changes to CATRAC health insurance benefits. A brief overview of the plan was passed out to Board members. A motion was made by Ben Oakley and seconded by Dr. Gonzalez to approve. The motion was passed 14/0.

VIII. Action Item: Approve CATRAC Audit Policy

The Executive Board reviewed the CATRAC Audit Policy. The Board members agreed to the following adjustments: Change date from September 30 to an earlier date to allow for any unforeseen issues; Row 11 - change due date to September 26; Row 10 - change due date to September 25; Row 6 - change due date to August 15; Row 2 - change date to March 15; Row 3 - change due date to approve at March Executive Board Meeting. Ken Strange made a motion to approve the policy with the changes: Kimberly Gill seconded the motion and Board voted to approve 15/0.

IX. Action Item: CATRAC Procurement Policy – (Review only)

The Executive Board reviewed a draft of the CATRAC Procurement Policy.

X. Action Item: DSHS Board Attestation Form & Watch DSHS Video

The Executive Board members watched the annual mandatory DSHS video on board member responsibilities and signed the attestation form.

XI. Action Item: CATRAC Inventory Policy – (Tabled)

The policy was tabled for a later meeting.

XII. Executive Board Officer Positions

A. Executive Board Member Attendance

The members reviewed a copy of their attendance for 2018. Melissa will send out calendar invites to the Board for all Executive Board and General Membership meetings in 2019.

B. Elections

- Chair: A motion to reelect Dr. Gonzalez as chair was made by Scott Fernandez. Ben Oakley seconded the motion and the Board approved 12/0.
- Vice-Chair: A motion to reelect Ben Oakley as vice-chair was made by Ken Strange. Mike Knipstein seconded the motion and the Board approved 12/0.
- Treasurer: A motion to reelect Sharon Muzny as treasurer was made by Ben Oakley. Darlene Parker seconded the motion and the Board approved 12/0.
- Secretary: A motion to reelect Darlene Parker as secretary was made by Ken Strange. Mike Knipstein seconded the motion and the Board approved 12/0.

XIII. DSHS/HHSC Update

No updates were presented.

XIV. TETAF Update

TETAF is designed to serve the RACs, the tone at the meetings is quite different as if the RACs serve TETAF and almost as if they are poised to take over the RACs. We are members of TETAF (as RACs cannot legally lobby the legislature), but it seems

that TETAF is moving toward taking over the services the RAC provides. We aren't being really educated on things and we need to be aware of. Political positioning and fast moving.

XV. Legislative Updates

No updates were given due to lack of time remaining in the meeting.

XVI. HPP/EMTF Update

No updates were given due to lack of time remaining in the meeting.

- A. Healthcare Coalitions TSA's L, M, N, O
- B. Emergency Medical Taskforce

XVII. Committee/Workgroup Reports and Action Items

No updates were given due to lack of time remaining in the meeting.

XVIII. Hospitals Update (All Levels)

No updates were given due to lack of time remaining in the meeting.

XIX. Other Business

- A. Suggestions: General Membership Presentations
No suggestions were given.

XX. Review Follow-Up/Action Items

None were reviewed.

XXI. Discussion

A hospital voting member requested that CATRAC give credit to three different facilities for their attendance at the General Membership meetings in 2018. They didn't know that trauma medical directors could be a voting members and going forward they will have their trauma medical directors attend the General Membership meeting. She is the voting member of one of the facilities, but works at all three and has attended every meeting. They are making an effort to have representation at every meeting for all facilities going forward. The Board members discussed whether or not it would be fair. The overall consensus was that it would not be fair, and that CATRAC should stick to what is stated in the bylaws. Each agency must have one designated voting member and one person cannot represent multiple facilities.

XXII. Adjourn

The meeting adjourned at 2:20pm.