

**Capital Area Trauma Regional Advisory Council
Executive Board Meeting
February 22, 2018
12:00pm – 2:00pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 207, Austin 78721**

Minutes

I. Call To Order

The meeting was called to order at 12:10pm by Dr. Gonzalez, and began with roll call of the Executive Board.

- A. Executive Board Attendees: Kimberly Gill (CC), Dr. Robert “Bob” Stewart (CC), Dr. Ernest Gonzalez, Karla Jones, Dave Golder, James “Scooter” Green (CC), Ben Oakley, James “Jim” Jewell (CC), Sharon Muzny, and Adam Johnson (CC).
- B. Introductions of General Membership and Guests
There were no general members or guests present.

II. Minutes

- A. Approve December 14, 2017, Executive Board Minutes
The minutes from the December 14th, 2017 Executive Board Meeting were presented. A motion to approve the minutes as presented was made by Sharon Muzny. Karla Hosick seconded the motion. 9 voted in favor, none opposed.
Motion carried.

III. Public Comments

- A. There were no public comments today.

IV. Treasurer & Financial Report

- A. Dave Reimer presented the financial report. Dave began by providing an introduction, and explained that he is working to deliver information efficiently but wants to be thorough, which is especially difficult with 5 budgets, and the financial information can be difficult to understand. As such, Dave reported that he is considering a finance committee be established. The Board provided feedback to Dave, and explained that the board really liked getting this information early. There was extensive discussion about the challenges associated distributing the financial reports early. Karla Hosick explained that it was okay if the financial reports were lagging a month, so long as they were distributed early. Dave explained that this feedback from the Board was helpful. Evelyn George reported that she is going to start dumping the financial data into the spreadsheets as soon as the DSHS reports are finalized. Further discussion by the board resulted in a consensus that it was okay and encouraged to send the financials early, and it was not necessary to wait for the agenda to be ready, as the financials require the greatest amount of review time out of our packets. Staff reported that there was a notable jump in the December 2017 direct fringe costs due to end of year PTO, fringe benefit costs, etc. Staff also reported that DSHS is now okay with moving line items within same category, with no approval from DSHS needed. Dave reported that DSHS is currently doing an ‘amend to extend’ for FY19 HPP, which only allows 2 weeks to modify budget for the New Year. At present, FY19 HPP is slated for level funding, and the budget has been submitted. Staff reported that they are currently waiting on feedback from DSHS.

V. Chair Report

- A. Dr. Gonzalez reported that he had a meeting with the Vice Chair, Executive Director and Deputy Director that was a great meeting. He explained one result from the meeting was establishment of goals for the year. The goals that were established included: Increase Transparency, Revitalize the RAC, Need to create value of RAC to the region and Need to bring balance to RAC. Presently, the RAC is very heavy on trauma & prehospital, we need to bring more people in from other arenas. He also reported that we discussed bringing accountability for Committee chairs, and that we are going to require monthly report. Ben talked about meeting with chairs. Robin wants to review Mission/values, strategic planning. Melissa suggested that we need to reappoint committee chairs annually or at least reevaluate them, the board agreed with this. Karla mentioned linking monthly reports to committee objectives. The board was in agreement with these goals and were enthusiastic to move forward.

VI. Executive Director Report

- A. The Executive Director report was provided by Dave Reimer. Dave commented on the fact that one area we are strong in as a RAC is being neutral, and facilitating neutral efforts in a competitive healthcare environment. Dave has a goal of getting EMResource on line fully this year. Dave reported Dr. Gonzalez was in attendance at the RAC Chair meeting. Dave talked about current Funding update from RAC Chair meeting. It was reported that the FY2018 uncompensated trauma funding has been delayed, and the applications haven't even gone out yet. It was also reported at this meeting there would be no LPG funding this year.

VII. DSHS/HHSC Update

- A. There was nobody present from DSHS for an update today.

VIII. TETAF Update

- A. Dave announced current board for TETAF. Dave and Robin have both volunteered for TETAF councils, waiting to hear back from them.

IX. Discussion Item: CATRAC Dues Increase

- A. Robin presented the current dues schedule, totals sheet, and proposed 2018/2019 fees. There was extensive financial discussion about funding availability, and the need to have multiyear plan. There was support voiced by multiple board members. Robin is going to set up a follow-up conference call to further discuss this item.

X. FY19 HPP Amend to Extend

- A. This item was discussed in the financial report earlier in the meeting.

XI. Discussion Item: Amplify Austin - "I Live Here, I Give Here"

- A. Melissa reported that she is the point of contact for this, and is in need of donor leads. The Board will work on getting leads, and point to Melissa. Dr. Gonzalez reported he would work on that.

XII. Legislative Updates

- A. There were no legislative updates to report today.

XIII. HPP/EMTF Update

- A. Ron Weaver reported that they are presently working on better bed reporting, and improving the use of EMResource. He is also working on lessons learned from the flu season.
- B. Our EMTF7 Coordinator, Chance, is doing great, and presently has several educational sessions scheduled for deployment basics, basic MMU training, etc.

XIV. Committee/Workgroup Reports and Action Items

- A. There were no reports from the Committees today.

XV. Hospitals Update (All Levels)

- A. South Austin is preparing for their survey in March. Dell Children's is preparing for their survey in April.

XVI. Other Business

- A. There was no other business today.

XVII. Discussion

- A. There was no further discussion.

XVIII. Adjourn

- A. Dr. Gonzalez adjourned the meeting at 2:16pm.