



**Capital Area Trauma Regional Advisory Council
Executive Board Meeting
March 28, 2019
11:00am – 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 Ben Oakley at 11:07 a.m., and began with roll call of the Executive Board.

A. Roll Call of Executive Board

Kimberly Gill, Dr. Robert “Bob” Stewart (CC), Karla Jones, Dr. Ben Coopwood, Scott Fernandes, James “Scooter” Green, Ben Oakley, Darlene Parker (CC), Sharon Muzny, Ken Strange, Rodney Mersiovsky (CC), Brandon Dempsey (CC), Dr. Ira Wood, Adam Johnson, and Mike Knipstein.

B. Introduction of Guests

None were present.

II. Minutes

A. Approve February 28, 2019, Executive Board Minutes

A motion was made to approve the minutes as presented by Ken Strange. Dr. Wood seconded the motion and the motion carried 11/0; 1 abstained.

III. Public Comments

None were made.

IV. Financial Report

CATRAC submitted another revised HPP budget to DSHS on Tuesday. Robin presented the revisions to the Board. CATRAC moved money over to contractual in order for it to be spent on projects. HCC L, M, N, and O will need to decide how to spend HPP money by June 30th. DSHS may allow CATRAC to carryover unspent money from FY2019 to FY2020, since funding has decreased, but DSHS has not confirmed. Robin will present more information later in the meeting under “X. FY20 HPP Amend to Extend”. CATRAC will send out February financials to Board by next Friday or the following Monday.

V. Chair Report

No report was given.

VI. Executive Director Report

There are currently four staff member positions open at CATRAC including Glenn Spradlin’s position. Glenn will be retiring from CATRAC at the end of next month. The emergency planner positions for TSA M, N, and O and the Inventory Coordinator position are all open. CATRAC staff members have been struggling under an increased workload. CATRAC is working with an HR company to get the hiring process started.

VII. DSHS/HHSC Update

No update

VIII. TETAF/Legislative Updates

TETAF has been busy during the legislative session promoting RACs. They are currently working on trying to keep some form of the Texas Driver Responsibility Program going.

IX. HPP/EMTF Update

Chance provided EMTF-7 update. There are some plans to organize a refresher course for MIST and ASM. The TDEM conference is coming up in April. EMTF-7 will set up a tent at the conference. There will be two deployment basics classes during the conference.

X. FY20 HPP Amend to Extend

CATRAC was informed by the DSHS this week that HPP funds will be lower for the next grant cycle of FY2020. The decrease came after the federal funding announcement from the Assistant Secretary for Preparedness and Response (ASRP) of which Texas received a 5% reduction in the HPP allocation. This was the largest reduction in the nation and amounts to \$815,431. DSHS worked to identify cost-saving opportunities within the DSHS portion of the allocation and as such will be absorbing 57% (\$461,251) of the total reduction. The remaining reduction of 43% will be absorbed by HCCs whose allocations had been greater than \$164,669 during FY19. H (FFY18). The HCCs with allocations of \$164,669 will remain at level funding (to include HCC L, M, and N). EMTF-7 will also remain at level funding. HCC-O received a 3.6% decrease which means we will receive \$26,944 less in FY2020 than FY2019. The grant period was also extended from 5 years to 7 years, so the RFP has been extended until 2024. DSHS will allow CATRAC to give a cost-of-living adjustment (COLA) increase to all employees, but they will not allow further increases. There will be a negotiation call next month. Dave requested that Board Members try to be on the call as well. During the phone call, DSHS will review all four HCC budgets, the EMTF-7 budget, CATRAC's Procurement Policy, and CATRAC's Travel Policy. Dave provided an overview of the new HCC annual requirements from ASPR for FY2019-FY2023.

XI. Action Item: Review / Approval of Policies

A. CATRAC Procurement Policy

Randy Walker Auditors suggested changes to CATRAC's Procurement Policy. Under their guidance, CATRAC made changes to the policy. A motion was made to approve the new Procurement Policy as presented by Ken Strange. Dr. Coopwood seconded the motion and the motion carried 15/0.

XII. Action Item: CPA Audit Firm Engagement Letter

A. Review Audit Benchmark Timelines

Randy Walker Auditors were given a copy of the timeline listed in the Single Audit Guideline approved by the Board in December 2018. The auditors have agreed to comply with the timeline given.

B. Review & Approve Engagement Letter with CPA

The Board reviewed the Engagement Letter. A motion was made to send the Engagement Letter to Randy Walker Auditors by Karla Jones. Scott Fernandes seconded the motion and the motion carried 15/0.

XIII. EMS County Funds Distribution Plan

CATRAC hosted a meeting with 911 providers to discuss suggestions on a disbursement plan. Robin provided the Board with the EMS County Disbursement Plan. Mike Knipstein requested to add an effective date to Attachment A. Robin added "effective June 2019". The group also decided to remove "or emergency

transfers”, so only 911 providers will be eligible for county funds. A motion was made to approve the plan with the changes by Adam Johnson. Mike Knipstein seconded the motion and the motion carried 14/1.

XIV. Membership Dues Increase

A. Discussion regarding Membership Dues Increase

The Board discussed increasing membership dues over a three-year period. At the last meeting the Board approved an increase for 2020. The Board discussed including 2021 and 2022 in the vote at the General Membership meeting in April.

B. Take Action as Necessary regarding Membership Dues Increase

Karl Jones made a motion to present the increase at the next General Membership meeting and Kimberly Gill seconded. The motion carried 14/0. Dr. Coopwood motioned to present the following 3-year increase to the General Membership next month. Scooter Green seconded and the motion passed 14/0.

	2020	2021	2022
Hospitals (General & Surgical)	\$200 Base Fee + \$10 per Licensed Bed	\$200 Base Fee + \$15 per Licensed Bed	\$200 Base Fee + \$20 per Licensed Bed
EMS (Ground)	\$300 Base Fee + \$15 per Licensed Unit	\$300 Base Fee + \$20 per Licensed Unit	\$300 Base Fee + \$25 per Licensed Unit
EMS (Air)	\$500 Base Fee + \$15 per Licensed Unit	\$500 Base Fee + \$20 per Licensed Unit	\$500 Base Fee + \$25 per Licensed Unit

C. Action Item: Discuss & Approve Marketing Plan

Melissa Hamaker provided the Board with estimates from marketing companies, and none of them were within CATRAC’s budget. Instead of hiring a marketing company, the Board discussed how to promote the work CATRAC does. The group also discussed meeting with hospital CEOs to discuss increase. Karla Jones volunteered to present increase to General Membership. Melissa will work with Karla on PowerPoint presentation.

II. Discussion: Building a Donor Base

A. Discussion regarding building a donor base, marketing strategies for solicitation of funds

The group discussed ways of promoting CATRAC’s name. It was suggested that CATRAC put a sign on the building towards Hwy 183. The group also discussed reaching out to companies to sponsor food, t-shirts, and volunteers for exercises. The group also discussed increasing CATRAC’s social media presence. Wimberley EMS is holding their annual duck race on the 3rd Sunday in May. Ken invited CATRAC to set up an information table. Scott invited CATRAC staff to set up a table at the Lake Travis Public Safety Day. Scott recommended that CATRAC bring stakeholders to events to provide information, so the public can have a better understanding of how CATRAC works.

B. Take Action as Necessary regarding Donations

No action was taken. It was recommended that this topic be a standing item on the agenda.

III. Other Business

A. Review of Pending Action Items

None were presented.

IV. Adjourn

Ken Strange made a motion to adjourn the meeting. Mike Knipstein seconded the motion and the meeting ended at 1:52 pm.