

**Capital Area Trauma Regional Advisory Council
Executive Board Meeting
June 27, 2019
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 Sharon Muzny at 12:08 p.m., and began with roll call of the Executive Board.

A. Roll Call of Executive Board

Kimberly Gill, Dr. Bob Stewart (CC), Dr. Ernest Gonzalez (CC), Karla Jones, Scott Fernandes (CC), Dave Golder, Ben Oakley (CC), Scooter Green (CC), Darlene Parker, Sharon Muzny, Rodney Mersiovsky, Ken Strange, Adam Johnson, Mike Knipstein (CC), and Jim Jewell (CC).

B. Introduction of Guests

Thomas Goodwin from Llano County EMS was present. Kevin Rix and Kristen Hullum from the CATRAC Injury Prevention Committee were present.

II. Minutes

A. Approve May 23, 2019, Executive Board Minutes

A motion was made to approve the minutes as presented by Ken Strange. Adam Johnson seconded the motion and the motion carried (13/0).

III. Public Comments

None

IV. Financial Report

Some funds were spent on generator and fire extinguisher maintenance. CATRAC has contracted Valentine HR help with hiring the vacant staff positions. We can pull the cost of hiring Valentine HR from the money that is being saved on salaries from the open positions. The healthcare coalitions are looking into how to spend project funds. HCC-L is looking at purchasing ED disaster kits for hospitals and will spend some money on Haz-Mat training and equipment sustainment. HCC-M may purchase some evacuation equipment. HCC-O may use funds to purchase perinatal med sleds and HAM radio jump kits.

V. Chair Report

Thomas Goodwin replaced Brandon Dempsey at Llano County EMS. Llano County position on the Executive Board is currently vacant. Dr. Gonzalez made a motion to appoint Thomas Goodwin as the interim Llano County representative on the Executive Board. Kimberly Gill seconded the motion and the motion carried (14/0). Dr. Gonzalez would like to go forward with the DBA name change to Capital Area of Texas Regional Advisory Council. Robin will put it on the agenda for the General Membership to vote on in July. Dave will pursue getting additional information.

VI. Executive Director Report

CATRAC still has three positions open. We have contracted with Valentine HR to help go through applicants. There have been 120 applicants, but only 10% of the

applicants were legitimate. Chelsia Elmore was offered the Emergency Preparedness Coordinator position for HCC-N and she accepted.

VII. DSHS/HHSC Update

GETAC meetings this week. The RAC Chairs meeting was last night. The 2021 grant year cycle will change from 15 months to one year (September 1 to August 31). Tobacco is now RAC systems development. Additional money coming to RACs, unsure what it will look like. Need evidence base demonstration to show value for dollars.

VIII. TETAF/Legislative Updates

Some new legislation includes bleeding control kits in schools.

IX. HPP/EMTF Update

Dave presented HPP annexes for the next five years: Pediatric Annex, Burn surge, Infectious Disease Annex, Radiation Annex, Chemical Annex.

X. Action Item: Injury Prevention Committee Request for Funds

Kevin Rix and Kristen Hullum presented proposal from Injury Prevention Committee. The proposal focused around Child Passenger Safety, and the purchase of Child Passenger Safety training equipment. They requested \$3174 to create a kit that includes: Dial-a-Belt demo vehicle seat, Huggable Image Dolls that simulate the size and weight of an actual children, a LATCH manual, and several different sizes of car seats. Ken Strange made a motion to purchase the equipment and Kimberly Gill seconded. The motion passed 14/0.

The Injury Prevention Committee leadership realized that there is not standardized way for CATRAC committees to vote (i.e. 1 vote per organization, no quorum, no requirements for attendance/participation of voters, etc.) No committee "Member" requirements or definition. Need standardized process. The Bylaws are vague. The group proposed to add clarification to next month's agenda.

XI. Discussion: Committee Fund Requests

In the last meeting the Board voted to have a Committee Fund Request Form put on the CATRAC website that could be filled out and then sent to the designated committee. Melissa informed the Board that the CATRAC website does not have the capability to auto-send an online form to committees. CATRAC staff will have to forward it on. Ken Strange made a motion to amend last month's motion from auto-send to sending the form manually to committees. Dave Golder seconded the motion and the motion carried 12/0. The draft form presented looked great. Kimberly Gill made a motion to move forward with the presented form and Ken Strange seconded. The motion was approved 13/0.

XII. Discussion: RAC Data Collaborative

STRAC is looking to get all 22 RACs involved in data collection and data sharing, so we can pull reports and compare data with other RACs. So far, 17 of 22 RACs are in support of it. It would cost CATRAC \$3900 to be a part of the collaborative. Will have to discuss at the next Executive Board meeting.

XIII. Discussion: CATRAC Bylaws

CATRAC Bylaws will need to be review by the end of the year. Melissa will send link to where it is on the website.

XIV. Discussion: Membership Dues - Next Steps

None

XV. Discussion: Building a Donor Base
None

XVI. Other Business
None

XVII. Adjourn
The meeting adjourned at 2:14 pm.