

**Capital Area Trauma Regional Advisory Council
Executive Board Meeting
September 26, 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 Dr. Gonzalez at 12:05 p.m. and began with roll call of the Executive Board.

A. Roll Call of Executive Board

Kimberly Gill, Karla Jones (CC), Dr. Ernest Gonzalez, Dr. Ben Coopwood, Scott Fernandes, Dave Golder, James “Scooter” Green (CC), Ben Oakley, Jim Jewell, Sharon Muzny, Ken Strange (CC), Rodney Mersiovsky, Dr. Ira Wood, Adam Johnson, and Mike Knipstein.

B. Introduction of Guests

None were present.

II. Minutes

A. Approve August 22, 2019, Executive Board Minutes

A motion was made to approve the minutes as presented by Kimberly Gill. Dr. Coopwood seconded the motion and the motion carried.

III. Public Comments

None were made.

IV. Financial Report

Evelyn went over financial Budget v. Actual handouts for each grant. In RAC II (formerly Tobacco), we \$13,649 to spend on education, injury prevention, and regional project needs.

V. Chair Report

DSHS is working on rule revisions for trauma and stroke designations. DSHS will be announcing stakeholder meeting dates to go over the revisions, so look out for emails.

VI. Executive Director Report

- Per HB 2059, by September 1, 2020 EMS agencies and healthcare providers will be required to have attended a class to identify and help people affected by human trafficking. There are some classes available online. The Board discussed the legal repercussions of calling the human trafficking hotline to report for minors, because contacting the hotline may be a HIPPA violation. It is not a HIPPA violation to call law enforcement.
- Dave introduced Kevin Cobb as the new Inventory Coordinator and Exercise Assistant for CATRAC.
- CATRAC still has vacancies for the Deputy Director, Preparedness Director, and HCC-O Coordinator positions.
- DSHS has scheduled a desk audit with CATRAC October 22nd-25th.

- DSHS changed the FY20 RAC grant year timeline from 16 months to 12 months.
- Senate Bill 500 provided \$2 million in grants for the RACs to use on a joint project(s). The RAC chairs and executive directors have been discussing via email and on conference calls how to use the money.

VII. Action Item: IT Upgrade

CATRAC is in need of an IT upgrade. Melissa acquired three quotes from different vendors and met with four different IT companies. National Networks was presented as the favored company. Kimberly Gill made a motion to switch IT companies from Vintage IT Services to National Networks, LLC. Dr. Wood seconded the motion and the motion passed 16/0.

VIII. Action Item: CATRAC Bylaws

The Board reviewed suggested changes that were sent out prior to the meeting and added that CATRAC membership invoices should be sent out January 1st with the expectation of them being paid by March 1st. Kimberly Gill made a motion to accept the bylaws with the addition and put it up for vote at the General Membership meeting in October. Dr. Coopwood seconded the motion and the motion passed 16/0.

IX. Action Item: RAC Data Collaborative

The Board reviewed information about the RAC Data Collaborative (RDC) to include data collected in the past. CATRAC has not utilized the data collected from the RDC and there are other sources of data that the hospitals have access to. Mike Knipstein made a motion for CATRAC to stop funding the RDC. Ben Oakley seconded the motion and the motion carried 15/0.

X. Action Item: CATRAC Hopscotch Guidelines

The Trauma Systems and Operations Committee requested the Board review and approve the definition of hopscotching and acceptable guidelines for the CATRAC region. The guidelines state that hopscotching is optional and will be determined by the EMS agency's evaluation of their patient's best interest. Dr. Wood made a motion to pass the guidelines as presented. Mike Knipstein seconded the motion and the motion carried 12/1; 1 abstained.

XI. Dell Technology Grant

Melissa informed the Board that CATRAC is looking into a possible grant for purchasing a new Dell computer and projector for room 207. If we are unable to get the grant, the computer and projector are already budgeted for this year.

XII. Committee Chair Meeting Update

Dave met with several of CATRAC committee chairs to go over how to submit committee projects, chair expectations, reporting, and the budget. The meetings went well.

XIII. DSHS/HHSC Update

Updates were provided in the Executive Director and Chair reports.

XIV. TETAF/Legislative Updates

Updates were provided in the Executive Director's report.

XV. HPP/EMTF Update

A handout with the EMTF update was provided.

XVI. Discussion: Building a Donor Base

This item was skipped due to lack of meeting time.

XVII. Other Business

MS150 will be during the 1st week of May. They are changing the route, so CATRAC may need to collaborate with BRAC.

XVIII. Adjourn

The meeting adjourned at 2:09 pm.