

**Capital Area Trauma Regional Advisory Council
Executive Board Meeting
September 27, 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 by Dr. Ernest Gonzalez at 12:06 pm, and began with roll call of the Executive Board.

A. Roll Call of Executive Board

Kimberly Gill (CC), Dr. Robert “Bob” Stewart, Dr. Ernest Gonzalez, Karla Jones, Scott Fernandes, Ken Strange (CC), James “Scooter” Green, Darlene Parker, Ben Oakley, James “Jim” Jewel, Sharon Muzny, Dr. Ira Wood, Adam Johnson, and Mike Knipstein.

B. Introductions of General Membership and Guests

Kristin Hullum with St. David’s Round Rock, Stewart Williams with Dell Children’s Medical Center

II. Minutes

A. Approve June 28, 2018, Executive Board Minutes

A motion to approve the minutes as presented was made by Bob Stewart. Adam Johnson seconded the motion and the motion carried.

III. Public Comments

There were no public comments today.

IV. CATRAC Injury Prevention (IP) Committee Leadership Presentation of IP Goals

Stewart Williams and Kristen Hullum with Injury Prevention Committee presented to the board a new focus for Injury Prevention (IP) in the region.

The goal is to improve coordination in the region through discussed strategic planning and changes that will lessen the IP planning gap between agencies, instead of the mini-grants that support individual areas. The CATRAC mission is to support the broader region with infrastructure to support the agencies instead of each of the agencies just coming together to share what they are doing individually. The IP Committee is seeking a more focused and regional approach. Since motor vehicle crashes (MVCs) and adult falls are present for every agency’s area (child safety seat, teen drivers, adult falls) the IP Committee will focus on these two areas. An example of this collaboration is the implementation of regional programs to increase the number of trained technicians to install car seats in areas that lack their own program and to support current local EMS/Hospitals to bridge the gap across entities. In turn, this would increase recognition for CATRAC that all entities are working together to provide for the region. The IP Committee is also encouraging each agency to have representation on the committee.

V. Treasurer & Financial Report

No report as the meeting took the time to discuss the audit.

VI. Chair Report

GETAC Committees are seeking new members to fill the various committees, therefore please look on the website. The more involvement from CATRAC, the more would be beneficial for our region.

On the CATRAC website calendar, please add drills, meetings, etc. Pamela is working on EMResource updates. There are only a handful of hospitals that are reporting on a daily basis. Discussion followed and the following items were determined: the region needs a quick access for EMS crews to see what availability is without digging deep into the website or they won't use it; identify who is updating the information in the site; build a "Tip Sheet" for quick reference. Recently Seton system ran out of ICU beds and was transferring to St. David's, CATRAC didn't know, no one knew. Allow hospitals to call CATRAC duty officer to update statuses, if they are too busy.

VII. Executive Director Report

- Robin reported that CATRAC is looking into renewing the state SmartBuy Program for cost of \$200/year. A motion was made by Ben Oakley to renew SmartBuy Program. Scooter Green seconded the motion and the Board approved 14/0.
- Robin reported the issue of credit cards and deployments for EMTF. When deploying agencies into the field for EMTF, we need quicker access to cash to support prior to reimbursement through FEMA. An EMTF Credit Card and a Line of Credit through the bank is how other EMTFs manage this. It becomes more of a problem with MMU staff. Johnson City Bank said CATRAC could set up a separate account that could only be activated as necessary. Reimbursements through EMTF by MOA, money goes to agency and they cut a check to the individual. When prior RAC had EMTF, MMU Staff could use credit cards that were through the Executive Director's name instead of the agencies paying the upfront cost. The consensus among the Executive Board is that it was risky and bad idea. The agencies that signed an EMTF MOA should be able to pay and be reimbursed without CATRAC being involved. Motion made to deny request for CATRAC credit cards. Dr. Wood/Karla Hosick approved 14/0, then decided this motion wasn't needed, it was just discussion.

VIII. Seton Medical Center Hays Trauma Level Update

Seton Medical Center Hays started advertising that they were a Level 2 Trauma Center; however they are seeking an upgrade in designation to Level 2. Elizabeth Stevenson with DSHS contacted Seton/ Ascension Advertising. Robin Wiatrek spoke to the COO of Seton Hays about this Level 2 language. The information has been moved from the Seton website. The Community Impact Newspaper has been informed to edit their presentation of the information. Discussion followed with the Executive Board in support of the hospital upgrading, however the hospital needs to advertise correctly. It was determined that CATRAC will send a letter informing the hospital to follow the trauma designation rules. A motion was made to send a certified letter to the COO (review by Dr. Gonzalez), Dr. Gonzalez/Karla Hosick approved 10/0.

IX. Action Item: Approve Audit Report from Randy Walker & Associates, CPA

Robin Wiatrek explained the audit process. Evelyn George works with the CPA assigned to the CATRAC Audit account. The process takes several months. Evelyn works with the assigned auditor to our account. The Board letter outlined the

process and findings. One finding was that CATRAC submitted to the federal clearinghouse on October 5 and not by September 30. Audit has to be in to the federal clearinghouse by September 30. The Executive Board requested the need to find why the audit was not submitted on time and how to correct it for future audits. One action item from the audit is that CATRAC needs to update the Procurement Policy with the New Uniform Guidance to also include language to ensure we are not buying from federally excluded vendors. The Executive Board also requested to ask Randy Walker how his company is going to ensure that next year we are not getting the audit for approval only 4 days prior to due date for submission.

A motion was made by Ken Strange to approve the audit with the following changes on page 7: Under “Nature of Activities” in second paragraph add CVD grant and RAC grant language, and in the third paragraph add “EMTF”. Dr. Wood seconded the motion and the motion was approved by a count of 14/0.

The Executive Board recommended adding a policy that includes deadlines for hiring auditor, deadline for submission, who submits and how. Send in changes by October 31 so it can be approved in November.

X. CATRAC Bylaws

A. Elections in October at General Membership Meeting

B. Executive Board Member Attendance

C. Review for Changes

The Executive Board will consider changing board structure as part of the Bylaws revision. Also under consideration is the terms that are expiring and if anyone else is interested in board participation.

XI. Discussion Item: Survey to General Membership

Robin Wiatrek is working on a survey to general membership to ask what value CATRAC brings, and rank how we are fulfilling our objectives in the region, and ask how to serve partners better. The survey would get at what people really care about as we look at increasing dues.

CATRAC staff is looking at the dues increase by staggered approach and asked for Board members to help serve on workgroup. A board member conference call will occur prior to October meeting to discuss.

XII. DSHS/HHSC Update

Robin Wiatrek attended a Texas Department of State Health Services (DSHS) stakeholder meeting for the 2020-2021 Biennium Legislative Appropriations Request. This meeting outlined the priorities being proposed by DSHS during the 2020-2021 Biennium and allowed for public testimony by stakeholders to provide input on funding. Several focus areas were listed by DSHS including maternal and behavioral health. Stakeholders also provided testimony for increased funding for RACs, EMS/Trauma Funding, HIV prevention, maternal and child health initiatives, chronic disease prevention, and tobacco prevention.

XIII. TETAF Update

No update

XIV. Legislative Updates

No update

XV. HPP/EMTF Update

- A. Healthcare Coalitions TSA's L, M, N, O**
- B. Emergency Medical Taskforce**
No update

XVI. Committee/Workgroup Reports and Action Items
None were discussed.

XVII. Hospitals Update (All Levels)
No updates were given

XVIII. Other Business
There will be a regional Triage Tag Day on October 2nd with NO input into EMTrack as we do not have this program anymore.

XIX. Review Follow-Up/Action Items
None were discussed.

XX. Discussion
None were discussed.

XXI. Adjourn
The meeting was adjourned at 2:17pm.