



**Capital Area of Texas Regional Advisory Council  
General Membership (Virtual)  
October 22, 2020  
1:00 – 3:00 pm**

[Join Microsoft Teams Meeting](#)

Dial in #: 469-480-8158 | Conference ID: 746 568 275#

**Minutes - DRAFT**

**I. Call to Order**

Ben Oakley called the meeting to order at 1:03pm.

**II. Welcome and Introductions**

**A. Roll Call of Executive Board**

Scooter Green, Ben Oakley, Jim Jewell, Ken Strange, Rodney M., Adam Johnson, Mike Knipstein, Dave Golder, Karla Jones, Ernest Gonzales, Ira Wood, and Terri Thompson.

**B. Introductions of General Membership and Guests**

There were no guests to introduce at the meeting.

**III. Approval of Minutes**

**A. January 23, 2020: General Membership**

The minutes from the January 23, 2020 General Membership meeting were presented. A motion was made by Ken Strange and seconded by Mike Knipstein. The general membership and executive board voted and approved the minutes.

**IV. Public Comments**

Dave's last General Membership meeting was acknowledged.

**V. Treasurer & Financial Report**

The budget is being adjusted due to COVID-19 as well as the Executive Director search.

FY21 HPP Contractual (Amendment Pending)

- HPP-O: \$18,882.00
- HPP-L: \$23,5422.00
- HPP-M: \$243.00
- HPP-N: \$8,456.00

HPP COVID Supplementals – Contractual

- HPP-O: \$133,406.13
- HPP-L,M,N: \$97,673.00
- EMTF: \$78,140.00 (Supplies Budget – EMTF Cache)

Opportunities for Regional Projects (unobligated)

- RAC I and RAC II: \$104,950.30 (Amendment Pending)

- CATRAC has a request sheet online that members can fillout and submit to request funds for regional projects.

## **VI. Chair Report**

### **A. Plans for 2021 Board Calendar**

Over the next couple of months, the Executive Board will work on a calendar to highlight what needs to be accomplished in 2021.

### **B. Plans for future Executive Board Meeting days**

A finance meeting was held before the September Executive Board meeting and went well. It was brought up that it might be useful to continue holding “sub-meetings” before and/or after the main Executive Board meeting, to get more accomplished. Any feedback should be sent to Ben Oakley, and that feedback would be addressed by the Executive Board and CATRAC Staff.

### **C. Trauma System Plan Update**

The Trauma System Plan was due for its annual review and was pushed back due to COVID-19. There is now an action plan in place that requires some Executive Board involvement over the next few months. Revisions have been made in Trauma Systems and Operations Committee.

### **D. Need for Chair(s) on every Committee/Workgroup**

Ben Oakley relayed the need for a chair on every committee within their leadership panel to have a point person for the Executive Board to communicate with. The committee members will be reached out to in order to accomplish.

### **E. Executive Director Recruitment Update**

Dave Reimer recommended that Melissa Hamaker, Director of Operations, serve as the Interim Executive Director. The Executive Board voted and approved the recommendation. Strategic Government Resources (SGR)’s proposal was accepted to recruit for the Executive Director position, with an expected deadline of early November to have the position posted and a late February or March hire date.

## **VII. Executive Director Report**

PPE is still being distributed at the Travis County Expo Center. As of today, the 29 counties have received 19.4 million items with 8.7 million in the TSA-O region. Battelle System was demobilized on October 5<sup>th</sup>. The Austin area is still accepting N95 masks and they are being sent to Dallas or Corpus Christi. For contracted staffing needs, hospitals can email CATRAC requesting a questionnaire to complete with the STAR request. CATRAC received three mass fatality FEMA trucks, two of which are stationed at the Expo Center and the third at Med-to-Market (??). There was an exercise held in September with the CATRAC fatality trailer. DSHS recently released a newsletter that can be found on their website, which includes staff changes and trauma designation information.

Since the last meeting in January 2020, CATRAC has hired three new staff members: Slade Willes (Accounting Specialist), Marybeth McAndrews (Administrative Coordinator), and Malissa Mieth (Emergency Healthcare Systems [EHS] Program Manager).

## **VIII. Committee Reports**

- Education Committee met on 9/9/20 and no action items at this time.
- Pre-Hospital Committee met on 9/3/20, a new co-chair position needs to be voted on, and the next meeting will be 10/29/20.
- Perinatal Committee RAC PCR Alliance was formed and the governance structure was discussed at the last meeting. Newborn Admission Project to roll out in 2021.
- Injury Prevention Committee met on 10/20/20 and another scheduled on 12/1/20, with plans for a virtual Falls Safety course to be developed.
- Stroke Committee met on 8/22/20, the CATRAC Stroke Pre-Hospital guidelines were passed. LVO Transports need to start (Dr. Rutledge).
- Trauma Systems & Operations Committee held a short meeting and no action items at this time.

## **IX. Action Item: CATRAC Bylaws**

Motion to accept Bylaws as presented: Ken Strange  
Seconded: Sarah Leach

Toby Hatton suggested that members review the current Bylaws and Healthcare continuum be included ie: long term care, urgent care, homecare. Dave recommended that Bylaws be reviewed more than once a year for reviews. **Note (not stated): Add to February agenda.**

## **X. Action Item: Executive Board Elections**

A link was sent via SurveyMonkey for voting members to vote for the 2021-2023 Executive Board members. All votes remained anonymous.

Scooter Green, Terri Thompson, Ken Strange, Dr. Marc Trust, Karla Jones, Adam Johnson, and Mike Knipstein were re-elected. Wesley Alexander and Sarah Leach were newly elected.

## **XI. COVID-19 Public Health Update**

HCC Coordinators are monitoring increase in COVID-19 hospitalizations across regions. Hospitals needing additional staff will need to submit STAR request and answer questionnaire from DSHS. CMS Rule – Mandatory Hospital Reporting in EMResource.

## **XII. CATRAC Membership Dues**

Upon a decision made during a 2019 General Membership meeting, communication was sent out that the dues would gradually increase in 2020 thru 2022.

## **XIII. HPP/EMTF Update**

### **A. Healthcare Coalitions TSA's L, M, N, O**

The Coalitions are working to finalize the Pediatric Annex, which is due on 12/31/20 and the Infectious Disease Annex, which is due on 4/1/20.

### **B. Emergency Medical Taskforce-7 (EMTF-7)**

Rapid Assessment, Quick Reaction Force – 13,614 tested in 25 counties. Mobile Testing Teams – 67,392 tested in 29 counties.

**XIV. DSHS/HHSC Update**

Updates were included in the CATRAC annual newsletter that was sent via emailed to members.

**XV. TETAF and Legislative Updates**

TETAF has started polling for the upcoming legislative session. A document on behalf of the DEA regarding the EMS category addition was emailed to members on October 6<sup>th</sup> and any comments need to be submitted by November 4<sup>th</sup>.

**XVI. Hospitals Update**

Cedar Park Regional reported that they heard from the state that they had a perfect trauma survey. Baylor, Scott and White Round Rock's survey is extended through 2023. Baylor, Scott and White Lakeway's designation has been extended through February 2021 and the hospital is looking at possibly becoming a Level III. Ascension Seton Northwest was regranted designation as a Level IV trauma center. Both Ascension Seton Medical Center Austin and Southwest were granted an extension through March 2021. Ascension Seton Hays anticipates Level III designation by the summer of 2021 and remains to act in their Level II designation.

As of Dave Reimer's retirement date of 10/31/20, participation letter requests should be sent to Melissa Hamaker ([mhamaker@catrac.org](mailto:mhamaker@catrac.org)) and Malissa Mieth ([mmieth@catrac.org](mailto:mmieth@catrac.org)).

**XVII. Other Business**

None.

**XVIII. Discussion**

Dave opened the floor for any feedback regarding the meeting being held virtually via MS Teams and none was provided.

**XIX. Adjourn**

The meeting adjourned at 2:49pm.