



**Capital Area Texas Regional Advisory Council**  
**Board of Director's Meeting**  
**September 5, 2023**  
**3:00pm – 4:00 pm**

**Meeting Minutes**

**I. Call to Order**

Ben Oakley called the meeting to order at 3:01pm.

**A. Roll Call of Board of Directors**

Mr. Oakley conducted roll call of the Board of Directors. A quorum was established.

**II. Secretary's Report**

**A. Approve July 27, 2023, Meeting Minutes**

A motion was made by Ken Strange to accept the July meeting minutes as provided. Dr. Ken Mitchell seconded the motion. None opposed and motion carried (13/0).

**III. Treasurer's Report**

**A. A-133 Audit Report**

Natalie Kuhn from Randy Walker & Company presented the 2022 A-133 audit. She reported that there were several adjustments that had to be made, but there were no material uncorrected misstatements. There were no significant deficiencies or material weaknesses. There were a couple areas recommended for improvement to include balancing the inventory tracking system with accounting's depreciation schedule. Natalie made note that Alesia and Douglas have done an amazing job fixing issues that were inherited from prior management. Josh Vandever made a motion to approve the A-133 audit. The motion was seconded by Dr. Mark Escott. Motion passed with none opposed (13/0).

**IV. Public Comments**

None

**V. Open Discussion**

None

**VI. Chair Report**

**A. Board Attendance and Vacancies**

Mr. Oakley went over meeting attendance requirements and reviewed attendance over the past year. Mr. Havron will send out an updated attendance report to include July's attendance. Mr. Oakley announced that Adam Johnson has not met attendance requirements and has stepped down from the Board.

**VII. Executive Director Report**

**A. In-Person Strategic Plan**

Mr. Havron would like to schedule a full-day strategic planning meeting with the Board between January and March. A poll will be sent out to capture everyone's availability.



**VIII. Officer Election**

Mr. Oakley requested nominees for the open Secretary position. John Hamilton volunteered. None were opposed and there were no other nominees. Mr. Oakley called the vote. Motion passed with none opposed (13/0). Mr. Hamilton's election to Secretary left the Travis County Prehospital position open. Mr. Oakley recommended Chief Robert Luckritz from ATCEMS for the Travis County position. None were opposed. Mr. Oakley appointed Robert Luckritz to the position of Travis County Prehospital Representative with a December 2024 expiration.

**IX. Next Meeting**

October 26, 2023, at St. David's Medical Center

**X. Adjourn**

Wes Alexander made the motion to adjourn. The motion was seconded by Wes Alexander. The meeting adjourned at 3:56 pm.