

Capital Area of Texas Regional Advisory Council
Board of Directors Meeting Minutes

January 29, 2025
1300-1400

- I. Meeting Called to order @ 1300 by Vice Chair Vandever. Roll call was performed.
 - a. A quorum was present.
- II. Secretary's Report
 - a. Dr. Jesudass made a motion to accept the October General Membership meeting minutes. Mr. Vandever seconded the motion. All were in favor, none opposed, motion carried 16-0.
- III. DSHS Audit Report – Douglas Havron
 - a. Mr. Havron reviewed the audit report, noting two DSHS observations:
 - i. A clerical error was identified whereby a disallowed \$95.50 expense was charged to the HPP grant. We agree with the finding and will refund the amount. Accounting has since audited all meal receipts for two (2) periods with no further findings.
 - ii. Inventory, aka the DSHS GC-11 report, audit by DSHS found a few serial numbers had clerical errors in serial number reporting. All of those have been corrected.
 - iii. CATRAC is waiting for the final let audit summary, which may be delayed as we have asked for the serial numbers to be included in the final letter.
 - b. Mr. Oakley stated that he was a part of the close out meeting.
- IV. Public Comments
 - a. None
- V. Chair Report
 - a. Board of Directors Disclosure
 - i. Board member disclosures were sent out for completion and signature. All forms have been returned and reviewed by the Executive Committee members.
 - b. Burnet/Williamson County Board Position
 - i. Mr. Persons has retired and left his position as the Burnet/Williamson Counties Board representative. As such, Mr. Oakley appointed Starla McLaurin to fill the remaining, which will expire in December 2025.
- VI. Executive Director – Douglas Havron
 - i. Mr. Havron reviewed the written Executive Director report, including disclosure of contracts and agreements signed, issued hospital participation letters, and hospital designation changes. Mrs. Ruiz advised that Ascension Seton Hays will be downgrading Trauma

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Designation from level 2 to level 3 but have advised nothing will be changing as far as capabilities. There was brief conversation regarding how this change will impact regional operations.

- ii. The Board discussed designation changes which will be reviewed in the EHS Committee, as a standing agenda item.
- iii. SB8 contract ended December 31st, and the team is working through some final deliverables.
- iv. DSHS RAC contract had some term changes which was signed yesterday.
- v. Several SMAs pending reimbursement. Mr. Havron highlighted reimbursement submission to CATRAC should occur within 60 days from the demobilization. DSHS will be moving to a 90-day reimbursement process, which means we'll only have a couple of weeks to review the packet and turn it in on behalf of the Sponsoring Entity.
- vi. DSHS Board Attestation was completed and submitted.
- vii. Membership Updates were discussed.
- viii. Unpaid / outstanding dues as of January 9th were presented.

VII. Mr. Havron briefly reviewed the DSHS rule updates, specifically TAC 157 and HHS Chapter 169.

VIII. Committee Updates

a. Data Governance Guidelines – Data Committee

Workgroup members from different backgrounds developed governance guidelines. Those written guidelines, which have been approved by the Data Committee, were presented to the Board of Directors for consideration and approval. There was discussion regarding actions against vendor violations, and the impact of this document on other documents and agreements. Mr. Vandever made a motion to accept the document as presented; Mr. Soulier seconded the motion. All in favor, none opposed, motion carried 16 to 0.

b. Emergent Transfer Criteria - Prehospital Committee

Mr. Oakley advised that this document was tabled so Dr. Escott could review it more closely. He is not present today. Mr. Havron stated he is not aware of any concerns by Dr. Escott, who wanted to talk with Dr. Abraham. The task force that developed the guidance, along with EHS committee and Prehospital Committee, have consensus to move this forward. Mr. Hamilton

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made a motion to accept the criteria as presented; Mr. Persons seconded the motion. All were in favor, none opposed, motion carried 16-0

c. Field Triage of Injured Patients – EHS Committee

Mr. Havron reviewed the proposed updated Regional Guideline for Field Triage of Injured Patients. After a brief discussion, Mr. Persons made a motion to adopt the document as written and Mr. Vandever seconded the motion. Dr. Wood abstained. The majority were in favor, none opposed, 1 abstention, motion carried 15-0-1.

IX. Open Discussion

- a. Mr. Hamilton requested the Board review member organizations not in good standing or not in good attendance. Request the Board members be ready to discuss how to move forward in February. Mr. Oakley requested Mr. Havron to ensure the topic is on the agenda and share all related data early so Board members can mitigate any issues prior to the February General Membership meeting discussion.
- b. Mr. Green advised the board that he is no longer the President of Bastrop County First Responders. He has been appointed as a Bastrop County ESD #3 Commissioner. He shared he is still a member of the Bastrop FRO, just not the president and serving as that role.

X. Board of Director Positions

- a. Mr. Knipstein is retiring and stepping down as the CATRAC Treasurer. The Board thanked Mr. Knipstein for his service. Mr. Oakley opened the floor for nominations for the Treasurer position. Mr. Vandever nominated Dr. Escott and Mr. Green seconded the nomination. No other nomination was presented. All in favor, no one opposed, motion passed 16-0 electing Dr. Escott as the CATRAC Treasurer.
- b. Dr. Escott's prior Board position as the HPP Coalition Chair is now vacant. Mr. Oakley asked members for recommendations. Mr. Havron stated that Shandel Anderson has expressed interest in being on the Board previously and is currently the TSA-O HPP Chair. Mr. Oakley asked if there was any opposition to Ms. Anderson being appointed and nothing was voiced. Mr. Oakley appointed Mrs. Shadel Anderson to the Board of Director's in the HPP Coalition Chair position.

XI. Next meeting is February 27th at Dell Children's Hospital.