CATRAC
Capital Area of Texas Regional Advisory Council

Capital Area Texas Regional Advisory Council
Board of Director's Meeting
September 23, 2022
1:00 - 2:30 pm

I. Call to Order

A. Roll Call of Executive Board
Mr. Oakley conducted roll call of the Board of Directors. A quorum was present.

II. Open Discussion

No comments were made.

III. Secretary's Report

A. Approve July 28, 2022, Meeting Minutes
A motion was made by Ken Strange and seconded by Dr. Samson Jesudass. Motion passed to approve minutes. None opposed.

IV. Financial Report

Mr. Havron presented a draft the CATRAC 2021 Form 990. A copy was provided in the meeting material. The form will be signed by Ben Oakley and sent to the IRS on September 30th. Mr. Oakley encouraged the Board to thoroughly review the 990.

A. A-133 Audit Report
Natalie from Randy Walker & Associates went over the 2021 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 an inventory tracking system. CATRAC is in the process of implementing a new inventory system, but it is not yet completed. Wes Alexander made a motion to approve the A1-33 audit. The motion was seconded by Ken Strange. Motion passed with none opposed.

B. ASPR FY '22 Closeout Update
Mr. Havron presented the ASPR HPP FY22 closeout as provided in the meeting materials. No comments were made.

C. RAC FY '22 Closeout Update
Mr. Havron presented the RAC FY22 closeout as provided in the meeting materials. CATRAC is in the process of closing out the grant, so there may be a few adjustments. CATRAC has until August 15th to complete close-out. Josh Vandever made a motion to accept the financials as presented including the ASPR FY22 Closeout. The motion was seconded by Ken Strange. Motion passed with none opposed.

D. Inventory Audit Update
CATRAC is in the process of cleaning up inventory and uploading lists into Salesforce. Salesforce will serve as CATRAC's new inventory tracking system. CATRAC is waiting on the final report from the DSHS inventory audit. The audit

was conducted in June/July. The report will be released with the Desk Audit Report.

E. Desk Audit Update

The desk audit was completed by DSHS a few weeks ago. A final report will be provided within the next 3-4 weeks. CATRAC was also notified by DSHS that they will be conducting HPP program audits beginning in January.

F. SMOC SMA Audit Update

The DSHS finance team is currently onsite conducting audits of SMA reimbursements and assisting with unpaid reimbursements. Mr. Havron and staff have been very successful in getting packets approved.

G. Senate Bill 8 Budget and Expenditure Plan

Mr. Havron presented information regarding the SB8 funding that CATRAC is receiving. This funding is specifically for advanced EMT or paramedic scholarships. CATRAC will be posting the scholarship information today on the CATRAC website at www.catrac.org/emsed/.

V. Public Comment

No comments were made.

VI. Chair Report

Mr. Oakley recommended that the Board authorize Mr. Havron the use of up to $30k in general funding to contract a CPA to routinely review the books on a weekly basis and provide feedback and guidance to accounting staff and leadership. Josh Vandever made a motion to give Mr. Havron the authority to hire a CPA for $30k. The motion was seconded by Wesley Alexander. Motion passed with none opposed.

VII. Executive Director Report

Mr. Havron reported that CATRAC is looking into alternative financial institutes other than Johnson City Bank.

VIII. Next Meeting

The next Board of Director's meeting is scheduled for October 27th, 2022, at St. David's Medical Center.

IX. Adjourn

Mr. Oakley asked for a motion to adjourn. Ken Strange made a motion and Dr. Samson Jesudass seconded. The meeting adjourned at 2:25 pm.