



**Executive Board Meeting
December 9, 2021
12:00pm – 3:00pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 207
Austin, TX 78721**

Minutes – DRAFT

- I. Call to Order:** Mr. Ben Oakley called the meeting to order at 12:02 pm.
 - A. Roll Call of Executive Board of Directors** – The following Board members were present: Ben Oakley, James Jewell, Ken Strange, Wesley Alexander, Adam Johnson, Mike Knipstein, Cassie Campbell, Karla Jones, Kimberly Barker, and Dr. Ira Wood.
 - B. Introduction of Guests** – The following guests were introduced: Dr. Samson Jesudass (Ascension Healthcare System) and Dr. Ken Mitchell (HCA Healthcare System).
- II. Secretary's Report**
 - A. Approve September 23, 2021, Executive Board Minutes** - Mr. Oakley presented the Meeting Minutes for review (attached in meeting packet). Motion to accept the Meeting Minutes as presented by Mr. Strange and second by Ms. Barker. Motion approved unanimously.
- III. Treasurer's Report**
 - A. Financials** - Mr. Knipstein requested for Slade Willes to present the Treasurer's Report for review (attached in meeting packet). Mr. Willes reported that CATRAC closed out the PayPal account and no longer has an option online for membership dues payments. CATRAC is waiting on a few more agencies to send in their run data before sending out EMS County Pass-Thru funds. Motion to accept the Treasurer's Report as presented by Dr. Wood and seconded by Mr. Jewel. Motion approved unanimously.
 - B. Staffing Update** – Mr. Havron introduced Wayne Oberhoff, Controller, and Tyler Lichnovsky, Emergency Operations Specialist, as new CATRAC staff members. Craig Maatta and Evelyn George will be retiring after this week. Later this month, CATRAC will have new employees in the roles of Executive Assistant and Emergency Healthcare Systems Program Manager.

C. DSHS Budget Amendment – CATRAC full budget review was completed, and several alignments and adjustments completed. Most revisions were related to cost sharing of expenses within the HPP budgets and salary and benefits cost adjustments to new and outgoing personnel. Motion to accept the combined 2022 CATRAC Budget as presented by Mr. Alexander and seconded by Ms. Jones.

IV. Chair Report

A. Bylaws Update – The proposed new Bylaws were presented during the October General Membership meeting. Afterwards the proposed Bylaws were posted on the CATRAC website for public comment. Feedback from members included the following:

- Line 349 - Add term for “Officers and Directors”
- Line 537 - Change “STEMI” to “Cardiac”
- Line 266 – “Executive Committee quorum is at least”
- Line 502 – Change Capital Area Public Health & Medical Preparedness Coalition to “Capital Area of Texas Healthcare Coalition”

No other comments were received during the posting period.

The board members discussed having hospital system level leadership on the Board and their concerns. Board members expressed the importance of ensuring there is clinical representation on the Board. In the proposed Bylaws, the hospital system level leadership must have a clinical background. One other concern voiced about having hospital system level leadership on the board was whether they will be able to focus on what’s best for improving patient outcomes even if it will have a negative on their hospital(s). Dr. Jesudass and Dr. Mitchell provided input as senior clinical representatives of their hospital systems.

The board then discussed the reduction of prehospital county representatives on the board. Currently most of the board is made up of representatives of prehospital agencies. By combining county positions, CATRAC can reduce the Board size and have more equal representation of both hospitals and prehospital agencies. Many Board members disagreed that prehospital representatives should be nominated by their county judges.

V. Executive Director Report: Mr. Havron reviewed the Executive Director’s Report (attached in meeting packet), to include:

- New CATRAC signed contracts –
 - Insperity (\$580 per month): Human resource technology for real-time automation and tracking of timesheets, payroll submission,

vacation, and holiday tracking as well as access to HR Policy support and related compliance.

- Sharp (\$65 per month increase): New high-capacity printer and scanner for the main campus.
- Regional Medical Operations Center continues virtually with CATRAC Duty Officer. All durable medical equipment has been demobilized except for the Camp Mabry IV pumps. All state sponsored staff demobilized. CATRAC will continue to monitor transfer requests and inpatient admissions.
- Whole Blood Project – There is a meeting next week. We are trying to get We Are Blood to work more collaboratively.
- Statewide Wristband Project – CATRAC is working on a distribution plan of the wristbands that were purchased. We will be pushing those out soon.
- Crisis Standards of Care – The document was posted for public comment. No additional comments were submitted through November 30, 2021. The Executive Board already passed the standards. Since no public comment was made, we'll be drafting a memo stating that we will be supporting these standards for our region.
- Patient Destination Discussions – CATRAC has been having a few discussions with EMS regarding setting up our own MEDCOM for the region due to the increase in diversion requests.
- CATRAC received a subpoena from the Texas Board of Nursing regarding a state contracted nurse that worked for BCFS. Mr. Havron will follow up with the investigator.

VI. Public Comments

None were given.

VII. PI Measures and Data

A. Committee Chair Goals – No further discussion was made.

VIII. Strategic Plan Update – Mr. Oakley will delay working on the plan until the Bylaws are passed.

IX. COVID-19 Update

Mr. Havron provided an update on the RMOC during the Executive Director's report.



X. Committee/Workgroup Updates/Action Items

No updates or items were discussed.

XI. Next Meeting Action Items

A. General Membership Meeting – No items were discussed.

B. Executive Board Meeting – Not items were discussed.

XII. Discussion

There was no further discussion.

XIII. Adjourn

Motion to adjourn by Mr. Strange with a second by Mr. Alexander. Motion approved unanimously at 2:16 pm.