



**Executive Board Meeting
September 23, 2021
12:00pm – 2:00pm
Virtual**

MS Teams Meeting

Dial-in # 469-480-8158 | ID 911 226 90#

Minutes – DRAFT

- I. **Call to Order:** Mr. Ben Oakley called the meeting to order at 12:03 pm.
 - A. **Roll Call of Executive Board of Directors** – The following Board members were present or joined via Teams: James Green, Ben Oakley, James Jewell, Josh Vandever, Ken Strange, Rod Mersiovsky, Wesley Alexander, Adam Johnson, Mike Knipstein, Karla Jones, Sarah Leach, Dr. Ernest Gonzales, and Kimberly Barker.
 - B. **Introduction of Guests** – The following guests were introduced: Elizabeth Packer and John Boekweg, from Haynie & Company.
- II. **A-133 Audit Update:** The Draft Audit Report was reviewed by John Boekweg and Beth Parker. There were no deficiencies or findings discovered in the audit. Recommendations for improvement included:
 - Improve inventory tracking system section. It is challenging with no centralized storage location and frequent movement of inventory to track equipment. CATRAC staff is actively working on system improvements and the documentation of cumulative inventory.
 - Keep books in the gap (accrual) basis accounting ensuring all payables are recorded at year end. This was identified by staff prior to the audit, and staff members are actively working on converting to an accrual-based accounting practice.

There were no questions about the presentation. The deadline to upload the audit to the clearinghouse is September 30th, 2021. Mr. Jewell made a motion to accept the audit reports and Mr. Alexander seconded. Motion approved unanimously.

III. Secretary's Report

- A. Approve August 26, 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. Vandever and second by Mr. Mersiovsky. Motion approved unanimously.

IV. Treasurer's Report

- A. Financials** - Mr. Knipstein presented the Treasurer's Report for review (attached in meeting packet). Motion to accept the Treasurer's Report as presented by Mr. Green and seconded by Dr. Wood. Motion approved unanimously. There was a brief discussion about closing the CATRAC PayPal account and transitioning online payments to another online credit card payment service.

V. Chair Report

- A. Bylaws Update** - Mr. Oakley reported that the bylaws workgroup met two weeks ago and reviewed the recommended bylaw changes line by line. It was a good meeting with lots of feedback and suggestions from Mr. Havron and the workgroup. The group has been working to modify the board structure, General Membership and Executive Board meeting schedules, and how to meet attendance requirements. In the revised bylaws, the committee meeting schedule will be modified to better align and resolve meeting overlap issues that prevent attendance. The new meeting schedule will ensure membership has an opportunity to physically participate in multiple committee meetings. Draft revisions of the bylaws will be presented at the October General Membership Meeting for review for voting to occur at the January General Membership Meeting.

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

- Staff has secured a contract with ShredIt to dispose of a large volume of historical paper documents. Staff will be scanning the documents prior to disposal.
- Mr. Havron discussed the Health and Safety Code 780 language. RAC funds not spent during the fiscal year can be retained for one additional year. Based on this CATRAC has rolled over funds for the first time.
- EMS County Funds - DSHS has changed their process and will provide exact dollar figure per eligible agency. Mr. Havron also reminded the board that this funding will be a reimbursement process going forward.

- The Region 7 RMOC continues to be activated in support of COVID response. BCFS staffing support is one of the primary activities ongoing in the RMOC. BCFS leadership is present in the RMOC with CATRAC Staff. PPE distribution is another significant focus area of the RMOC.
- Ms. Hamaker is currently attending COBALT MAGNET Exercise planning meetings this week. This will be a large regional exercise with opportunities for healthcare systems involved.
- Mr. Havron briefed out about regional discussion regarding an Alternate Care Site (ACS) being established in the Travis County Expo Center. A STAR for staffing assistance from the State was denied because hospital census is dropping.
- Chief Medical Officers from Ascension, St. David's HCA and Baylor Scott & White has requested that CATRAC take on the facilitation and coordination developing or supporting a regional Crisis Standards of Care. The request is that we establish and endorse consistent guidelines for our entire region.
- CATRAC Staff Update: TSA L Preparedness Coordinator position has been posted. Rishla Calvert resigned - a position for Executive Assistance will be posted soon. Evelyn George will be retiring on December 10, 2021. Kevin Cobb remains out due to an on-the-job injury (OJI).
- RAC Rules Update - Mr. Havron discussed proposed DSHS rule revisions from the meeting packet. The draft language in these rules is changing frequently with active discussion ongoing. There is concern that RACs will struggle to meet all the contract requirements as defined in the revisions. RAC leadership is meeting weekly with DSHS to work through these changes.
- Trauma Rules Update - Mr. Havron discussed proposed Trauma Rule from packet. There was discussion on how COVID numbers are impacting modeling.

VII. Public Comments
None were given.

VIII. Update: TETAF Legislative News: Mr. Havron reviewed legislative updates from the meeting packet. There were no questions or further discussion.

IX. PI Measures and Data

- A. Committee Chair Goals** - Mr. Havron reported new Committee Chair Goals will be rolled out by October 21, 2021. There were no questions or further discussion.

- X. Strategic Plan Update** - Mr. Havron spoke with two vendors to assist with facilitating Strategic Plan development and is working on identifying a third vendor. Each will submit a quote for review and selection. The board recommended moving forward with the process. Anticipated implementation is January 2022.

XI. COVID-19 Update

- A. RMOC Activation SMA** – The State Mission Assignment (SMA) was extended for RMOC activation.

- B. Staffing** – Coordinating state contracted medical staff across the hospitals in the region continues to be a significant challenge. There are ongoing concerns about the capability and credentialing of the state contracted medical staff being provided.

XII. Committee/Workgroup Updates/Action Items

- William Leggio from Austin-Travis County Office of the Chief Medical Officer will be the new Prehospital Committee Chair.
- The Education committee hosted a very successful "mini conference". They had 81 members registered and about 50 attended.

XIII. Next Meeting Action Items

- A. General Membership Meeting** – No items were discussed.
B. Executive Board Meeting – No items were discussed.

XIV. Discussion

- Mass Casualty Incident (MCI) Exercise – There was a brief discussion about using EMResource in an MCI Event. ATCEMS will be conducting a short exercise during the ACL Music Festival to test the EMResource notifications and facility capability updates.

XV. Adjourn

Motion to adjourn by Mr. Strange with a second by Mr. Alexander. Motion approved unanimously at 1:36 pm.