

**Northeast Texas Regional Advisory Council
Executive Board Meeting Minutes
January 14, 2010**

Attendance: Shae Watson, Russell Thrasher, Kent Klinkerman, Robin Gage, Brad Bolton, Kelly McCauley, Patrick Barkley, Scott Reid, Russell VanBibber, Ricky Draper, Keith Kelley, Mark Mallory, Blaine Jones, Norman Prewitt

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Quorum established.	
Approval of the following minutes: Executive Board - 10/8/09; Budget/Finance Called Meeting - 10/8/09; Executive Board Called Meeting - 10/19/09; Budget/Finance Meeting - 11/3/09; Executive Board Called Meeting - 11/12/09.	Motion made by Robin Gage to accept the following sets of minute: Executive Board - 10/8/09; Budget/Finance Called Meeting - 10/8/09; Executive Board Called Meeting - 10/19/09; Budget/Finance Meeting - 11/3/09; Executive Board Called Meeting – 11/12/09. Seconded by Mark Mallory and supported by all committee members present.	FYI
Treasurer's Report	See Attached Hand-outs: Oct – Dec Financial Statements.	FYI
	Beginning January 2010, Ms. Burnett will send out monthly Financials to the Finance/Budget Committee. The Executive Director will also send her monthly statements.	FYI
	Motion made by Robin Gage to approve the Treasurer's Report. Seconded by Scott Reid and supported by all committee members present.	FYI

<p>Auditor's Presentation</p>	<ul style="list-style-type: none"> ➤ 11/6/09: Hurex Conference Call ➤ 11/12/09: CEO Breakfast; HGP ➤ 11/18 – 11/19/09: IMACC Training ➤ 11/21 – 11/25/09: GETAC and EMS Conference ➤ 12/9/09: Meeting with CPA ➤ 12/10/09: HPG & HSWG Meeting ➤ 12/17 – 12/18/09: Executive Directors Annual Summit ➤ 12/28/09: Meeting with CPA <p>Minutes from these meetings have been e-mailed and passed out during Monthly HPP Meetings.</p> <p>Discussion Items:</p> <ol style="list-style-type: none"> 1. Finance/Budget Committee should conduct monthly meetings after Financial Reports completed by CPA. This can be done with Go-To-Meetings. 2. Audits: Using FY 10-11 Funds, conduct a 2-year Audit: FY 09-10 (Oct 1, 2008 – Sept 30, 2009); FY 10-11 (Oct 1, 2009 – Sept 30, 2010). Recommendation of the Finance/Budget Committee that we begin the Audit in July for FY 08-09 and Oct-Nov begin the Audit for FY 09-10. <p>Finance Committee made a recommendation to the Executive Board that the Auditors Report be accepted.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p>
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	<p>Motion made by Mark Mallory that the Executive Board accept the recommendation of the Finance/Budget Committee and accept the Auditor's Report. Seconded by Robin Gage and supported by all Executive Board Members presents.</p>	FYI
Policy and Procedures Update	<p>Recommendation of the Policy and Procedures Committee that the Executive Board accept the updates to the following Policies and Procedures: Credit/Debit Card; Financial Management; Capitalization Policy.</p>	FYI
	<p>Motion made by Blaine Jones that the Executive Board accept the recommendation of the Policy and Procedures Committee and accept the updates to the following Policies and Procedures: Credit/Debit Card; Financial Management; Capitalization Policy. Seconded by Kelly McCauley and supported by all Executive Board Members presents.</p>	FYI
Approval of Updated CPA Contract	<p>Motion made by Scott Reid to accept the new Contract for the CPA, Donna Burnett, with the recommended changes from the Auditor's Report. Seconded by Keith Kelley and supported by all Executive Board members present.</p>	FYI
Annual Review of Executive Directors Work for Hire Agreement	<p>Board conducted the Annual Review of the Executive Directors Work for Hire Agreement.</p>	FYI
New 990 Requirements	<p>The new 990 Requirements were presented and reviewed by the CPA and the Executive Board.</p>	FYI

<p>HPG: Called to Order</p> <p>Approval of 12/10/09 Minutes</p> <p>Committee Meetings:</p>	<p>Meeting called to order by Russell VanBibber at 10:14</p> <p>Motion to approve 12/10/09 minutes by Brent Smith. Seconded by Kent Klinkerman and supported by all members present.</p> <p>COMMUNICATIONS COMMITTEE Meeting 1/14/2010</p> <p>Attendees:</p> <ul style="list-style-type: none"> Shae Watson Mark Mallory MaryBeth Rudel Keith Kelley Brenda Stone Bill Moss Ryan Durham Russell Thrasher Russell VanBibber Lee House Robin Gage Victor Wells Boris Chavez <p>Discussion Items:</p> <ul style="list-style-type: none"> ➤ Each Agencies Contribution to-date: <ul style="list-style-type: none"> ❖ NETRAC: <ul style="list-style-type: none"> ✓ Primary Server – location: ATCOG ✓ Back-up Server – Paris ✓ 4 – Routers ✓ Additional Server at Sulphur Springs (back-up) 	<p>FYI</p>
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	<ul style="list-style-type: none"> ❖ Bowie County Emergency Mgt: <ul style="list-style-type: none"> ✓ Back-up Server ✓ Double Take ✓ Mapper ❖ AT-COG: <ul style="list-style-type: none"> ✓ \$25,000.00 – Training for Regional Staff ✓ Use of new EOC Facility at ATCOG ➤ Expectations for each agency: <ul style="list-style-type: none"> ❖ NETRAC: <ul style="list-style-type: none"> ✓ Full co-operation of each agency ✓ Outlining responsibilities ✓ Tool for every Response agency w/in the region ✓ Not one agency monopolizes the project ❖ ATCOG: <ul style="list-style-type: none"> ✓ Work together and make functional ❖ Bowie County EM: <ul style="list-style-type: none"> ✓ Work with the rest of the region and counties ➤ Personnel Issues and Assignments for each agency: <ul style="list-style-type: none"> ❖ WebEOC Administrators: <ul style="list-style-type: none"> ✚ Bill Moss ✚ Ryan Durham ✚ Russell Thrasher ✚ Victor Wells ❖ WebEOC 	
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	<p>Administrators will come up with a name for those who need Admin rights to work in the NETMOC and those with IT experience within the IC Position</p> <ul style="list-style-type: none"> ❖ These are people who need Admin rights to reset passwords/unlock people – should be spread-out region wide <p>➤ Goals:</p> <ul style="list-style-type: none"> ❖ Create positions with specific rights and privileges ❖ Monthly Workgroup meetings <p>➤ Budget:</p> <ul style="list-style-type: none"> ❖ ATCOG has put-up \$25,000.00 for: <ul style="list-style-type: none"> ✓ Regional Training ✓ Resource Manual/Curriculum <p>➤ Training Opportunities:</p> <ul style="list-style-type: none"> ❖ Regional training with ATCOG ❖ NETRAC – Disaster Training Tuesday <p>Victor Wells has been assigned the Team Leader for the NETWEB Project.</p> <p>Meeting adjourned at 10:03 am</p>	
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<p>HVA Review</p>	<p>The following changes were made to the 2009-2010 HVA Review: 1. Increase Endemic/Pandemic Risk Priority form Medium to High 2. Add new Category: Terrorism – Communications Failure: Frequency: Possible Warning time: Minimal Severity: Critical Risk Priority: Medium</p>	<p>FYI</p>
<p>Needs Assessments</p>	<p>Needs Assessments are due immediately for those who have not turned them in as the Budget Committee will begin reviewing items for FY 10- 11 funding.</p>	<p>FYI</p>
<p>Quarterly Report</p>	<p>The Executive Director created an instruction sheet for this report, please use it to complete the report. Each agency was asked to bring the completed report to the Feb. meeting.</p>	<p>FYI</p>
<p>Hurex Drill</p>	<p>Discussed the level of participation for Hospitals and EMS agency during this drill. The NETMOC will be activated and a representative from each hospital will be asked to come and participate each day.</p>	<p>FYI</p>
<p>WEBEOC Workshop</p>	<p>The link to register for the WebEOC Workshop has been sent out. Please go to the NETRAC Website and complete the Pre-registration form. Russell will send you a password to log onto WebEOC to complete the registration process. The RAC will cover the cost for the conference and hotel accommodations. If you register and can't go, you must send someone in your place and notify the Executive Director. If you register and</p>	<p>FYI</p>

<p>WebEOC Update</p>	<p>don't show up, you will be responsible for reimbursing NETRAC the \$75.00 Registration fee.</p> <p>Disaster Training Tuesday: Must log-in every 90 days to WebEOC Basic User Training: 10:00 am Advance User Training: 10:30 am</p>	<p>FYI</p>
<p>Upcoming Events</p>	<p>MMA Inventory – Jan 28th – Fire Station across from TRMC – 10:30 am</p> <p>Site/Visit - Monitoring</p>	<p>FYI</p>
<p>GETAC</p>	<p style="text-align: center;">GETAC MEETING 11/21/09 – 11/23/09</p> <p><u>DISASTER/EMERGENCY PREPAREDNESS COMMITTEE:</u></p> <p>Recognized outgoing and incoming members for FY 09-10</p> <p>Report of H1N1 Pandemic Flu Medical Ethics Committee:</p> <ul style="list-style-type: none"> ➤ Worked on Plan for the the following items: <ul style="list-style-type: none"> ○ Vaccines – distribution of ○ Anti-virals – distribution of ○ N-95 Mask <p>Report of the Ambulance Staging and Logistic Work Group:</p> <ul style="list-style-type: none"> ➤ Responsibilities of the group: <ul style="list-style-type: none"> ○ Oxygen & Fuel Supplies 	<p>FYI</p>

	<ul style="list-style-type: none"> ○ Strategies for re-supply of Medical 02 <ul style="list-style-type: none"> ▪ 3 Major Customers <ul style="list-style-type: none"> ● 1st Responders ● Field Hospitals ● Non-Hospitalized Medical Special Needs ▪ 3 Technologies for re-supply: <ul style="list-style-type: none"> ● 02 generators ● Cascades ● Los Locks ➤ Discussion: Would like the RAC's to take on this project of managing a trailer that addresses these needs. <p>Regional Medical Direction in Disaster Response:</p> <ul style="list-style-type: none"> ➤ MOU's being developed ➤ Letter sent to Physicians who would be interested in aiding their services during a disaster <p>Litter Ambulance Work Group:</p> <ul style="list-style-type: none"> ➤ Task with: <ul style="list-style-type: none"> ○ Typing of vehicles needed during disasters and resources needed for these vehicles ○ Provide Levels for each vehicle <ul style="list-style-type: none"> ▪ Type I: Over the road coach (chasi): largest; carries 20-25 people; can travel 80 miles per hour ▪ Type II: Metro Bus: carries 15 people ▪ Type III: Litter Kit: 	
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	<p style="text-align: right;">remove seats from reg. school bus – convert a bus – lower activity pt.</p> <ul style="list-style-type: none"> ▪ Type IV: Paramedic Bus: coach bus <p>DSHS Ambulance Utilization Plan:</p> <ul style="list-style-type: none"> ➤ Addressed the need that there are not enough ambulances in place during a disaster ➤ Plan identifies – addresses: <ul style="list-style-type: none"> ○ Command and Control ○ Functions – Staging – Forward Staging ○ Utilization Matrix’s – priorities/timelines ○ 911 Procedures ○ Evacuation of Hospitals ○ Re-Entry ○ Repatriation ○ Need to add: Reception Sites ➤ Suggestions: <ul style="list-style-type: none"> ○ Include the Litter Ambulance Work Group in this planning ○ Add Ambus piece ○ Add Air Medical piece ○ Make this plan a Medical Transportation Plan ○ The current plan will be the 2009 Plan to be reviewed Annually <p><u>STROKE COMMITTEE:</u> Recognized outgoing and incoming members for FY 09-10</p> <p>Chapter 157, Section 157.133 – Requirement for</p>	<p>FYI</p>
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	<p>Stroke Facility Designation Updates:</p> <ul style="list-style-type: none"> ➤ As of October 1, 2009 – 33 Applications for Primary Stroke Centers have been received ➤ 1st Certification - 1st Designated Primary Care Stroke Center awarded to – St. David’s – Austin ➤ DSHS currently in talks and working with TETAF on the 2nd part of the Rule Set – Support Stroke Center Designations <p>Discussed the Review of the DSHS rule review timeline to determine committees level of interest for input into upcoming sections proposed for review.</p> <p>Cardiovascular Disease/Stroke Update:</p> <ul style="list-style-type: none"> ➤ Remi passed out survey results per RAC <p>Designation of Facilities:</p> <ul style="list-style-type: none"> ➤ Level III – Rule says DSHS can identify another organization (TETAF) other than Joint Commission to certify/designate facilities; <p>Stroke Course/Symposium:</p> <ul style="list-style-type: none"> ➤ Symposium was a great success ➤ Symposium materials will be taken on the road at the request of TETAF <p>In-Pursuit Status:</p> <ul style="list-style-type: none"> ➤ No such item in the “Rule” ➤ No funding tied to designation ➤ It is up to each RAC if they want to include “In-Active Pursuit” language to requirements. 	
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	<p>Report of Texas Drivers Responsibility Act Fund Distribution:</p> <ul style="list-style-type: none"> ➤ 3588 – FY 2010 – 75 million; 28 million currently received with an additional 10 million per month until 75 million reached ➤ The full 75 million has to be accumulated before distribution ➤ \$300,000 left in the acct. ➤ Distribution breakdown: <ul style="list-style-type: none"> ○ EMS – 2.6 million ○ RAC's – 1.2 million ○ Hospitals – 71.5 million <p>Review of RAC Implementation Guidelines:</p> <ul style="list-style-type: none"> ○ HRSA 2006 has guidelines that we might want to look at <p>ACS – Trauma Systems Consultation Visit:</p> <ul style="list-style-type: none"> ➤ Scheduled for May 18 - 21 <p><u>RAC CHAIRS:</u></p> <p>Trauma Facility Study:</p> <ul style="list-style-type: none"> ➤ DSHS will send out survey to see how each RAC works <p>RAC Q – Trauma Diversion Presentation in regards to Hurricane Ike (Memorial Herman) (UTMB)</p> <p>Designation of Stroke Facilities:</p> <ul style="list-style-type: none"> ➤ As of October 1, 2009 – 33 Applications for Primary Stroke Centers have been received ➤ 1st Certification - 1st Designated Primary Care Stroke Center awarded to – St. David's – Austin 	<p>FYI</p>
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	<ul style="list-style-type: none"> ➤ DSHS currently in talks and working with TETAF on the 2nd part of the Rule Set – Support Stroke Center Designations <p>EMS/Trauma Systems Program and Contracts/Funding Updates</p> <ul style="list-style-type: none"> ➤ See hand-outs ➤ 2010 -2011 - \$75 Million for Hospital allocated <p>By-Pass Protocols (Pertaining to Certification/Designation)</p> <ul style="list-style-type: none"> ➤ Each RAC needs to address this item in there RAC By-Pass Protocols <p>Hospital Licensing Rules: (are open at this time)</p> <ul style="list-style-type: none"> ➤ Suggestion: Add the following piece – Hospitals must participate in the RAC in order to be licensed ➤ Suggestion that DSHS get with THA to make sure this item can be tied to licensings <p>Grant Writing USA – Positive Feedback</p> <p>LPG Proposal Guidance:</p> <ul style="list-style-type: none"> ➤ Linda Reyes will do a presentation on how to complete an LPG Grant at the next GETAC meeting <p>Update on Texas Stemi Program:</p> <ul style="list-style-type: none"> ➤ AHMI has a rep that will come out and help set-up your Stemi programs at hospitals. ➤ Discussion – this needs to be coordinated through the RAC’s not individual hospitals. 	
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	<p>MTG looked at the following items:</p> <ul style="list-style-type: none"> ➤ Management ➤ Registry ➤ Data Quality ➤ NTDB ➤ Cost ➤ Supporting Stakeholders ➤ Training Help Desk <p>Options for new Registry:</p> <ul style="list-style-type: none"> ➤ Build Custom System ➤ Buy one of the existing systems on the market and customize ➤ Improve TRAC-IT ➤ Integrate systems – single vendor for both Trauma and EMS ➤ Best agreed – Best EMS system & Best Trauma system (not integrate them) <p>Final Recommendations:</p> <ul style="list-style-type: none"> ➤ Integrated EMS/Trauma Solution (1 single vendor) ➤ Outsourcing Registry ➤ Single RFP ➤ Overall Management within DSHS <ul style="list-style-type: none"> ○ Office of Emergency and Trauma Services ○ Stakeholders Coordination ○ Change Management (prep/training) ○ Communications <p>Registry Work Group:</p> <ul style="list-style-type: none"> ➤ Given a charter ➤ Timeline <ul style="list-style-type: none"> ○ Request for offer goes out by – March 2010 ○ Vendor must be chosen by 	
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	<p style="text-align: center;">Summer</p> <p>Q&A:</p> <ul style="list-style-type: none"> ➤ Will the following Modules be added to the Registry: <ul style="list-style-type: none"> ○ Stemi ○ Stroke ○ Spinal Cord ○ Submersion ○ Cardiac <p><u>STROKE Q&A:</u></p> <p>Certification (terminology of Joint Commission)</p> <ul style="list-style-type: none"> ➤ Outcome of their process ➤ Certification tied to Joint Commission Accreditation <p>Designation (terminology of DSHS)</p> <ul style="list-style-type: none"> ➤ 3 Levels: <ul style="list-style-type: none"> ○ Comprehensive Stroke Facility – Highest – Level I ○ Primary Stroke Facility – Middle – Level II ○ Support Stroke Facility – Lowest – Level III ➤ DSHS only designated – Primary Stroke Facilities ➤ Have to be certified by Joint Commission to be designated ➤ Joint Commission doesn't certify Level I or Level II facilities, so the State can designate them ➤ Level III facilities can be designated by the State if they can prove that another organization has certified facilities as a Level III Support Facility (working on this 	<p style="text-align: center;">FYI</p>
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<p>Executive Director's Annual Summit</p>	<p>with TETAF)</p> <ul style="list-style-type: none"> ➤ A facility can be certified but not designated <p>Current Designation Status for the State of Texas:</p> <ul style="list-style-type: none"> ➤ 48 Facilities – Certified by Joint Commission ➤ 33 Facilities – Have applied for State Designation <p>DNV</p> <ul style="list-style-type: none"> ➤ Another accrediting body ➤ European company ➤ To-Date have not contacted DSHS ➤ Recognized Sept 2009 to do Stroke Certifications by CMS <p>RAC ADMINISTRATORS RETREAT DECEMBER 17-18, 2009 STRAC BUIDLING – SAN ANTONIO, TX</p> <p>Thursday, December 17 – Discussion Items:</p> <ul style="list-style-type: none"> • Cost Allocation – Robert Cocks – STRAC <ul style="list-style-type: none"> ○ Determination of Program vs Administrative Expenses ○ Developing a Cost Allocation Plan • Financial Procedures: Panel Discussion <ul style="list-style-type: none"> ○ Paula Welch – NCTTRAC ○ Joseph Beckman – SETTRAC 	<p>FYI</p>
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	<ul style="list-style-type: none"> ○ Mary Roel – STRAC ○ Monica Jones – STRAC <ul style="list-style-type: none"> ▪ Each presenter gave their RAC’s P&P and Templates ○ Panel Discussed: <ul style="list-style-type: none"> ▪ Subcontractor Monitoring ▪ Budgeting ▪ Grant Match/Program Income ▪ Procurement Policies ▪ Expenditures/Accounts Payable ▪ Revenue/Accounts Receivable/Billing/Payment Request ▪ Travel and Cell Phone Policies <p>Thursday, December 18 – Discussion Items:</p> <ul style="list-style-type: none"> ● Cost Allocation Part II – Sal Malone – DSHS Contract Oversight and Support <ul style="list-style-type: none"> ○ Accounting Software 	
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	<ul style="list-style-type: none">○ Understanding Various Financial Reports○ Required Financial Reporting to Boards○ New 990 Requirements for Non-Profit Organizations – Randy Walker Accountants● Board Development – David Rives – SETTRAC<ul style="list-style-type: none">○ Review each RAC’s Board Structure● Other Discussion Items:<ul style="list-style-type: none">○ Each RAC voiced their opinion that in order to get each RAC up to speed with P&P, and other State and Federal Requirements, we would like to have quarterly meetings held in conjunction with GETAC. The name of the meetings will be known as: “RAC Professional Development Workshops”○ Next meeting: February 22nd (4pm – 8pm) – Austin Marriott South.	
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<p>General Assembly Committee Chair Appointments</p>	<p>The RAC Chair has made the following General Assembly Committee Chairs:</p> <p>Hospital/Registry/QI: Keith Kelley Injury Prevention/Education/Pedi: Blaine Jones</p> <p>EMS/Aeromedical: Ricky Draper Acute Care Committee: Kathy Griffis</p>	<p>FYI</p>
<p>RAC Board Structure</p>	<p>Discussion about the RAC Board Structure began at the ED Summit. More information will be presented as we get clarification from DSHS on the correct structure according to Texas Codes and RAC Essential Criteria.</p>	<p>FYI</p>
<p>Meeting Adjourned</p>	<p>Motion to adjourn the meeting made by Scott Reid, seconded by Norman Prewitt. Meeting Adjourned at 2:30 pm</p>	<p>FYI</p>

Minutes recorded by Shae Watson – Executive Director