

**NORTHEAST TEXAS REGIONAL ADVISORY COUNCIL**  
**Executive Board Meeting**  
**January 8, 2009**

**Attendance:** Jeff Nichols, Gary Chaffin, Kent Klinkerman, Wendell Eakins, Brenda Stone, Melynda Hutchings, Blaine Jones, Phyllis McDaniel, Kelly McCauley, Mark Mallory, Keith Kelley, Robin Gage, Carol Slider, Lee House, Bertha Evans, Shae Watson

TOPIC	DISCUSSION	DISPOSITION
Call to order at 1:05 pm		
Approval of Minutes: 10/9/08	Motion made by Kent Klinkerman to accept the minutes. Seconded by Mark Mallory and supported by all committee members present.	FYI
Resignation Letter - Treasurer	Motion to accept in good standing the Resignation of Michele McDougal as NETRAC Treasurer, effective February 1, 2009 made by Blaine Jones. Seconded by Kent Klinkerman and supported by all committee members present.  Wendell Eakins, Chair, appointed Gary Chaffin as the new NETRAC Treasurer.	FYI
	Report by the CPA was reviewed and discussed. The committee asked that the Executive Director speak to the CPA and ask that she be at the next meeting, as her participation at Quarterly meetings is a part of the contract.	FYI
	Discussion of the continuation of Holiday, Cox, and Lemmon to prepare our Single Determination Audit.	FYI
Treasurer's Report	<b>PROGRAM BUDGET CATEGORICAL CHANGES</b>	



	<p><b>Total to be Transferred to Training: \$10,862.61</b>  <b>Total to be Transferred to Insurance for Trailers: \$5,300.00</b></p> <p>***Note: Also checking to see if the \$5,000.00 allocated for Ventilator Maintenance will need to be used. If not, the \$5,000.00 will need to be transferred to one of the following categories: BlackBerry's or Training.</p> <p>During the meeting, our IT Tech sent a Quote for Esi to conduct training, implementation, installation, rebuilding of Boards, planning, and IT Tech training. This training would get the RAC to where we need to be with WebEOC. The quoted price is: \$9889.00. There is \$1000.00 allocated to IT Tech Training, leaving a balance of \$8689.00.</p> <p>Mark Mallory made a motion to allocated \$8000.00 to the WebEOC IT Tech Training and the remaining \$2000.00 to WebSite implantation. This recommendation is to go to the General Assembly. Keith Kelley seconded the motion and all committed supported the motion and the proposed budget.</p> <p style="text-align: center;"><b>EXECUTIVE DIRECTOR REPORT</b>  <b>2nd Quarter of the FY 2008 - 2009</b></p> <p><b>Meetings Attended:</b></p> <ul style="list-style-type: none"> <li>➤ 10/13/08: Meeting for 1<sup>st</sup> Annual CEO Breakfast</li> <li>➤ 10/30/08: 1<sup>st</sup> Annual CEO Breakfast</li> <li>➤ 11/5/08: Meeting for 2<sup>nd</sup> Quarter Homeland Security Workgroup</li> <li>➤ 11/5/08: Meeting with ProCom – Boosters/Extenders</li> <li>➤ 11/13/: HPG Meeting; Drills/Exercise Committee &amp; Mobile Medical Assets Committee</li> </ul>	<p>FYI</p> <p>FYI</p>
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<p>Executive Directors Report</p>	<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>➤ 11/22/08 – 11/25/08: GETAC and EMS Conference</li> <li>➤ 11/11/08: HGP; RMOB Committee Meeting</li> <li>➤ 11/11/08: 2nd Quarter Homeland Security Workgroup</li> <li>➤ 12/18/08 – 12/19/08: Executive Directors Conference</li> <li>➤ 1/8/09: HGP; Drills/Exercise Committee; Executive Board; General Assembly</li> </ul> <p><b>Minutes from these meetings have been e-mailed and passed out during Monthly HPP Meetings.</b></p> <p style="text-align: center;"><b>EXECUTIVE DIRECTOR'S CONFERENCE REPORT</b></p> <p>12/18/08:</p> <p>EMAsset Tracker Presentation: Facilities Technology Group</p> <ul style="list-style-type: none"> <li>❖ Web-Based program used to track agencies assets</li> <li>❖ Features: <ul style="list-style-type: none"> <li>○ Dashboard – list providers</li> <li>○ Tracks all types of equip/supplies</li> <li>○ Has ability to barcode equip/supplies on a RAC &amp; Hospital level</li> <li>○ Reports: <ul style="list-style-type: none"> <li>▪ Tracking History/Summary</li> <li>▪ Transfer assets from Provider to Provider</li> </ul> </li> </ul> </li> <li>❖ Company is offering a Quick Start Program for purchasing: <ul style="list-style-type: none"> <li>○ Month to Month basis</li> <li>○ Switch to Annual Payment at the beginning of the next grant year</li> <li>○ Payment charge by providers in your Trauma Service Area</li> </ul> </li> </ul> <p>Human Resources – BCFS Presentation:</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>Executive Directors Conference Report</p>	<ul style="list-style-type: none"> <li>❖ Discussion Items: <ul style="list-style-type: none"> <li>○ Establish the difference between Exempt and Non-Exempt Employees</li> <li>○ Vacation/PTO/Sick Leave</li> </ul> </li>   <li>❖ Discussed the following Policies: <ul style="list-style-type: none"> <li>○ Leave of Absence</li> <li>○ Change of Command</li> <li>○ Conflict of Interest</li> <li>○ Confidentiality</li> <li>○ Dress Code</li> <li>○ Electronic Monitoring – (office phones, cell phones)</li> <li>○ Code of Ethics</li> <li>○ Progressive Discipline</li> <li>○ Inclement Weather &amp; Emergency Closing</li> <li>○ Travel</li> <li>○ Drug Free Work Place</li> <li>○ Solicitation &amp; Distribution</li> <li>○ Government &amp; Political Activity</li> <li>○ Suspected Illicit Activity</li> <li>○ Personal Property</li> <li>○ Request for Information (for Staff members)</li> <li>○ Sexual Harassment</li> <li>○ Job Description Policy Manual</li> <li>○ Employment Status</li> <li>○ Pay (overtime, work schedules)</li> <li>○ Vacation (PTO/Sick Leave Accrual)</li> <li>○ Compensation Policy</li> <li>○ Whistle Blower</li> </ul> </li>   <li>Fiscal Management – Randy Walker, CPA <ul style="list-style-type: none"> <li>❖ Internal Controls: <ul style="list-style-type: none"> <li>○ Lack of segregation of duties</li> <li>○ No review of cleared checks</li> <li>○ Old outstanding checks</li> <li>○ Grant expenditures not reconciled</li> <li>○ Cost Allocation</li> </ul> </li> </ul> </li> </ul>	
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- 990 Changes

12/19/08:

Discussion of the directions of RAC's:

- ❖ Plan to find the source to ask that RAC's become a Sole Source so that other agencies can not go after our funding at the end of this 5 year grant period.
- ❖ Ask GETAC/TETAF that we look at being an Acute Care System instead of just Trauma System, as we have been and will be tasked with developing Cardiac, Stemi, and Stroke systems.
- ❖ 2008 – 2009 RAC's now perform the following duties:
  - Response – Disaster – Mutual Aid
  - Preparedness Planning
  - Trauma System Development
  - Cardiac/Stroke
  - Prevention
  - Education: Clinical & Public
  - Funding Management
  - Pediatric Initiatives
  - System Performance Improvement
  - Training
  - Regional Medical Control
  - Protocols/Guidelines
  - HealthCare Coalitions
  - Air Medical
  
- ❖ Review/Revisions to the RAC Essential Criteria

Next Meetings we will have the final draft of the updates to the RAC Essential Criteria, so that we can move forward with reviewing RAC Operational Guidelines; Standard Operating Procedures; required Education/Training; Board Training; and RAC By-Laws.

**COG – RAC  
HOMELAND SECURITY WORKGROUP MEETING  
MINUTES**

<p>Homeland Security Workgroup Update:</p>	<p style="text-align: center;"><b>December 11, 2008 2nd Quarter Meeting</b></p> <p><b>I. Introductions</b></p> <p>a. All of the members present introduced themselves and the entity they represented</p> <p><b>II. Work Group Purpose:</b></p> <p>a. Establish a working relationship with all regional agencies that have a role in Disaster Preparedness and Homeland Security.</p> <p>b. Find ways to pool regional assets from each agency and help reduce duplication as it pertains to purchasing equipment/supplies.</p> <p>c. Aid in helping each agency meet their grant requirements as it relates to preparedness.</p> <p><b>III. Crosswalk – COG &amp; NETRAC:</b></p> <p>a. Committee members given a Crosswalk of how the COG and NETRAC grant requires coincide with each other and the areas where the two agencies can work together</p> <p>b. Questionnaire passed out for first time attendees so they can list their grant requirements to be added to the Crosswalk.</p> <p><b>IV. Critical RF:</b></p> <p>a. The COG is still working on this project.</p> <p><b>V. Regional Hurricane/Interoperability Exercise:</b></p> <p>a. The COG will attend meetings to ensure that Interoperability Communications will be incorporated into the upcoming Hurricane drills.</p> <p><b>VI. Define Special Needs Patients:</b></p> <p>a. The committee given a document that list agencies and websites who provide services for persons with Special Needs.</p> <p>b. Each committee member ask to review the document and bring back feedback to the next meeting.</p>	<p>FYI</p>
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	<p><b>VII. Regional Response Plan:</b></p> <p><b>a. Mary Beth Rudel discussed the following topics as they relate to information listed in the Regional Response Plan:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Purpose of the Plan</b></li> <li>➤ <b>Strategies of the Plan</b></li> <li>➤ <b>Local Emergency Management Plans (LEMP)</b></li> <li>➤ <b>Addresses MOU's</b></li> <li>➤ <b>Multi – Agency Coordination Center (MACC)</b> <ul style="list-style-type: none"> <li>○ <b>Priorities</b></li> <li>○ <b>Acquiring/Allocating Resources</b></li> <li>○ <b>Coordinating/Resolving policy issues</b></li> <li>○ <b>Providing Strategic Coordination</b></li> <li>○ <b>Activation Processes</b></li> <li>○ <b>MACC Communications - Characteristics</b></li> </ul> </li> <li>➤ <b>Health and Medical: Support in the following areas:</b> <ul style="list-style-type: none"> <li>○ <b>Community Evacuation – assets</b></li> <li>○ <b>Assessment of health/medical needs</b></li> <li>○ <b>Public Health surveillance, disease prevention/control</b></li> <li>○ <b>Medical area personnel</b></li> <li>○ <b>Sheltering and care of Medical Special Needs</b></li> <li>○ <b>Health/Medical equipment/supplies</b></li> <li>○ <b>Patient evacuation</b></li> <li>○ <b>In-hospital care</b></li> <li>○ <b>Food, drug, and medical device safety</b></li> <li>○ <b>Behavior Health</b></li> <li>○ <b>Public Health Information</b></li> <li>○ <b>Victim identification and mortuary services</b></li> </ul> </li> <li>➤ <b>Regional Medical Operations Center (RMOC): Responsibilities:</b> <ul style="list-style-type: none"> <li>○ <b>Develop/Supervise Credentialing</b></li> <li>○ <b>Assess short and long term behavioral health needs of responders and victims</b></li> <li>○ <b>Coordinate surge capacity</b></li> <li>○ <b>Develop public health messages</b></li> <li>○ <b>Coordinate voluntary medical resources</b></li> </ul> </li> </ul>	
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➤ **Strategic National Stockpile**

➤ **Regional Resource Support:**

- **TRRN List**
- **MOU's**

**VIII. Establish Sub-Committees:**

**a. The following Sub-Committees were established:**

- **Health/Medical**
- **Special Needs**
- **Interoperability**
- **Mental Health**
- **Sheltering**
- **Responders (Fire/EMS/Law Enforcement)**
- **MOU's**

**IX. Discussions of Agenda Items for Next Meeting:**

- **ESAR-VHP**

**Meeting adjourned at 2:00 pm.**

Committee presented the suggested changes. Review and discussion took place. The changes will be e-mailed out for the General Assembly members to review and make suggestions. All corrections/suggestions need to be e-mailed back to Kent Klinkerman.

Needs Assessment Form and FY 08-09 Funding Distribution was sent out. Each eligible entity will need to complete the assessment and get it back to the Executive Director by, Friday, January 16<sup>th</sup>.

The HPG Committee reviewed/revised the HVA. A copy of the revisions will be emailed to all entities and will need to be included in your preparedness plan.

Upon the recommendation of Russell Thrasher, our IT Tech and Shae Watson, Executive Director, it is suggested that we go with M7 Group Design to develop our Website.

Executive Board members reminded that the RAC is paying for them to attend BDLS/ADLS on February 17th - 19<sup>th</sup>.

Logo choices pass-out as well as e-mailed to all RAC members. It is the consensus of the Board to go with Group D with one modification of moving the star to the far corner.

April 9, 2009.

<p>By-Laws Committee Review</p> <p>Needs Assessment Form</p> <p>HVA</p>		<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
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<p>Website</p> <p>BDLS/ADLS Courses</p> <p>RAC Logo</p> <p>Next Meeting</p>		<p>FYI</p>

Meeting adjourned at 2:35 pm  
 Minutes recorded by Shae Watson, Executive Director