

DEEP EAST TEXAS REGIONAL ADVISORY COUNCIL

TRAUMA SERVICE AREA – H

2915 ATKINSON DRIVE, SUITE 108 · LUFKIN, TEXAS 75901

* OFFICES (936) 639-0600 FAX (936) 639-0616 *

* www.detrac.org *

Angelina County
Nacogdoches County
Polk County
Sabine County
San Jacinto County
San Augustine County
Tyler County

EXECUTIVE COMMITTEE MEETING

JULY 11, 2012

Minutes

Location: WOODLAND HEIGHTS HOSPITAL - Lufkin

Time: 1:30 p.m.

Presiding: Scott Christopher, DETRAC Chair

STANDING AGENDA ITEMS

1. Call to Order

The meeting was called to order at 1:43p.m. by Scott Christopher.

2. Attendance – Collection/Announcement of Proxies

Darlene Williams (MHSET San Augustine) to Sondra Wilson

Connie Blalock (MHSET Livingston) to Scott Christopher

It was agreed that a quorum was present to perform the business of the meeting.

3. Introduction of Guests

Joey Ancelet from DSHS was present. He stated he had no special announcements from the DSHS. Mr. Donald Morrison, Chief Financial Officer with SETRAC, was present. Both were welcomed for attending.

4. Review/Approval of May 31, 2012 Minutes

A copy of the proposed minutes was included in the handout. The members were provided time to review the minutes. Minutes approved on a motion made by Tammy Hanson and seconded by Shirley Naquin with one exception (change the word "crafting" to "drafting" in the section related to sending a letter for a San Jacinto Co. representative).

5. Executive Committee Attendance Report

A spreadsheet was included in the handout listing member attendance at previous meetings. The committee members were asked to review their information.

6. Treasurers' Report

Byron / Brenda

- 1) EMS/ County 11/12 - \$43,611.00 received. Expended half of those funds. Currently awaiting receipts from Lufkin EMS and Nacogdoches EMS.
- 2) EMS/County 12/13 - Contract has been received. \$38,394.00 total amount.
- 3) Local Projects 11/12 - \$15, 105. This contract has been reimbursed.
- 4) OASPR Year 10 - All but \$9 have been expended out of the \$ 250,000.
- 5) OASPR 12/13 CONTRACT AMT \$316,217.00
- 6) Tobacco 11/12 – Original contract for \$69K. \$44,000 left to disburse.
- 7) Tobacco 12/13 – Contract received. \$80,627.00 Funds have not arrived. Will receive monies in 4 installments. This is an increase compared to last year's.

Current account balances: Project acct: \$19,803.52
Trauma acct: \$81, 409.50
OASPR acct: \$21,163.29

7) Grants Review – Committee will meet following this meeting later today.

7. Committee Reports

- ◆ Pre-Hospital –Chris Collier
 - Have not met in past couple of months, but have been actively working.
 - Trailer Project – Chris updated the Committee on the Trailer Project. The trailer project is near completion. The DETRAC trailer will be housed at the City of Livingston and maintained by Lone Star EMS. There will be an agreement with Livingston Fire Department to pull the trailer as needed. The Nacogdoches trailer will be maintained by Nacogdoches Co. EMS. The truck to pull the Nacogdoches trailer is being worked on and improved. Discussed need for Public Education and Publicity on the trailer asset in TSA-H. Chris plans to pull the trailer to each county in the RAC to promote and educate on operations. Operational Guidelines and Activation Protocols need to be developed. Discussion as to which workgroup/or a combination needs to work on these guidelines. All agreed that a workgroup from the HPP committee be formed. A generator for each trailer will be sought using this next year's OASPR funds. Alan Russell was recognized for his contributions in this project. Scott reported that the Nacogdoches Memorial volunteers have donated \$10,000 to the project.
- ◆ Hospital Acute Care – Jackie Laird
 - Have not met recently. Work Group met this morning to review Acute Care plan and develop the Regional Healthcare plan that will encompass trauma, acute care and stroke.
- ◆ Emergency Preparedness Committee Report – Brenda Anderson
 - New Contract Year funding amount will be \$316, 217. All of last years' money was dispersed except for \$9. Work Plan has been completed and approved by the DSHS. Will review with HPP committee at next meeting. RFP Expected in the next 6 months for the next funding cycle. EMTF-6/ STRAC comptroller representative Donald H. Morrison discussed MOUs, RN Strike Teams, mobile assets, etc. with the Executive Committee.
- ◆ QI/Physicians Advisory – Dr. Evans- Have not met.
- ◆ Inj. Prevention/Education Committee – Tammy Hanson
 - Announced Injury Prevention and Education opportunities to the Committee.
 - 1) New EKG Course (Bob Page) is starting tomorrow at SFA, two day course. First day is the beginner day, followed by an advanced component on the second day. The facility can accommodate 100 people. Registration is still available at the door. Contact Cindy Stewart at Nacogdoches County EMS for additional information.
 - 2) Recognizing and Reporting Child Abuse in Houston - 7/28/2012
 - 3). Memorial Diabetes Support Group- Contact Mary Rodriguez for information.
 - 4). GETAC/TETAF/TTCF in Austin 8/13-8/17.
 - 5). AAAM Houston 9/27 and 9/28.
 - 6) Stroke Symposium scheduled in Lubbock- 10/12/12
 - 6). STEMI Conference –SETRAC 9/2012. 2012
 - 7) Emergency Medical Services for Children Pediatric Symposium (EMSC) 9/13-14

OLD BUSINESS

- 8. Regional Stroke Plan**
Will be incorporated into new Regional Healthcare Plan. Workgroup met this morning. Still more work to do until the plan is completed.
- 9. San Jacinto County Representative Status**
Judy Eaton will need to be notified by formal letter. Brenda is planning to send to Ms. Eaton a letter before August 2012 as a formal request for RAC participation.
- 10. Executive Board Activities / Report**
The next meeting scheduled upon completion of this meeting. Discussed at the last Board meeting was the Executive Director evaluation. Reviewed and approved three policy and procedures which were the Employee/Membership Reimbursement, Medical Insurance Premium Reimbursement and the Reconciliation of Bank Statements.
- 11. Bylaws Review Workgroup** (Sondra, Byron, Darlene, Connie R.)
Changes have been made to the Bylaws and are uploaded in Sugar Sync for review. Will present at the September meetings for approval.
- 12. Trauma Plan Review Workgroup** (Scott, Chris, Jackie, Tammy, Connie B., Shirley)
The workgroup worked on the plan this morning utilizing *Sugar Sync*. The work group will continue to re-evaluate and revise the Regional Healthcare Plan (aka Trauma Plan).
- 13. Grant Review Committee** - To meet later today.
- 14. EMS Newsletter**
Trailer project is still not totally complete. Article is still under construction.

NEW BUSINESS

- 15. 2012 – 2013 Proposed Meeting Calendar**
A handout with proposed meeting dates through July 2013 was provided to the members. The group discussed the potential for returning to what was practiced previously to *all-day* meetings, instead of the current split into different day meetings. The committee expressed the desire to have most of the meetings on same day. The group also discussed meeting the Executive committee every-other-month or quarterly. The idea of having conference call meetings was also discussed as a possibility. Ms. Anderson requested moving the HPP group meetings to every-other-month. There was no opposition to this request.
- 16. FY12 2nd Quarter Tobacco Report**
A copy of the report submitted to the DSHS was provided in the handout. There were no questions or recommendations. It was noted that the RAC has been active. Brenda reported that the end-of-year Tobacco report will be due soon.
- 17. TETAF Subscription**
Scott announced to the membership that the annual subscription fee in the amount of \$1,800 has been paid by due date. Agencies in the DETRAC will be able to utilize the benefits of being a subscriber to TETAF.

18. 1115 Waiver Update

The committee members were asked if they had any updates or information to report regarding any 1115 waiver activities. Most of the hospitals in TSH-H aligned with the UTMB Anchor.

19. Lufkin Memorial / Angelina County Representative

The committee agreed that Karrie Stanaland from MHSET Lufkin would be the primary representative to the Executive committee and Steve Bennett from MHSET Lufkin would serve as the alternate.

20. Nomination and Election of 2012–2013 Board of Director Officers *(Chair/Secretary)*

The committee discussed the need to nominate/elect officers this year due to the new two-year term structure implemented a year ago. No elections now would result in the Chair and Secretary serving a 3-year term. The group decided that there will be no nominations and elections this year.

OTHER

21. Announcements

There were no additional announcements from the committee members.

22. Adjourn

The meeting was adjourned at 3:15pm on a motion made by Sondra Wilson and seconded by Byron Stowe.

*Minutes recorded by
Sondra Wilson*