

DEEP EAST TEXAS REGIONAL ADVISORY COUNCIL

TRAUMA SERVICE AREA – H

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

EXECUTIVE COMMITTEE MEETING JULY 10, 2013 MINUTES

Location: Nacogdoches Memorial Hospital – Bright Pavilion

Time: 3:30 p.m.

Presiding: Scott Christopher, DETRAC Chair

STANDING AGENDA ITEMS

1. Call to Order

The meeting was called to order by Scott Christopher at 3:54 p.m. The start was purposely delayed due to low attendance and the thought that many members may think the start time is 4:00 p.m.

2. Attendance – Collection/Announcement of Proxies

- ◆ Darlene Williams (Secretary) to Sondra Wilson
- ◆ Byron Stowe (Treasurer) to Sondra Wilson (Alternate)
- ◆ Jackie Laird (Acute Care Committee Chair) absent
- ◆ Chris Collier (EMS Committee Chair) absent
- ◆ Karrie Stanaland (PI Committee Chair) absent

3. Introduction of Guests

Mr. Jack Langley and Dan Kira from the San Jacinto County First Responder's organization were present as first-time attendees. Mr. Langley has been selected as the San Jacinto County representative for the Executive Committee.

4. Review/Approval of March 20, 2013 Minutes

A copy of the March minutes was included in the handout packet. The members were provided time to review the minutes. Ms. Celina Serna made a motion to approve the minutes as presented, with a second to the motion provided by Ms. Tammy Hanson. There was no opposition to the motion.

5. Executive Committee Attendance Report

A spreadsheet listing the member's attendance records since September 2012 was included in the handout packet. Attendance deficiencies are noted for the Treasurer, EMS committee chair, and the Medical Director positions.

6. Personnel Report / Future

Ms. Candy Hartman was introduced as the new part-time staff person. Ms. Hartman gave a brief description of her employment background, which predominately has been in the area of law enforcement. She is currently a full-time employee of the Hardeman House in Lufkin. She has agreed to work 20-24hrs/week for the DETRAC. Ms. Hartman also informed the group of the new physical and mailing addresses for the DETRAC. She commented that the phone numbers remain the same.

7. **Treasurers' Report**

Mr. Byron Stowe was not able to attend today's meeting. Mr. Christopher stated that he forgot to print a profit/loss report from Quick Books program for distribution. A year-end report will be provided at the next meeting.

8. **Status of Various Funding Sources**

- ◆ FY11/FY12 Tobacco (\$80,527) – 3/4, (4/4?) installments received
- ◆ FY12/FY13 EMS/RAC 911/3588/1131 - \$17,855 contract signed / deposit pending
- ◆ FY11/FY12 EMS/County 911/3588/1131 – some balance due to NCEMS
- ◆ FY12/FY13 EMS/County 911/3588/1131 - \$39,277 contract signed / deposit pending
- ◆ Grants Review – The committee was provided an overhead presentation of a spreadsheet detailing the recommendations of the Grants Review committee after their June 2013 meeting (second round). The motion to approve committee's recommendations and begin paying invoices of needs requests was made by Sondra Wilson, with a and second for the motion provided by Tammy Hanson. All were in favor / no opposition of the motion.
- ◆ Local Projects Grants – No RAC project submission was submitted. The due date has passed.

9. **2013-2014 Budget Preparations**

Mr. Christopher reported that a budget for FY2012 was created after the March 2013 meeting. Mr. Christopher commented that preparation of a formal budget must have been an oversight. He stated that he will create a 4 part FY2013 budget and send it out to the executive committee for comments suggestions etc. The FY2013 budget will be submitted for vote in the September meetings. The group discussed moving the DETRAC fiscal year beginning date to September 1 to be consistent with the State of Texas fiscal year. A motion was made by Ms. Wilson to move the fiscal year start date to September 1, with a second to this motion by Ms. Hanson. There was no opposition to the motion.

10. **Committee Activities / Plans**

- ◆ Pre-Hospital –Chris Collier/Tim Leonard
 - Trailer Project – Neither Mr. Collier or Mr. Leonard were able to attend the meeting. Mr. Christopher stated that we are looking for a place to store the big trailer in the southern most part of the region. The location will require a secure location, a person responsible and willing to drive and take care of it when the need arises, and a truck to pull it. Mr. Leonard will be developing standard operating procedures for the trailers.
- ◆ Hospital Acute Care – Jackie Laird
Ms. Laird was unable to attend the meeting. No report provided.
- ◆ Emergency Preparedness Committee – Connie Blalock
 - The committee met earlier today. Items discussed included year-end closeouts and year-end spending plans. The group was introduced to the new DETRAC website. The committee will be completing the regional HVA.
 - Regional Coalitions / TSA-Q&R Partnership – The committee spent most their meeting today discussing the partnership that has been established with the South East Texas RAC (SETRAC).

Leadership personnel from DETRAC and SETRAC recently met, and Mr. Christopher stated that this was felt to be a positive initial meeting. Mr. Christopher presented an overhead presentation on the various documents (organizational chart, TSA-H budget, performance measures) received during this meeting. He also explained to the committee members that our region will need to establish a coalition to oversee the continued HPP development for our region. This coalition will have a smaller subcommittee to serve as the initial 'filter' for spending / project requests.

- ◆ QI/Physicians Advisory – Karrie Stanaland
Ms. Stanaland was unable to attend the meeting. No report provided.
- ◆ Injury Prevention /Education – Tammy Hanson
Ms. Hanson stated that she continues to gather information on injury prevention resources and educational opportunities. She announced that she will be putting this information on the website.

OLD BUSINESS

11. Regional Plan

Mr. Christopher announced that there has been no activity since the last meeting.

12. San Jacinto County Representative Status

Mr. Langley reported that he will serve as the County representative from this point forward. He and Mr. Kira's attendance was welcomed by the committee.

13. Executive Board Activities / Report

Mr. Christopher commented that the Board has not formally met since 5/2/13. A quorum was present yesterday at the DETRAC/SETRAC meeting. No additional business was performed other than the HPP planning as noted in the committee report.

14. EMS Newsletter ... Trailer Article

The committee was informed that the trailer project is basically completed. We are ready to get information to the EMS newsletter done now. No one was assigned this responsibility.

15. 1115 Waiver Updates

Ms. Wilson announced that the facilities are on first and second passes now the money to support the various projects. The committee members were encouraged to be involved in their facility's activities for opportunities for trauma and acute care systems development.

16. Web Site

Ms. Wilson announced that she has been working with the web site development company and has completed a total revision of the site. She stated the web site is much more user friendly and now possesses useful tools and information. She further commented that her goal is to keep the web site updated. Ms. Wilson stated that she will review and give a tour of the site at General Assembly meeting.

NEW BUSINESS

17. DETRAC Coordinator

Ms. Hartman has already been introduced to the group.

18. WebEOC Server

Ms. Hartman reported that the new WebEOC servers have been placed. She noted that they were purchased by DETCOG.

19. OASPR Spending Plan

Mr. Christopher announced that Ms. Wilson, Ms. Hartman and himself met on June 30, 2013 and spent these funds down to a zero balance. Our RAC should not have to return any of the grant funds to the State of Texas.

20. DSHS Desktop Audit Submission

Mr. Christopher informed the committee that our organization was required to complete desktop audit recently. A copy of the submitted report was included in the handout packet. Our opportunities for improvement are predominately found in the performance improvement section of the audit, with several of these measures reported as 'not met'.

21. 3rd Quarter Tobacco Report

A copy of the third quarter report was included in the handout packet. Mr. Christopher briefly reviewed some of the quarter activities with the group.

22. Office Relocation

The committee members were informed by Ms. Hartman that the DETRAC office has relocated. The mailing address is P.O. Box 190, Lufkin, 75902. The DETRAC email address has been changed to detrac@detrac.org.

23. Officer Nominations / Elections

Mr. Christopher announced that two Board member positions are due for re-election. Terms will be two year periods from this point forward. The positions of Vice Chair, Treasurer and Medical Director are due for election. Ms. Sondra Wilson is currently the Vice Chair and verbally stated that she is willing to serve an additional term. Mr. Christopher commented that Mr. Byron Stowe have provided documentation that he will not seek re-election. Dr. Kerry Evans currently serves as the Medical Director. It is unknown if he is willing to be re-elected for an additional term.

- Vice Chair – Nomination was made by Connie Blalock to re-elect Ms. Wilson to this position. The nomination was seconded by Celina Serna. There were no other nominations. The nomination process was closed with a motion by Tammy Hanson and second to the motion by Shirley Naquin. There was no opposition for re-electing Ms. Wilson as Vice Chair.
- Treasurer – Nomination was made by Celina Serna to elect Mr. Justin Cude to the Treasurer position. The nomination was seconded by Dan Kira. There were no other nominations provided. The nomination process was closed with a motion by Tammy Hanson and second to the motion by Celina Serna. There was no opposition for electing Mr. Cude as the Treasurer.

- Medical Director – Mr. Christopher requested he be given time to research the requirement for having a Medical Director position on the Board. He stated that many of the RACs have done away with this position. The committee agreed to leave Dr. Evans in this position with an expired term for now. Mr. Christopher will discuss this issue at the General Assembly meeting for broad input.

OTHER

24. Announcements

- ◆ Ms. Wilson announced to the group that several surge / response items have been brought to this meeting form distribution after the General Assembly meeting.

25. Adjourn

With no further business or discussion, the meeting was adjourned at 4:56 p.m.