

DEEP EAST TEXAS REGIONAL ADVISORY COUNCIL

TRAUMA SERVICE AREA – H

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* www.detrac.org *

Angelina County
Nacogdoches County
Polk County
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San Jacinto County
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EXECUTIVE COMMITTEE MEETING SEPTEMBER 11, 2013 Minutes

Location: Woodland Heights Hospital - 2nd Floor Classroom

Time: 3:30 p.m.

Presiding: Scott Christopher, DETRAC Chair

STANDING AGENDA ITEMS

1. **Call to Order**

Scott Christopher called meeting to order @ 3:40 p.m.

2. **Attendance** - Collection/Announcement of Proxies

A sign-in sheet was distributed among the members. There were no committee member proxies reported.

3. **Introduction of Guests**

There were guest in attendance, or first-time attendees to introduce.

4. **Review/Approval of May 8, 2013 and July 10, 2013 Minutes**

A copy of each of these meeting's minutes were provided in the packet. Members were provided time to read and review the proposed minutes. Ms. Sondra Wilson provided the motion to approve the May 8, 2013 minutes, with a second to the motion provided by Ms. Shirley Naquin. This motion was approved unanimously. A motion to approve the July 10, 2013 minutes as submitted was made by Ms. Wilson. This motion was seconded by Mr. Dan Kira. There was no opposition to the motion. The approved minutes will be filed in the DETRAC office, posted on the DETRAC web site, and a copy will be provided to the DSHS.

5. **Executive Committee Attendance Report**

An attendance spreadsheet for the period September 2012 through the present time was included in the packet for review. Members were asked to assess the report for accuracy.

6. **Personnel Report / Future**

Mr. Christopher introduced Mr. Peyton Ware as the new DETRAC Office Manager. Mr. Ware has previously worked for DETRAC. He will focus on the daily operations of the DETRAC office on a ½ FTE basis. Mr. Christopher announced that Ms. Candy Hartman will remain on the DETRAC staff roster with the understanding that she will function in a more operational role during response events.

7. **Treasurers' Report**

Mr. Ware provided information and discussed the recent expenditures out of the RAC office.

8. **Status of Various Funding Sources**

Mr. Byron Stowe was unable to attend today's meeting. Mr. Christopher provided an overview of the various funding streams.

- ◆ FY 13-14 OASPR - The annual budget is still at \$250,000, with about \$80,000 of these funds being paid to SETRAC for various administrative and program support purposes.
- ◆ FY11 Tobacco / FY12 Tobacco (\$80,527 → \$78,449)
- ◆ FY12 / FY13 EMS/RAC 911/3588/1131 - \$17,855 received
- ◆ FY12 / FY13 EMS/County 911/3588/1131 - \$39,277 received
- ◆ Grants Review Spending Summary - The members were shown a spreadsheet showing a line-by-line breakout of various grant payments. This information will also be shared during the DETRAC General Assembly meeting for final approval.
- ◆ Local Projects Grants - There was not a submission by DETRAC. It was not clearly known how many, if any, of the DETRAC providers submitted a LPG application.

9. **2013-2014 Budget Preparations**

An overhead review of a proposed DETRAC budget was reviewed and discussed. There were no significant changes to the proposals requested. The group discussed about the need for TNCC classes for hospital personnel, and that the tuition for the Texas EMS conference cost \$210 per individual instead of \$195. The DETRAC budget will include both EMSRAC and Tobacco funds, and the review gave illustrations of different types of spending for each category. Mr. Christopher commented that the final approval of the budget will be made by the General Assembly.

10. **Committee Activities / Plans**

- ◆ Pre-Hospital - Chris Collier/Tim Leonard
 - Trailer Project - No report. Mr. Christopher commented that a home for the bigger trailer needs to be identified.
- ◆ Hospital Acute Care - Jackie Laird
 - Ms. Laird stated the group has not recently met, but she wants to set a target date for the next meeting during the November time frame.
- ◆ Emergency Preparedness - Connie Blalock
 - Regional Coalitions / TSA-Q&R Partnership - Mr. Christopher reported that there was a meeting held last month to discuss the formation and suggested member composition of a collation group to develop and oversee future preparedness spending in our regions. The meeting was a positive experience, and was had a broad range of provider representation present. The formation of this coalition will be continued.

- ◆ QI/Physicians Advisory - Mr. Christopher stated that he has had discussion with Ms. Karrie Stanaland since she terminated her employment at her hospital. She expressed her desire to continue as Chair of this committee.
- ◆ Inj. Prev. /Education - Tammy Hanson
 - The website for DETRAC.org is up and going and Ms. Wilson will demonstrate how to navigate the site. All of the information currently on the site is up to date.
 - TNCC course has 16 registered participants. Course date is September 26-27, 2013 at the SFA Nursing Building in Nacogdoches. The DETRAC will cover the student book and tuition fees for course. Sign-up is on a first come, first serve basis.
 - New information from TETAF on pediatric transfer guidelines; Drug recall announcement concerning JCB Labs; Measles outbreak information; and Prevention of stroke updates are all topics that can be found on the website - www.detrac.org

OLD BUSINESS

11. Regional Plan

The members were informed that there has been very little activity on the plan update since the last meeting. He commented that once Mr. Ware completes all the financial reporting that is coming due soon, he will turn his focus on getting the plan update completed.

12. Executive Board Activities / Report

Mr. Christopher announced that the Board last met 5/2/13.

13. EMS Newsletter ... Trailer Article

There has been no activity. Mr. Christopher stated that now that the trailer project is complete an article should be created and submitted. No assignments were determined.

14. 1115 Waiver Updates

There were update announcements provided.

15. OASPR Spending Update

This information was reviewed earlier in the meeting.

NEW BUSINESS

16. Board Responsibility Video Review & Attestation

The group was informed that all Board members and Executive Committee members must watch the DSHS video concerning Board responsibilities, and that an Attestation form to be completed annually. The video was pulled up and viewed by the group. The Attestation form was distributed for signature. Those absent from the meeting will be asked to view the video on their own time.

17. DSHS Site Visit Report

Mr. Christopher, Ms. Wilson and Ms. Darlene Williams reported that they recently attended a site visit by the DSHS. The outcome of the visit was that the DSHS individual was pleased with the RAC activities, and gave many suggested ways to make/raise money and become less dependent on state grant funding. Posting the meeting minutes on the DETRAC web site was a strong recommendation.

18. Property Offer

The committee members were informed by Mr. Christopher that an unnamed individual recently contacted the DETRAC office and wanted to donate property to our organization. She identified the DETRAC through a search of non-profit organizations located in Angelina County. Reportedly, DETRAC was the first listed in the search. Mr. Christopher stated that he contacted DSHS for guidance and recommendation. Mr. Christopher and Ms. Wilson investigated the property site, which was located in a non-commercial area outside the city of Lufkin. The DETRAC Board determined that the con's of accepting the property outweighed the pro's, and agreed to decline the property offer.

19. TETAF Strategic RAC Division Initiative

A handout was provided detailing the goals and tactics of this initiative. Providing education to the public and the state legislators on RAC functions and the increasing demands/regulations is at the core of this initiative. The need for additional funding to meet these expectations will be communicated. The initiative will use many media options to provide this education.

20. SETRAC / Hospitals MOA

The hospital representatives in attendance were informed that these documents have been sent to the Chief Executive Officers for execution. The documents were due back to the SETRAC by August 30, 2013. There was no report provided as to how many hospitals have completed the form.

21. Approval of 2013 - 2014 Meeting Calendar

A proposed meeting calendar for the period September 2013 through November 2014 was reviewed. There were many discrepancies identified. The group agreed on the following meeting schedule template: Board of Directors 2:00pm to 2.30pm, Executive Committee 2:30pm to 3:30pm, Sub-Committee meetings 3:45pm to 4:45pm and General Assembly 5:00pm to 7:00pm. Mr. Ware will make changes and post the calendar to the website.

22. Announcements

- ◆ Ms. Wilson encouraged information input onto the DETRAC website. Anyone wanting information added to the website should contact Mr. Ware.

- ♦ Ms. Wilson announced that there is a SETRAC/EMTF-6 RN Strike team meeting planned for September 27, 2013 in Houston. She is planning to attend and represent our RAC.

23. Adjournment

A motion to adjourn was provided by Ms. Connie Blalock, and seconded by Ms. Sondra Wilson. There was no further discussion. The meeting was adjourned at 4:35 p.m.

*Minutes Recorded & Submitted by:
Peyton Ware
Scott Christopher*