

**Capital Area Regional
Trauma Advisory Council
Executive Board
Meeting Minutes
Thursday December 20, 2007**

- I. Call to Order:** The meeting was called to order at 1304 by the RAC Chair, John Sneed
- II. Approval of the Minutes:** A motion and a second were made to approve the November minutes. A vote was from the board was unanimous the November 2007 minutes were approved.
- III. Treasurer's Report:** Gaylen Tips reporting – Gaylen gave an explanation of the reports she presented to the board. There was \$ 59,221.87 in the account as of December 19, 2007. (Please see attached reports).
- IV. Public Comments:** There were no public comments.
- V. Chair Report:** John Sneed reporting – John reported from the GETAC disaster Task force regarding the Texas Mat Strike Team. The state will need 8 teams. A team will consist of 25 ambulances, ALS bus, and a field hospital. This will be achieved using the multi- RAC system John also discussed from GETAC the problems with the current Texas Trauma Registry. Many people felt that with as many problems as it has the state should just start over. Arlen Bolenbaucher from DSHS commented that a committee has been formed to address this problem. Dave Reimer added that there will be a conference call with everyone in January to address the problems with the registry. There was some talk about outsourcing the registry, but that is being revisited. John also reported that the Hospitals will be getting together to have a better plan where patients will go in the event of a large scale disaster.
- VI. DSHS Update:** Arlen Bolenbaucher reporting – There is an on line course that the board members of all RACs will need to take on financial responsibility the certificate of completion is also on line. Board members will need to take every 2 years. Arlen also reported that the 1st quarter tobacco report was due November 30, 2007. DSHS will not pay 2nd quarter until they get that report.
- VII. Trauma Center Update:** Gaylen Tips reporting – The new treatment area is now open. It is located where the old Pedi ER was located. They are working on the Hopscotch video for EMS
- VIII. Director's Report:** No report.

Old Business:

- I. HRSA 08** – Requirements have changed. Dave Reimer asked that there is Participation from every hospital and if the representative can not make it to The meetings send an alternate. He also requested that someone from that Committee keeps the RAC updated on their activities. That committee will Need long term and short term goals and this will need to be reflected in the Bylaws. There was a suggestion that the general membership meetings last all

Day because many board members need to be at multiple committees.

- II. Steve Janda from DSHS is now present. John Sneed expressed his frustration with the HRSA grant application process this past year. Steve stated that many of the RAC's have banded together to pay someone to complete the application. John stated the most frustrating part of the process was DSHS changing the way it was to be completed after it was already turned in to the state.
- III. **Employee Position:** Dave Reimer asked about getting Michelle Fillman on as a full-time employee as she has been with the RAC over 1 year now. Gaylen Tips stated the problem is not hiring her on as full-time but rather getting her benefits. Gaylen discussed this with her administration and they would be willing to provide the benefits if the RAC were to reimburse them.
- IV. **Board Vacancies for 2008:** The officer positions need to be filled before January. The only way these positions will be changed is if these people are not elected into their current positions at the general membership meeting in January.
 - Chair** – John Sneed was nominated, it was seconded and the vote was unanimous.
 - Treasure** – Gaylen Tips was nominated, it was seconded and the vote was unanimous.
 - Secretary** – Jackie Gondeck was nominated, it was seconded and the vote was unanimous.
 - Vice Chair** – Mark McMain was nominated, it was seconded and the vote was unanimous.
- V. **General Membership** – All 2008 general membership meetings will be held Dell Children's hospital.
- VI. **Lead Pediatric Facility** – Discussion on adding a representative from the Lead Pediatric Facility was held in September. This will be taken to general Membership in January for nominations and a vote.
- VII. **Dues for RAC Membership** – The yearly dues went up this year from \$ 100 \$ 200 and \$ 25 for volunteer organizations.

New Business:

The executive board went into Executive session for the purposes of interviewing a potential candidate for the director position at 1505. The board came out of executive session at 1600. John Sneed asked that the minutes reflect that no decisions were made while in session.

Mark McMain motioned that we hire Loren Stagner at \$ 75,000 per year plus benefits. Tom parting seconded that motion. John Sneed stated that we should make the offer pending a background check. There was discussion about when he could start. And that the board realized he would have to full fill his current obligations. A vote was taken by the board and it was unanimous to make him an offer after the back ground check was done.

The meeting was adjourned at 1615. All unfinished business on the agenda will be discussed at the next meeting due to the late hour.

Respectfully Submitted by:
Jackie Gondeck RN BSN MHA CEN
Secretary of the CATRAC