

SETTRAC Quarterly Meeting
7:00p.m. July 16, 2007

=== MINUTES ===

I. CALL TO ORDER

The meeting was called to order by James Duke, MD.

II. ROLL CALL

Allen Johnson called roll and established a quorum.

III. READING AND APPROVAL OF MINUTES

A motion was made to waive the reading of the April Quarterly Meeting Minutes and accept the minutes as written. The motion was seconded. The motion passed unanimously.

IV. PUBLIC COMMENT

Dr. Mattox asks SETTRAC to remove the word "Caution" under Psych from EMSsystem. That term doesn't benefit EMS, creates confusion, and the Ben Taub Administration would like it to be removed. Dr. Duke refers this on to the Pre-Hospital Committee to report back at the next meeting. Dr. Mattox request removal from Ben Taub only if possible otherwise from the system.

V. EXECUTIVE REPORTS

A. Chairman's Report

Dr. Duke reminded everyone to sign in.

Dr. Duke thanks Joe Jeffries of Henry Schein Matrx Medical for sponsoring tonight's meeting.

Dr. Duke announces that the RHPC is now the REHPC and that SETTRAC has been named as the Administrator of these funds again for the next five years. Dr Duke also explains a brief history of the group and the board's responsibilities to manage these federal funds. Dr. Duke asks Ken Gordon to explain about REHPC. Ken Gordon explains that REHPC is now a separate legal entity and that SETTRAC needs to enter into a contract between SETTRAC and REHPC that articulates what everyone's expectations are such as oversight, governance, understand what REHPC is doing, and an audit track. Contract will be effective September 1st so we need the board to grant some authority to the Executive Committee. Ken Gordon explains what is needed in the contract between SETTRAC and REHPC. Ken Gordon asks for the following resolutions:

- (1) The board hereby grants the members of the Executive Committee the authority to negotiate and execute a new agreement with the Office of the Assistant Secretary of Preparedness & Response to take effect upon expiration of the current contract and to take such actions as may be

necessary to implement this resolution. This resolution has to do with the OASPAR Contract – you are giving authority to the Executive Committee to enter into the contract. The contract will include a budget which is not available tonight because the state hasn't told us what it is going to be so it will have to be worked out and negotiated. If the board does not want to grant authority to the Executive Committee, the other option is a special called meeting of the board. Dr. Persse makes a motion to grant the Executive Committee authority to negotiate and execute a new agreement with the Office of the Assistant Secretary of Preparedness & Response. This motion is seconded. All in favor. The motion passed unanimously.

- (2) The board of directors grants the members of the Executive Committee the authority to negotiate and establish a budget under the new agreement with Office of the Assistant Secretary of Preparedness & Response and take such actions as may be necessary to implement this resolution. The board understands that the new budget will take effect prior to the next board meeting, the board takes this action with the understanding that the budget will be similar to the budget submitted by SETTRAC to the Texas Department of State Health Services, and the budget shall be submitted to the board at the next meeting for consideration. A motion to grant this resolution. This motion is seconded. Discussion followed. A motion was made to amend the motion to include “ the budget will be sent out to the board prior to any actions being taken, if objection or question is raised within 24 hours, will take necessary action to address the question or objection.” Seconded. A motion was made to grant this resolution with the amendment. This motion is seconded. All are in favor. The motion passed unanimously.
- (3) The board of directors hereby grants the members of the Executive Committee the authority to negotiate and execute an agreement with REHPC to implement the agreement with the Office of the Assistant Secretary of Preparedness & Response generally in accordance with the terms outlined and discussed at this meeting to take effect upon the expiration of the current ASPAR (HRSA) contract and to take such action as may be necessary to implement this resolution. A motion was made to grant this resolution. The motion was seconded. All are in favor. The motion passed unanimously.

B. Vice Chairman's Report

Darrell Pile reported that there are no new members to the board.

Darrell asked David Rives to report on the Audit. David reports that the auditors are working the audit and that it will be completed in time to submit to the state by our deadline of July 31st.

Darrell explains that the nominations for expiring board terms will be held during the new business section of this meeting and the elections will be held during the annual meeting immediately following this meeting with the new board.

Dr. Duke announces that this is Darrell Pile's last meeting and awards him with a plaque for all his years of service to SETTRAC.

C. Vice Chairman's Report

Thelma Lemley will report on the GETAC/RAC Chairs Meeting at the next quarterly meeting.

D. Secretary-Treasurer's Report

Allen Johnson reported on the financial statement. He explains that SETTRAC has hired an accountant to handle the bookkeeping and has produced this financial statement. This is the start, we will move forward with more detailed reporting. Allen asked for questions on the financial report. Discussion followed. A motion was made to accept the financial report as written. This motion was seconded. All are in favor. The motion passed unanimously.

A motion was made to get RFPs for Banks to handle the SETTRAC Accounts. This motion was seconded. All are in favor. The motion passed unanimously.

E. Officer at Large Report

Dr. Persse updated the board on ROCEMS, Cooling Blankets, and the EMS Medical Directors.

VI. COMMITTEE REPORTS

A. Trauma Care & Management

Hospital Care & Management/SQI committees : Marjorie Lygas and Mary Frost reported on ISS scores. Lon Squyres reported on the Disaster Committee and Daniel Kosler reported on the Pre-Hospital Committee.

B. Public Information & Education

Sarah Abbott reported on the Annual SETTRAC Conference and some budget requests from her committee. Discussion followed. A motion was made to purchase a SETTRAC display for use at the Texas EMS Conference and future events for \$15,995.00. Motion was seconded. All are in favor. Motion passed unanimously.

C. Grants Review

Madelyn Jurek reported that approximately \$20,000 of scholarships have been committed and there are still funds available. Deadline for all courses to be completed and all scholarship paperwork to be turned in is August 10th.

D. Stroke Committee

James Grotta, MD reported on the Stroke Committee and explained the JHACO stroke center levels of designation.

VII. DIRECTOR'S REPORT

David Rives reported on the Houston-Galveston Area Council Emergency/Trauma Care Council, Texas EMS / Trauma & Acute Care Foundation, HRSA Grant, and Diversion Letters. A motion was made to make the identifier for the hospitals available to the internal audits of SETTRAC, not for the general public or to be taken from this room. This motion was seconded. Discussion followed. A motion was made to amend the motion to release the information to the Medical Audit Committee to be reported to SETTRAC. This motion was seconded. All are in favor. The motion passed unanimously.

VIII. UNFINISHED BUSINESS

Frank Marshall reported on the Mobile Command Vehicle. Discussion followed.

HRSA Budget presented to the board for approval. Doug Havron explains this budget. Discussion followed. A motion was made to accept the budget as written. This motion was seconded. All are in favor – Dr. Mattox abstains from the vote. The motion passed.

IX. NEW BUSINESS

Darrell Pile explains the nominations to the board. Darrell reads off the slate of nominees for the 13 positions that are expiring this year and asks for nominations from the floor. For Austin County - we have an official nomination for Cassandra Bryant, MD, Colorado County EMS - we have an official nomination for Charles Rogers, Fort Bend County Hospitals – no nomination, Harris County Hospitals – a nomination was made from the floor for Mary Frost, Matagorda County EMS – no nomination, Montgomery County Hospitals - no nomination, Walker County Physicians –Darrell Wells has been nominated from the floor, Waller County EMS – we have an official nomination for Bevin Hollan, Wharton County Physicians – no nomination, Texas Hospitals Association Specialty – no nomination, Emergency Physicians Association - we have an official nomination for Jay Kovar, MD, Ben Taub Level I - we have an official nomination for Robin Garza, and Emergency Nurses Association - no nomination. Darrell Pile asks for additional nominations from the floor. A motion was made to accept the slate of nominees. The motion was seconded. All are in favor. The motion passed unanimously.

David Rives explains the budget requests. Discussion followed. A motion was made to defer making a decision on the excess funds for all items at this time and allow the new Executive Committee to make the decision on how to spend those funds. This motion was seconded. Discussion followed. A motion was made to amend the motion to send out notification of budget request with a deadline for those requests. This amendment was seconded. Discussion followed. All are in favor. The motion passed unanimously.

X. ANNOUNCEMENTS

Dr. Duke announced that the next quarterly meeting is scheduled for October 15, 2007 at 7:00pm. Dr. Duke also asks all board members of next year's board to remain for the annual meeting and election of officers.

Discussion followed about of long range planning.

A motion was made to adjourn the meeting. The motion was seconded. Meeting adjourned.

ANNUAL MEETING

I. CALL TO ORDER

The annual meeting was called to order by James Duke, MD.

II. ROLL CALL

A board sign in sheet is passed around and quorum is established with 22 board members.

III. UNFINISHED BUSINESS

Dr. Duke asks if there is any unfinished business.

IV. NEW BUSINESS

Darrell Pile announces that the nominating committee met and decided on the following slate of nominees for the Executive Committee:

Ken Mattox, MD - Chairman, Michael Morris - Vice Chair of Business, Thelma Lemley – Vice Chair of Systems, Renee Griffith – Secretary, Allen Johnson – Treasurer, Lon Squyres – Officer at Large.

Darrell asks the slate of nominees if they are willing to serve on the Executive Committee. Darrell asks if there are any nominations from the floor. A nomination was made for James Duke, MD – Chairman. Darrell asked if there are any more nominations from the floor. Ballots were passed out for the 22 board members to vote. Ken Gordon and Darrell Pile tally the ballots in another room. Darrell Pile announced that James Duke, MD was elected Chairman. Darrell asked for a vote to accept the remaining slate of nominees: Michael Morris – Vice Chair of Business, Thelma Lemley – Vice Chair of Systems, Renee Griffith – Secretary, Allen Johnson – Treasurer, Lon Squyres – Officer at Large. A motion was made to approve this slate. The motion was seconded. All are in favor. The motion passed unanimously.

Allen Johnson asked the new board to approve \$6,500 to pay for the booth space at the Texas EMS Conference. A motion was made to dedicate \$6,500 in this coming year's budget for the booth space. The motion was seconded. All are in favor. The motion passed unanimously.

v. Adjourn

A motion was made to adjourn the meeting. The motion was seconded. Meeting adjourned.