

EXECUTIVE DIRECTOR'S REPORT

OCTOBER 15, 2007

Houston-Galveston Area Council (H-GAC) Emergency/Trauma Care Council

The last meeting was on July 27th but there was nothing significant to report. The next regular meeting of the council is Friday, July 26th at 1:00 p.m. in Conference Room A on the second floor of the H-GAC building at 3555 Timmons Lane.

Texas EMS, Trauma and Acute Care Foundation (TETAF)

The foundation met missed its last regularly scheduled meeting due to GETAC activities being canceled due to Hurricane Dean. The major work of the foundation to date has been by the Trauma Foundation which has developed a process to replace the Department of State Health Services in the site survey process for Level III & IV trauma facilities. The date for surveys to begin was established for October 1st but I don't know if any haven't taken place. All of the other divisions are working on various projects but they're not as pressing as the site survey process. The foundation has a regularly scheduled conference call this Wednesday at 11 am. The next regular meeting is scheduled for Saturday, November 17th at the Hilton Americas Hotel in Houston. The divisions will meet at 5 pm and the Board meeting will begin at 6:30 pm. As of the last conference call 19 of the 22 RACs had joined the foundation.

Meeting Attendance and Dues

Meeting Attendance and Dues are listed in the newsletter and on the web-site. Please review the lists carefully and if you think there is an error, please contact Marnie.

County Funds

All the 2nd installment of the FY '06 & FY '07 of county funds has been distributed. We are now ready to begin distribution of the 1st installment of county funds for Fiscal Years '07 & '08. Notices and report forms will be sent via e-mail to the eligible providers in the next couple of weeks. There has been some confusion regarding eligibility of Harris county providers so those funds are not yet ready for distribution. If your agency is eligible for Harris funds please be sure to check with Lon Squyres before you leave tonight to be sure someone from your agency has signed the correct form. Marnie will now be handling distribution of county funds.

Dues

Dues invoices for this year are going to be mailed to hospital CEO/Administrators in the next few weeks. E-mail copies will be sent to Trauma Coordinators/Emergency Department Directors. Invoices will be sent to EMS providers via e-mail. When dues payment is received it will be posted on the SETTRAC web site. Please check to be sure to check to see that your dues are paid.

Employment Opportunities

The deadline for submission of resumes for the 2 new SETTRAC employees was last Thursday. We have received three applications for each position. The Program Implementation Specialist is an OASPR position. The Administrative Assistant will be shared between the OASPR program and the rest of the SETTRAC programs. We will be interviewing as soon as possible and hope to have both positions filled next month. When the Administrative Assistant position is filled we will ask that everyone direct phone calls to that person, who should be there 8-5, 5 days a week. After orientation that person will know who to direct calls and contact the appropriate staff member as soon as practical. This should result in quicker responses to calls, especially when staff members are out of the office.

As a result of the addition staff it has been necessary to add space. Memorial Hermann has provided us with another office, just a few feet down the hall from our existing office. We're in the process of furnishing the office and setting up phone and computer connections. Doug, the new OASPR person and I are in the new office. The Administrative Assistant will be occupying the space vacated by me, sharing that office with Marnie. In the interim things are somewhat disorganized. Until the new furniture is delivered my phone and computer are in the new office while most of my files are in the old office. The new furniture should be delivered by the end of the month.