

SETTRAC Quarterly Meeting
7:00p.m. October 15, 2007
Minutes

I. CALL TO ORDER

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

II. ROLL CALL

Reneé Griffith called roll and established a quorum.

III. READING AND APPROVAL OF MINUTES

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

IV. PUBLIC COMMENT

Aaron Patterson (DSHS) reported on Uncompensated Trauma Funds and the upcoming GETAC Meeting.

V. EXECUTIVE REPORTS

A. Chairman's Report

Dr. Duke reminded everyone to sign in.

Dr. Duke explained the By-law amendment to add an RHPC representative to the SETTRAC Board. A motion was to accept the by-laws amendment to add a RHPC representative to the SETTRAC board. The motion was seconded. The motion passed unanimously.

Dr. Duke explains the consolidation of the By-laws. A motion was to accept the by-laws consolidation of the SETTRAC by-laws into the 4th Amended and Re-stated By-laws. The motion was seconded. Discussion followed. The motion passed unanimously.

B. Vice Chairman's Report

Michael Morris asked for nominations for the newly created RHPC board position. Reneé Griffith nominated Lori Upton this position from the floor. This motion was seconded. A motion was made to close nominations. This motion passed unanimously. Next a motion was made to elect Lori Upton to the SETTRAC Board for the newly created RHPC board position. This motion was seconded. The motion passed unanimously.

Michael explained at the last meeting a motion as made to table the approval of the FY06 annual audit so that it could be posted on the web-site for review by the board members. The board members should have had time to review this audit and would like to hear a motion to accept this audit. A motion was made to accept FY06 Audit. This motion was seconded. The motion passed unanimously.

C. Vice Chairman's Report

Thelma reported that the GETAC and RAC Chairs meetings were cancelled so there is no report tonight.

D. Secretary's Report

Reneé Griffith reported on participation, which is listed on the web-site and in the newsletter. Participation consists of attendance of 50% of Quarterly Meetings, 50% of committee level meetings, and paying of annual dues. Please contact Marnie Krause if you have any questions on participation.

E. Treasurer's Report

Allen Johnson explained the new financial statements that the accountant created and the difference between cash versus accrual basis accounting. Allen suggested that SETTRAC convert from cash to an accrual accounting to give a more accurate picture of the finances. Allen asked for questions about financial report. Discussion followed. A motion was made to move from cash basis accounting to accrual basis accounting. This motion was seconded. All are in favor. The motion passed unanimously. A motion was made to accept the financial report as written. This motion was seconded. Discussion followed. All are in favor. The motion passed unanimously.

Allen reported that SETTRAC requested bids from eight (8) banks and received bids from four (4) banks. After reviewing the bids, it is recommended to remain with Compass Bank. Compass Bank was one of two banks with the best bids but the cost to change banks makes it better to stay with Compass Bank. A motion was made to keep SETTRAC's banking with Compass Bank. This motion was seconded. All are in favor. The motion passed unanimously.

David Rives reported that he has been told that the Federal government will be changing the fiscal year to August 8th this upcoming year and then to June 30th the following year. This will cause a book keeping challenge since it will be eleven (11) months for the next two (2) fiscal years.

F. Officer at Large Report

Lon reported that they have purchased 136 GPS devices purchased and distribution is taking place. Discussion followed.

VI. COMMITTEE REPORTS

A. Trauma Care & Management

Daniel was not present but had submitted a written report for the PHCT subcommittee for the board members. The HCM subcommittee has met once since the last quarterly meeting but will report at the next quarterly meeting.

B. Public Information & Education

Sarah Abbott reported on the 4th Annual SETTRAC conference, TETAF update, the Texas EMS Conference, and the SETTRAC Exhibit.

C. Grants Review

Madelyn reported that \$26,000 was used of the \$36,000 budgeted for FY 2007 scholarships.

D. Stroke Committee

James Grotta, MD was not present, no report given. David Rives explained that the committee sent surveys out to all hospitals. The committee has received the surveys back and sent letters out to EMS providers notifying them of the stroke hospitals. Discussion followed.

E. Medical Director's Committee

David Perse, MD reported that his committee has been communicating by email about cardiovascular centers, post resuscitation hypothermia care, and the final draft of a letter that will go out mirroring what stroke centers have done.

VII. DIRECTOR'S REPORT

David Rives reported on the Houston-Galveston Area Council Emergency/Trauma Care Council, Texas EMS / Trauma & Acute Care Foundation, Meeting Attendance & Dues, County Funds, Dues, Employment Opportunities, EMS System Oversight Committee.

VIII. OASPR Administrative Director's Report

Doug Havron reported on new ASPR guidelines, bed tracking in EMS System, the state's volunteer registry program, fatality management plans, hospital evacuation plans, compliance reports, the monthly report for September expenses, the move to accrual basis accounting, and that three (3) checks from HRSA Year 1 have not been cashed therefore funds have been returned to DSHS. A written report is included in the board folders.

IX. UNFINISHED BUSINESS

Kelly Curry reported for Frank Marshall about the Regional Communication Vehicle. The truck has been delivered and IT components/radios installed. A workshop has been scheduled in two (2) weeks, it made its debut in Huntsville and it was used in the recent airport drill. Graphic samples for the truck are being reviewed and the draft operational budget was given to David Rives for board approval.

X. NEW BUSINESS

FY 2008 Budget and the ASPR Budget.

David Rives explained the new format of the two page budget. A couple other items have been submitted that include: the upgraded computer system (OCS bid page), travel expenses for the MCV, and the PI&E proposal for conference funding. The Executive Committee reviewed \$67,267 for the booth and voted to refer this to the entire board.

A motion was made to add the Blackberry Exchange Server to the budget. This motion was seconded. The motion passed unanimously.

Next a motion was made to add approximately \$1,678.43 to the budget for travel expenses associated with the Regional Communication Vehicle to be put under the EMS fund. This motion was seconded. The motion passed unanimously.

A Motion was made to allow PI&E Committee to present proposal to the board, This motion was seconded. The motion passed unanimously. Sarah explains the PI&E Proposal that is the most economical and professional for the 60X40 display and shows who we are, what we do, and how we function. This display can use for education and to recruit members. Discussion followed.

A motion was made to allocate \$24,000 to supplement the \$16,000 with power/internet for vehicle to take priority. This motion was seconded. Discussion followed. The motion was amended to reduce it by \$3500 and allow for an overage of 10% subject to approval by David Rives. The final amount was \$20,500 with an overage amount of \$2,050. This was in addition to the amount already budgeted in General Account. The amendment was seconded. The motion, with amendments, passed unanimously.

The next item was the two page ASPR budget presented by Lori Upton of the RHPC. A motion was made to accept the budget. This motion was seconded. Discussion followed. The motion passed unanimously.

A discussion followed about how to handle changes in the OASPR Budget. A motion was made to allow the executive committee to work with the RHPC leadership to deal with budget changes so that the amended contract can be re-executed. This motion was seconded. Discussion followed. The motion passed unanimously.

A request was made to put the RHPC contract out on the web-site or through email.

Finally, a motion was made to accept the 2008 budget with the amendments. This motion was seconded. Discussion followed. All are in favor. This motion passed unanimously.

XI. ANNOUNCEMENTS

Dr. Duke announced that the next quarterly meeting is scheduled for January 28, 2007 at 7:00pm in the CULLEN LOBBY and that we need a "Welcome to the 2007 Conference" by as many board members as possible.

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