

## **SETTRAC Quarterly Meeting**

**7:00p.m. April 21, 2008**

### **Minutes**

#### **I. CALL TO ORDER**

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

#### **II. ROLL CALL**

David Rives called roll and established a quorum.

A motion was made to add RHPC Report under committee reports. The motion was seconded. The motion passed unanimously.

#### **III. READING AND APPROVAL OF MINUTES**

Mary Frost asked for a correction of the spelling of David Wesson's name from Westin to Wesson. A motion was made to accept the minutes as written with the correction to the spelling of David Wesson's name. The motion was seconded. The motion passed unanimously.

#### **IV. PUBLIC COMMENT**

David Persse, MD had copies of the Texas EMS Conference video and handed out copies to the Executive Committee.

#### **V. EXECUTIVE REPORTS**

##### A. Chairman's Report

James Duke, MD reminded everyone to sign in.

Dr. Duke announced that SETTRAC may not be able to provide parking validations at future meetings because of budget cuts. We will work on trying to resolve this issue over the next few weeks.

##### B. Vice Chairman's Report

Thelma Lemley reported for Michael Morris, who was not present. SETTRAC has received two nominations from Colorado County for Donna Campbell to fill the Physician Vacancy and the Shannon McBride to fill the Hospital Vacancy. Thelma asked for additional nominations from the floor. A motion was made to close nominations. The motion was seconded. The motion passed unanimously. A motion was made to elect Donna Campbell as the Colorado County Physician Representative and Shannon McBride as the Colorado County Hospital Representative. The motion was seconded. The motion passed unanimously.

David Rives listed the board terms expiring in July and asked that these board members complete a nomination form and return to SETTRAC at least one week prior to the July

Quarterly Meeting. If a board member no longer wishes to continue in their position on the board, we ask that you assist SETTRAC in finding a replacement. David explained that these forms can be downloaded from the web-site and there is a separate form for EMS Representatives, Hospital Representatives, Physician Representatives, and Ex-Officio Representatives.

Next, David Rives explained the nominating committee for elections that will be held at the July Meeting. This year committee chairs will be part of the nominating committee along with anyone else interested in signing up to participate on this committee. David did not have a sign up form for this committee but stated that he would send out a message via e-mail.

C. Vice Chairman's Report

Thelma Lemley reported on the GETAC Meetings

D. Secretary's Report

Reneé Griffith not present, no report given.

E. Treasurer's Report

Allen Johnson explained the financial report and the budget versus actual report. Discussion followed. A question was asked about the wording on the last paragraph of the letter (page 2) of the financial state. Allen will talk to the CPA about possibly rewording for future statements. A motion was made to accept the financial report. The motion was seconded. The motion passed unanimously.

F. Officer at Large Report

Lon Squyres reported on the EMS Strike Teams Leader Courses in July and the Greater Houston EMS Awards Banquet at the end of EMS Week.

**VI. COMMITTEE REPORTS**

A. Stroke Committee

Rick Sline reported for James Grotta, MD. They have streamlined the collection of data from EMS and Hospitals within SETTRAC. They are requesting data from January 2007 to current date and then on-going monthly. Rick updated the board on the status of data collection and stroke database.

B. Trauma Care & Management

Mary Frost and Marjorie Lygas reported on under-designation of facilities. Dr. Scott has agreed to be the Medical Audit Committee chair and this committee will meet every other month. The committee is currently working on a better process for the under-designation and Mary has drafted a letter to the state. The committee believes that after a survey is when the hospital should be notified that they are under-designated so they have 3 years to upgrade to the higher level (not immediately preceding their survey). The committee would like to develop a mini designation packet. The committee will work on the process to be adopted at the next quarterly meeting. David Rives mentioned that this is something the state requires each RAC to establish.

- C. Public Information & Education  
Sarah Abbott reported on TETAF and the 5<sup>th</sup> Annual Trauma Care Conference. The committee had problems finding a conference location without reserving a couple years in advance. David noted that there is a problem with this board committing funds of future boards budget.
- D. Grants Review  
Madelyn Jurek reported on scholarships
- E. EMS Medical Directors  
David Persse, MD reported that the committee is working a program for acute cardiac care similar to the stroke program and explained the progress.
- F. RHPC Committee  
Lori Upton reported that the committee has reviewed spending plans of all the hospitals. She reminded everyone to get the receipts and payments in before the deadline of the grant. Lori also reported on the AMBus, course updates, new hospital equipment, Hurricane Exercises and site visits, and the Texas Hurricane Conference.

## **VII. DIRECTOR'S REPORT**

David Rives reported on the Regional Communications Vehicle Tour, Committee meeting schedule, EMResource formerly EMSsystem, Financial Audit, H-GAC Trauma & Emergency Care Policy Council.

## **VII. OASPR Administrative Director's Report**

Doug Havron explained the handout given to the board. This handout included the following topics: Standard report on compliance, mid-year report, WebEOC / EMSsystem Training, the DSHS Program Audit last week, and Service Extensions. A motion was made to move line for \$75,000 and \$216,000 from Systems back into Contractual. The motion was seconded. The motion passed unanimously.

Doug reported on the technical site visits for HRSA Year 5. Twenty-nine facilities may be reimbursing funds and we have received funds from eleven already. Doug will get hard copies of the financial reports to board. Discussion followed.

## **IX. UNFINISHED BUSINESS**

David Rives reported about the new Financial Responsibility video that can be found on-line. Please review this video and return the form as soon as possible in order to retain your position on the SETTRAC Board.

David Rives updated the board on the Medical Examiners position - we have not been in contact with the organization.

Dr. Duke reported on the two organizations that submitted RFP that fit within our budget. The Executive Committee would like to meet with both organizations in the near future and would like to schedule Dr. Mattox to join in this meeting.

David Rives explained the Texas Children's Hospital (TCH) Trauma Designation process. TCH has met state guidelines and is now considered to be capable of treating pediatric trauma patients. Discussion followed.

**X. NEW BUSINESS**

Doug reported on the AMBUS. The purpose of the AMBUS is mass movement of patients, a cooling center for mass gathering, re-hab center, etc. A donation has been given to SETTRAC for \$2,000. SETTRAC will purchase the bus for \$2,000. Discussion followed.

David Rives explained that SETTRAC was contacted by a free standing emergency center about participation. We need to decide how to handle this type of facility. Discussion followed. A motion was made this agenda item be discussed in the strategic planning retreat. The motion was seconded. Plan a retreat once we select RFP. Discussion followed. The motion passed unanimously.

David Rives reported that we are working on the Audit. The board asked if we could get the auditors to be represented at the July Quarterly Meeting. David Rives discussed the two legislative meetings that he attended and that 3588 funding may be in jeopardy.

Allen Johnson explained the report that affirms the need for a Trauma Center in Montgomery County. It advocates currently for a Level III Trauma Center and later for a Level II Trauma Center. A motion was made to accept verbal report as endorsement of adding a Level III Trauma Center to Montgomery County Trauma System and offer SETTRAC's support and guidance. The motion was seconded. Discussion followed. The motion passed unanimously.

Psych Diversion was discussed.

**XI. ANNOUNCEMENTS**

Dr. Duke announced that the next quarterly meeting is scheduled for July 21, 2008 at 7:00pm.

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