ABBREVIATED BOARD OF DIRECTORS MEETING MINUTES

Date & Time: 8 October 2024

Location: 600 Six Flags Drive OR Virtual via Zoom

Meeting Leader (Chair): Bill Bonny

Meeting Scribe: Helen Oberbeck

Quorum: Yes

- Attendance documentation attached

NCTRAC
NORTH CENTRAL TEXAS
TRAUMA REGIONAL ADVISORY COUNCIL

Agenda	Discussion	Action Plan	Responsible Individual	Targeted Completion / Next Step
Call to Order, Welcome, Announcements (Quorum = 8)	The October Board of Directors meeting was conducted in person at 600 Six Flags Drive and virtually via Zoom. Mr. Bill Bonny called the meeting to order at 10:02 A.M. Quorum was confirmed and announced. Mr. Rick Antonisse gave a reminder of the FY25 Board of Directors attendance policies summary.			
Chair's Report: Recognition	None			
Chair's Report: Executive Committee of the Board of Directors Update	Mr. Bill Bonny summarized the Executive Committee meeting, noting that the Pediatric Mass Transfusion Protocol Resource Document was presented and approved for poster presentation at the upcoming TQIP conference. He noted there were no SPI items to report to the Board.			
Chair's Report: Chair-Elect Ratifications	None			
Chair's Report: TETAF Update	Mr. Bill Bonny gave a brief overview of TETAF noting they have released their legislative priorities for the upcoming 89th Legislative Session. The main priorities aim at strengthening regional healthcare systems, acknowledgment of the critical role of the RACs, increase funding to the Texas Trauma system,			

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	establishing a statewide Perinatal database and improve regional healthcare data collection efforts. TETAF is currently accepting nominations for Board of Directors positions.			
Chair's Report: Pulsara Utilization Workgroup	Mr. Jacob Seil provided an overview of the regional September Pulsara Utilization workgroup meeting. He highlighted the workgroup's review of utilization data, Pulsara roadblocks & delays. This information will assist in creating survey questions for non-users. The next meeting is planned to be scheduled for late October.			
Financial Reports: Treasurer's Report	Ms. Rachal Bracker stated that she reviewed the financials with the financial team. Ms. Kimmie Tran provided the Treasurer's Report. She highlighted the Statement of Activities for HPP including operational and conference expenses for cyber security workshop. She noted no significant changes to the balance sheet.	Motion to accept the Treasurer's Report by Ms. Rachal Bracker and Seconded by Mr. Donald Tucker Motion carried.	Board of Directors	Complete
Financial Reports: Finance Report	Ms. Kimmie Tran reported that the Accountability Scorecard has been adjusted to include contract deliverables. She provided the financial report and highlighted the request for Unobligated Budget Request for sponsorship to the Texas EMS Hall of Honor Fundraising event.	Motion to accept the Finance Report by Mr. Donald Tucker and Seconded by Mr. Kevin Sandifer Motion carried.	Board of Directors	Complete

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Consent/Action Agenda Items:	Mr. Rick Antonisse provided an overview of the October voting items to include items requesting endorsement by the Board for General Membership vote. Those items included the following: Endorsement for General Membership: • FY25 Perinatal Care Regional (PCR) System Plan • FY25 Well Infant Admission Temperature Guidelines • TCHMB Newborn Admission Temperature Guidelines for Infants < 35 Weeks of Gestation • FY25 Neonatal Inter- Facility Transfer Resource Document • FY25 Maternal Inter-Facility Transfer Resource Document October voting items included the following: • September Board of Directors Meeting Minutes • September Regional Emergency Preparedness Committee Meeting Minutes • FY25 Memberships for Approval – October • FY25 Inter-Facility Stroke Transfer Guidelines • FY25 Inter-Facility Stroke Transfer EMS Documentation • NCTTRAC Pre-hospital Transfusion Program – Rockwall County EMS • Other Action Items	Motion to endorse the FY25 Perinatal Care Regional (PCR) system plan by Dr. Suzanne Whitbourne and Seconded by Mr. Kevin Sandifer. Motion carried. Motion to accept the remaining consent agenda items by Mr. Donald Tucker and Seconded by Mr. Kevin Sandifer. Motion carried.	Board of Directors Board of Directors	Complete Complete
Executive Director's Report: Annual Board Requirements	Mr. Rick Antonisse provided an overview of the FY25 annual required documents (Code of Ethics, Conflict of Interest and DSHS Attestation form) and the next steps. He noted that the DocuSign process has proven successful in receiving documents timely and will be used to follow up for completion of necessary forms.			

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	The board members watched the DSHS required “What Every Non-Profit Board Member Needs to Know” video.			
Executive Director’s Report: Staffing Update	Mr. Rick Antonisse provided an overview of staff changes highlighting the open position of Preparedness & Response Coordinator. He also extended his personal thanks to Ms. Jessica Dupree who will be leaving NCTTRAC to join a new organization as a VP of Clinical Operations.			
Executive Director’s Report: Legislative/Funding Update	No additional RAC funds are expected to come through this next legislative session.			
Executive Director’s Report: Accountability & Performance	Ms. Jessica Dupree gave a detailed overview of the Accountability & Performance. She highlighted the progress made on the FY25 Accountability Scorecards and provided an overview of the Chiefs and Executives Dashboard use along with a summary of key benefits of the tools.			
Executive Director’s Report: FY25 Membership Update	Ms. Jessica Dupree gave an overview of the FY25 Membership update and Timeline. She highlighted organization count by membership status and designated facility type, outlining pending approval and approvals.			
Dallas-Fort Worth Hospital Council Update	Mr. Corey Wilson noted that the DFW Hospital Council Annual Award Luncheon is scheduled for next week.			
	Ms. Brenna McLain provided an update on the work of the EMS Medical Directors Committee. She also provided a visual of the EMS Medical Directors full committee that provides oversight to plans, programs and guidelines. Ms. Natalie Carpenter provided an update on the work of the Pediatric Committee. She highlighted that Dr. Geoffrey Lowe has been elected as Committee Co-Medical Director.			

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	Dr. Suzanne Whitbourne provided an update on the work of the Perinatal Committee. She highlighted the approved Co-Workgroup leads for the SMART Goal Workgroup to assist leading the Maternal and Neonatal Data Initiative review. Ms. Corrine Cooper provided an update on the work of the Trauma Committee. She highlighted the work of the subcommittees within the Trauma Committee. Mr. Jim Dickerson provided the EHS program updates. He highlighted the RAC Self-Assessment will be coming out soon. Ms. Melissa Christon provided the Senate Bill 8 (SB8) update and highlighted that we are no longer able to approve applications for students. Mr. Stephan Epley provided an update for REPC. He highlighted upcoming events, exercises and recent EMTF deployments.			
Closing Comments, Next Meetings, & Adjourn	Ms. Danielle Sherar provided closing remarks and an update on the upcoming meetings noting the following: • Next Board of Directors Meeting - Tuesday, **November 12, 2024** at 10:00 A.M. • Next "In-Person" Board of Directors Meeting / Virtual General Membership Meeting - Tuesday **December 10, 2024** at 10:00 A.M. The meeting was adjourned at 10:50 A.M.	Motion to adjourn the October Board of Directors Meeting by Ms. Danielle Sherar and Seconded by Mr. Donald Tucker. Motion carried.	Board of Directors	Complete

These minutes are an accurate record of the business conducted at the NCTTRAC Board of Directors Meeting held on Tuesday, October 8, 2024.

Secretary's Signature ____________________ Date ____________________

NAME	OFFICE / COMMITTEE	FY24 Sept	Oct
Bill Bonny	*Chair	V	V
Danielle Sherar	*Chair Elect	V	V
Nakia Rapier	*Secretary	V	O
Rachal Bracker	*Treasurer	V	V
Michael Cosentino	Air Medical Chair	V	E
Jeff Donson	*Air Medical Chair Elect*	A	N
Bethany Brunson	Cardiac Chair	V	E
Alison Fresh	*Cardiac Chair Elect*	A	A
Donald Tucker	ED OPS Chair	V	V
Jessica Lucio	*ED OPS Chair Elect*	N	N
Kevin Sandifer	EMS Chair	U	V
Matthew Baker	*EMS Chair Elect*	N	A
Dr. Skipper Bertrand	EMS Medical Directors Chair	V	U
Andrew Hogan	*EMS Medical Directors Chair Elect*	E	E
John Phillips	Hospital Executive - East	E	E
Corey Wilson	Hospital Executive - West	E	V
Natalie Carpenter	Pediatric Chair	E	O
Amy Tucker	*Pediatric Chair Elect*	N	N
Dr. Suzanne Whitbourne	Perinatal Chair	V	V
Heather Holmes	*Perinatal Chair Elect*	A	N
Stephan Epley	REPC Chair	V	V
Brian Lugo	*REPC Chair Elect*	N	N
Dr. Martin Weiss	Stroke Chair	V	U
Vacant	*Stroke Chair Elect*		
Carolann Vinzant	Trauma Chair	V	E
Ann Quinlan	*Trauma Chair Elect*	O	E
Amy Atnip	Immediate Past Chair	V	V

V	Attendee - Voting, In-person
O	Attendee - Voting, Online
N	Attending - Non Voting (e.g. Chair Elect)
E	Absent - Excused (Prior Notice Provided, Not Absent)
A	Absent - Not Required (Chair Elect, not required to attend)
U	Absent - Unexcused (No Notice Provided)

Excerpted from NCTTRAC Bylaws Attendance

7.8. Board of Directors Attendance Policies

7.8.1 All Officers and Directors are expected to attend all Board Meetings. At a minimum, all Officers and Directors are required to attend at least 50% of all Board meetings regardless of excused absences.

7.8.1.1 At least 50% of the Board meetings that an Officer or Director attends must be attended in-person regardless of excused absences.

7.8.1.2 All Officers and Directors are expected to attend the four General Membership Meetings in-person. These count towards the in-person attendance requirements identified in 7.8.1.1. General Membership Meeting dates for the upcoming Fiscal Year will be identified in the August Board of Directors meeting.

7.8.1.3 Attendance rosters will be maintained on a rolling two-year or individual fiscal year basis as appropriate to Officers/Directors terms of office.

7.8.2 If an Officer or Director is unable to attend a Board meeting, they may request an excused absence. Excused absence requests should be conveyed to NCTTRAC Administration for review by the Executive Committee prior to the missed meeting.

7.8.2.1 If an Officer or Director has two consecutive excused absences, NCTTRAC Administration will bring the situation to the Executive Committee's attention for discussion and resolution.

7.8.3 In the event that a Committee Chair, in their role as a ratified Director on the NCTTRAC Board, is unable to attend a Board meeting, the Committee Chair Elect, also ratified as an Alternate Director, may attend in their place. The Committee Chair Elect's attendance will count as the Director's attendance for that Board meeting and will count towards Board attendance policies listed above.

7.8.4 An unexcused absence shall occur whenever an Officer or Director is absent from a Board meeting without conveying an excused absence request to NCTTRAC Administration in advance and the respective Chair Elect is not able to attend in their place.

7.8.5 When an Officer or Director has an unexcused absence, they will be notified in writing of the applicable concerns.

7.8.5.1 If, after being notified, the Officer or Director misses the next regular Board Meeting, NCTTRAC Administration will bring the situation to the Executive Committee's attention for discussion and resolution.

7.8.6 When an Officer's or Director's attendance record falls out of compliance with the policies identified in 7.8.1 and 7.8.1.1, NCTTRAC Administration will bring the situation to the Executive Committee's attention for discussion and resolution.

7.8.7 Officers and Directors attending virtually are encouraged to utilize video capabilities where available to facilitate meaningful discussion and participation in NCTTRAC meetings and events.