ABBREVIATED BOARD OF DIRECTORS MEETING MINUTES

Date & Time: 12 November 2024

Location: 600 Six Flags Drive OR Virtual via Zoom

Meeting Leader (Chair): Bill Bonny

Meeting Scribe: Helen Oberbeck

Quorum: Yes

- Attendance documentation attached

NCTTRAC
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 November 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	Ms. Corrine Cooper is the most recent recipient of the NCTTRAC STAR Performer Award.			
Chair's Report: Executive Committee of the Board of Directors Update	Mr. Bill Bonny summarized the Executive Committee meeting, noting that there was discussion of future unobligated budget requests and warehouse requirements. He noted there were no SPI items to report to the Board. Ms. Nakia Rapier, the current Board Secretary, made the announcement that she will retire from her position at Baylor University Medical Center and submitted her formal notice to step down from her Board position effective after the December Board meeting.			

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Chair's Report: Chair-Elect Ratifications	Dr. Bappaditya Ray was elected by the Stroke Committee as FY25 Stroke Committee Chair Elect.	Motion to ratify the Chair Elect by Mr. Don Tucker and Seconded by Michael Cosentino	Board of Directors	Complete
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. He mentioned the four legislative priorities that aim at strengthening regional healthcare systems.			
Chair's Report: Pulsara Utilization Workgroup Update	Mr. Jacob Seil mentioned there are no Pulsara Utilization Workgroup updates because they did not meet during the month of October. The next meeting is planned to be scheduled for the end of November and they will be sending a survey to agencies who are not yet utilizing Pulsara to identify common barriers.			
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 for September. She highlighted the Statement of Activities for HPP including operational and travel expenses. She noted no significant changes to the balance sheet.	Motion to accept the Treasurer's Report by Ms. Rachal Bracker and Seconded by Ms. Nakia Rapier. 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 refund to DSHS due to indirect being over spent. Ms. Kimmie Tran presented four Exception to Policy requests from members that each had delayed Dues payments and could not make the October 31, 2024 deadline.	Motion to approve the four Exception to Policy requests by Ms. Rachal Bracker and Seconded by Dr. Skipper Bertrand. Motion carried.	Board of Directors	Complete

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Data Dashboard Online Posting: Regional Cares Data Report Dashboard	Ms. Brenna McLane provided an overview of the Regional Cares Data Report Dashboard.	Motion to approve the Regional Cares Data Report Dashboard and its posting by Dr. Skipper Bertrand and Seconded by Ms. Bethany Brunson. Motion carried.		
Data Dashboard Online Posting: NCTTRAC Falls Data Dashboard	Ms. Corrine Cooper provided an overview of the NCTTRAC Falls Data Dashboard.	Motion to approve the NCTTRAC Falls Data Dashboard and its posting by Mr. Michael Cosentino and Seconded by Dr. Skipper Bertrand. Motion carried.		
Data Dashboard Online Posting: Maternal Hypertension Survey Report – Performance Improvement Dashboard	Ms. Christina Gomez provided an overview of the Maternal Hypertension Survey Report – Performance Improvement Dashboard.	Motion to approve the Maternal Hypertension Survey Report – Performance Improvement Dashboard. and its posting by Ms. Nakia Rapier and Seconded by Mr. Donald Turner. Motion carried.		
Data Dashboard Online Posting: Newborn Admission Temperature (NAT) Survey Report – Summary Dashboard	Ms. Christina Gomez provided an overview of the Newborn Admission Temperature (NAT) Survey Report – Summary Dashboard.	Motion to approve the Newborn Admission Temperature (NAT) Survey Report – Summary Dashboard and its posting by Mr. Michael Cosentino and		

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		Seconded by Ms. Nakia Rapier. Motion carried.		
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: November voting items included the following: • October Board of Directors Meeting Minutes • October Regional Emergency Preparedness Committee Meeting Minutes • FY25 Memberships for Approval – November (98) • FY25 Regional Plans (All) Annex F - Aircraft Utilization Guidelines i. FY25 Appendix A – Air Medical Utilization Considerations • ED Ops SPI EMResource Overdue Letter • Heart Safe Community Renewals i. City of Addison ii. City of Decatur iii. City of Richardson iv. City of Sachse • HCC-C Information Sharing Plan • HCC-D Information Sharing Plan • HCC-E Information Sharing Plan • HCC-C Resource Management Plan • HCC-D Resource Management Plan • HCC-E Resource Management Plan • Other Action Items	Motion to accept the remaining consent agenda items by Mr. Donald Tucker and Seconded by Ms. Bethany Brunson. Motion carried.	Board of Directors	Complete
Executive Director's Report: Board Status Review	Mr. Rick Antonisse provided an overview of the FY25 annual required documents (Code of Ethics, Conflict of Interest and DSHS Attestation form). He noted that there is only one outstanding attestation.			

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Executive Director's Report: Staffing Update	Mr. Rick Antonisse provided an overview of staff changes highlighting the open position of Preparedness & Response Coordinator and the new open position of information & Support Services Coordinator. He also advised the Board that Helen Oberbeck has moved into the managerial role of Support & Human Resources Manager.			
Executive Director's Report: Legislative/Funding Update	There is no specific exceptional item being offered by the Department of Health Services relative to RACs.			
Executive Director's Report: Accountability & Performance	Mr. Jacob Seil gave a detailed overview of the Board Accountability & Performance scorecard. He highlighted the progress made on the FY25 Accountability Scorecard and where we are in terms of committee summary tasks.			
Executive Director's Report: FY25 Membership Update	Mr. Rick Antonisse provided gave an overview of the FY25 Membership update and highlighted the status of the two outstanding facilities that have not requested an Exception to Policy and whose memberships have now expired.			
Dallas-Fort Worth Hospital Council Update	Mr. Corey Wilson noted that the DFW Hospital Council had a successful Annual Award Luncheon. Mr. John Phillips shared feedback of appreciation regarding RAC emergency preparedness from the facilities that participated in the Mass Casualty Incident Drill that was staged at DFW Airport.			
Emergency Healthcare Systems Reports:	Mr. Michael Cosentino provided an update on the work of the Air Medical Committee. He highlighted that the committee has drafted a PI Measure regarding pediatric airway management to be included in the regional SPI Plan. Ms. Bethany Brunson provided an update on the work of the Cardiac Committee.			

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	Mr. Donald Tucker provided an update on the work of the ED Operations Committee. Mr. Kevin Sandifer provided an update on the work of the EMS Committee. He highlighted the work of the Regional CARES Data Report Dashboard that will allow members to review regional, state, and national benchmarking and performance indicators. Dr. Martin Weiss had no updates to bring to the Board regarding the Stroke Committee.			
Preparedness and Response Reports	Mr. Jim Dickerson provided EHS Program Updates. Highlighting the work of the EMS Wall Time Workgroup and dashboard being created to establish a regional Ambulance Patient Offload Time recommendation. He provided updates regarding the Prehospital Transfusion Program highlighting the goal is to have five within the next few months. Mr. Jim Dickerson mentioned all 22 RACs are to complete a regional self-assessment per RAC systems Development Contract designed to engage committees and stakeholders for feedback and participation. He provided an update as to where we are in the process to include 26 indicators with a completion target date by July 2025. Ms. Melissa Christon provided the Senate Bill 8 (SB8) update and highlighted that we are near the end of for this program. She provided a breakdown of the scholarships that were provided to the EMTs, Advanced EMTS and Paramedic for education and then broke down to the rural and underserved. A total of 331 scholarships are funded within our region.			

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	Ms. Christina Gomez provided an update on EHS Education & Training. She highlighted FY25's upcoming courses. Mr. Maurice Murray provided awareness about the Lassa Fever Health Alert Notification (HAN), provided Supply Chain disruption update and gave an overview of the expert planning team leadership meeting that took place on October 24, 2024. Mr. Maurice Murray provided an update on Wildland Fire Support (WLFS) deployment and also mentioned that EMTF will have a large presence at the upcoming EMS Conference in Fort Worth, Texas.			
Closing Comments, Next Meetings, & Adjourn	Mr. Bill Bonny provided closing remarks and an update on the upcoming meetings noting the following: - Next "In-Person" Board of Directors Meeting / Virtual General Membership Meeting is Tuesday **December 10, 2024** at 10:00 A.M. - No Meeting in January - Next Board of Directors Meeting is Tuesday, **February 11, 2025** at 10:00 A.M. The meeting was adjourned at 11:30 A.M.	Motion to adjourn the November Board of Directors Meeting by Mr. Donald Tucker 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, November 12, 2024.

Secretary's Signature

Date

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

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.