BOARD OF DIRECTORS MEETING MINUTES

Date & Time: 11 February 2025

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 February 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 10:04 A.M. Quorum was confirmed and announced. Mr. Rick Antonisse thanked the Board members who were in attendance and gave a reminder of the FY25 Board of Directors attendance policies summary & highlighted that the next designated in-person BoD meeting is 4/8/2025.			
Chair's Report: Recognition	Mr. Rick Antonisse announced that Ms. Melissa Christon and Ms. Leanna Cartier are recipients of the Q4-2024 STAR Award. He gave a brief overview of accomplishments that earned them this recognition.			
Chair's Report: Executive Committee of the Board of Directors Update	Mr. Bill Bonny summarized the Executive Committee meeting, noting discussion related to staff and personnel changes. He highlighted that plans are underway for FY26 budgeting and planning session scheduled for April.			
Chair's Report: Approved by General Membership on January 22, 2025	Mr. Rick Antonisse announced the following items were approved by General Membership on January 22, 2025: - Board of Directors – Secretary (Philip Angelo) - Regional Acute Coronary Syndrome (ACS) System Plan - FY25 Perinatal Care Regional (PCR) System Plan			

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Chair's Report: Board Ratifications	Mr. Rick Antonisse announced three items for Board ratification: - Board of Directors – Secretary Philip Angelo, Baylor Scott & White MC– Grapevine - ED OPS Chair Jessica Lucio, Texas Health Hospital Mansfield - Cardiac Chair Alison Fresh, Texas Health Arlington Memorial Hospital	Motion to accept and ratify the three ratifications put forth by Ms. Carolann Vinzant and Seconded by Mr. Kevin Sandifer. Motion carried.		
Chair's Report: TETAF Update	Mr. Bill Bonny gave an overview of TETAF noting that Senate Bill 722 has received lots of attention regarding the request for $2.5 million for another mobile stroke unit. He also highlighted that the last day of the legislative session is June 2nd and will keep everyone up to date on where the RAC stands going forward.			
Chair's Report: Annual Bylaws Workgroup Update	Ms. Danielle Sherar provided an overview of the Bylaws workgroup. The workgroup met in one session and reviewed the NCTTRAC 2025 Bylaws, 2025 Membership & Participation SOP and 2025 Voting & Elections SOP in which all items resulted in no significant changes, only administrative review and update. No need to go to General Membership for approval.			
Chair's Report: Pulsara Utilization Workgroup Update	Mr. Jacob Seil gave an update for the Regional Pulsara Utilization Workgroup. He reported that the workgroup has analyzed the results from the survey and is currently building a recommendation that will go out to committees for feedback regarding making daily use of Pulsara a RAC Active Participation requirement.			
Financial Reports: Treasurer's Report	Ms. Rachal Bracker stated she reviewed the financials with the financial team. Ms. Kimmie Tran provided the Treasurer's Report as of December 31st, 2024 noting no significant changes to the balance sheet.	Motion to accept the Treasurer's Report by Ms. Jessica Lucio and Seconded by Mr. Kevin Sandifer Motion carried.	Board of Directors	Complete

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Financial Reports: Finance Report	Ms. Kimmie Tran provided an overview on the Finance Accountability Scorecard. She reported that the FY2024 Financial Audit has been delayed due to staff turnover at the audit firm and our year-end inventory reports have been corrected and submitted to the auditors. Ms. Kimmie Tran presented an overview of the investment and high yield savings accounts with Raymond James.			
Consent/Action Agenda Items:	Mr. Rick Antonisse provided an overview of the February voting items as follows: • Approval of Admin Changes i. NCTTRAC 2025 Bylaws ii. 2025 Membership & Participation SOP iii. 2025 Voting & Elections SOP • FY25 Memberships for Approval – January (2) • December Board of Directors Meeting Minutes • December REPC Meeting Minutes • Other Action Items	Motion to accept the consent agenda items by Mr. Kevin Sandifer and Seconded by Dr. Skipper Bertrand. Motion carried.	Board of Directors	Complete
Executive Director's Report: Planning & Budgeting Session	Mr. Rick Antonisse provided a brief update about the Planning & Budgeting Session scheduled for April 8th, 2025, from 8:30 A.M. to 12:30 P.M. He encouraged in person attendance and reminded everyone that it will be a Virtual General Membership Meeting.			
Executive Director's Report: Staffing Update	Mr. Rick Antonisse provided an overview of staff changes highlighting that Senate Bill 8 has expired and that current staff is undergoing some changes effective March 1st 2025. He noted open position vacancies and modification of Mr. Darian Shadd's position to become the EMTF & Logistics Supervisor and Ms. Cristol Porter will move into the new position of EMFT Reimbursement & Resources Coordinator.			
Executive Director's Report:	Legislative/Funding update was included as part of the TETAF update.			

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Legislative/Funding Update				
Executive Director's Report: Accountability & Performance	Mr. Jacob Seil gave a detailed overview of the NCTTRAC Accountability & Performance scorecard. He highlighted the progress made on the FY25 Accountability Scorecard and status of board and committee summary tasks.			
Executive Director's Report: FY25 Membership Update	Ms. Helen Oberbeck provided an update on outstanding members that have successfully completed their FY25 Membership renewals. She noted there are a total of 201 FY25 NCTTRAC Members to date.			
Dallas-Fort Worth Hospital Council Update	Mr. Corey Wilson noted that the hospital council is closely monitoring all legislative and funding potential impacts on lobbying and ensures they are maintaining focus on community needs. He highlighted upcoming workshops.			
Emergency Healthcare Systems Reports:	Dr. Skipper Bertrand provided an update on the work of the EMS Medical Directors Committee. He highlighted the Airway Educational Webinar that they will host for EMS in March. Dr. Hogan provided an update on the work of the Wall Time Workgroup. Ms. Natalie Carpenter provided an update on the work of the Pediatric Committee. Dr. Suzanne Whitbourne provided an update on the work of the Perinatal Committee. Ms. Carolann Vinzant provided a detailed update on the work of the Trauma Committee. Dr. Elizabeth Fagan provided a detailed update on the current progress of the EMS Wall Time Work Group. She highlighted the newly developed NCTTRAC Ambulance Patient Off-load (APOT) Report dashboard used to gather			

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	regional data to determine a baseline for ambulance patient off-load times. Mr. Bill Bonny on behalf of the Executive Committee brings forward to the Board for endorsement and recommendation for the EMS Wall Time Work Group to present the NCTTRAC Ambulance Patient Off-load (APOT) Report dashboard at GETAC on behalf of NCTTRAC. Ms. Brenna McLain provided an update on the RAC Self-Assessment and highlighted the completion of 9 of the 26 indicators to date. She provided each indicator and the score that was approved for each indicator. She advised that once all 26 indicators are complete, they will be brought to Board for final vote. Ms. Brenna McLain provided DSHS Rules Update and details on the 157.11 EMS Provider License Rules amendments that were effective February 10th, 2025. She highlighted that EMS Medical Directors are currently reviewing DSHS sample dialysis patient transport guidelines for adoption across the region. Ms. Corrine Cooper provided DSHS Trauma Rules Update and timeline. She highlighted that 157.125 Revised Trauma Designation Rules went into effect on January 1st 2025 Ms. Christina Gomez provided an update on the FY25 Upcoming EHS Education and Training courses.	Motion to for EMS Wall Time Work Group to present the NCTTRAC APOT Report dashboard at GETAC on behalf of NCTTRAC by Mr. Kevin Sandifer and Seconded by Dr. Skipper Bertrand. Motion carried.		

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Preparedness and Response Reports: Preparedness Updates	Mr. Stephan Epley provided a detailed update on the work of the REPC Committee. He highlighted the HPP Program Year 23 Project Proposals and other action items currently being worked on by the committee. Mr. Maurice Murray provided highlights from the HPP Contractors Meeting that was held in Austin. He provided information on the upcoming Metro X Exercise and EMTF-2 Training and Events.			
Preparedness and Response Reports: Response/Activations	Mr. Darian Shadd proved an update on response and activations. He gave details on the upcoming Wildland Fire Support Training.			
Closing Comments, Next Meetings, & Adjourn	Mr. Bill Bonny provided closing remarks and an update on the upcoming meetings noting the following: - Next Board of Directors Meeting is Tuesday, **March 11, 2025** at 10:00 A.M. - Next Planning & Budgeting Session & Virtual General Membership Meeting is Tuesday, **April 8, 2025** at 10:00 A.M. The meeting was adjourned at 11:30 A.M.			

These minutes are an accurate record of the business conducted at the NCTTRAC Board of Directors Meeting held on Tuesday, February 11, 2025.

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Secretary's Signature Date

NAME	OFFICE / COMMITTEE	MEMBER ORGANIZATION	FY25 Monthly Attendance					
			Sept*	Oct	Nov	Dec*	Jan	Feb
Bill Bonny	***Chair**	Prosper Fire Department	V	V	V	V		V
Danielle Sherar	***Chair Elect**	JPS Health Network	V	V	E	V		V
Nakia Rapier	***Secretary**	Baylor University Medical Center	V	O	V	V		
Rachal Bracker	***Treasurer**	Texas Health Harris Methodist Fort Worth	V	V	V	V		O
Amy Atnip	**Immediate Past Chair**	Medical City Plano	N	N	E	N		E
Michael Cosentino	**Air Medical Chair**	Air Evac Lifeteam	V	E	V	V		O
Jeff Donson	*Air Medical Chair Elect*	CareFlite	A	V	A	A		A
Bethany Brunson	**Cardiac Chair**	Crescent Medical Center Lancaster	U	E	V	E		
Alison Fresh	*Cardiac Chair Elect*	Texas Health Arlington Memorial Hospital	A	A	A	A		V
Donald Tucker	**ED OPS Chair**	Medical City Alliance	V	V	V	V		
Jessica Lucio	*ED OPS Chair Elect*	Texas Health Hospital Mansfield	N	N	N	N		V
Kevin Sandifer	**EMS Chair**	Mansfield Fire Department	U	V	V	V		V
Matthew Baker	*EMS Chair Elect*	Cedar Hill Fire Department	V	A	N	N		N
Dr. Skipper Bertrand	**EMS Medical Directors Chair**	Baylor Scott & White Medical Center - Grapevine	V	E	V	V		V
Dr. Andrew Hogan	*EMS Medical Directors Chair Elect*	UT Southwestern Medical Center	E	E	A	N		N
John Phillips	**Hospital Executive - East**	Methodist Dallas Medical Center	E	E	O	O		E
Corey Wilson	**Hospital Executive - West**	Texas Health Harris Methodist Fort Worth	E	O	O	O		V
Natalie Carpenter	**Pediatric Chair**	Cook Children's Medical Center	E	V	V	O		V
Amy Tucker	*Pediatric Chair Elect*	Parkland Health	V	N	A	N		N
Dr. Suzanne Whitbourne	**Perinatal Chair**	Texas Health HEB	V	V	V	V		V
Dr. Heather Holmes	*Perinatal Chair Elect*	Medical City Dallas	A	N	A	A		A
Stephan Epley	**REPC Chair**	Texas Health Harris Methodist Fort Worth	V	O	V	V		V
Brian Lugo	*REPC Chair Elect*	Baylor University Medical Center	N	N	N	A		N
Dr. Martin Weiss	**Stroke Chair**	Baylor University Medical Center	V	E	V	O		O
Dr. Bappatidya Ray	*Stroke Chair Elect*	Texas Health Presbyterian Hospital Dallas				N		N
Carolann Vinzant	**Trauma Chair**	Texas Health Presbyterian Hospital Dallas	V	E	E	V		V
Ann Quinlan	*Trauma Chair Elect*	Texas Health Resources Fort Worth	O	A	A	A		N

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.