



**Brazos Valley Regional Advisory Council  
Executive Board Meeting Minutes  
Wednesday June 24, 2009  
Brazos Valley COG  
10:00**

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1. Call to order

The meeting was called to order at 1016. Attending were : Amy Plotts - Acute Care Chair, Wanda Wiktorik – Secretary, John Tuohy – Executive Director, Brenda Putz – RAC Chair, Kevin Deramus – EMS Committee Chair, Rick Moore – Treasurer and Education Chair and Tina Taylor- Injury Prevention Chair.

2. Approval of May Minutes

The minutes from the last meeting were approved as written with a motion made by Amy and a second by Rick. The vote carried.

3. Discussion and /or action on the following items

a. Executive Director Job Opening

John announced that the Executive Director position would be vacant after 8-31-09 as he is leaving. The position description is on the website and we are seeking applicants. We have had 3 applicants so far. We will try to interview in mid July and hope to have a decision by August 1<sup>st</sup>. This is currently a part time position but could evolve into a full time position if we go the same route with EPR as we did last time. John mentioned that since EPR was not taking the new person on initially that BVRAC would need to develop an employee manual and time sheet.

b. 09/10 EMS/RAC Contract

See attached spread sheet for status of grants.

**FY 10 LPG**

Bryan Fire was omitted from this grant as they did not submit their needs assessment. John submitted the LPG contract. The BVRAC will purchase the items and do a transfer of ownership to the services. Some examples of what was ordered are a computer for K&L, an AED for A&M Care team, an audio visual screen for Robertson County, Capnography for Hill Top Lakes, Hypothermia equipment for Washington County and a CPAP unit for St Joseph EMS for their back up truck.

4.

a. 09/10 County Contract

Bryan Fire and Legacy have not submitted the necessary receipts to be reimbursed. If we don't hear from them by the end of today we will redistribute their funds.

b. Board Liability Insurance Renewal

John is trying to get us a better premium than he was quoted

c. Chempak SOG approval

The Chempak SOG had to be revised as the Chempak in Washington County was moved from the hospital to the EMS building. The Board approved the revisions pending approval from the Pharmacist at SJRHC. The motion was made by Rick with a second by Wanda and the vote carried.

d. Physicians Advisory Committee

Dr Wilke is in Africa on a mission trip but we are moving forward with the Physician Advisory Committee luncheon on July 15-09 in Bryan. Invitations will go out soon. The mission and goals were approved. Brenda made the motion to accept with a second by Rick and the vote carried. Rick presented the revised filter form Dr Wilke developed. There were several questions and approval of the form was tabled until Dr Wilke could be here.

5. Reports

Financial Director- John Tuohy

John stated that we had some bills to pay and presented the checks for signing and co-signing. We received a letter regarding the A-13 audit. John completed the form and submitted it. The audit is not needed as we fell under the amount needed to require the audit.

John discussed the Board positions that were up for nominations. Since Brenda is stepping down in the middle of the term, Billy Rice will step up to RAC Chair. He will need to appoint an interim Vice Chair. The Secretary and Treasurer positions are up for nomination as these terms are about to expire. We will accept nominations tonight at General Session. The Committee Chairs will also be allowed to step down and chair re-appointed if needed.

Injury Prevention – Tina Taylor

This report will be given at General Session

Education – Rick Moore

This report will be given at General Session

Acute Care – Amy Plotts

This report will be given at General Session

Systems QI – Dr Wilke

This report will be given at General Session

Hospital Care and Management – Bev Welch

This report will be given at General Session

Pre Hospital – Kevin Deramus

This report will be given at General Session

EPR Update – John Tuohy This report will be given at General Session

6. Open Forum

The PHI Memorial was discussed. BVRAC will accept the PHI funds and will make a special account and follow the recommendations from PHI as for its management. The Board will develop an SOG

7. Adjourn

The meeting adjourned at 1205.

Respectfully Submitted,

Wanda Wiktorik  
BVRAC Secretary