



Brazos Valley Regional Advisory Council Board of Directors Meeting April 5, 2018

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Board of Directors Participation 2018	20

April is Alcohol Awareness Month



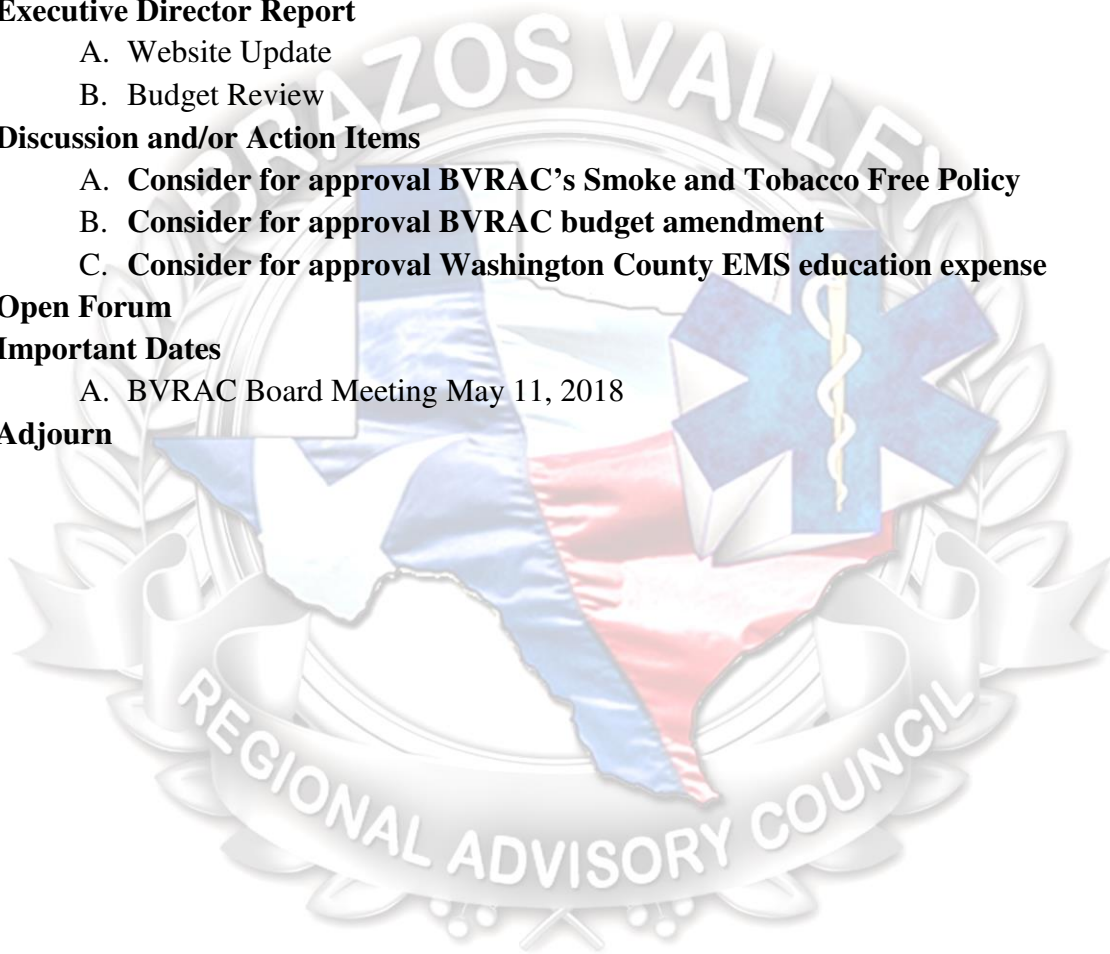
AGENDA

Brazos Valley Regional Advisory Council Board of Directors Meeting

0900 April 5, 2018

CENTER FOR REGIONAL SERVICES BUILDING
3991 E. 29TH ST. BRYAN TX

- I. Call to Order**
- II. Introductions**
- III. Approval of Board of Director's January 12, 2018 and February 1, 2018 Meeting Minutes**
- IV. Financial Report**
- V. Executive Director Report**
 - A. Website Update
 - B. Budget Review
- VI. Discussion and/or Action Items**
 - A. Consider for approval BVRAC's Smoke and Tobacco Free Policy
 - B. Consider for approval BVRAC budget amendment
 - C. Consider for approval Washington County EMS education expense
- VII. Open Forum**
- VIII. Important Dates**
 - A. BVRAC Board Meeting May 11, 2018
- IX. Adjourn**



Minutes
Brazos Valley Regional Advisory Council
Board of Directors Meeting
1000 January 12, 2018
Brazos Valley Council of Governments Building
3991 E. 29th Street, Bryan, Texas 77802

Members Present

<u>Position</u>	<u>Board Member</u>	<u>Agency</u>	<u>Absent/ Present</u>
Chair	Billy Rice	CHI St. Joseph Health EMS	Present
Vice Chair	Amanda Lugar	CAPROCK	Present
Secretary	Sherry Jennings	CHI St. Joseph Health Regional	Present
Treasurer	Amy Ponzio	CHI St. Joseph Health EMS	Present
Injury Prevention	Ashley Johse	College Station Medical Center	Present
Stroke	Rebecca Hickman	CHI St. Joseph Health Regional	Present
Education	Patti Parks	Baylor Scott & White-CS	Present
Hospital & Acute Care	Brandy LaPaglia	CHI St. Joseph Health Regional	Absent
Systems QI / Physician's Advisory	Dr. Vincent Ohaju	CHI St. Joseph Health Regional	Absent
DEPC/BVHCC	Cory Matthews	Bryan Fire Department	Present
Pre-Hospital	Kevin Deramus	Washington County EMS	Present
Perinatal	Dr. Geddie	CHI St. Joseph Health Regional	Absent
EMC at Large	Bryan Ruemke	Washington County OEM	Present

Staff Present

<u>Position</u>	<u>Staff</u>	<u>Agency</u>	<u>Absent/ Present</u>
Program Manager	Roger Sheridan	BVCOG	Present

Guest Present

<u>Position</u>	<u>Staff</u>	<u>Agency</u>	<u>Absent/ Present</u>
Hospital & Acute Care	Ashley Simon	Baylor Scott & White-CS	Present

- I. **Call to Order** – The meeting was called to order at 10:13 A.M. by Mr. Rice.
- II. **Introductions** – Self-introductions were made by the board members.
- III. **Approval of December 7, 2017 Meeting Minutes** – Mr. Matthews motioned to approve the minutes. Mr. Ruemke seconded the motion; the motion carried.
- IV. **Financial Report** – The Financial report was present by Mr. Sheridan as listed on pages 2-4 of the Board meeting packet. The BVRAC FY 18 Expenditures 9.1.17-8.31.18 report highlighted expenditures from the four funding sources: EMS Tobacco, EMS RAC, and EMS County grants and the Unrestricted account. EMS Tobacco presented two payments for training and meetings; EMS RAC presented administrative expenses, and EMS County displayed no changes to the previous months report. The unrestricted account highlighted revenue from membership dues and the reimbursement for educational books. Unrestricted expenses remain the same with the payments for BVWAC radio costs and the new Website build. BVRAC will be reimbursed for the BVWAC radios to zero that balance. Invoices

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have been submitted to those agencies. The Unrestricted report on page 6 was incomplete so a corrected report handout was provided to the board. Pages 7-11 provided the supporting documents for the financial summaries.

Mr. Rice requested future information that would identify which expenses would be reimbursed.

Mr. Matthews motioned to approve the financial report. Ms. Parks second the motion; motion carried.

V. Executive Directors Report

- A. Agency Membership Dues and Forms 2018** – Almost all members have paid their membership dues and submitted their agency representations form. The tracker, listed on page 13, identifies the agencies that are not in compliance. Payments were due by January 1, 2018 and multiple reminders have been provided to the facilities and agencies.
- B. Attestation Form** – A contract deliverable is to submit to DSHS the attestation form confirming board members have viewed the board member and officer's responsibility video. Board members that were absent still need to view the video and sign a form.

VI. Discussion/Action Items

- A. Consider for approval the Travel Policy Update** – The Travel Policy was updated to account for mandatory travel expenditures exceeding the travel reimbursement \$1,000 limitation.

Ms. Lugar motioned to approve the Travel Policy update. Mr. Deramus seconded the motion; motion carried.

- B. Consider for approval the Travel Expense Form** - The Travel Expense Form was updated to account for mandatory travel expenditures exceeding the travel reimbursement \$1,000 limitation. The mileage rate was increased to .545.

Mr. Matthews motioned to approve the Travel Expense Form. Mr. Deramus seconded; motion carried.

- C. Consider for approval the Travel Pre-Authorization Form** - The Travel Pre-Authorization Form was updated to account for mandatory travel expenditures exceeding the travel reimbursement \$1,000 limitation.

Mr. Matthews motioned to approve the Travel Pre-Authorization Form. Mr. Deramus seconded; motion carried.

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D. Consider for approval applying for the Genentech Education Grant – Ms.

Hickman presented to the board several funding raising alternatives for supporting educational opportunities due to the loss of primary grant funding. Two possible grants and a fund raising idea was presented with positive feedback from the board. After deliberation, the board requested additional information in order to make a final decision.

Ms. Jennings motioned to table the action item until further reach could be presented.
Ms. Ponzio seconded the motion; motion carried.

E. Consider for approval applying for the Stryker Grant –

Ms. Jennings motioned to table the action item until further reach could be presented.
Ms. Ponzio seconded the motion; motion carried.

F. Consider for approval a Stroke Symposium Fund Raiser –

Ms. Jennings motioned to table the action item until further reach could be presented.
Ms. Ashley seconded the motion; motion carried.

VII. Committee Reports

A. Education –

1. Ms. Parks informed the board that she would be the project officer for developing the new BVRAC website. Mr. Sheridan is to provide the point of contact information by the building vendor so that she can move the project forward.
2. Ms. Ponzio posed the question as to whether or not BVRAC was going to continue with PALS and ACLS classes. Mr. Rice indicated that it may be too costly for continuation and this should be researched for possible charging a slight fee for upcoming classes. Mr. Deramus added and as part of the Pre-Hospital discussion was the HandTevy course that Washington County EMS will be beta testing. Mr. Deramus mentioned that Washington County paramedics would be using this course and not attend future PALS & ACLS classes. The goal would be to get the region and hospitals integrated.

B. Pre-Hospital – Mr. Deramus stated that he will be sending six paramedics to the NRP class hosted by BVRAC Perinatal Committee.

C. Hospital Care and Management/Acute Care – Nothing to report.

D. Stroke – Ms. Simon stated that the goal is to have a Stroke Symposium in May. The Stroke Committee is currently looking at different venues and also started looking at

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different speakers. The overall cost looks comparative to last year's Stroke Symposium. It was recommended to contact Ms. Medina, Blinn College, for possible using their facility which has been used for past symposiums. Discussions ensued about making payments, deposits, and other expenses prior to receiving funds from donations. Mr. Sheridan stated that he would double check but thought Unrestricted Education funds were allocated and could be used to cover those expenses. Once other funds are received, then that would reimburse the RAC for out of pocket expenses.

E. System QI/Physician's Advisory – Ms. Jennings indicated that the physicians were getting together to review the information for presenting during General Assembly. Mr. Matthews recommended resending the data collection forms with the meeting reminders.

F. Injury Prevention – Ms. Johse reported that the recent "Stop the Bleed" had been postpone temporarily and still in pursuit on teaching at the courthouses.

G. Disaster/Emergency Preparedness –

Mr. Matthews informed the board that CATRAC is conducting the inventories throughout the region. CATRAC received complements on the ease of the inventories. CATRAC's goal is to get good accountability by decommissioning "end of life" equipment and remove perishable supplies. Mr. Ruemke concurred on the positive inventories conducted.

Mr. Ruemke discussed future EMTF-7 events. There will be basic EMTF training February 23-24, 2018 in Temple. This will include working with the tents. Once the flyer is finished, he will get it out to the region for any interested parties. EMTF-7 will also participate again in the Bataan March.

Mr. Sheridan opened discussion on the BVRAC MMU still does not have a hosting agency. After deliberation, the board requested contacted with CATRAC in order to discuss using the MMU for parts in augmenting the other MMUs. BVRAC will continue to contact members in efforts to find a supporting agency.

H. Perinatal – The committee will host a NRP course February 4 and 6, 2018 at BVCOG. The NRP books have arrived and will be issued to EMS providers upon request. Washington County EMS received (1) and Bryan Fire Department has lent theirs to Washington County EMS as well.

I. Mental Health – Ms. Lugar updated the board on the current progress towards addressing mental health in the region. Information Requests have been sent out with a due date of February 4, 2018. The information will help drive the planning on this endeavor. Ms. Lugar and Mr. Rice have had meetings with law enforcement for a joint effort.

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VIII. Open Forum

IX. Important Dates

A. General Assembly Meeting – February 1, 2018

B. Board of Directors - March 9, 2018

X. Adjourn – 11:04 A.M.

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Members Present

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Chair	Billy Rice	CHI St. Joseph Health EMS	Present
Vice Chair	Amanda Lugar	CAPROCK	Present
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Education	Patti Parks	Baylor Scott & White-CS	Present
Hospital & Acute Care	Brandy LaPaglia	CHI St. Joseph Health Regional	Present
Systems QI / Physician's Advisory	Dr. Vincent Ohaju	CHI St. Joseph Health Regional	Present
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Pre-Hospital	Kevin Deramus	Washington County EMS	Absent
Perinatal	Dr. Geddie	CHI St. Joseph Health Regional	Present
EMC at Large	Bryan Ruenke	Washington County OEM	Present

Staff Present

<u>Position</u>	<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>
Program Manager	Roger Sheridan	BVCOG	Present

Guest Present

<u>Position</u>	<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>

- I. **Call to Order** – The meeting was called to order at 9:00 A.M. by Mr. Rice
- II. **Introductions** – Each member introduced themselves.
- III. **Approval of January 12, 2018 Meeting Minutes** – Dr. Ohaju motioned to table the minutes due to errors. Ms. Jennings seconded the motion; the motion carried. Minutes will be present during next board of directors meeting.
- IV. **Financial Report** – Mr. Sheridan provided the financial report as represented on pages 7-14 of the BVRAC Board of Directors packet. No major expenses occurred during the month of January except for administrative costs. The check/voucher register on page 10 validates those expenses occurred since September 1, 2017. Financial transactions being processed include BVWAC radio reimbursement from St Joseph EMS, new membership dues, and EMS County reimbursement payment to TAMU EMS. Future BVWAC radio reimbursements to BVRAC include both Scott & White and CATRAC. Additionally,

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CATRAC MMU trailer insurance reimbursement is still pending. BVRAC anticipates expenditures of \$600 for the purchase of NRP books and GETAC travel expenditures.

V. Executive Directors Report

- A. Website Update** –The Website is under construction and will take time to complete. BVCOG will host the server and assist in development with “GoDaddy.”
- B. Attestation Form** – The attestation from as per contract 537-17-0220 has been completed and sent to the State.
- C. MMU Update** – BVRAC still does not have a hosting agency for the MMU that is currently located behind BVCOG. The MMU needs to identify a hosting agency this General Assembly or determine other courses of action. One course of action discussed by members included cannibalizing the MMU to get the other MMU up to full strength. Another action included returning to the HPP contractor. The primary action is to determine during General Assembly & DEPC if anyone is interested in hosting the MMU and if not, then the intent would be to cannibalize the MMU.

VI. Discussion/Action Items

- A. Consider for approval applying for the Genentec Education Grant** – This grant would go toward supporting the May 23 Stroke Symposium.

Mr. Ruemke motioned to approve the purchase. Ms. Jennings seconded the motion; the motion carried.

- B. Consider for approval applying for the Stryker Grant**

Mr. Ruemke motioned to approve the purchase. Ms. Jennings seconded the motion; the motion carried.

- C. Consider for approval Stroke Symposium Fund Raiser** – Membership discussed several T-Shirt fundraising options. Due to the proximity of the Stroke Symposium, it was agreed to postpone the fund raiser until it could have positive results in supporting a symposium.

Ms. Jennings motioned to not approve the fund raiser initiative at this time. Ms. LaPaglia seconded the motion; motion carried.

VII. Open Forum

- A. Audit** - BVRAC has received a State audit notice. Mr. Sheridan, the Chair, and the financial department will need to prepare pre-audit documents for submission to the

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state and schedule the official audit review date. The State will spend a work week at BVCOG reviewing financial information and policies.

VIII. Important Dates – BVRAC Board Meeting is on April 5, 2018.

IX. Adjourn

BVRAC FY 18 EXPENDITURES 9-1-17 to 3-29-18

REVENUES	TOBACCO (FUND 8062 - \$58,322)								EMS RAC (FUND 8063 - \$27,386)	COUNTY (FUND 8064)	UNRESTRICTED FUNDS (FUND 8001)							
	8062	8062	8062	8062	8062	8062	8062	TOTAL 8062	Total 8063	Total 8064	8001	8001	8001	8001	8001	TOTAL UNRES. 8001		
	NOT APPLICABLE	EDUCATION	STROKE SYMPOSIUM	INJURY PREVENTION	BOARD TRAVEL	GETAC TRAVEL	MANAGEMENT COMMITTEE		NOT APPLICABLE	COUNTY FUNDS	NOT APPLICABLE	MANAGEMENT T COMMITTEE	EDUCATION	STROKE SYMPOSIUM	PALS / ACLS			
	9999	8001	8002	8004	8017	8018	8023	TOTAL	9999	8005-8011	9999	8023	8001	8002	8014	TOTAL		
	State Grant Revenue (4211)	10,695.00										8,150.00	-	-	-	-		
	Other Revenue (4251)		-	-	-	-	-	-				8,494.08	-	-	-	-		
	TOTAL REVENUES	\$ 10,695.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,695.00			\$ 16,644.08	\$ -	\$ -	\$ -	\$ 16,644.08		
EXPENDITURES	Salaries (5110)	9,719.87							6,624.49			-	-	-	-	-		
	Fringes (5151-5152, 5180, 5182-5183, 5192, 5194)	2,241.02							1,618.17			-	-	-	-	-		
	3rd Party ISF (5645-5647, 5918, 6150, 6153)								4,279.95			-	-	-	-	-		
	Fixed ISF (5411,5643,5644)								1,741.83			-	-	-	-	-		
	Travel (5310)	102.09	875.79				2,159.76					-	-	-	-	-		
	Training (5798)											-	-	-	-	-		
	Prof Fees (5215)											-	-	-	-	-		
	Supplies (5510)		598.07							8,026.00		-	-	-	-	-	-	
	Phone (5648)								911.76			-	-	-	-	-	-	
	Insurance (5771)										(428.00)	2,065.00	-	-	-	-	-	
	Membership Dues (5790)										-	900.00	-	-	-	-	-	
	Other (5791, 5762, 5950)										10,360.05	79.99	-	-	-	-	-	
	Pass Thru (6178)									12,828.75		-	-	-	-	-	-	
	Outreach (5722)										-	-	-	-	-	-	-	
		TOTAL EXPENDITURES	\$ 12,062.98	\$ 1,473.86	\$ -	\$ -	\$ -	\$ 2,159.76	\$ -	\$ 15,176.20	\$ 20,854.75	\$ 9,932.05	\$ 3,044.99	\$ -	\$ -	\$ -	\$ 12,977.04	
		NET INCOME (LOSS)	(1,367.98)	(1,473.86)	-	-	-	(2,159.76)	-	(5,001.60)	(15,176.20)	(20,854.75)	6,712.03	(3,044.99)	-	-	-	3,667.04

**Rec'd \$27,386.00 for EMS RAC and \$63,478.00 for EMS COUNTY on 5/31/17

FY 18 BVRAC - UNRESTRICTED ACCOUNT

EXPENDITURES/REVENUE to 3-29-18

FUND CODE: 8001					
NOT APPLICABLE	MANAGEMENT COMMITTEE	EDUCATION	STROKE SYMPOSIUM	PALS / ACLS	TOTAL
9999	8023	8001	8002	8014	
BEGIN CASH BALANCE.....					\$ 35,914.02

REVENUES

ANNUAL MEMBERSHIP DUES (4511)	8,150.00					
REGISTRATIONS						
SPONSORS						
PALS/ACLS Reg.						
OTHER (4251)	8,494.08					
TOTAL REVENUE	16,644.08	-	-	-	-	\$ 16,644.08
REV BUDGETED	-	-	-	-	-	-
NET Rev (Under) Over	\$ 16,644.08	\$ -	\$ -	\$ -	\$ -	\$ 16,644.08

EXPENDITURES

Salaries (5110)						
Fringes (5151-5152, 5180, 5182-5183, 5192, 5194)						
3rd Party ISF (5645-5647, 5918, 6150, 6153)						
Fixed ISF (5411,5643,5644)						
Travel (5310)						
Training (5798)						
Prof Fees (5215)						
Supplies (5510)						
Phone (5648)						
Insurance (5771)	(428.00)	2,065.00				
Membership Dues (5790)		900.00				
Other (5791, 5762, 5950)	10,360.05	79.99				
Pass Thru (6178)						
Outreach (5722)						
TOTAL EXPENDED	\$ 9,932.05	\$ 3,044.99	\$ -	\$ -	\$ -	\$ 12,977.04
NET Exp (Over) Under	\$ (9,932.05)	\$ (3,044.99)	\$ -	\$ -	\$ -	\$ (12,977.04)
NET REV/<EXPENSE>	6,712.03	(3,044.99)	-	-	-	3,667.04
						\$ 39,581.06

Stroke Symposium-\$500 received CSMC

CATRAC Insurance-\$2,665.28 Pending

BVRAC Reimbursement - S&W \$1,364.24 pending

Brazos Valley Council of Governments
Check/Voucher Register
From 9/1/2017 Through 8/31/2018

8001 - Brazos Valley Regional Advisory Committee Unrestricted

ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
ANGTEK	12/13/2017	122611	AGNITEK	79.99	AgniTEK Hosting Service-December 2017 Only	CKIM121217
BAYSCOWHICS	11/1/2017	122312	BAYLOR SCOTT & WHITE COLLEGE STA	61.06	Reimb-Baylor Scott & White for Food During CEN Training	CKIM103117
MASTERCARD TIB	11/14/2017	1510692771967-003	MASTERCARD TIB BUSINESS	2,856.74	TO RECORD MASTERCARD STATEMENT ENDING OCTOBER 29, 2017	18CD11011
TETAF	2/21/2018	123184	TEXAS EMS TRAUMA & ACUTE CARE FO	900.00	TETAF 2018 Subscription Fees	CKIM022018
VFIS	3/28/2018	123467	VFIS OF TEXAS	2,065.00	Policy Renewal on VFIS-TR-2063815-09 & VFIS-CM-1058518-09	CKIM032718
WASCOU	10/11/2017	122188	WASHINGTON COUNTY	<u>7,503.31</u>	BVRAC BVWACS Radios Pmt for DEPC, SJEMS, & S&W CS	CKIM101017
Total 1012 - General Oper-BBT10302				13,466.10		

8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$42,780

ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
AMYRIC	12/6/2017	122554	AMY PONZIO	875.79	Air Medical Transport Conference-August 15-18, 2017	CKIM120517
AMYRIC	12/20/2017	122678	AMY PONZIO	1,645.76	GETAC/EMS Conference-Fort Worth-Nov 17-21, 2017	CKIM121917
AMYRIC	2/28/2018	123206	AMY PONZIO	514.00	GETAC/EMS Conference in Austin-Feb 13-15, 2018	CKIM022718
ROGSHE	10/19/2017	EFT-101917-26	ROGER SHERIDAN	102.09	EMTF-7 Coordinating Board-Belton, TX-CTCOG	EFTIM 101717-02
STJOSTEXHEALTH	3/7/2018	123291	CHI ST JOSEPH HOSPITAL	<u>598.07</u>	NRP Class Book Reimbursement	CKIM030618
Total 1012 - General Oper-BBT10302				3,735.71		

8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386

ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
VERWIR	10/11/2017	122186	VERIZON WIRELESS	151.96	Verizon Acct#320449593-0001 Cycle08/26/17-09/25/17	CKIM101017
VERWIR	11/8/2017	122417	VERIZON WIRELESS	151.96	Verizon Acct #320449593-0001cycle 09/26/17-10/25/17	CKIM110717
VERWIR	12/13/2017	122674	VERIZON WIRELESS	151.96	Verizon ACCT#320449593-0001 CYCLE 10/26/17 11/25/17	CKIM121217
VERWIR	1/10/2018	122858	VERIZON WIRELESS	151.96	VERIZON WIRELESS 11/26/17 - 12/25/17	CKIM010918
VERWIR	2/7/2018	123081	VERIZON WIRELESS	151.96	Verizon Acct # 320449593-0001 cycle 12/26/17-01/25/18	CKIM020618
VERWIR	3/14/2018	123365	VERIZON WIRELESS	<u>151.96</u>	VERIZON WIRELESS SERVICE 01/26/18 THRU 02/25/18	CKIM031318
Total 1012 - General Oper-BBT10302				911.76		

8064 - FY18 COUNTY FUNDS 537-17-0220-00001 - \$63,478

ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
ROBCOUEMS	11/1/2017	122356	ROBERTSON COUNTY EMS	9,697.00	EMS County Grant 537-17-0220-00001	CKIM103117
TEXAMUNI-EMS	2/14/2018	123134	TEXAS A&M UNIVERSITY EMS	3,131.75	EMS County Grant 537-17-0220-00001	CKIM021318
WASCOUEMS	12/6/2017	122605	WASHINGTON COUNTY EMS	<u>8,026.00</u>	EMS County Grant 2017-0220-0001	CKIM120517
Total 1012 - General Oper-BBT10302				<u>20,854.75</u>		

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
8001 - Brazos Valley Regional Advisory Committee Unrestricted
From 9/1/2017 Through 3/29/2018

		Current Month Expenses
Revenue		
Other Revenue	4251	8,494.08
Annual Membership Dues	4511	8,150.00
Total Revenue		16,644.08
Expense		
Other		
Membership Dues	5790	900.00
Other Expense	5791	7,583.30
Other Contract Services	5950	2,856.74
Total Other		11,340.04
Expense		
Insurance	5771	1,637.00
Total Expense		1,637.00
Total Expense		12,977.04
Net Revenue (Expense)		3,667.04

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$42,780

From 9/1/2017 Through 3/29/2018

		Current Month Expenses
<hr/>		
Revenue		
State Grant Revenue	4211	10,695.00
Total Revenue		<hr/> 10,695.00 <hr/>
Expense		
Salaries & Fringe Benefits		
Salaries		
Salaries	5110	9,719.87
Total Salaries		<hr/> 9,719.87 <hr/>
Fringe Benefits		
Payroll Taxes FICA	5151	547.19
Payroll Taxes Medicare	5152	127.96
TCDRS Retirement Contribution Expense	5180	625.92
Vision Insurance (Vision Care)	5183	12.83
Hospitalization	5192	862.99
Term Life Insurance	5194	64.13
Total Fringe Benefits		<hr/> 2,241.02 <hr/>
Total Salaries & Fringe Benefits		<hr/> 11,960.89 <hr/>
Expense		
Travel	5310	3,137.64
Supplies	5510	598.07
Total Expense		<hr/> 3,735.71 <hr/>
Total Expense		<hr/> 15,696.60 <hr/>
Net Revenue (Expense)		<hr/> (5,001.60) <hr/>

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386

From 9/1/2017 Through 3/29/2018

		Current Month Expenses
Expense		
Salaries & Fringe Benefits		
Salaries		
Salaries	5110	6,624.49
Total Salaries		6,624.49
Fringe Benefits		
Payroll Taxes FICA	5151	406.48
Payroll Taxes Medicare	5152	95.07
TCDRS Retirement Contribution Expense	5180	426.70
Dental Insurance (JP)	5182	24.38
Vision Insurance (Vision Care)	5183	9.09
Hospitalization	5192	610.99
Term Life Insurance	5194	45.46
Total Fringe Benefits		1,618.17
Total Salaries & Fringe Benefits		8,242.66
Expense		
Third Party Telephone	5648	911.76
Total Expense		911.76
3rd Party ISF		
Third Party Copy/Fax	5645	80.39
Third Party Accounting Service	5646	2,883.11
Third Party Postage	5647	7.15
THIRD PARTY HUMAN RESOURCE	5650	436.64
Third Party Indirect	5918	952.89
Accounting Svc ISF	6150	(43.01)
Human Resource Management ISF	6153	(37.22)
Total 3rd Party ISF		4,279.95
Fixed ISF		
Space Costs	5411	789.09
Third Party R.I.P.	5643	412.74
Third Party System Admin	5644	540.00
Total Fixed ISF		1,741.83
Total Expense		15,176.20
Net Revenue (Expense)		(15,176.20)

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8064 - FY18 COUNTY FUNDS 537-17-0220-00001 - \$63,478

From 9/1/2017 Through 3/29/2018

		Current Month Expenses
Expense		
Expense		
Supplies	5510	8,026.00
Delegate Agency Costs	6178	12,828.75
Total Expense		20,854.75
Total Expense		20,854.75
Net Revenue (Expense)		(20,854.75)

Brazos Valley Council of Governments
Check/Voucher Register
From 9/1/2017 Through 8/31/2018

8001 - Brazos Valley Regional Advisory Committee Unrestricted

ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
ANGTEK	12/13/2017	122611	AGNITEK	79.99	AgniTEK Hosting Service-December 2017 Only	CKIM121217
BAYSCOWHICS	11/1/2017	122312	BAYLOR SCOTT & WHITE COLLEGE STA	61.06	Reimb-Baylor Scott & White for Food During CEN Training	CKIM103117
MASTERCARD TIB	11/14/2017	1510692771967-003	MASTERCARD TIB BUSINESS	2,856.74	TO RECORD MASTERCARD STATEMENT ENDING OCTOBER 29, 2017	18CD11011
TETAF	2/21/2018	123184	TEXAS EMS TRAUMA & ACUTE CARE FC	900.00	TETAF 2018 Subscription Fees	CKIM022018
VFIS	3/28/2018	123467	VFIS OF TEXAS	2,065.00	Policy Renewal on VFIS-TR-2063815-09 & VFIS-CM-1058518-09	CKIM032718
WASCOU	10/11/2017	122188	WASHINGTON COUNTY	<u>7,503.31</u>	BVRAC BVWACS Radios Pmt for DEPC, SJEMS, & S&W CS	CKIM101017
Total 1012 - General Oper-BBT10302				13,466.10		

8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$42,780

ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
AMYRIC	12/6/2017	122554	AMY PONZIO	875.79	Air Medical Transport Conference-August 15-18, 2017	CKIM120517
AMYRIC	12/20/2017	122678	AMY PONZIO	1,645.76	GETAC/EMS Conference-Fort Worth-Nov 17-21, 2017	CKIM121917
AMYRIC	2/28/2018	123206	AMY PONZIO	514.00	GETAC/EMS Conference in Austin-Feb 13-15, 2018	CKIM022718
ROGSHE	10/19/2017	EFT-101917-26	ROGER SHERIDAN	102.09	EMTF-7 Coordinating Board-Belton, TX-CTCOG	EFTIM 101717-02
STJOSTEXHEALTH	3/7/2018	123291	CHI ST JOSEPH HOSPITAL	<u>598.07</u>	NRP Class Book Reimbursement	CKIM030618
Total 1012 - General Oper-BBT10302				3,735.71		

8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386

ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
VERWIR	10/11/2017	122186	VERIZON WIRELESS	151.96	Verizon Acct#320449593-0001 Cycle08/26/17-09/25/17	CKIM101017
VERWIR	11/8/2017	122417	VERIZON WIRELESS	151.96	Verizon Acct #320449593-0001cycle 09/26/17-10/25/17	CKIM110717
VERWIR	12/13/2017	122674	VERIZON WIRELESS	151.96	Verizon ACCT#320449593-0001 CYCLE 10/26/17 11/25/17	CKIM121217
VERWIR	1/10/2018	122858	VERIZON WIRELESS	151.96	VERIZON WIRELESS 11/26/17 - 12/25/17	CKIM010918
VERWIR	2/7/2018	123081	VERIZON WIRELESS	151.96	Verizon Acct # 320449593-0001 cycle 12/26/17-01/25/18	CKIM020618
VERWIR	3/14/2018	123365	VERIZON WIRELESS	<u>151.96</u>	VERIZON WIRELESS SERVICE 01/26/18 THRU 02/25/18	CKIM031318
Total 1012 - General Oper-BBT10302				911.76		

8064 - FY18 COUNTY FUNDS 537-17-0220-00001 - \$63,478

ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID
ROBCOUEMS	11/1/2017	122356	ROBERTSON COUNTY EMS	9,697.00	EMS County Grant 537-17-0220-00001	CKIM103117
TEXAMUNI-EMS	2/14/2018	123134	TEXAS A&M UNIVERSITY EMS	3,131.75	EMS County Grant 537-17-0220-00001	CKIM021318
WASCOUEMS	12/6/2017	122605	WASHINGTON COUNTY EMS	<u>8,026.00</u>	EMS County Grant 2017-0220-0001	CKIM120517
Total 1012 - General Oper-BBT10302				20,854.75		



Brazos Valley Regional Advisory Council

Smoke and Tobacco-Free Workplace Policy

The Brazos Valley Regional Advisory Council (BVRAC) has a vital interest in maintaining a healthy and a safe environment for its Board Members, General Membership, Staff, and visitors. BVRAC shall adhere to Section 1.18 Grantee's Certification of Meeting or exceeding Tobacco-Free Workplace Policy minimum standards. This rule identifies BVRAC leased property defined as offices and common meeting area spaces where smoking and tobacco use is restricted.

Definition: (Smoking and Tobacco) All forms of smoking and tobacco products including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, smokeless tobacco, snuff and chewing tobacco.

The Brazos Valley Regional Advisory Council maintains a smoke and tobacco-free office and common meeting area spaces.

- No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building.
- It is the responsibility of all members including visitors, to observe these requirements. This rule relies on the thoughtfulness, consideration and cooperation of smokers and tobacco-users for its success. Those violating this rule should be reminded of this rule and asked to comply.
- All parties with purview over facilities shall ensure that the rule is communicated to everyone who occupies space in the facility.
- This policy will extend to 30' beyond building structure to include sidewalks and parking areas.
- The administrator will provide signage upon request. Violations of this rule may result in corrective action as prescribed by the board of directors. Visitors refusing to comply may be asked to leave the facilities.

BVRAC is committed to supporting all members and staff who wish to stop using tobacco products. Information on tobacco and smoking are provided through links to Quitline at <https://www.quitnow.net/texas> and Texas Department of State Health Services <https://www.dshs.texas.gov/tobacco/links.shtm>.

BVRAC Budget Allocation 4-5-17 to 8-31-18

(TOBACCO FUND \$58,332) & (EMS RAC FUND \$27,386) = \$85,718.00									UNRESTRICTED FUNDS (FUND 8001)					COUNTY (FUND)
(FUND) Mgmt	(FUND) Gen Oper	GETAC	Board	Education	Injury Prevention	Sys QI	Pre Hospital	Hosp Care & Mgmt	Mgmt	BOBV	Education	Symposium	PALS / ACLS	County
9999	9999	8018	8017	8001	8004	8003	8022	8023	9999	8024	8001	8002	8014	8054
Salaries (5110)	-								-	-	-	-	-	-
Fringes (5151-5152, 5180, 5182-5183, 5192)	-								-	-	-	-	-	-
3rd Party ISF (5645-5647, 5918, 6150, 6153)	-								-	-	-	-	-	-
Fixed ISF (5411,5643,5644)	-								-	-	-	-	-	-
Travel (5310)		-	-	-	-				-	-	-	-	-	-
Training (5798)			-	-	-				-	-	-	-	-	-
Prof Fees (5215)									-	-	-	-	-	-
Supplies (5510)	-				-				-	-	-	-	-	-
Phone (5648)		-							-	-	-	-	-	-
Insurance (5771)									-	-	-	-	-	-
Membership Dues (5790)									-	-	-	-	-	-
Other (5791, 5762)		-							-	-	-	-	-	-
Pass Thru (6178)									-	-	-	-	-	-
Outreach (5722)		-							-	-	-	-	-	-
Total Tobacco & EMS									Total Unrestricted					
\$ -									\$ -					

BUDGET	54,554	4,600	4,064	1,000	10,000	10,000	-	-	1,500	16,000	4,000	-	3,000	2,000	63,478
REMAIN BUDGET	\$ 54,554	\$ 4,600	\$ 4,064	\$ 1,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 1,500	\$ 16,000	\$ 4,000		\$ 3,000	\$ 2,000	\$ 63,478
REMAIN %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%	100.00%	100.00%		100.00%	100.00%	

54554 salary 52965 3%
 4600 gen
 4064 getac
 1000 brd
 10000 edu
 10000 ij
 1500 hc
 85718 tot

Revenue
 Members 8,000
 Insurance 3,000
 BVWAC 7547
 BOBV ???
 Symposium ???

Expenditures
 Insurance 5240
 BVWAC 7547
 Pfof Serv \$1,000
 TETAF 2,000
 Christ Party 800
 BOBV 4000
 PALS/ACLS 2000
 Symposium 3000
 25587

Brazos Valley Regional Advisory Council 2018

4.5.18

Board of Directors Participation														
	Board Members	January	February	March	April	May	June	July	August	September	October	November	December	Total Attended
1	Billy Rice Chair	X	X											
2	Amanda Lugar Vice Chair	X	X											
3	Sherry Jennings Secretary	X	X											
4	Amy Ponzio Treasurer	X	X											
1	Cory Matthews DEPC	X	X											
2	Patti Parks Education	X	X											
3	Dr. Vincent Ohaju Systems/ QI/PA		X											
4	Ashley Johse Injury Prevention	X	X											
5	Kevin Deramus Pre- Hospital	X												
6	Brandy LaPaglia Hospital/Acute Care		X											
7	Rebecca Hickman Stroke	X												
8	Bryan Ruemke EMC at Large	X	X											
9	Dr. Geddie Perinatal		X											
	Roger Sheridan Public Safety Manager	X	X											

X= Attended meeting.

**= Call In

New Appointments

O= Substitution

?= Absent

No meeting