



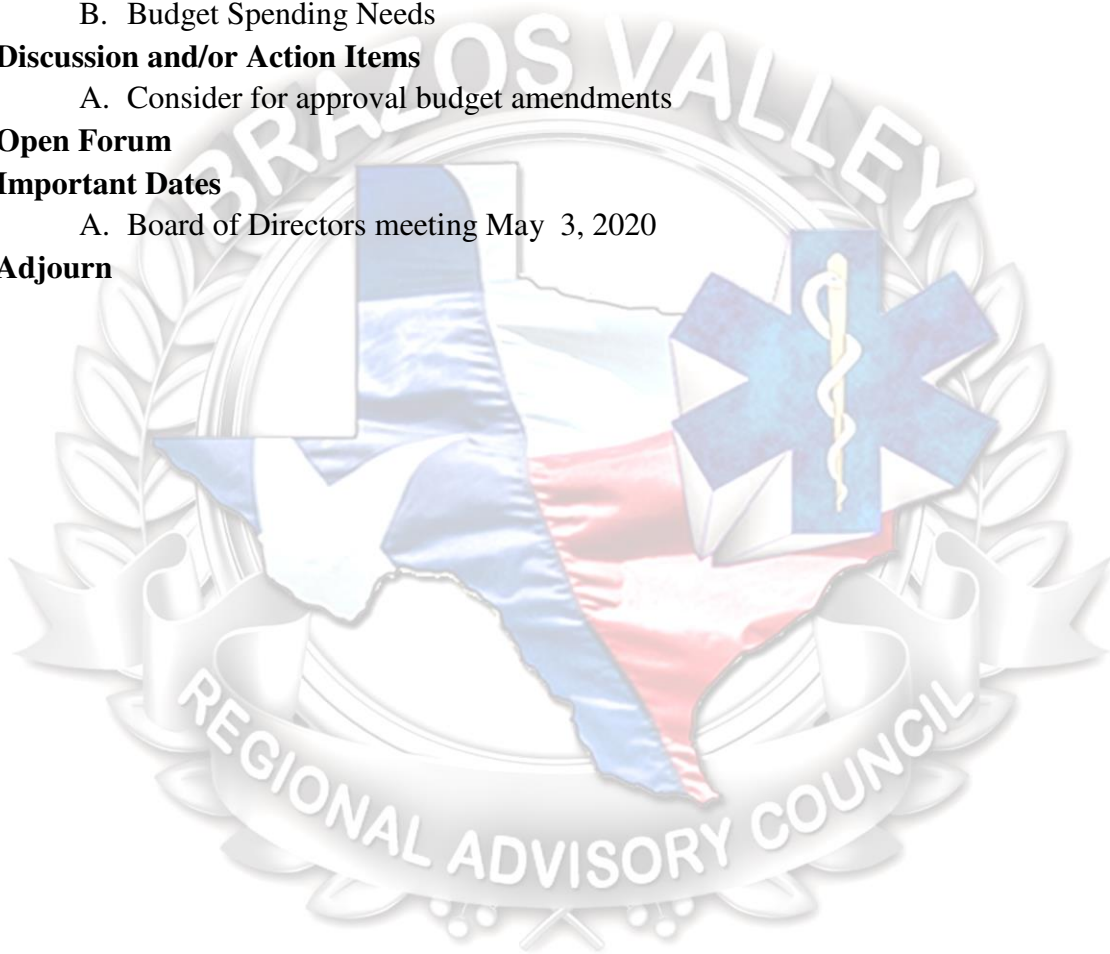
**Brazos Valley Regional Advisory Council
Board of Directors Meeting
April 2, 2020**

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AGENDA

**Brazos Valley Regional Advisory Council
Board of Directors Meeting - WebConference**
1000 April 2, 2020
CENTER FOR REGIONAL SERVICES BUILDING
3991 E. 29TH ST. BRYAN TX

- I. Call to Order**
- II. Introductions**
- III. Approval of Board of Director's February 6, 2020 Meeting Minutes**
- IV. Financial Report**
- V. Executive Director Report**
 - A. Corona Virus-BVRAC scope of work
 - B. Budget Spending Needs
- VI. Discussion and/or Action Items**
 - A. Consider for approval budget amendments
- VII. Open Forum**
- VIII. Important Dates**
 - A. Board of Directors meeting May 3, 2020
- IX. Adjourn**



Minutes
Brazos Valley Regional Advisory Council
Board of Directors Meeting
1000 January 10, 2020
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	Absent
Secretary	Brandy LaPaglia	CHI St. Joseph Health Regional	Present
Treasurer	Patti Parks	Baylor Scott & White-Brenham	Present
Injury Prevention	Ashley Johse	CHI St Joseph Health – CS	Present
Stroke	Rebecca Hickman	CHI St. Joseph Health Regional	Absent
Education	Ashley Kopech	Baylor Scott & White-CS	Present
Hospital & Acute Care	Erin Gaas	CHI St. Joseph Health Regional	Present
Systems QI / Physician's Advisory	Dr. Vincent Ohaju	CHI St. Joseph Health Regional	Absent
DEPC/BVHCC	Cory Matthews	Bryan Fire Department	Absent
Pre-Hospital	Kevin Deramus	Washington County EMS	Absent
Perinatal	Dr. Daniel Dawson	CHI St. Joseph Health Regional	Present
EMC at Large	Bryan Ruemke	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
Intern	Raul Orozco Jr.	BVCOG	Present

- I. Call to Order** – The meeting was called to order at 9:13 A.M. by Ms. LaPaglia.
- II. Introductions** – All members introduced themselves.
- III. Approval of January 10, 2020 Meeting Minutes** – Ms. Kopech noted that her agency name was incorrect in the minutes. Ms. Kopech motioned to approve the January 10, 2020 meeting minutes with the proposed amendment. Ms. Parks seconded; motion carried.
- IV. Financial Report** – Mr. Sheridan directed the board's attention to pages 5 – 16 of the packet to review the financial report. The FY2020 financial report shows no major expenditures for the year. The only expenses have been the Washington County Active Shooter Training and Ms. Parks travel to GETAC. The RAC was paying for monthly service on four iPads and now it has dropped down to one iPad and that saves about a hundred dollars a month.

The unrestricted account shows that membership dues are being submitted. The reimbursement for the BVWACS radios has not been paid by CHI St Joseph and Baylor Scott and White College Station. Ms. Kopech requested that the invoice for Baylor Scott and White be sent to her.

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Supporting documents are included in the report that back up all checks and expenses. Please encourage your EMS agencies to submit requests for EMS County Allocations.

There are less than six months left in the grant year and decisions need to be made on how to spend the money. Ms. Kopech got a quote for bringing in a CEN class that would include hospitals and outlying ER facilities. It is a two day course for a flat rate of \$6,200. The charge includes travel and expenses for the speakers, registration and the course is open on an unlimited number of participants. The company also allows a registration fee if the RAC wants to charge each attendee.

Dr. Dawson motioned to approve the financial report as presented. Ms. Gaas seconded; motion carried.

V. Executive Directors Report

A. Agency Membership Dues – Dues are coming in and in process from the last few members and should be finalized in the coming month.

B. SB 500 \$27,184 Contract Allocation Discussion – This action item was tabled at the last meeting on what the support actions were going to be from this region. Ms. Kopech shared that she has been on both webcalls for the wristbands. Some key takeaways from the calls are:

- The deadline to use the money is June 2021.
- Arkansas uses a tracking program between EMS and hospitals.
- The stated benefits were loop closure, feedback and billing.
- Hospitals would have to add a place to put the tracking number in the Electronic Medical Record. There would be an initial cost and time for each facility to build the number into their management system. The EMS agency would still have to call in and give the number to get information.
- It is voluntary to participate.
- One idea shared was to do a pilot program in smaller RAC's to see if it is viable.

Ms. LaPaglia shared a concern that if the EMS agency and other facilities have to call in with the tracking number to get information, what is the difference with how it works now? They use patient identifying information to call in and get updates and current status. Agencies within our region already share information between each other and “play nice” without the wristbands. Ms. Parks also pointed out that there will be a recurring cost to the RAC and/or EMS Agencies to buy new wristbands each year after this initial money. Mr. Sheridan asked if there are any specifics from Arkansas on number of EMS Providers and Hospitals in the state and if their governance is different than Texas with a single or multiple source management company. Mr. Sheridan also asked about shipping and storage. Ms. Kopech said the

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wristbands are 2.5 cents each from Boundtree and someone at the RAC or EMS agencies would have to store the wristbands. Several board members shared concerns that there is not enough time to execute this project, the approach is backwards and the Houston facilities and other out of region facilities that are the hardest to follow up with are the ones who do not want to participate.

Ms. Parks made a motion to table this discussion until after GETAC and review eligible expenses and requirements contained in the statement of work. Ms. Kopech seconded; motion carried.

- C. CEN Course** – Ms. Kopech asked board members for input on the CEN Course. Course normally costs about \$200 per nurse to go and attend a review course. Mr. Sheridan pointed out that if we did charge and got \$4,000, the RAC would have to spend \$4,000 to balance out the grant budget. Ms. LaPaglia asked how much the RAC spent to bring in Mark Boswell a few years ago. Ms. Kopech will look into the Mark Boswell course.

VI. Action Items

VII. Open Forum

VIII. Important Dates

- A. GETAC February 19-21, 2020
- B. Stop the Bleed – Rudder February 20, 2020
- C. BVRAC Board Meeting March 13, 2020
- D. BVRAC General Assembly April 2, 2020
- E. Missing Persons Class April 16, 2020 @ BVCOG

IX. Adjourn – Meeting adjourned at 9:50 am.

BVRAC FY2020 Budget 9-1-19 to 8-31-20

Systems RAC								EMS RAC
8082	8082	8082	8082	8082	8082	8082	Total 8082	Total 8083
NOT APPLICABLE	EDUCATION	INJURY PREVENTION	BOARD TRAVEL	GETAC TRAVEL	STAFF TRAVEL	PRE-HOSP COMM		NOT APPLICABLE
9999	8001	8004	8017	8018		8023	TOTAL	8085

REVENUES

State Grant Revenue (4211)	15,001.75							22,121.00
Other Revenue (4251)		-	-	-	-	-		
TOTAL REVENUES	\$ 15,001.75						\$ 15,001.75	

EXPENDITURES

Salaries (5110)	14,089.34								
Fringes (5151-5152, 5180, 5182-5183, 5192, 5194)	2,816.22								
3rd Party ISF (5645-5647, 5918, 6150, 6153)	0.99								3,824.27
Fixed ISF (5411,5643,5644)									2,010.16
Travel (5310)					322.73				
Training (5798)		2,799.92							
Prof Fees (5215)									
Supplies (5510)		-							
Phone									183.81
Insurance (5771)									
Membership Dues (5790)									
Other (5791, 5762, 5950)									
Pass Thru (6178)									
Outreach (5722)									
TOTAL EXPENDITURES	\$ 16,906.55	\$ 2,799.92	\$ -	\$ -	\$ 322.73	\$ -	\$ -	\$ 20,029.20	\$ 6,018.24

NET INCOME (LOSS)

BUDGET	\$34,532.03	\$10,000	\$10,000.00	\$500.00	\$2,984.54	\$490.43	\$1,500.00	\$60,007.00	\$22,121.00
TOTAL EXPENSES FROM ABOVE	\$16,906.55	\$2,799.92	\$0.00	\$0.00	\$322.73		\$0.00	\$20,029.20	\$6,018.24
TOTAL NET REMAINING	\$17,625.48	\$7,200.08	\$10,000.00	\$500.00	\$2,661.81	\$490.43	\$1,500.00	\$39,977.80	\$16,102.76
PENDING CHECK REQUESTS									
TOTAL REMAINING AFTER PENDING REQUESTS								\$ -	

BVRAC FY2020 Budget 9-1-19 to 8-31-20

COUNTY (FUND 8064)		UNRESTRICTED FUNDS (FUND 8001)				
\$61,795.00		8001	8001	8001	8001	TOTAL 8001
COUNTY FUNDS		NOT APPLICABLE	MGMT COMM	EDUCATION	STROKE SYMPOSIUM	
8005-8011		9999	8023	8001	8016	TOTAL
						\$56,117.60
REVENUES						
State Grant Revenue (4211)	61,795.00	6,300.00				
Other Revenue (4251)		4,387.80				
TOTAL REVENUES		\$ 10,687.80	\$ -	\$ -	\$ -	\$ 10,687.80
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)		125.00	-	-	-	
Supplies (5510)	10,656.75	-	-	-	-	
Phone (5648)		-	-	-	-	
Insurance (5771)		-	-	-	-	
Membership Dues (5790)		-	900.00	-	-	
Other (5791, 5762, 5950)		-	6,435.48	-	-	
Pass Thru (6178)		-	-	-	-	
Outreach (5722)		-	-	-	-	
TOTAL EXPENDITURES	\$ 10,656.75	\$ 125.00	\$ 7,335.48	\$ -	\$ -	\$ 7,460.48
NET INCOME (LOSS)						
BUDGET	61,889					\$56,117.60
TOTAL REVENUES FROM ABOVE						\$10,687.80
TOTAL EXPENSES FROM ABOVE	\$ 10,657					\$7,460.48
TOTAL NET REMAINING PENDING CHECK REQUESTS	\$ 51,232					\$59,344.92
TOTAL REMAINING AFTER PENDING REQUESTS	\$ 51,232					\$ -

Revenue includes \$4,387.83 from CATRAC for BVWACS Radios and \$6,300 in Membership Dues

FY 20 BVRAC - UNRESTRICTED ACCOUNT

EXPENDITURES/REVENUE to 3-30-2020

FUND CODE: 8001					
NOT APPLICABLE	MANAGEMENT COMMITTEE	EDUCATION	STROKE SYMPOSIUM	PALS / ACLS	TOTAL
9999	8023	8001	8016	8014	
BEGIN CASH BALANCE.....					\$ 56,117.60

REVENUES

ANNUAL MEMBERSHIP DUES (4511)	6,300.00					
REGISTRATIONS						
SPONSORS						
PALS/ACLS Reg.						
OTHER (4251)	4,387.80					
TOTAL REVENUE	10,687.80	-	-	-	-	\$ 10,687.80
REV BUDGETED	-	-	-	-	-	-
NET Rev (Under) Over	\$ 10,687.80	\$ -	\$ -	\$ -	\$ -	\$ 10,687.80

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)	125.00					
Supplies (5510)						
Phone (5648)						
Insurance (5771)						
Membership Dues (5790)		900.00				
Other (5791, 5762, 5950)		6,435.48				
Pass Thru (6178)						
Outreach (5722)						
TOTAL EXPENDED	\$ 125.00	\$ 7,335.48	\$ -	\$ -	\$ -	\$ 7,460.48
NET Exp (Over) Under	\$ (125.00)	\$ (7,335.48)	\$ -	\$ -	\$ -	\$ (7,460.48)
NET REV/<EXPENSE>	10,562.80	(7,335.48)	-	-	-	3,227.32
						\$ 59,344.92

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8082 - FY20 RAC SYSTEMS DEV.

8001 - BVRAC Education Committee (8001)

From 5/1/2019 Through 3/30/2020

		Current Month Expenses
Expense		
General Expenses		
Training and Meeting Expense	5798	2,799.92
Total General Expenses		<u>2,799.92</u>
Total Expense		<u>2,799.92</u>
Net Revenue (Expense)		<u>(2,799.92)</u>

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8082 - FY20 RAC SYSTEMS DEV.

8018 - BVRAC GETAC Travel (8018)

From 5/1/2019 Through 3/30/2020

		Current Month Expenses
		<hr/>
Expense		
General Expenses		
Travel	5310	<hr/> 322.73
Total General Expenses		<hr/> 322.73
Total Expense		<hr/> 322.73
Net Revenue (Expense)		<hr/> (322.73)

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8082 - FY20 RAC SYSTEMS DEV.

9999 - Not Applicable

From 5/1/2019 Through 3/30/2020

		Current Month Expenses
<hr/>		
Revenue		
State Grant Revenue	4211	15,001.75
Total Revenue		<hr/> 15,001.75 <hr/>
Expense		
Salaries & Fringe		
Salaries		
Salaries	5110	13,621.85
Other Compensation	5114	467.49
Total Salaries		<hr/> 14,089.34 <hr/>
Fringe Benefits		
Payroll Taxes FICA	5151	792.67
Payroll Taxes Medicare	5152	185.38
TCDRS Retirement	5180	894.87
Contribution Expense		
Vision Insurance (Vision Care)	5183	11.33
Hospitalization	5192	875.93
Term Life Insurance	5194	56.04
Total Fringe Benefits		<hr/> 2,816.22 <hr/>
Total Salaries & Fringe		<hr/> 16,905.56 <hr/>
Indirect Expenses		
Variable Rate ISF		
Human Resource Management ISF	6153	0.99
Total Variable Rate ISF		<hr/> 0.99 <hr/>
Total Indirect Expenses		<hr/> 0.99 <hr/>
Total Expense		<hr/> 16,906.55 <hr/>
Net Revenue (Expense)		<hr/> (1,904.80) <hr/>

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8083 - FY20 EMS RAC

9999 - Not Applicable

From 5/1/2019 Through 3/30/2020

		Current Month Expenses
Revenue		
State Grant Revenue	4211	22,121.00
Total Revenue		22,121.00
Expense		
General Expenses		
Third Party Telephone	5648	183.81
Total General Expenses		183.81
Indirect Expenses		
Fixed Rate ISF		
Space Costs	5411	818.86
Third Party R.I.P.	5643	393.36
Third Party System Admin	5644	797.94
Total Fixed Rate ISF		2,010.16
Variable Rate ISF		
Third Party Copy/Fax	5645	27.49
Third Party Accounting Service	5646	1,993.21
Third Party Postage	5647	41.69
Third Party Indirect	5918	763.36
Accounting Svc ISF	6150	998.52
Total Variable Rate ISF		3,824.27
Total Indirect Expenses		5,834.43
Total Expense		6,018.24
Net Revenue (Expense)		16,102.76

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
8084 - FY20 EMS COUNTY
From 5/1/2019 Through 3/30/2020

		<u>Current Period Actual</u>
Revenue		
REVENUES	3	
State Grant Revenue	4211	
Not Applicable	9999	
Not Applicable	9999	61,795.00
Total 3		61,795.00
Total Revenue		61,795.00
Expenditures		
Expenditures		
SUPPLIES	E	
Supplies	5510	
BVRAC Brazos County	8005	
Bryan Fire Department	8100	2,894.75
BVRAC Washington County	8011	
Washington County EMS	8109	7,762.00
Total E		10,656.75
Total Expenditures		10,656.75
Total Expenditures		10,656.75
Net Revenue/(Expense)		51,138.25

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8001 - Brazos Valley Regional Advisory Committee Unrestricted

8023 - BVRAC Hospital Care and Management Committee (8023)

From 9/1/2019 Through 3/30/2020

Current Month Expenses

Expense		
General Expenses		
Membership Dues	5790	900.00
Other Expense	5791	<u>6,435.48</u>
Total General Expenses		<u>7,335.48</u>
Total Expense		<u>7,335.48</u>
Net Revenue (Expense)		<u>(7,335.48)</u>

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8001 - Brazos Valley Regional Advisory Committee Unrestricted

9999 - Not Applicable

From 9/1/2019 Through 3/30/2020

		Current Month Expenses
Revenue		
Other Revenue	4251	4,387.80
Annual Membership Dues	4511	6,300.00
Total Revenue		10,687.80
Expense		
General Expenses		
Professional Fees	5215	125.00
Total General Expenses		125.00
Total Expense		125.00
Net Revenue (Expense)		10,562.80

Brazos Valley Council of Governments
Check/Voucher Register
From 9/1/2019 Through 3/30/2020

8001 - Brazos Valley Regional Advisory Committee Unrestricted							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Status
PATBROHIL	12/31/2019	128372	PATTILLO, BROWN & HILL, L.L.P.	125.00	Tax Preparation Service 2018Form 990-N FYE 06/30/2019	123119PAYMENT	CL
PATBROHIL	9/18/2019	127649	PATTILLO, BROWN & HILL, L.L.P.	1,000.00	Form 990-Return of Organization Exempt from Income Tax-2018	091819PAYMENT	CL
TETAF	3/4/2020	128830	TEXAS EMS TRAUMA & ACUTE CARE FO	900.00	TETAF Membership Dues- 2020	030420PAYMENTS	OS
WASCOU	10/2/2019	127765	WASHINGTON COUNTY	6,435.48	BVRAC BWACS Radios for DEPC (15), SJEMS (3), & S&W CS (4)	100219PAYMENTS	CL
Total 1012 - General Oper-BBT10302				8,460.48			

8082 - FY20 RAC SYSTEMS DEV.							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Status
PATPAR	11/13/2019	128089	PATTI PARKS	322.73	Meeting Austin (9/24-25/19)	111319PAYMENTS	CL
WASCOUEMS	12/4/2019	128228	WASHINGTON COUNTY EMS	2,799.92	Reimbursement(50%)-Threat Suppression Presentation for BVRAC	120419PAYMENTS	CL
Total 1012 - General Oper-BBT10302				3,122.65			

8083 - FY20 EMS RAC							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Status
VERWIR	3/11/2020	128899	VERIZON WIRELESS	37.99	Verizon Acct# 320449593-0001 CYCLE 1/26/20-2/25/20	031120PAYMENTS	OS
VERWIR	2/12/2020	128679	VERIZON WIRELESS	37.99	VERIZON ACCT# 320449593-0001 CYCLE 12/26/19 - 1/25/20	212220PAYMENT-02	CL
VERWIR	1/8/2020	128431	VERIZON WIRELESS	37.99	Verizon Acct# 320449593-0001 CYCLE 11/26/19- 12/25/19	010820PAYMENT	CL
VERWIR	12/11/2019	128272	VERIZON WIRELESS	37.99	VERIZON ACCT # 320449593-0001 CYCLE 10/26/19-11/25/19	121119PAYMENT	CL
VERWIR	11/6/2019	128033	VERIZON WIRELESS	37.99	VERIZON ACCT # 320449593-0001 CYCLE 09/26/19 - 10/25/19	110619PAYMENTS	CL
Total 1012 - General Oper-BBT10302				189.95			

8084 - FY20 EMS COUNTY							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Status
BRYFIRDEP	12/4/2019	128207	BRYAN FIRE DEPARTMENT	2,894.75	EMS County Grant HHS000124600006 Reimbursement	120419PAYMENTS	CL
WASCOUEMS	10/9/2019	127822	WASHINGTON COUNTY EMS	7,762.00	EMS County Grant HHS 000124600006 Reimbursement	100919PAYMENT	CL
Total 1012 - General Oper-BBT10302				10,656.75			

Brazos Valley Regional Advisory Council 2020

1.13.20

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	COVID 19										
2	Amanda Lugar Vice Chair	X	?											
3	Brandy LaPaglia Secretary	?	X											
4	Patti Parks Treasurer	X	X											
1	Cory Matthews DEPC	?	?											
2	Ashley Kopech 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	Erin Gaas Hospital/Acute Care	?	X											
7	Rebecca Hickman Stroke	X**	?											
8	Bryan Ruemke EMC at Large	X	X											
10	Dr. Dawson Perinatal	X	X											
	Roger Sheridan Public Safety Manager	X	X											
	Rebecca Hill Planner	?	X											
	Raul Orozco Jr	X		COVID 19										

X= Attended meeting.

**= Call In

O= Substitution

?= Absent