



**Brazos Valley Regional Advisory Council
Board of Directors Meeting
October 1, 2020**

Agenda	1
September 11, 2020 BOD Meeting Minutes	2-4
Financials	5-15
BVRAC Meeting Dates	16
Board of Directors Participation Tracker 2020	17

AGENDA

**Brazos Valley Regional Advisory Council
Board of Directors Meeting - Teleconference**
0930 October 1, 2020
CENTER FOR REGIONAL SERVICES BUILDING
3991 E. 29TH ST. BRYAN TX

- I. Call to Order**
- II. Introductions**
- III. Board of Director's September 11, 2020 Meeting Minutes**
- IV. Financial Report**
- V. Executive Director Report**
 - A. Reports (Annual, GC-11, Quarterly and Supporting documents)
- VI. Discussion and/or Action Items**
 - A. Consider for approval budget amendment to increase BVWAC payment from \$7,000 to \$9,500
- VII. Open Forum**
- VIII. Important Dates**
 - A. Board of Directors meeting November 13, 2020
- IX. Adjourn**

BVRAC Board of Directors Meeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/952929085>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (571) 317-3122
- One-touch: tel:+15713173122,,952929085#

Access Code: 952-929-085

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/952929085>

Minutes
Brazos Valley Regional Advisory Council
Board of Directors Meeting – WebConference Call
1000 September 11, 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	Lori Brooks	CHI St. Joseph Health – CS	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	Present
Education	Ashley Kopech	Baylor Scott & White-CS	Present
Hospital & Acute Care	Deborah Burkhardt	CHI St. Joseph Health -Madison	Present
Systems QI / Physician’s Advisory	Dr. Vincent Ohaju	CHI St. Joseph Health Regional	Present
DEPC/BVHCC	Cory Matthews	Bryan Fire Department	Present
Pre-Hospital	Kevin Deramus	Washington County EMS	Absent
Perinatal	Dr. Daniel Dawson	CHI St. Joseph Health Regional	Absent
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
Planner	Rebecca Hill	BVCOG	Present

- I. Call to Order** – The meeting was called to order at 10:00 A.M. by Mr. Sheridan.
- II. Introductions** – All members introduced themselves.
- III. Approval of August 6, 2020 Meeting Minutes** –Ms. Parks motioned to approve the August 6, 2020 meeting minutes. Mr. Ruemke seconded; motion carried.
- IV. Financial Report** – Mr. Sheridan directed the board’s attention to pages 5 – 22 of the packet to review the financial report. There will be a zero balance for all contracts by the end of the month. As a reminder, funds were reallocated from the management side to purchase decon units which left a balance of \$13,478 in the SB 500 funds. The board needs to decide today how those funds need to be used.

Mr. Sheridan displayed the new format for the financial report that will be used for the next fiscal year. The supporting documents will still be included as well.

EMS County I should be expended in full by the next board meeting. EMS County 2 will be opened once all funds have been expended in EMS County !.

Minutes
Brazos Valley Regional Advisory Council
Board of Directors Meeting – WebConference Call
1000 September 11, 2020
Brazos Valley Council of Governments Building
3991 E. 29th Street, Bryan, Texas 77802

Mr. Matthews motioned to approve the financial report as presented. Ms. Johse seconded; motion carried.

V. Executive Directors Report

- A. EMS County Update** – EMS County updated was covered during the financial report.
- B. SB 500 New Project Discussion** – SB 500 was originally a wristband project but was changed to purchase decon units to support the region's COVID-19 response. The SB 500 funds were saved by using unexpended management funds. There has been some discussion on purchasing additional decon units. Each unit is about \$16,000 and includes 5-6 gallons of the solution.
- C. BVRAC Senior Christmas Sponsorship** – In the past, hospitals have gathered comfort items to support the BVCOG Senior Christmas. The proposal for this year is for BVRAC to provide monetary support for care items for nursing home staff that are overworked and understaffed.
- D. Committee Budget Discussion** – There have been several discussions to use some money from the committee budgets to support purchase of additional decon units. Ms. Kopech shared that with the current situation it is hard to schedule in person training. Mr. Matthews suggested that any units purchased go out to the outlying counties since there are at least two in Brazos County. Mr. Sheridan asked if there is any need for stop the bleed training kits in the region. Ms. Parks would like to have a small one in Washington County. The board also discussed having some funds set aside for conference expenses whether they are in person or virtual. Mr. Rice thinks that there should be some funds set aside for EMS training. The board recommended that \$10,000 be set aside for EMS training and that a small Stop the Bleed training kit be purchased. The remaining funds should support purchase of decon units and solution.

VI. Action Items

- A. Consider for approval Senior Christmas Sponsorship for providing LTCF Healthcare workers appreciation gifts** – Dr. Ohaju made a motion to provide \$1,000 towards appreciation gifts for nursing home staff. Ms. Johse seconded; motion carried.
- B. Consider for approval modifications to meeting schedule** – Mr. Sheridan asked if there needed to be any changes to the current schedule of meetings. Board members present agreed to keep the current schedule as is.

VII. Committee Reports

- A. Education (Ashley Kopech):** Ms. Kopech shared that the group still needs opportunities to learn. The case studies / instruction presentations during General Assembly will start again in October with Baylor Scott and White offering a training

Minutes
Brazos Valley Regional Advisory Council
Board of Directors Meeting – WebConference Call
1000 September 11, 2020
Brazos Valley Council of Governments Building
3991 E. 29th Street, Bryan, Texas 77802

on their SANE department. Ms. Kopech will set up a list of presenters for the future General Assembly meetings.

B. Pre-Hospital (Kevin Deramus): No report

C. Hospital Care and Management/ Acute Care (Deborah Burkhardt): No report

D. Stroke (Rebecca Hickman): No report

E. System QI/Physician's Advisory (Dr. Ohaju): Dr. Ohaju requested that a message be sent out to encourage agencies to submit cases and information to System QI.

F. Injury Prevention (Ashley Johse): No report

G. Disaster/Emergency Preparedness Committee (Cory Matthews): Mr. Sheridan asked if there are any COVID-19 lessons learned or expectations for the near future. Mr. Matthews reported that the numbers are trending up but the people that are being transported by Bryan FD are not as sick as before. Ms. Kopech shared that the numbers are down at Baylor Scott & White College Station. The average lately has been 6-10 cases and they are much more comfortable.

H. Perinatal (Dr. Dawson): No report

VIII. Open Forum –

Hurricane Laura - Mr. Sheridan shared that there are still a significant number of evacuees that are housed in the Dallas area. There is one nursing home that was evacuated to Washington County. They hope to be able to go back home next week but they need to get clearance from the fire department and city to go back.

Mr. Sheridan asked if there is any information the board needs during a major event. Mr. Rice said that EMS agencies need more visibility/information when nursing homes need to be evacuated. They were getting emergency calls to come unload people from buses right now. Mr. Matthews commented that the information was getting to them but the timing was not right.

IX. Important Dates

A. BVRAC General Assembly Meeting October 1, 2020

X. Adjourn – Meeting adjourned at 10:56 am.

BVRAC EMS RAC Budget 01SEP20 to 31AUG21**9/28/2020****Brazos Valley Regional Advisory Council (EMS RAC \$67,022 + EMS LPG \$12,150 + SB500 \$27,184 = \$106,356)**

Expense	Category	Budget		Actual		Difference (\$)		Difference (%)
Management	EMS RAC	\$	60,000.00			\$	60,000.00	100%
Perinatal	EMS RAC	\$	1,022.00			\$	1,022.00	100%
GETAC Travel	EMS RAC	\$	5,000.00			\$	5,000.00	100%
Staff Travel	EMS RAC	\$	1,000.00			\$	1,000.00	100%
SB500	SB500	\$	27,184.00	\$	13,706.00	\$	13,478.00	50%
EMS LPG	EMS LPG	\$	12,150.00	\$	12,150.00	\$	-	0%
Total Expenses		\$	106,356.00	\$	25,856.00	\$	80,500.00	75.69%

BVRAC RAC System Development Budget 01SEP20 to 31AUG21

9/28/2020

Brazos Valley Regional Advisory Council (RAC Sys Dev \$57,662))

Expense	Category	Budget		Actual		Difference (\$)		Difference (%)	
Education	RAC Sys Dev	\$	20,000.00			\$	20,000.00		100%
Injury Prevention	RAC Sys Dev	\$	20,000.00			\$	20,000.00		100%
Acute Care/Hosp. Mgt.	RAC Sys Dev	\$	17,662.00			\$	17,662.00		100%
Stroke/Cardiac	RAC Sys Dev					\$	-		
Perinatal	RAC Sys Dev					\$	-		
Other	RAC Sys Dev					\$	-		
Total Expenses		\$	57,662.00	\$	-	\$	57,662.00		100.00%

BVRAC RAC EMS COUNTY I 05MAR20 to 31AUG20

9/28/2020

Brazos Valley Regional Advisory Council (\$76,751)

Expense	Category	Budget		Actual		Difference (\$)		Difference (%)
Bryan Fire Dept EMS	EMS County I	\$	3,797.25	\$	3,797.25	\$	-	0%
CSFD EMS	EMS County I	\$	3,797.25	\$	3,797.25	\$	-	0%
CHI ST Joseph EMS	EMS County I	\$	30,601.25	\$	30,601.25	\$	-	0%
Hilltop Lake VFD EMS	EMS County I	\$	6,820.50	\$	6,820.50	\$	-	0%
Jewett EMS	EMS County I	\$	6,820.50	\$	6,820.50	\$	-	0%
RCEMS	EMS County I	\$	11,918.00			\$	11,918.00	100%
TAMU EMS	EMS County I	\$	3,797.25			\$	3,797.25	100%
WCEMS	EMS County I	\$	9,199.00			\$	9,199.00	100%
Other	EMS County I					\$	-	
Total Expenses		\$	76,751.00	\$	51,836.75	\$	24,914.25	32.46%

BVRAC RAC EMS COUNTY II 09SEP20 to 31JUL21**9/28/2020****Brazos Valley Regional Advisory Council (\$76,751)**

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
Bryan Fire Dept EMS	EMS County I	\$ 3,797.25	\$ -	\$ 3,797.25	100%
CSFD EMS	EMS County I	\$ 3,797.25		\$ 3,797.25	100%
CHI ST Joseph EMS	EMS County I	\$ 30,601.25		\$ 30,601.25	100%
Hilltop Lake VFD EMS	EMS County I	\$ 6,820.50		\$ 6,820.50	100%
Jewett EMS	EMS County I	\$ 6,820.50		\$ 6,820.50	100%
RCEMS	EMS County I	\$ 11,918.00		\$ 11,918.00	100%
TAMU EMS	EMS County I	\$ 3,797.25		\$ 3,797.25	100%
WCEMS	EMS County I	\$ 9,199.00		\$ 9,199.00	100%
Other	EMS County I			\$ -	
Total Expenses		\$ 76,751.00	\$ -	\$ 76,751.00	100.00%

BVRAC Unrestricted Budget**9/28/2020****Brazos Valley Regional Advisory Council**

Expense	Category	Budget	Actual	Difference (\$)	Difference (%)
BVRAC Radios	Unrestricted	\$ 7,000.00	\$ -	\$ 7,000.00	100%
Taxes	Unrestricted	\$ 1,000.00		\$ 1,000.00	100%
TETAF Dues	Unrestricted	\$ 1,000.00		\$ 1,000.00	100%
Stroke/Acute Care	Unrestricted	\$ 6,000.00		\$ 6,000.00	100%
Insurance	Unrestricted	\$ 2,500.00		\$ 2,500.00	100%
	Unrestricted	\$ -		\$ -	
	Unrestricted	\$ -		\$ -	
	Unrestricted	\$ -		\$ -	
Other	Unrestricted			\$ -	
Total Expenses		\$ 17,500.00	\$ -	\$ 17,500.00	100.00%

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8093 - BVRAC FY21 EMS RAC ALIGNMENT \$67,022

9999 - Not Applicable

From 5/1/2020 Through 8/31/2020

Current Month Expenses

Revenue		
State Grant Revenue	4211	33,511.00
Total Revenue		33,511.00
Net Revenue (Expense)		33,511.00

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8095 - BVRAC FY20 EMS LOCAL PROJ GRANT \$12,150

From 5/1/2020 Through 8/31/2020

		Current Month Expenses
Revenue		
State Grant Revenue	4211	12,150.00
Total Revenue		12,150.00
Expense		
General Expenses		
Equipment > \$5000	5639	12,150.00
Total General Expenses		12,150.00
Total Expense		12,150.00
Net Revenue (Expense)		0.00

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8096 - BVRAC SB500 FY20 EMS-RAC - CPS/EMS

8004 - BVRAC Injury Prevention (8004)

From 1/1/2020 Through 8/31/2020

		Current Month Expenses
Expense		
General Expenses		
Equipment > \$5000	5639	13,706.00
Total General Expenses		13,706.00
Total Expense		13,706.00
Net Revenue (Expense)		(13,706.00)

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
8098 - BVRAC FY20 EMS COUNTY ALIGNMENT \$76,751
From 5/1/2020 Through 7/31/2020

		<u>Current Period Actual</u>
Expense		
General Expenses		
OTHER	H	
Delegate Agency Costs	6178	
BVRAC Brazos County	8005	
College Station Fire Department	8102	3,797.25
Total H		<u>3,797.25</u>
Total General Expenses		<u>3,797.25</u>
Total Expense		<u>3,797.25</u>
Net Revenue (Expense)		<u>(3,797.25)</u>

Brazos Valley Council of Governments
Check/Voucher Register
From 9/1/2020 Through 9/25/2020

BRAZOS VALLEY COUNCIL OF GOVERNMENTS
Check/ Voucher Register
From 9/1/2020 - 9/25/2020

8095 - BVRAC FY20 EMS LOCAL PROJ GRANT \$12,150							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Cleared Status
AERCLA	9/3/2020	EFT-090320-01	AEROCLAVE, LLC	<u>12,150.00</u>	AeroClave Room Decontamination System	090320PAYMENT	OS
Total 1012 - General Oper-BBT10302				12,150.00			

8096 - BVRAC SB500 FY20 EMS-RAC - CPS/EMS							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Cleared Status
AERCLA	9/3/2020	EFT-090320-01	AEROCLAVE, LLC	<u>13,706.00</u>	AeroClave Room Decontamination System	090320PAYMENT	OS
Total 1012 - General Oper-BBT10302				13,706.00			

8098 - BVRAC FY20 EMS COUNTY ALIGNMENT \$76,751							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Cleared Status
BRYFIRDEP	8/27/2020	129984	BRYAN FIRE DEPARTMENT	3,797.25	EMS County Grant HHS000124600006 Reimbursement	082420GEN PayBryanFD	OS
JEWEMSINC	8/27/2020	EFT-082720-08	JEWETT EMS INC	6,820.50	EMS County Grant HHS000124600006	082620PMT Jewett	CL
HILLAKFIRDEP	9/9/2020	EFT-090920-13	HILLTOP LAKES FIRE DEPARTMENT	6,820.50	EMS County Grant HHS 000124600006	090920PAYMENTS	OS
ROBCOUEMS	9/17/2020	EFT-091720-16	ROBERTSON COUNTY EMS	11,918.00	EMS County Grant HHS000124600006	091720PAYMENT	OS
STJOSEMS	9/9/2020	130120	ST JOSEPH EMS	30,601.25	EMS County Grant	090920PAYMENTS	OS
TEXAMUNI-EMS	9/17/2020	EFT-091720-18	TEXAS A&M UNIVERSITY EMS	<u>3,797.25</u>	EMS County Grant HHS 000124600006	091720PAYMENT	OS
Total 1012 - General Oper-BBT10302				<u>53,137.00</u>			

Report Total

#####

BRAZOS VALLEY COUNCIL OF GOVERNMENTS
Revenue Ledger
From 9/1/2020 - 9/25/2020

<i>8093 - EMS RAC</i>						
FUNCT CODE	Effective Date	Deposit Amount	Document Number	Deposit Description	Session ID	Cleared Status
9999	8/18/2020	33,511.00	AR08037	BVRAC Receivable 5.1.20 Funds 8093,8098,8095 \$122,412	20AR08037	CL
		<u>33,511.00</u>		Total 1012 - General Oper-BBT10302		

<i>8095 - LPG</i>						
FUNCT CODE	Effective Date	Deposit Amount	Document Number	Deposit Description	Session ID	Cleared Status
9999	8/18/2020	12,150.00	AR08037	BVRAC Receivable 5.1.20 Funds 8093,8098,8095 \$122,412	20AR08037	CL
		<u>12,150.00</u>		Total 1012 - General Oper-BBT10302		

<i>8098 - EMS COU</i>						
FUNCT CODE	Effective Date	Deposit Amount	Document Number	Deposit Description	Session ID	Cleared Status
9999	8/18/2020	76,751.00	AR08037	BVRAC Receivable 5.1.20 Funds 8093,8098,8095 \$122,412	20AR08037	CL
		<u>76,751.00</u>		Total 1012 - General Oper-BBT10302		

Report Total 122,412.00

BVRAC Board of Directors and General Assembly Meeting Dates

September 1, 2020 to August 31, 2021

BVRAC Board of Directors

BVRAC Committees: Injury Prevention/ Stroke/Acute Care & Hospital Care & Management/Pre-Hospital/Systems QI & Physician's Advisory/Perinatal/Disaster Preparedness/Education/ Emergency Management-At-Large

Meeting Time:

Board of Directors (BOD)

1000 - 1130 (meets every second Friday on odd months)

0900 - 1000 (meets every first Thursday on even months)

General Assembly (GA) meets first Thursday of even months

0900 - 1000 Board of Directors

1000 - 1145 DEPC/BVHCC

1200 - 1245 Perinatal

1300 – 1530 General Assembly

Meeting Location: (BVCOG) 3991 E. 29th St. Bryan TX 77802

Monthly Meeting Dates:

September 11, 2020 (BOD Meeting) Virtual

October 1, 2020 (BOD & GA Meetings) Virtual

November 13, 2020 (BOD Meeting) Brazos A Rm

December 03, 2020 (BOD & GA Meetings) Brazos A&B Rm

January 08, 2021 (BOD Meeting) Brazos A Rm

February 04, 2021 (BOD & GA Meetings) Board Rm

March 12, 2021 (BOD Meeting) Brazos A Rm

April 1, 2021 (BOD & GA Meetings) Board Rm

May 14, 2021 (BOD Meeting) Brazos A

June 3, 2021 (BOD & GA Meetings) Board Rm

July 9, 2021 (BOD Meeting) Brazos A

August 5, 2021 (BOD & GA Meetings) Board Rm

State Meeting Dates:

November 21-23, 2020 GETAC

*Meeting dates and times are subject to change

Brazos Valley Regional Advisory Council 2020

9.28.20

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	X	X		X	X	X				
2	Amanda Lugar Vice Chair	X	?		X	?		?	?	?				
3	Secretary Lori Brooks									X				
4	Patti Parks Treasurer	X	X		X	X		X	X	X				
1	Cory Matthews DEPC	?	?		X	X		X	X	X				
2	Ashley Kopech Education	X	X		X	X		X	X	X				
3	Dr. Vincent Ohaju Systems/ QI/PA	X	?		X	X		X	?	X				
4	Ashley Johse Injury Prevention	X	X		X	X		X	X	X				
5	Kevin Deramus Pre- Hospital	X	?		X	X		?	?	?				
6	Deborah Burkhardt Hospital/Acute Care									X				
7	Rebecca Hickman Stroke	X**	?		X	X		X	X	X				
8	Bryan Ruemke EMC at Large	X	X		X	X		?	X	X				
10	Dr. Dawson Perinatal	X	X		X	?		?	?	?				
	Roger Sheridan Public Safety Manager	X	X		X	X		X	X	X				
	Rebecca Hill Planner	?	X		X	X		X	X	X				
				COVID 19	Web Call	Web Call	No Meeting	Web Call	Web Call	Web Call				

X= Attended meeting.

**= Call In

O= Substitution

?= Absent