

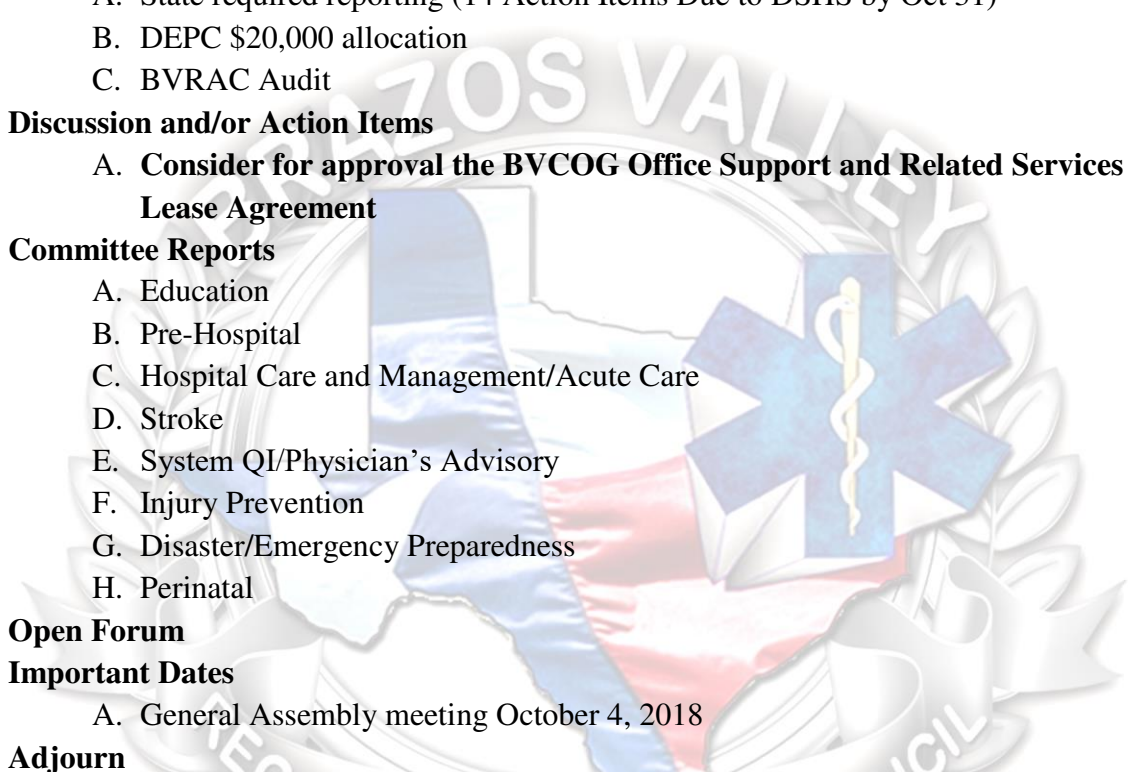


**Brazos Valley Regional Advisory Council
Board of Directors Meeting
September 14, 2018**

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AGENDA

**Brazos Valley Regional Advisory Council
Board of Directors Meeting
1000 September 14, 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 August 2, 2018 Meeting Minutes**
 - IV. Financial Report**
 - V. Executive Director Report**
 - A. State required reporting (14 Action Items Due to DSHS by Oct 31)
 - B. DEPC \$20,000 allocation
 - C. BVRAC Audit
 - VI. Discussion and/or Action Items**
 - A. **Consider for approval the BVCOG Office Support and Related Services Lease Agreement**
 - VII. Committee Reports**
 - A. Education
 - B. Pre-Hospital
 - C. Hospital Care and Management/Acute Care
 - D. Stroke
 - E. System QI/Physician's Advisory
 - F. Injury Prevention
 - G. Disaster/Emergency Preparedness
 - H. Perinatal
 - VIII. Open Forum**
 - IX. Important Dates**
 - A. General Assembly meeting October 4, 2018
 - X. Adjourn**

Minutes
Brazos Valley Regional Advisory Council
Board of Directors Meeting
0900 August 2, 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-Brenham	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	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	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

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** – No introductions required.
- III. Approval of July 13, 2018 Meeting Minutes** – Mr. Matthews motioned to approve the July 13, 2018 meeting minutes. Ms. Lugar second; motion carried.
- IV. Financial Report** – Mr. Sheridan presented the financial report as referenced in the Board of Directors packet on pages 6-20. The “Stop The Bleed” training kits are the only purchase remaining allocated to the Tobacco Grant. The kits have been ordered, awaiting arrival, and invoicing from the vendor. Overall, the only expenses that remain are for management costs allocated to both Tobacco and EMS RAC grants.

BVRAC’s unrestricted account had few transactions over this reporting period. The pen set for the Stroke Symposium guest speaker has been completed and no other expenses are expected. One reimbursement for BVWAC radio usage remains open. The agency has

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been sent a second notice and if payment has not been received in a month, phone calls will follow.

V. Executive Directors Report

- A.** EMS County Update – All EMS County reimbursements to EMS Providers has been completed. The EMS County report to the state will be sent upon completion of acquiring all reimbursement proof of payments. The next series of EMS County reimbursements will begin upon completion of that report.
- B.** Election Process – Mr. Sheridan reviewed the election process to align with the BVRAC Bylaws. Unopposed positions will be conducted by roll call majority vote. Opposed positions will be by ballot.
- C.** BVRAC/BVCOG Contract Renewal – The current contract is at least five years old and requires being updated. The COG is conducting a budget review and should have new costs included in the contract. BVRAC has already approved a budget not to exceed a specific amount so there will be limited changes to the overall contract. The COG budget review has not been approved at this time so the contract will be presented upon completion.
- D.** Trauma System Plan Review – Ms. Jennings will highlight the recommended changes to the Trauma System Plan during General Assembly. To date, only two agencies have submitted changes to the plan.
- E.** EMS Eligible Providers – Mr. Sheridan presented the state’s draft eligible provider spreadsheet. This spreadsheet display providers that were eligible for EMS County funding. There were no changes to the spreadsheet.

VI. Discussion/Action Items –

- A.** Consider for approval contract renewal with BVCOG – Tabled

VII. Open Forum – The Chair open deliberation in regards trauma data being entered through the RAC websites. The larger RACs are stating that the collaboration is working well and all should be using it. The questions then posed is why the state is not using this system since it is working so well and what is BVRAC’s position? The Board will require additional information to continue discussion.

VIII. Important Dates – BVRAC Board of Directors meeting is September 14, 2018.

IX. Adjourn

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8001 - Brazos Valley Regional Advisory Committee Unrestricted
From 5/1/2017 Through 8/31/2018

		BVRAC Education Committee (8001)	BVRAC Trauma Symposium (8002)	BVRAC Brazos County	BVRAC Burleson County	BVRAC Grimes County	BVRAC Leon County	BVRAC Madison County	BVRAC Robertson County	BVRAC Washington County	BVRAC STROKE Funds (8016)	BVRAC GETAC Travel (8018)
Revenue												
Other Revenue	4251	0.00	1,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,250.00	0.00
Annual Membership Dues	4511	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Transfer Rev	4784	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	1,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,250.00	0.00
Expense												
Other												
Membership Dues	5790	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Expense	5791	0.00	994.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	787.34	0.00
Other Contract Services	5950	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other		0.00	994.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	787.34	0.00
Expense												
Professional Fees	5215	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
Travel	5310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223.85	0.00
Supplies	5510	0.00	112.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,359.25	0.00
Insurance	5771	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contrib to other Funds	5792	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training and Meeting Expense	5798	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,361.00	0.00
Total Expense		0.00	187.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,944.10	0.00
Indirect Costs												
3rd Party ISF												
Third Party Accounting Service	5646	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 3rd Party ISF		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Indirect Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense		0.00	1,181.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,731.44	0.00
Net Revenue (Expense)		0.00	168.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	518.56	0.00

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8001 - Brazos Valley Regional Advisory Committee Unrestricted
From 5/1/2017 Through 8/31/2018

BVRAC Pre Hospital Committee (8022)	BVRAC Hospital Care and Management Committee (8023)	Not Applicable	Total
0.00	0.00	11,409.36	19,009.36
0.00	0.00	8,650.00	8,650.00
0.00	0.00	3.62	3.62
0.00	0.00	20,062.98	27,662.98
0.00	900.00	0.00	900.00
0.00	79.99	7,472.36	9,333.95
0.00	0.00	2,856.74	2,856.74
0.00	979.99	10,329.10	13,090.69
0.00	0.00	1,000.00	2,000.00
0.00	0.00	0.00	223.85
0.00	0.00	149.50	2,620.75
0.00	2,065.00	(428.00)	1,637.00
0.00	0.00	333.56	333.56
0.00	0.00	0.00	1,436.00
0.00	2,065.00	1,055.06	8,251.16
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	3,044.99	11,384.16	21,341.85
0.00	(3,044.99)	8,678.82	6,321.13

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$58,322
From 5/1/2017 Through 8/31/2018

		BVRAC Education Committee (8001)	BVRAC Trauma Symposium (8002)	BVRAC Brazos County	BVRAC Burleson County	BVRAC Grimes County	BVRAC Leon County	BVRAC Madison County	BVRAC Robertson County	BVRAC Washington County	BVRAC STROKE Funds (8016)	BVRAC GETAC Travel (8018)
Revenue												
State Grant Revenue	4211	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense												
Salaries & Fringe Benefits												
Salaries												
Salaries	5110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Salaries		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fringe Benefits												
Payroll Taxes FICA	5151	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes Medicare	5152	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TCDRS Retirement	5180	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contribution Expense												
Vision Insurance	5183	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(Vision Care)												
Hospitalization	5192	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term Life Insurance	5194	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fringe Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Salaries & Fringe Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense												
Travel	5310	1,347.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,650.76
Supplies	5510	3,353.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training and Meeting	5798	620.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense												
Total Expense		5,321.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,650.76
Total Expense		5,321.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,650.76
Net Revenue (Expense)		(5,321.62)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,650.76)

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8062 - FY18 TOBACCO RAC 537-17-0220-00001 \$58,322
From 5/1/2017 Through 8/31/2018

BVRAC Pre Hospital Committee (8022)	BVRAC Hospital Care and Management Committee (8023)	Not Applicable	Total
<u>0.00</u>	<u>0.00</u>	<u>43,749.00</u>	<u>43,749.00</u>
<u>0.00</u>	<u>0.00</u>	<u>43,749.00</u>	<u>43,749.00</u>
<u>0.00</u>	<u>0.00</u>	<u>17,742.94</u>	<u>17,742.94</u>
<u>0.00</u>	<u>0.00</u>	<u>17,742.94</u>	<u>17,742.94</u>
0.00	0.00	997.60	997.60
0.00	0.00	233.29	233.29
0.00	0.00	1,150.63	1,150.63
0.00	0.00	23.28	23.28
0.00	0.00	1,576.55	1,576.55
<u>0.00</u>	<u>0.00</u>	<u>116.29</u>	<u>116.29</u>
<u>0.00</u>	<u>0.00</u>	<u>4,097.64</u>	<u>4,097.64</u>
<u>0.00</u>	<u>0.00</u>	<u>21,840.58</u>	<u>21,840.58</u>
0.00	0.00	102.09	4,100.51
26,722.99	0.00	0.00	30,076.95
0.00	0.00	0.00	620.00
<u>26,722.99</u>	<u>0.00</u>	<u>102.09</u>	<u>34,797.46</u>
<u>26,722.99</u>	<u>0.00</u>	<u>21,942.67</u>	<u>56,638.04</u>
<u>(26,722.99)</u>	<u>0.00</u>	<u>21,806.33</u>	<u>(12,889.04)</u>

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386
From 5/1/2017 Through 8/31/2018

		BVRAC Education Committee (8001)	BVRAC Trauma Symposium (8002)	BVRAC Brazos County	BVRAC Burleson County	BVRAC Grimes County	BVRAC Leon County	BVRAC Madison County	BVRAC Robertson County	BVRAC Washington County	BVRAC STROKE Funds (8016)	BVRAC GETAC Travel (8018)
Revenue												
State Grant Revenue	4211	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense												
Salaries & Fringe Benefits												
Salaries												
Salaries	5110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Salaries		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fringe Benefits												
Payroll Taxes FICA	5151	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes Medicare	5152	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TCDRS Retirement	5180	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contribution Expense												
Dental Insurance (JP)	5182	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vision Insurance (Vision Care)	5183	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hospitalization	5192	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term Life Insurance	5194	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fringe Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Salaries & Fringe Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense												
Third Party Telephone	5648	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs												
3rd Party ISF												
Third Party Copy/Fax	5645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Third Party Accounting Service	5646	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Third Party Postage	5647	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY HUMAN RESOURCE	5650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Third Party Indirect	5918	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting Svc ISF	6150	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Human Resource Management ISF	6153	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386
From 5/1/2017 Through 8/31/2018

BVRAC Pre Hospital Committee (8022)	BVRAC Hospital Care and Management Committee (8023)	Not Applicable	Total
<u>0.00</u>	<u>0.00</u>	<u>27,386.00</u>	<u>27,386.00</u>
<u>0.00</u>	<u>0.00</u>	<u>27,386.00</u>	<u>27,386.00</u>
<u>0.00</u>	<u>0.00</u>	<u>11,058.52</u>	<u>11,058.52</u>
<u>0.00</u>	<u>0.00</u>	<u>11,058.52</u>	<u>11,058.52</u>
0.00	0.00	678.19	678.19
0.00	0.00	158.60	158.60
0.00	0.00	716.68	716.68
0.00	0.00	40.12	40.12
0.00	0.00	14.98	14.98
0.00	0.00	1,013.09	1,013.09
<u>0.00</u>	<u>0.00</u>	<u>74.84</u>	<u>74.84</u>
<u>0.00</u>	<u>0.00</u>	<u>2,696.50</u>	<u>2,696.50</u>
0.00	0.00	13,755.02	13,755.02
<u>0.00</u>	<u>0.00</u>	<u>1,671.56</u>	<u>1,671.56</u>
<u>0.00</u>	<u>0.00</u>	<u>1,671.56</u>	<u>1,671.56</u>
0.00	0.00	123.45	123.45
0.00	0.00	6,459.65	6,459.65
0.00	0.00	14.87	14.87
0.00	0.00	795.21	795.21
0.00	0.00	2,105.58	2,105.58
0.00	0.00	(43.01)	(43.01)
0.00	0.00	(37.22)	(37.22)

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386
From 5/1/2017 Through 8/31/2018

		BVRAC Education Committee (8001)	BVRAC Trauma Symposium (8002)	BVRAC Brazos County	BVRAC Burleson County	BVRAC Grimes County	BVRAC Leon County	BVRAC Madison County	BVRAC Robertson County	BVRAC Washington County	BVRAC STROKE Funds (8016)	BVRAC GETAC Travel (8018)
Total 3rd Party ISF		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fixed ISF												
Space Costs	5411	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Third Party R.I.P.	5643	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Third Party System Admin	5644	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fixed ISF		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Indirect Costs		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Revenue (Expense)		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8063 - FY18 EMS RAC 537-17-0220-00001 - \$27,386
From 5/1/2017 Through 8/31/2018

BVRAC Pre Hospital Committee (8022)	BVRAC Hospital Care and Management Committee (8023)	Not Applicable	Total
<u>0.00</u>	<u>0.00</u>	<u>9,418.53</u>	<u>9,418.53</u>
0.00	0.00	1,450.29	1,450.29
0.00	0.00	699.53	699.53
0.00	0.00	990.00	990.00
<u>0.00</u>	<u>0.00</u>	<u>3,139.82</u>	<u>3,139.82</u>
<u>0.00</u>	<u>0.00</u>	<u>12,558.35</u>	<u>12,558.35</u>
<u>0.00</u>	<u>0.00</u>	<u>27,984.93</u>	<u>27,984.93</u>
<u>0.00</u>	<u>0.00</u>	<u>(598.93)</u>	<u>(598.93)</u>

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8064 - FY18 COUNTY FUNDS 537-17-0220-00001 - \$63,478
From 5/1/2017 Through 8/31/2018

		BVRAC Education Committee (8001)	BVRAC Trauma Symposium (8002)	BVRAC Brazos County	BVRAC Burleson County	BVRAC Grimes County	BVRAC Leon County	BVRAC Madison County	BVRAC Robertson County	BVRAC Washington County	BVRAC STROKE Funds (8016)	BVRAC GETAC Travel (8018)
Revenue												
State Grant Revenue	4211	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense												
Expense												
Supplies	5510	0.00	0.00	3,131.75	0.00	0.00	0.00	0.00	0.00	8,026.00	0.00	0.00
Delegate Agency Costs	6178	0.00	0.00	9,395.25	7,467.00	9,040.00	11,419.00	5,302.00	9,697.00	0.00	0.00	0.00
Total Expense		0.00	0.00	12,527.00	7,467.00	9,040.00	11,419.00	5,302.00	9,697.00	8,026.00	0.00	0.00
Total Expense		0.00	0.00	12,527.00	7,467.00	9,040.00	11,419.00	5,302.00	9,697.00	8,026.00	0.00	0.00
Net Revenue (Expense)		0.00	0.00	(12,527.00)	(7,467.00)	(9,040.00)	(11,419.00)	(5,302.00)	(9,697.00)	(8,026.00)	0.00	0.00

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8064 - FY18 COUNTY FUNDS 537-17-0220-00001 - \$63,478
From 5/1/2017 Through 8/31/2018

BVRAC Pre Hospital Committee (8022)	BVRAC Hospital Care and Management Committee (8023)	Not Applicable	Total
<u>0.00</u>	<u>0.00</u>	<u>63,478.00</u>	<u>63,478.00</u>
<u>0.00</u>	<u>0.00</u>	<u>63,478.00</u>	<u>63,478.00</u>
0.00	0.00	0.00	11,157.75
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>52,320.25</u>
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>63,478.00</u>
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>63,478.00</u>
<u>0.00</u>	<u>0.00</u>	<u>63,478.00</u>	<u>0.00</u>

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8073 - FY19 EMS RAC HHS000124600006 - \$82,945
From 5/1/2017 Through 8/31/2018

		BVRAC Education Committee (8001)	BVRAC Trauma Symposium (8002)	BVRAC Brazos County	BVRAC Burleson County	BVRAC Grimes County	BVRAC Leon County	BVRAC Madison County	BVRAC Robertson County	BVRAC Washington County	BVRAC STROKE Funds (8016)	BVRAC GETAC Travel (8018)
Revenue												
State Grant Revenue	4211	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Revenue (Expense)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8073 - FY19 EMS RAC HHS000124600006 - \$82,945
From 5/1/2017 Through 8/31/2018

BVRAC Pre Hospital Committee (8022)	BVRAC Hospital Care and Management Committee (8023)	Not Applicable	Total
<u>0.00</u>	<u>0.00</u>	<u>22,629.00</u>	<u>22,629.00</u>
<u>0.00</u>	<u>0.00</u>	<u>22,629.00</u>	<u>22,629.00</u>
<u>0.00</u>	<u>0.00</u>	<u>22,629.00</u>	<u>22,629.00</u>

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8074 - FY19 COUNTY FUNDS HHS000124600006 - \$61,889
From 5/1/2017 Through 8/31/2018

		BVRAC Education Committee (8001)	BVRAC Trauma Symposium (8002)	BVRAC Brazos County	BVRAC Burleson County	BVRAC Grimes County	BVRAC Leon County	BVRAC Madison County	BVRAC Robertson County	BVRAC Washington County	BVRAC STROKE Funds (8016)	BVRAC GETAC Travel (8018)
Revenue												
State Grant Revenue	4211	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Revenue (Expense)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8074 - FY19 COUNTY FUNDS HHS000124600006 - \$61,889
From 5/1/2017 Through 8/31/2018

BVRAC Pre Hospital Committee (8022)	BVRAC Hospital Care and Management Committee (8023)	Not Applicable	Total
<u>0.00</u>	<u>0.00</u>	<u>61,889.00</u>	<u>61,889.00</u>
<u>0.00</u>	<u>0.00</u>	<u>61,889.00</u>	<u>61,889.00</u>
<u>0.00</u>	<u>0.00</u>	<u>61,889.00</u>	<u>61,889.00</u>

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8075 - LOCAL PROJECTS GRANT FY18
From 5/1/2017 Through 8/31/2018

		BVRAC Education Committee (8001)	BVRAC Trauma Symposium (8002)	BVRAC Brazos County	BVRAC Burleson County	BVRAC Grimes County	BVRAC Leon County	BVRAC Madison County	BVRAC Robertson County	BVRAC Washington County	BVRAC STROKE Funds (8016)	BVRAC GETAC Travel (8018)
Revenue												
State Grant Revenue	4211	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense												
Expense												
Supplies	5510	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Revenue (Expense)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Brazos Valley Council of Governments
Statement of Revenues and Expenditures - SDB - BVRAC-EMS-TOBACCO (8062)
8075 - LOCAL PROJECTS GRANT FY18
From 5/1/2017 Through 8/31/2018

BVRAC Pre Hospital Committee (8022)	BVRAC Hospital Care and Management Committee (8023)	Not Applicable	Total
0.00	0.00	7,580.00	7,580.00
0.00	0.00	7,580.00	7,580.00
7,580.00	0.00	0.00	7,580.00
7,580.00	0.00	0.00	7,580.00
7,580.00	0.00	0.00	7,580.00
(7,580.00)	0.00	7,580.00	0.00

**Office of EMS/Trauma Systems Coordination
System Development & Strategic Planning Review (Desktop Audit Tool)**

**BVRAC Contract 537-17-0220-00001
DSHS, OEMS/TS DESKTOP AUDIT TOOL**

Criteria: E = Essential Criteria

Performance Measures	Submitted (Y/N)	Criteria	OEMS/TS Reviewer		COMMENTS
			Met	Not Met	
Contract Performance Measure (EMS-TOBACCO/RAC)					
1. Election, roles and responsibilities, terms of officers, and process for succession and/or removal of officers/board members defined in bylaws/governance documents.		E	Met		Evidence: 2018 Regional Trauma System Plan, appendix A – BVRAC Bylaws Article V- Board of Directors pg 50. Website: http://bvrac.com/resources/
2. Evidence of a clearly defined budget development and expenditure approval process by member organizations		E	Met		Evidence: 2018 Regional Trauma System Plan, appendix A – BVRAC Bylaws Article X- Fixcal Policies pg 56 Website: http://bvrac.com/resources/
3. Evidence of meeting attendance requirements for Executive Board and Officers		E	Met		Evidence: 2018 Regional Trauma System Plan, appendix A – BVRAC Bylaws Article V- Board of Directors pg 51. Website: http://bvrac.com/resources/ Every board member is tracked through sign-in sheets and listed in tracking chart in the Board of Directors Meeting Packets. These packets are provided both by email and in hard copy during the meetings. Evidence is each monthly Board meeting packet. Website http://bvrac.com/reports/
4. Evidence of a regional needs assessment , inclusive of all member organization		E	Met		BVRAC Board and General Assembly meeting packets – meeting minutes. Website http://bvrac.com/reports/
5. Evidence of RAC Chairs meeting attendance by the Chair or Executive Board member		E	Met		All RAC Chair meetings are attended by the Chair or Executive Board member. Tracking evidence is held by the state with sign-in sheets. *Meetings attended do not always

Office of EMS/Trauma Systems Coordination
System Development & Strategic Planning Review (Desktop Audit Tool)

				require financial reimbursement as a means of tracking attendance.
6. Evidence of quarterly financial reports distribution to member organizations in writing		E	Met	Board of Directors receive monthly financial reports and General Assembly receives every other month as validated in information packets. Each packet is emailed to membership prior to the meetings. Website http://bvrac.com/reports/
7. Evidence the RAC functions as a conduit for DSHS information to member organizations		E	Met	BVRAC functions as a conduit for DSHS information to members organization through forwarding the email requests. Evidence: 7. NAEMSE

Texas Administrative Code & Essential Criteria (TAC. Title 25, Rule 157.123: Regional Emergency Medical Services/Trauma Systems)					
8. Evidence of organizational structure and decision making responsibilities and limitations, and conduct of daily business is clearly defined		E	Met		2018 Regional Trauma System Plan, appendix A – BVRAC Bylaws Article VII-Duties of Board Members to Article XIII pg 52 to 60 Website: http://bvrac.com/resources/
9. Evidence of documented annual review of bylaws		E	Met		Evidence: October 5, 2017 General Assembly Meeting Packet-August 11, 2018 Meeting Minutes pg 8 Website http://bvrac.com/reports/
Regional EMS/Trauma System Plan					
10. Evidence all components of trauma and emergency healthcare system has been reviewed annually and revised if necessary		E	Met		Evidence: October 5, 2017 General Assembly Meeting Packet-August 11, 2018 Meeting Minutes pg 8 Website http://bvrac.com/reports/
11. Performance Improvement provides consistent evidence of system problem identification and loop closures		E	Met		The BVRAC committees report bi-monthly during General Assembly. Performance improvement data projects are identified, reviewed, and approved by General Assembly Evidence listed in Board & General Assembly Packets and Systems QI tracking form for data collection: Website http://bvrac.com/reports/ & http://bvrac.com/resources/

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a) Assesses system impact on patient outcomes		E	Met	Evidence: Bylaws IX page 54, Website http://bvrac.com/reports/ & http://bvrac.com/resources/
b) Identifies standard <u>audit filters</u> measuring compliance and effectiveness of trauma system plan		E	Met	Evidence: Bylaws IX 1.C page 55; Systems QI form Website http://bvrac.com/reports/ & http://bvrac.com/resources/
c) Identifies procedure ensuring <u>confidentiality</u> for all patient and provider information		E	Met	Evidence: System QI fom criteria identified for confidentiality. Website http://bvrac.com/resources/
d) Identifies procedure to <u>review cases</u> involving adverse patient outcomes, and share information and education		E	Met	Evidence: BVRAC Board and General Assembly packets, System QI form Website http://bvrac.com/reports/ & http://bvrac.com/resources/
12. Injury Prevention program		E	Met	Injury Prevention Committee reports are listed in the Board and General Assembly packets. Website http://bvrac.com/reports/ & http://bvrac.com/resources/
a) Identifies regional <u>injury patterns</u>		E	Met	Injury Prevention committee discusses injury patterns during meetings as well as Trauma System Plan identifies Injury Epidemiology on page 11-12. Website http://bvrac.com/reports/ & http://bvrac.com/resources/
b) Evidence of <u>tracking injury prevention data</u> /endeavors to include attendance, participation, outcome, system impact; and effectiveness		E	Met	Evidence: BVRAC Board and General Assemble Packets; Annual Report 3.e Website http://bvrac.com/reports/ & http://bvrac.com/resources/
c) Evidence interested <u>stakeholders have access</u> to program outcomes		E	Met	Board and General Assembly receive meeting packets containing agenda, minutes, attendance tracking, and additional information as needed. Information is posted on the BVRAC Website. Website http://bvrac.com/reports/ & http://bvrac.com/resources/

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d) Evidence of <u>coordination of public education</u> programs		E	Met		Evidence: BVRAC Board and General Assemble Packets; Annual Report 3.e Website http://bvrac.com/reports/ & http://bvrac.com/resources/
13. Regional Trauma Treatment Protocols that include guidelines for treatment of trauma patients		E	Met		Appendix B-Patient Local Trauma Activation protocol page 61 of Trauma System Plan Website http://bvrac.com/resources/
a) Evidence of education to all member organizations regarding the trauma system plan , protocols and regional guidelines		E	Met		The Trauma System Plan is updated and changes reviewed annually. General Assembly approves TSP and posted on the BVRAC website for easy access. Website http://bvrac.com/reports/ & http://bvrac.com/resources/
14. Evidence of distribution of regional trauma system plan the member organizations within 30 days of changes (i.e., hard copy or made available on RAC's web site), and accessible by DSHS for approval		E	Met		BVRAC reviews the Trauma Systems Plan annually. Posted on Webstie Website http://bvrac.com/resources/
RAC Operations					
15. Evidence RAC meetings are scheduled and notice of meeting made available to member organizations no less than two weeks prior to meeting date(s), or one week if notified electronically		E	Met		BVRAC membership receiving meeting reminders two and one week prior to a meeting date. Additionally, the membership receives the meeting packets in most cases three days prior to the meeting. BVRAC meetings are also posted on the BVRAC website http://bvrac.com/ Sample of reminder provided in attachment 15a & b
16. Evidence meeting minutes include a list of attendees and organizations they represent to include meetings held via electronic media		E	Met		Meeting minutes are provided in the General Assembly packets which include attendees and organizations. Minutes are provided for each scheduled meeting. Evidence: Website http://bvrac.com/reports/

**Office of EMS/Trauma Systems Coordination
System Development & Strategic Planning Review (Desktop Audit Tool)**

17. Evidence sign-in sheets are provided for each meeting to include meetings held via electronic media		E	Met		Evidence: 17. GA Sign In 8.11.17
18. Evidence of a permanent mailing address that would not impact RAC operations with change in leadership		E	Met		Evidence: BVRAC website http://bvrac.com/ (homepage)
19. Evidence a job <u>description</u> and <u>evaluation</u> process, for RAC staff have been developed and made available for member organization's approval		E	Met		Evidence: 2018 Regional Trauma System Plan, appendix A – BVRAC Bylaws Article VII- Duties of Board Members pg 52. Website http://bvrac.com/resources/ BVRAC hires the BVCOG for administrative support. The BVCOG executive director evaluates staff that is in support of BVRAC administration.
21. Evidence Annual Report is made available to all member organizations in TSA		E	Met		Annual Reports are made available on the BVRAC website at bvrac.com and briefed during General Assembly meetings. Website http://bvrac.com/reports/



BRAZOS VALLEY COUNCIL OF GOVERNMENTS

Brazos Valley Council of Governments
Office Support and Related Services
Lease Agreement

with

Brazos Valley Regional Advisory Council
3991 East 29th St Bryan, TX 77802

This Lease Agreement is Subject to Arbitration Under the Texas General Arbitration Act

This Lease Agreement is entered into by and between the Brazos Valley Regional Advisory Council (BVRAC) acting by and through its governing body (hereinafter "BVRAC") and the BRAZOS VALLEY COUNCIL OF GOVERNMENTS (hereinafter "BVCOG").

The purpose of the Agreement is to outline the responsibilities of each party where BVCOG provides space and office support to BVRAC. This could include, but not be limited to office space, computer and information technology, reception and telecommunications support.

The parties generally and mutually agree as follows:

In compliance with this agreement the BVRAC agrees to provide resources and access to operations sufficient for BVCOG to fulfill its obligations for the general operation of the BVRAC office, maintenance and connectivity to the Internet and various intranets. The BVCOG also agrees to provide staff and operational procedures in support of these actions as well as furnished office and meeting space, printing and copying (in-house), phone and front desk receptionist services.

RATES FOR REIMBURSEMENT

The BVRAC agrees to provide a reimbursement of funds to BVCOG for the administration and operation of the BVCOG staff support and the BVRAC's calculated portion of its direct costs. The BVRAC agrees to reimburse (as outlined in **Appendix A**) BVCOG for expenses incurred in support of this agreement. Reimbursement for expenses will include but not be limited to space costs, janitorial, internal service fees, staff time, fringe, materials, equipment and supplies used in support of this agreement.

BVRAC is responsible for all costs associated with additional software or equipment necessary for BVCOG to achieve the goals established by this agreement and/or any additional requirement as requested by BVRAC. Should initial or future additional services or items become necessary, work and costs will be mutually agreed to prior to any services rendered, purchases made and/or installations completed. All costs associated with BVRAC's growth or other expansion will be the responsibility of BVRAC.

Technical and other staff support beyond normal business hours may be additionally charged at the rate equal to base wage multiplied by 1.5 for the BVCOG staff providing the service.

RESPONSIBILITIES OF BVCOG

For and in consideration of the funding provided by the BVRAC, the BVCOG will be responsible for providing the following services pursuant to this Lease Agreement:

1. Provide staff support for all of BVRAC's accounting and finance needs. BVCOG will audit BVRAC in the course of conducting its own annual audit but BVRAC will retain full liability for its own books.
2. At the request of BVRAC, BVCOG will provide staff to the BVRAC to work at the direction for the BVRAC board of directors. This staff will remain in the BVCOG chain of command and operate under the BVCOG personnel manual.
3. Work at the direction of BVRAC providing all necessary computer, network and information technology support.
4. BVCOG Director of Finance and System Administration Manager will together be the General System Administrator (GSA) of the BVRAC data base within MIP (accounting software) database.
5. Provide office space, staff support for all of BVRAC's on site Information Technology (IT), janitorial and reception needs.
6. Respond to all legal inquiries regarding the BVCOG computer networks and on a periodic basis review overall program management and operation for efficient and effective operations.
7. Maintain and monitor this Lease Agreement and assist the BVRAC hereto in the operation of this agreement.
8. Perform all other duties and functions necessary to fulfill the requirements as outlined in this agreement.
9. Prepare and distribute invoices and receive payment from BVRAC as indicated in the RATES FOR REIMBURSEMENTS paragraph.
10. BVCOG will recognize one individual at BVRAC as having administrative rights to add, delete and change individual rights for all BVRAC employees.
11. BVCOG will pass along any increases or decreases in annual costs of its direct cost account system on a prorated basis.

RESPONSIBILITIES OF THE BVRAC

The BVRAC shall be responsible for the following duties and requirements:

1. Provide payment to BVCOG in consideration of this agreement for the administration, operations and services outlined herein.
2. As needed, provide BVRAC staff in support of BVCOG's efforts to fulfill the terms of this agreement.
3. Provide access to BVRAC space or contractors as needed so that BVCOG may carry out its responsibilities under this agreement.
4. To abide by the *spirit and intent* of BVCOG's Internet usage policies (attached hereto and made a part of this agreement as Appendix B) designed to minimize spam and vulnerability to internet viruses, worm or other malicious code.
5. To appoint one staff or board member as the BVRAC administrator having administrative rights to request the addition, deletion and/or change to the individual rights for all BVRAC employees or board members as related to access of BVCOG networks.
6. To abide by the Center for Regional Services holiday schedule and the Center's operation manual (attached hereto and made a part of this agreement as Appendix C).

TERM

This Lease Agreement shall continue in force and effect from September 1, 2018 to August 31, 2019. It renews annually. This agreement shall commence on the date specified and shall continue until and unless terminated by either party.

CANCELLATION

This Lease Agreement will be canceled automatically should the BVRAC become remiss in their payment to the BVCOG. This Lease Agreement may be canceled by either of the parties hereto upon forty five (45) days written notice as provided herein.

INDEMNITY

Any monetary loss suffered by the BVRAC from mistake, fraud or other conditions cannot be recovered from the BVCOG. BVCOG is not responsible for any BVRAC property. Any BVRAC property stored or maintained on site is the responsibility of BVRAC.

AMENDMENT

This Lease Agreement may only be amended by the written consent of all the parties hereto. Any written consent amendments must be attached to or filed with the original contract to be in effect.

GOVERNING LAW

This Lease Agreement shall be executed in and shall be governed by the laws of the State of Texas.

FURTHER ASSURANCES

Each party hereto agrees to perform any further acts and to execute and deliver any further documents, which may be necessary to carry out the provisions of this Lease Agreement.

FORCE MAJEURE

Neither BVCOG nor BVRAC shall be liable for any failure or delay in performance under this Agreement (other than for delay in the payment of money due and payable hereunder) to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, including, without limitation, failure of suppliers, subcontractors, and software providers, phone and internet service providers, carriers, or other parties to substantially meet its performance obligations under this Agreement, provided that, as a condition to the claim of nonliability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon and an expected date when obligations under this Agreement will be resumed.

SEVERABILITY

In the event that any of the provisions or portions of this Lease Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions hereof shall not be affected thereby.

ENTIRE LEASE AGREEMENT

This Lease Agreement contains the entire understanding between the parties hereto concerning the subject matter contained herein. There are no representations, agreements, arrangements or understanding, oral or written, between or among the parties hereto, relating to the subject matter of the Lease Agreement, which are not fully expressed herein.

BRAZOS VALLEY
COUNCIL of GOVERNMENTS

BRAZOS VALLEY
REGIONAL ADVISORY COUNCIL

By:_____

By:_____

Name:_____

Name:_____

Title:_____

Title:_____

Date:_____

Date:_____

Appendix A

- 1) Direct service fees will be calculated monthly and based on formulas that are used for other BVCOG grants. BVRAC will be invoiced only for the services it receives and costs it incurs. They are as follows:
 - A. Space: Currently, 87 square feet multiplied by \$1.57/mo= \$136.59. Estimate is \$1,639.08 annually.
 - B. System Administration (IT): Wired, wireless and full IT support= Total number of computers (1) multiplied by \$132.99/mo. Estimated at \$1,595.88, annually.
 - C. Reception/Phone: Total number of phones (1) plus Total number of computers (1) multiplied by \$32.78/mo. Estimated at \$786.72, annually.
 - D. Copy/fax: \$50/mo. Estimated at \$600 annually. (rates are set at \$0.10/color copy and \$0.0394/B&W with expenses based on actual usage.)
 - E. Postage: billing based on use.
- 2) Payroll and fringe will be invoiced at cost for those FTE's BVRAC Board hires. Salaries and/or wage rates will be in keeping with those currently paid by BVCOG for similar positions. Fringe rates will be the same as BVCOG.
- 3) Total contract cost not to exceed \$55,945. \$54,600 operational and support costs + \$1,345 for general expenses
- 4) Additional overtime fees may be invoiced if service is rendered outside normal business hours of 8:00am – 5:00 pm, Monday through Friday. The following rates will apply:

IT Manager:	\$45.00/hour
Program Manager:	\$45.00/hour
Accountant:	\$45.00/hour
Technician:	\$35.00/hour
All others:	\$20.00/hour

Appendix B
Center for Regional Services Operations Manual

“available upon request”

Appendix C

Internet Usage Policy

6.2 Internet and Technology Security

Adding New Users: Supervisors, managers, or Human Resources staff must complete a “NEW USER” form for any staff changes, such as hiring, relocations, and termination. This will ensure that user accounts are enabled or disabled accordingly. Under no circumstances will any user account(s) be activated without a completed form submitted to the IT department.

Email Users’ Responsibility: Although electronic mail is informal, once transmitted it is often irrevocable. It is, therefore, required that all users assume the responsibility for the content and dissemination of their messages. Electronic records constitute official records under the Open Records Act and may be available to the public. Users, therefore, should refrain from using E-mail for sensitive communications and should exercise caution when sending E-Mail messages that include information about clients. Users should assume that their communications will be retained for a period of time, either in electronic or hard copy form. Consequently, messages should be accurate, courteous, sent to select personnel with a need to know, and authorized at an appropriate level. Abusive, harassing, bigoted, obscene and “profane” messages are strictly prohibited, as they not only reflect negatively on the individual, but also on the CRS and may result in legal liability for all parties involved. Users shall not intrude on other users’ communications by reading another person’s electronic mail without meeting the following conditions: Demonstrate a legitimate business need, provide a written request to the supervisor who will arrange with the program manager and Information Technology (IT) staff to obtain access to the other person’s electronic messages.

Internet Access and Use Policy: Internet connectivity is intended to support official business. Appropriate job-related use of the internet includes accessing external databases and files to obtain reference information or conduct research; correspondence, including the transfer of documents; reading electronic mail discussion groups on job-related topics; and communication to pursue professional and career development, including communication with professional organizations. All software must pass through virus detection review, have proper licensing agreements, and be approved by IT staff for installation.

Access to the Internet is a service that may be revoked at any time for inappropriate use or conduct, including uses that violate other applicable policies. (Also see, “Disciplinary Action”) Inappropriate use or conduct includes, but is not limited to, use of the Internet for unlawful or malicious activities; misrepresenting a personal communication as a communication in the user’s or employee’s official capacity; sending chain letters; sending, receiving or accessing pornographic materials; or using objectionable language in public or private messages. Additionally, activity that causes congestion and disruption of networks and/or systems is prohibited. SPAM mail, circumventing security, illegal software downloads and tampering with networking equipment is strictly prohibited.

Virus Protection Software: Individual Partner Agencies are required to maintain adequate virus protection software with current virus updates. Partner Agencies are also responsible for running regularly scheduled virus scans on computers. If a virus is detected, it is the user’s responsibility to either fix the infected files(s) or report the infected file(s) to the appropriate person(s). Failure to repair, clean or delete viruses could result in termination of network services including, but not limited to, Network Access, internet Access, and Email.

Network Data Policy: Users shall not store excessive amounts of data in home directories on servers. All users should log off the network or apply a screen saver with password protection to protect themselves from unauthorized persons accessing confidential files when users are away from their PC's. Attempting to access files that are stored for other users is strictly prohibited without prior authorization. Users shall not intrude on other users' data by reading another person's files, copying or altering data/records without meeting the following conditions: Demonstrate a legitimate business need, provide a written request for information and obtain written permission from the appropriate Program Manager. CRS will not be held responsible for any data that cannot be backed up due to the user's not closing files after hours, and will also not be liable or responsible for any data loss that may occur on CRS servers. Partner Agencies are encouraged to use backup systems on personal computers for added protection. Any changes to the network must be requested through the Network Administrator

Disciplinary Action: Electronic communication that is inconsistent with the provisions set for in this policy, may subject the user to disciplinary action in the accordance with the user agency's Employee Personnel Policies and /or prosecution under one or more applicable statutes. CRS reserves the right to terminate network services for users violating CRS policies and agreements including, but not limited to, network access, Internet access, and email.

CRS and BVCOG owned technology: Any additions, removals, or relocations of PC's and/or printers to the network must be coordinated through the IT department. Submit a "[Help Desk Request](#)". Any additions, removals or relocation of software and/or files in a PC must be coordinated through the IT department before any attempt to do so. Software considered ubiquitous to an Internet environment is exempted from this policy includes but is not limited to automatic updates, Java, Adobe reader, etc. Only IT staff or persons authorized by the IT manager are authorized to install, repair or otherwise work on CRS and/or BVCOG owned technology. Any action not consistent with these policies could result in Disciplinary Action.

Personal Technology: Personal technology property, either hardware or software, is not supported by IT staff and therefore should not be added to your PC. Anyone bringing personal property to work assumes all liability that can result for such use, i.e., damage to property, damage to agency equipment or damage to others. Installation of unauthorized applications or equipment on agency PC's is strictly prohibited without prior approval of CRS management. Any personal technology deemed to interfere with CRS operations by CRS management must be removed from the building as directed by CRS management.

BVRAC PRE-HOSPITAL NRP CLASS

WHEN

October 9, 2018

8am – 11am & 1pm – 4pm

WHERE

**Brazos Valley Council of
Governments**

3991 East 29th Street Bryan, Texas 77802

COST:

Online modules: \$35

at <https://www.healthstream.com/hlc/aap>

Simulation and Skills Check-off: Free

CONTACT:

Tamara.Denpenning@BSWHealth.org OR Pauline.Wiechkoske@BSWHealth.org

To register & for any questions

NEONATAL RESUSCITATION PROGRAM (NRP)

TARGET AUDIENCE:

Course is targeted for resuscitation of the neonate in the prehospital environment with your available supplies & equipment

NRP CERTIFICATION & CES

Hands on simulation & online module completion required for NRP Certification and continuing education.

AT THE DOOR

You may attend the hands-on simulation portion for FREE, however, NRP certification & CEs awarded for full online & hands on simulation completion.

Brazos Valley Regional Advisory Council 2018

9.14.18

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		X	X	X		X					
2	Amanda Lugar Vice Chair	X	X			X		X	X					
3	Sherry Jennings Secretary	X	X			X	X	X	X					
4	Amy Ponzio Treasurer	X	X		X	X	X	X	X					
1	Cory Matthews DEPC	X	X		X	X	X	X	X					
2	Patti Parks Education	X	X		X		X		X					
3	Dr. Vincent Ohaju Systems/ QI/PA		X				X	X						
4	Ashley Johse Injury Prevention	X	X		X	X	X	X	X					
5	Kevin Deramus Pre- Hospital	X			X	X			X					
6	Brandy LaPaglia Hospital/Acute Care		X		X	X	X	**	X					
7	Rebecca Hickman Stroke	X			X	X		X	X					
8	Bryan Ruemke EMC at Large	X	X		X	X	X		X					
9	Dr. Geddie Perinatal		X						X					
	Roger Sheridan Public Safety Manager	X	X		X	X	X	X	X					

X= Attended meeting.

**= Call In

New Appointments

O= Substitution

?= Absent

No meeting