



**Brazos Valley Regional Advisory Council
Board of Directors Meeting
November 9, 2018**

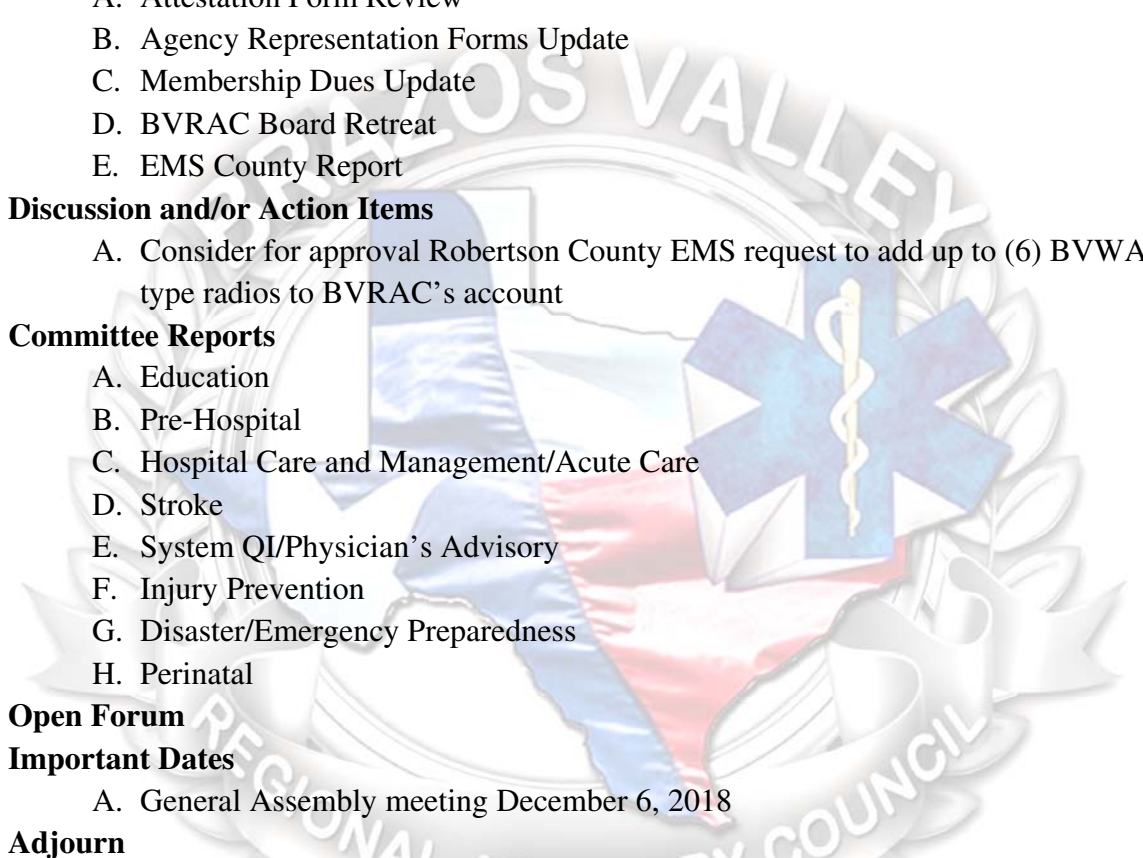
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AGENDA

Brazos Valley Regional Advisory Council Board of Directors Meeting

1000 November 9, 2018

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

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- I. Call to Order**
 - II. Introductions**
 - III. Approval of Board of Director's October 4, 2018 Meeting Minutes**
 - IV. Financial Report**
 - V. Executive Director Report**
 - A. Attestation Form Review
 - B. Agency Representation Forms Update
 - C. Membership Dues Update
 - D. BVRAC Board Retreat
 - E. EMS County Report
 - VI. Discussion and/or Action Items**
 - A. Consider for approval Robertson County EMS request to add up to (6) BVWAC type radios to BVRAC's account
 - 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 December 6, 2018
 - X. Adjourn**

Minutes
Brazos Valley Regional Advisory Council
Board of Directors Meeting
0900 October 4, 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	Absent
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	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

Guest Present

<u>Position</u>	<u>Name</u>	<u>Agency</u>	<u>Absent/ Present</u>
Executive Director	Dave Reimer	CATRAC	Present

- I. **Call to Order** – The meeting was called to order at 9:02 A.M. by Mr. Rice
- II. **Introductions** – No introductions required.
- III. **Approval of September 14, 2018 Meeting Minutes** – Ms. Parks motioned to approve the September 14, 2018 meeting minutes. Ms. Ponzio seconded; motion carried.
- IV. **Financial Report** – Mr. Sheridan presented the financial report as referenced in the Board of Directors packet on pages 5-13. The last of the FY18 expenditures have been recorded and all BVRAC grant funding has a zero balance. The unrestricted account has balanced all expenditures and receipts for the fiscal year. The stroke symposium does show a positive balance of \$518.56 to be used for next year's symposium. The unrestricted account stands at \$44,595.53. BVRAC did pay the Washington County invoice for BVWAC radio system usage which BVRAC will be reimbursed by the end users. Check expenditure information

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for all accounts is provided on page 7 for reference as well as the supporting documents starting on page 8.

New grant cycle does not have any expenses as of yet except for management costs which will reported in next month's report. Future anticipated expenditures include the EMS Conference and TETAF.

Mr. Deramus motion to accept the financial report as presented. Ms. LaPaglia seconded; motion carried.

V. Executive Directors Report

- A. DSHS State Report Requirements** – There are only two reports remaining for the grant year which includes the Annual Report and the Participation Report. The Annual Report will be reviewed during General Assembly and the Participation Report has not been received by DSHS yet.
- B. Election Process** – There are ballots for each eligible agency which requires the voting member to circle their choice during General Assembly. Votes will be tallied and presented during the meeting.
- C. Agenda Input** – Mr. Sheridan stressed the importance of having agenda items. Agenda items will add value to the meetings where members must come prepared ready to discuss or take action on topics and projects.

Ms. LaPaglia stated that it would help to have a clear direction towards goals that the RAC would like to accomplish. There could be some standing items on the agenda that members can report on the progress being made. An example of this is the stroke symposium. Mr. Rice stated he will pursue setting up a board retreat and strategic planning session to review the goals of the RAC.

VI. Discussion/Action Items –

- A. Consider for approval Baylor Scott & White use of MMU in support of the BCS Marathon** – Mr. Rice asked if the use of the MMUs is a required agenda item. Mr. Sheridan stated that it is the release of an asset and there has to be an agency that is willing to move and assist with the MMU for it to be deployed.

Mr. Matthews made a motion to allow Baylor Scott & White to use the MMU with the condition that an agency has to be willing to support and bring the MMU to the location. Mr. Ruemke seconded; motion carried.

- B. Consider for approval Stroke Review lunch proposal** – Ms. Parks shared that the instructor presenting the Stroke Review class is doing it as outreach. The instructor

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requested lodging while doing the training and a catered lunch for the participants. Ms. Parks said that they are expecting 50 participants at the most for the course. Mr. Sheridan mentioned that box lunches usually run about \$12 per person. Mr. Rice said that the hotel expenses can be paid through the grant funds and the food will have to be from the unrestricted account.

Mr. Deramus made a motion to approve the use of up to \$1,200 from the unrestricted account for lunches for the participants of the Stroke Review. Ms. LaPaglia seconded; motion carried.

VII. Open Forum –

- A. Mr. Reimer mentioned a call yesterday where numbers for the Texas Registry were discussed. Mr. Sheridan stated that an email has been sent out for numbers from the BVRAC region.

VIII. Important Dates

A. BVRAC Board Meeting November 9, 2018

B. GETAC November 17-19, 2018

IX. Adjourn – Meeting adjourned at 9:26 am.

BVRAC FY 19 EXPENDITURES 9-1-18 to 8-31-19

	TOBACCO (FUND 8072 - \$60,316)								EMS RAC (FUND 8073 - \$22,629)	COUNTY (FUND 8074)	UNRESTRICTED FUNDS (FUND 8001)					
	8072	8072	8072	8072	8072	8072	8072	TOTAL 8072	Total 8073	Total 8074	8001	8001	8001	8001	8001	TOTAL UNRES. 8001
	NOT APPLICABLE	EDUCATION	INJURY PREVENTION	STROKE SYMPOSIUM	BOARD TRAVEL	GETAC TRAVEL	Hospital Management		NOT APPLICABLE	COUNTY FUNDS	NOT APPLICABLE	MANAGEMENT COMMITTEE	EDUCATION	STROKE SYMPOSIUM	PALS / ACLS	
	9999	8001	8004	8016	8017	8018	8023	TOTAL	9999	8005-8011	9999	8023	8001	8016	8014	TOTAL
REVENUES	33,316	10,000	8,000	2,000	1,000	4,500	1,500									
State Grant Revenue (4211)	15,079.00										1,500.00	-	-	-	-	
Other Revenue (4251)		-	-	-	-	-	-	-			-	-	-	-	-	
TOTAL REVENUES	\$ 15,079.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,079.00			\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
EXPENDITURES																
Salaries (5110)	5,078.83										-	-	-	-	-	
Fringes (5151-5152, 5180, 5182-5183, 5192, 5194)	1,044.58										-	-	-	-	-	
3rd Party ISF (5645-5647, 5918, 6150, 6153)									823.14		-	-	-	-	-	
Fixed ISF (5411,5643,5644)									1,114.17		-	-	-	-	-	
Travel (5310)	106.75										-	-	-	-	-	
Training (5798)										7,602.00	-	-	-	-	-	
Prof Fees (5215)											-	-	-	-	-	
Supplies (5510)											-	-	-	-	-	
Phone (5648)									303.92		-	-	-	-	-	
Insurance (5771)											-	-	-	-	-	
Membership Dues (5790)											-	-	-	-	-	
Other (5791, 5762, 5950)											-	7,517.19	-	-	-	
Pass Thru (6178)											-	-	-	-	-	
Outreach (5722)											-	-	-	-	-	
TOTAL EXPENDITURES	\$ 6,230.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,230.16	\$ 2,241.23	\$ 7,602.00	\$ -	\$ 7,517.19	\$ -	\$ -	\$ -	\$ 7,517.19
NET INCOME (LOSS)	8,848.84	-	-	-	-	-	-	8,848.84	(2,241.23)	(7,602.00)	1,500.00	(7,517.19)	-	-	-	(6,017.19)
BUDGET	33,316	10,000	8,000	2,000	1,000	4,500	1,500	6,230	22,629	61,889	-	13,300	2,000	6,000	1,000	
TOTAL EXPENSES FROM ABOVE	\$ (6,230)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ (6,230)	\$ (2,241)	\$ (7,602)	\$ -	\$ (7,517)	\$ -	\$ -	\$ -	
TOTAL NET REMAINING	\$ 27,086	\$ 10,000	\$ 8,000	\$ 2,000	\$ 1,000	\$ 4,500	\$ 1,500	\$ 54,086	\$ 20,388	\$ 54,287	\$ -	\$ 5,783	\$ 2,000	\$ 6,000	\$ 1,000	
PENDING CHECK REQUESTS															\$ -	
TOTAL REMAINING AFTER PENDING REQUESTS								\$ 54,086	\$ 20,388	\$ 54,287					\$ 1,000	

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

FY 19 BVRAC - UNRESTRICTED ACCOUNT

EXPENDITURES/REVENUE to 11-6-18

FUND CODE: 8001					
NOT APPLICABLE	MANAGEMENT COMMITTEE	EDUCATION	STROKE SYMPOSIUM	PALS / ACLS	TOTAL
9999	8023	8001	8016	8014	
BEGIN CASH BALANCE.....					\$ 44,595.33

REVENUES

ANNUAL MEMBERSHIP DUES (4511)	1,500.00					
REGISTRATIONS						
SPONSORS						
PALS/ACLS Reg.						
OTHER (4251)						
TOTAL REVENUE	1,500.00	-	-	-	-	\$ 1,500.00
REV BUDGETED	-	-	-	-	-	-
NET Rev (Under) Over	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00

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)						
Membership Dues (5790)						
Other (5791, 5762, 5950)		7,517.19				
Pass Thru (6178)						
Outreach (5722)						
TOTAL EXPENDED	\$ -	\$ 7,517.19	\$ -	\$ -	\$ -	\$ 7,517.19
NET Exp (Over) Under	\$ -	\$ (7,517.19)	\$ -	\$ -	\$ -	\$ (7,517.19)
NET REV/<EXPENSE>	1,500.00	(7,517.19)	-	-	-	(6,017.19)
						\$ 38,578.14

Brazos Valley Council of Governments
Check/Voucher Register
From 9/1/2018 Through 8/31/2019

8001 - Brazos Valley Regional Advisory Committee Unrestricted							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Clear
SECOFSTA	10/10/2018	124994	SECRETARY OF STATE	15.00	SOS Directory Address Change	101018PAYMENTS	OS
WASCOU	10/10/2018	125005	WASHINGTON COUNTY	<u>7,502.19</u>	BVRAC BVWACS Radios for DEPC (15), SJEMS (3), & S&W CS (4)	101018PAYMENTS	OS
Total 1012 - General Oper-BBT10302				7,517.19			

8074 - FY19 COUNTY FUNDS HHS000124600006 - \$61,889							
ID	Effective Date	Check Number	Payee	Check Amount	Transaction Description	Session ID	Clear
WASCOUEMS	10/10/2018	125007	WASHINGTON COUNTY EMS	<u>7,602.00</u>	EMS County Grant HHS000124600006 Reimbursment	101018PAYMENTS	OS
Total 1012 - General Oper-BBT10302				<u>7,602.00</u>			

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 9/1/2018 Through 8/31/2019

		Current Month Expenses
Expense		
Other Expenses		
Other Expense	5791	<u>7,517.19</u>
Total Other Expenses		<u>7,517.19</u>
Total Expense		<u>7,517.19</u>
Net Revenue (Expense)		<u>(7,517.19)</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 9/1/2018 Through 8/31/2019

Current Month Expenses

Revenue		
Annual Membership Dues	4511	<u>1,500.00</u>
Total Revenue		<u>1,500.00</u>
Net Revenue (Expense)		<u>1,500.00</u>

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8072 - FY19 TOBACCO RAC HHS000124600006 \$60,316

9999 - Not Applicable

From 9/1/2018 Through 8/31/2019

		Current Month Expenses
Revenue		
State Grant Revenue	4211	15,079.00
Total Revenue		15,079.00
Expense		
Salaries & Fringe Benefits		
Salaries		
Salaries	5110	4,854.32
Total Salaries		4,854.32
Fringe Benefits		
Payroll Taxes FICA	5151	283.79
Payroll Taxes Medicare	5152	66.39
TCDRS Retirement Contribution Expense	5180	278.92
Dental Insurance (JP)	5182	2.97
Vision Insurance (Vision Care)	5183	4.78
Hospitalization	5192	327.11
Term Life Insurance	5194	23.91
Total Fringe Benefits		987.87
Total Salaries & Fringe Benefits		5,842.19
General Expenses		
Travel	5310	106.75
Total General Expenses		106.75
Total Expense		5,948.94
Net Revenue (Expense)		9,130.06

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8073 - FY19 EMS RAC HHS000124600006 - \$22,629

9999 - Not Applicable

From 9/1/2018 Through 8/31/2019

		Current Month Expenses
Expense		
Salaries & Fringe Benefits		
Salaries		
Salaries	5110	224.51
Total Salaries		224.51
Fringe Benefits		
Payroll Taxes FICA	5151	13.74
Payroll Taxes Medicare	5152	3.21
TCDRS Retirement Contribution Expense	5180	14.68
Dental Insurance (JP)	5182	0.87
Vision Insurance (Vision Care)	5183	0.33
Hospitalization	5192	22.25
Term Life Insurance	5194	1.63
Total Fringe Benefits		56.71
Total Salaries & Fringe Benefits		281.22
Total Expense		281.22
Net Revenue (Expense)		(281.22)

Brazos Valley Council of Governments

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

8074 - FY19 COUNTY FUNDS HHS000124600006 - \$61,889

From 9/1/2018 Through 8/31/2019

		Current Month Expenses
Expense		
General Expenses		
Training and Meeting Expense	5798	7,602.00
Total General Expenses		7,602.00
Total Expense		7,602.00
Net Revenue (Expense)		(7,602.00)

AGENCY MEMBERSHIP DUES AND FORMS 2019

10.8.18

ENTITY	Date Paid	Pymt	Paid Y/N	Rep Form Y/N	Received
Hospitals					
Baylor Scott & White Brenham					
Baylor Scott & White College Station					
CAPROCK					
CHI St Joseph Health Regional Hospital	10/26/2018	\$500.00	Y		
CHI St. Joseph Health Burleson Hospital				Y	10/10/2018
CHI St. Joseph Health Grimes Hospital				Y	10/9/2018
CHI St. Joseph Health Madison Hospital				Y	10/5/2018
College Station Medical Center	10/16/2018	\$500.00	Y		
Healthsouth Rehabilitation Hospital					
The Physicians Centre	10/15/2018	\$500.00	Y		
EMS Agencies					
Allegiance Mobile Health					
Bryan Fire Department					
City Ambulance					
College Station Fire Department					
Hilltop Lakes VFD					
Jewett EMS					
Midwest Medical					
PHI, Inc					
Robertson County EMS	10/19/2018	\$250.00	Y		
St. Joseph EMS					
Texas A&M University EMS					
Washington County EMS					
FRO's/ Other Institutions					
Brazos County Health Department					
Washington County First Responders					
Washington County OEM	10/19/2018	\$50.00	Y		
Colleges					
Blinn College EMS Program					

Brazos Valley Regional Advisory Council 2018

10.4.18

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	**	X			
2	Amanda Lugar Vice Chair	X	X			X		X	X	X				
3	Brandy LaPaglia Secretary	X	X			X	X	X	X	X	X	New		
4	Amy Ponzio Treasurer	X	X		X	X	X	X	X		X			
1	Cory Matthews DEPC	X	X		X	X	X	X	X	X	X			
2	Patti Parks Education	X	X		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	X	X			
5	Kevin Deramus Pre- Hospital	X			X	X			X		X			
6	Erin Gaas Hospital/Acute Care		X		X	X	X	**	X	X	X	New		
7	Rebecca Hickman Stroke	X			X	X		X	X	**	X			
8	Bryan Ruemke EMC at Large	X	X		X	X	X		X		X			
9	Dr. Reddy & Dr Dawson Perinatal		X						X	X		New		
	Roger Sheridan Public Safety Manager	X	X		X	X	X	X	X	X	X			

X= Attended meeting.

**= Call In

New Appointments

O= Substitution

No meeting

?= Absent