Brazos Valley Regional Advisory Council
Board of Directors Meeting

November 13, 2026

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BVRAC Board of Directors Sign In

AGENDA

Brazos Valley Regional Advisory Council
Board of Directors Meeting
10:00 NOVEMBER 13, 2026
CENTER FOR REGIONAL SERVICES BUILDING
3991 E. 29TH ST. BRYAN TX

I. **Call to Order**
II. **Introductions**
III. **Approval of Board of Director' October 1, 2026 Meeting Minutes**
IV. **Financial Report**
V. **Executive Director Report**
VI. **State RAC Chair / ED Meeting Update**
VII. **Discussion and/or Action Items**

A. Discussion and possible action regarding the approval of a budget amendment to the Unrestricted Budget to reduce the RAC Symposium budget line item to $7,650.75 to match actual costs related to the Symposium.
B. Discussion and possible action regarding the approval of a budget amendment to the Unrestricted Budget to add a new budget line item titled "Other" to allow for costs unrelated to other budget line items to fall within this category.
C. Discussion and possible action to reschedule the December 3rd, 2026 RAC Board and General Assembly meetings to an alternate date in December.
D. Discussion of RAC Symposium
E. Discussion of Pulsara
F. Discussion of Prehospital Whole Blood Program

I. **Committee Updates**

A. Disaster/Emergency Preparedness Committee (Josh Varner/Erin Lowery)
B. Education (William Houston)
C. Pre-Hospital (Adam Gallagher)
D. Trauma / Special Populations (Erin Gaas/Courtney Saunders)
E. Stroke / Cardiac (Brooke Moore/Lori Porter)
F. System QI/Physician's Advisory (Dr. Nicholas Nunnally/Brandi Mendoza)
G. Injury Prevention (Riley Fisher/Christina Nickson)
H. Perinatal (Dr. Katie Brading)

II. **Open Forum**
III. **Important Dates**

A. Board of Directors and General Assembly Meeting Thursday, December 3, 2026

Join Zoom Meeting https://us02web.zoom.us/j/89061734878?pwd=iIcbJ8tbWeXYbYu8PrVJAzGMjaaqig.1
Meeting ID: 890 6173 4878 Passcode: 761331

One tap mobile
+13462487799,,89061734878# US (Houston)
Join instructions
https://us02web.zoom.us/meetings/89061734878/invitations?signature=BTf5vEBGNdFLlq-rjzglRZckQ8k-uXwZVFce5PVMyAM

Minutes
Brazos Valley Regional Advisory Council
Board of Directors Meeting – In Person & Web Conference Call
9:00 October 1, 2026
Brazos Valley Council of Governments Building
3991 E. 29th Street, Bryan, Texas 77802

Members Present

Position	Board Member	Agency	Absent/ Present
Chair	Patti Parks	Baylor Scott & White Brenham	Present
Vice Chair	Kristen Christian	St. Joseph Health - Regional	Absent
Secretary	Ashley Johse	St. Joseph Health – CS	Present
Treasurer	Billy Rice	St. Joseph EMS	Absent
DEPC/BVHCC Chair	-----	-----	-----
DEPC/BVHCC Vice Chair	Josh Varner	College Station FD	Present
Education	Billy Houston	Robertson County EMS	Absent
Systems QI / Physician's Advisory	Dr. Nicholas Nunnally	St. Joseph Health Regional	Absent
Systems QI / Physician's Advisory	Brandi Mendoza	Baylor Scott & White CS	Absent
Injury Prevention	Riley Fisher	St. Joseph Health Regional	Present
Injury Prevention	Christina Nickerson	St. Joseph Health - Madison	Absent
Pre-Hospital	Adam Gallagher	Robertson County EMS	Present
Trauma / Special Populations	Erin Gaas	St. Joseph Health - Burleson	Present
Trauma / Special Populations	Courtney Saunders	St. Joseph Health – CS	Present
Stroke / Cardiac	Brooke Moore	St. Joseph Health Regional	Present
Stroke / Cardiac	Lori Porter	Baylor Scott & White -CS	Absent
Perinatal	Dr. Katie Brading	St. Joseph Health Regional	Present
EMC at Large	--------	----------	------

Staff Present

Position	Name	Agency	Absent/ Present
BVRAC Executive Director	John Heritage	BVCOG	Present
Public Safety Planner	Rebecca Hill	BVCOG	Present
Emergency Preparedness Coordinator	Amanda Avard	BVCOG	Present

I. Call to Order – The meeting was called to order at 9:02 A.M. by Chairperson Parks.

II. Introductions – All members introduced themselves.

III. Approval of September 4, 2026 Meeting Minutes - Members present noted the incorrect date on the agenda item for the meeting notes. Members present reviewed the September 4, 2026 meeting minutes. Ms. Johse made a motion to approve the meeting minutes as presented. Mr. Gallagher seconded; motion carried.

IV. Financial Report – Mr. Heritage directed the board member's attention to page 7 of the meeting packet for the financial report. This is the last look at the FY2026 budget. The FY2027 budget started on September 1st. Updates include:

- The EMS RAC budget ended $2.00 short of where it was predicted to end at. The prediction was $10,000. The remaining funds have been moved to the FY2027 budget.

- RAC Systems Development budget is fully expended. The RAC did a lot this year with these funds. This is a good time for committee chairs to start thinking about how to spend next year's allocation.
- EMS County budget is at zero.
- Amendment 3 / EI budget a little less than $110,000 was carried over into the FY2027 fiscal year from this budget. All funds must be expended by August 31st, 2027. There is an agenda item to approve the new budget..
- The Prehospital Whole Blood budget has a couple of expenses that are in process.
- There have not been any expenses in the Unrestricted budget for the last three months.

Mr. Gallagher made a motion to approve the financial report as presented. Mr. Varner seconded; motion carried.

V. Executive Directors Report: - Last week there was an exit conference for the audit that BVRAC went through in August. There is one issue that came up that DSHS is looking into what the outcome may be. The issue is the LUCAS device that BVRAC purchased for Caprock in 2024. Caprock was notified regarding the device but never responded. The state was notified about the situation. The auditors wanted to see that device during the visit. BVRAC may have to reimburse the state for that piece of equipment. They will be passing along all the information to the agency higher ups. The device has reached the end of its useful life. Ms. Johse mentioned that Signature Care purchased the facility and may know about the device. Mr. Gallagher suggested that if the device is located it be reallocated to an EMS agency in the region that needs it.

The RAC Trauma System Plan was approved and submitted to DSHS. This RAC Self-Assessment is due this year. A survey will be created and sent out for review and input. The RAC Annual Report was also submitted. It is a narrative report that details the expenses in the EMS RAC and RAC Systems Development budgets.

Most whole blood equipment has been distributed to EMS agencies in the region. There are 6 warmers available for St. Joseph EMS. The goal is to order the remaining equipment and supplies as soon as possible which includes 8 coolers, 10 blood warmers and 48 disposables for each warmer and then a box of blood wide tubing for each agency.

Mr. Varner motion to accept the report as given. Ms. Johse seconded; motion carried.

VI. State RAC Chair / ED Meeting Update – The meeting was held on September 15th. Updates include:

- The mental health issues that were brought up at the last meeting were discussed again.
- EMS rules will go active March 2027.
- There are changes at the state level regarding designation reports. It is being restructured as they hire new staff.
- There was a 3% cut across the board from the state

- The perinatal group needs to develop a system plan.
- There will be an ACS consultation survey that will focus on EMS and trauma

VII. Discussion and/or Action Items –

A. Discussion and possible action regarding the approval of the EMS RAC and Exceptional Item (EI)/Amendment 4 fiscal year 2027 budget – The proposed budgets were displayed and included in the packet. The far-right side of the tables show the change from last year for each line item. The EMS RAC budget includes the $10,000 rolled over from last year. The Amendment 4 / EI budget includes funds from last year and this year. There is an asterisk next to the agencies that had funds rollover from last year. These funds are available now. Mr. Gallagher asked that information we sent out regarding what qualifies. Mr. Gallager made a motion to approve the EMS RAC and Exceptional Item (EI) / Amendment 4 fiscal year2027 budget. A hard deadline needs to be set for reimbursement requests to be submitted. There needs to be a deadline for utilizing committee allocations as well. Mr. Gallagher amended his motion to include a May 1st deadline to submit reimbursement requests to Mr. Heritage and Ms. Hill.. Mr. Varner seconded; motion carried.

B. Consider for approval expenditures of up to $3,300.00 to purchase door prizes for the Acute Care Symposium – Donations have been very hard to get this year. There has been $9,000 raised in vendor and sponsor payments. The expectation is to not spend the full amount. Mr. Gallagher made a motion to approve the expenditure of up to $3,300 to purchase door prizes for the Acute Care Symposium. Ms. Johse seconded; motion carried.

C. **Consider for approval the 2026 BVRAC Stroke Systems Plan –** Ms. Moore discussed the changes to the plan which included verbiage, demographic and population information, hospital performance measures and system plan page where the levels are addressed as well as the pediatric care facilities. Ms. Fisher made a motion to accept the 2026 BVRAC Stroke System Plan. Mr. Gallagher seconded; motion carried.

D. **Consider for approval a $500 sponsorship to Texas Association of Air Medical Services (TAAMS) Hall of Honor Cornhole Tournament -** The tournament raises money for scholarships for family members of fallen EMS and Air Medical staff. BVRAC gave the same amount last year. Ms. Johse made a motion to approve a $500 sponsorship to the TAAMS Hall of Honor Cornhole Tournament.

E. **Discussion of Systems / QI Committee –** Chairperson Parks proposes that the QI committee be beefed up. These meetings must be in person with no virtual option. Records are submitted to this committee for review. They would meet separately. The recommendation is to add nurses and large and small EMS agency representatives to the committee. The only time they would reach out to the General Assembly is if there is an issue that needs to be fixed. The Whole Blood PI committee needs to be a part of this. It

should probably be a subcommittee of this committee. It may be easier to track what information is needed for the state. EMS agencies that receive equipment must participate in 75% of the meetings. The hospitals also must participate in 75% of the meetings as well. Chairperson Parks proposed having the meetings on the months when there is no disaster meeting since everyone will already be here. May not need these meetings as often. There also needs to be physician involvement, so their schedules need to be considered as well. Confidentiality and plans need to be worked out prior to the meeting. Chairperson Parks will ask Dr. Sims if he can participate.

F. **Discussion of RAC Symposium –** The speakers are in place for the symposium. Trinkets are needed for the goody bags. Everyone needs to share information about the symposium on social media and with other contacts.

G. **Discussion of Pulsara –** Pulsara is coming out with analytics. You can have two users with access that can look at times, activations, users and other data. You must contact Pulsara to let them know who your two users are. Also, white tags are active for reunifications.

Concerns were brought to the prehospital committee regarding timely notifications from EMS agencies to hospitals. The committee asked the hospitals to directly call the agencies to address specific concerns. Generic statements do not help fix the issues.

Discussions will continue regarding Pulsara communication drills.

Education is going out to EMS crews regarding traumatic arrests to indicate that trauma should be selected instead of cardiac. The downstream flow is very critical, and the correct selection insures the right physicians and support are there.

CATRAC is offering the Pulsara Bootcamp on October 15th.or 16th. The day would be split with an introduction and basic course in the morning and a more advanced course in the afternoon. The board wants the bootcamp to be on the 16th since the symposium is on the 15th.

H. **Discussion of Prehospital Whole Blood Program –** No further updates

VIII. Committee Significant Items

Injury Prevention Updates-

- Julia Davies from the Texas Agrilife Mature Drivers Program will be presenting during the General Assembly meeting this afternoon. She will do an hour-long presentation on Monday from 2:00-3:00.
- Ms. Fisher is working with TxDot and Agrilife on the Micromobility Issue and they all think the focus should be on Texas A&M. They plan to encourage an on-campus board or department to help with this. Board members encouraged activities

happening off campus too since it is not just college students. There has been a 432% increase in accidents (This is also grouped with auto-pedestrian accidents).

Disaster Updates – Please make sure someone from each agency submits the Supply Chain Integrity Assessment.

IX. Open Forum. – There is a Community Health Fair in Franklin next Tuesday. There are 40+ agencies represented.

Red Cross is encouraging a competitive blood drive between College Station Fire and Bryan Fire. Mr. Varner pointed out that Red Cross is a national group and Gulf Coast is more local, so the blood stays here. Drives with Gulf Coast will support our Prehospital report needs and the blood stays here. Gulf Coast sends reports quarterly regarding units collected. Chairperson Parks asked that the data be shared during the meetings.

X. Important Dates

- Board of Directors Meeting November 13, 2026.

XI. Adjourn – Meeting adjourned at 11:02 am.

FY 2027 Budget

BVRAC Budget 01SEP26 to 31AUG27

Brazos Valley Regional Advisory Council

Expense	Category	Budget	Spent	Remaining ($)	Remaining (%)
RAC Systems Dev	RAC Sys Dev	$ 50,390.00	$ 2,214.36	$ 48,175.64	96%
EMS RAC	EMS RAC	$ 48,092.61	$ 8,027.90	$ 40,064.71	83%
EMS RAC (Amendment 4)	EMS RAC	$ 259,818.12	$ 11,194.96	$ 248,623.16	96%
EMS County	EMS County	$ 86,895.00	$ -	$ 86,895.00	100%
Prehospital Whole Blood	PHWB	$ 586,557.00	$ 175,645.86	$ 410,911.14	70%
Unrestricted	Unrestricted	$ 24,256.08	$ -	$ 24,256.08	100%
Total Expenses		$ 1,056,008.81	$ 197,083.08	$ 858,925.73	81.34%

BVRAC EMS/RAC Budget 01SEP26 to 31AUG27

Brazos Valley Regional Advisory Council (EMS/RAC $48,092.61)

Expense	Category	Budget	Spent	Remaining ($)	Remaining (%)
Management	RAC EMS RAC	$ 44,292.61	$ 8,027.90	$ 36,264.71	82%
EMS Wristbands	RAC EMS RAC	$ 3,000.00		$ 3,000.00	100%
Travel	RAC EMS RAC	$ 800.00	$ -	$ 800.00	100%
Total Expenses		$ 48,092.61	$ 8,027.90	$ 40,064.71	83.31%

Notes:

PHWB Blood Drive Flyers - $144.20 **(Paid)**

FY 2027 Budget

BVRAC Systems Development Budget 01SEP26 to 31AUG27

Brazos Valley Regional Advisory Council (SYS DEV $50,390.00)

Expense	Category	Budget	Spent	Remaining ($)	Remaining (%)
Management	EMS RAC	$ 15,136.50	$ 2,214.36	$ 12,922.14	85%
Education	EMS RAC	$ 10,003.50		$ 10,003.50	100%
Injury Prevention	EMS RAC	$ 10,000.00		$ 10,000.00	100%
Trauma/Special Pop.	EMS RAC	$ 4,250.00		$ 4,250.00	100%
Stroke/Cardiac	EMS RAC	$ 4,250.00		$ 4,250.00	100%
Perinatal	EMS RAC	$ 4,250.00		$ 4,250.00	100%
GETAC/TETAF	EMS RAC	$ 2,000.00		$ 2,000.00	100%
Staff Travel	EMS RAC	$ 500.00		$ 500.00	100%
Total Expenses		$ 50,390.00	$ 2,214.36	$ 48,175.64	95.61%

BVRAC RAC EMS COUNTY 01SEP26 to 31AUG27

Brazos Valley Regional Advisory Council ($86,895.00) $780 Decrease from FY26

Expense	Category	Budget	Spent	Remaining ($)	Remaining (%)
Bryan Fire Dept EMS	EMS County	$ 4,456.00		$ 4,456.00	100%
CSFD EMS	EMS County	$ 4,456.00		$ 4,456.00	100%
ST Joseph EMS Brazos	EMS County	$ 4,456.00		$ 4,456.00	100%
ST Joseph EMS Burleson	EMS County	$ 10,112.00		$ 10,112.00	100%
ST Joseph EMS Grimes	EMS County	$ 12,240.00		$ 12,240.00	100%
ST Joseph EMS Leon	EMS County	$ 5,389.00		$ 5,389.00	100%
ST Joseph EMS Madison	EMS County	$ 7,158.00		$ 7,158.00	100%
Hilltop Lake VFD EMS	EMS County	$ 5,389.00		$ 5,389.00	100%
Jewett EMS	EMS County	$ 5,389.00		$ 5,389.00	100%
RCEMS	EMS County	$ 13,474.00		$ 13,474.00	100%
TAMU EMS	EMS County	$ 4,456.00		$ 4,456.00	100%
WCEMS	EMS County	$ 9,920.00	$ -	$ 9,920.00	100%
Total Expenses		$ 86,895.00	$ -	$ 86,895.00	100.00%

FY 2027 Budget

BVRAC EMS RAC - Amendment 4/Exceptional Item (EI) Funds Budget 01SEP26 to 31AUG27

Brazos Valley Regional Advisory Council (EMS RAC Amendement 2 $259,818.12)

Expense	Category	Budget	Spent	Remaining ($)	Remaining (%)
Management	Amendment 3	**$ 2,419.89**	**$ 870.01**	**$ 1,549.88**	**64%**
Bryan Fire Dept EMS	Amendment 3	**$ 4,456.00**	$ -	$ 4,456.00	100%
St Joseph EMS*	Amendment 3	**$ 78,068.91**	$ -	$ 78,068.91	100%
College Station FD EMS	Amendment 3	**$ 4,456.00**	$ -	$ 4,456.00	100%
Hilltop Lakes VFD EMS*	Amendment 3	**$ 10,798.00**	$ 5,153.74	$ 5,644.26	52%
Jewett EMS*	Amendment 3	**$ 5,870.00**	$ 5,171.21	$ 698.79	12%
Robertson County EMS*	Amendment 3	**$ 26,412.00**	$ -	$ 26,412.00	100%
Texas A&M University EMS*	Amendment 3	**$ 9,079.00**	$ -	$ 9,079.00	100%
Washington County EMS	Amendment 3	**$ 9,920.00**	$ -	$ 9,920.00	100%
Baylor Scott & White Brenham*	Amendment 3	**$ 13,381.00**	$ -	$ 13,381.00	100%
Baylor Scott & White College Station*	Amendment 3	**$ 26,763.00**	$ -	$ 26,763.00	100%
St. Joseph Madisonville*	Amendment 3	**$ 9,883.32**	$ -	$ 9,883.32	100%
St. Joseph Grimes*	Amendment 3	**$ 13,383.00**	$ -	$ 13,383.00	100%
St. Joseph Burleson*	Amendment 3	**$ 13,383.00**	$ -	$ 13,383.00	100%
St Jospeph College Station*	Amendment 3	**$ 13,383.00**	$ -	$ 13,383.00	100%
St. Joseph Regional*	Amendment 3	**$ 18,162.00**	$ -	$ 18,162.00	100%
Total Expenses		$259,818.12	$ 11,194.96	$ 248,623.16	95.69%

*** Denotes members that carried over funds from FY26**

Notes:

Jewett EMS Reimbursement - $5,171.21 **(Paid)**

Hilltop Lakes EMS Reimbursement - $5,153.74 **(Paid)**

FY 2027 Budget

BVRAC Prehospital Whole Blood 25FEB26 to 31AUG27

Brazos Valley Regional Advisory Council ($586,557.00)

Expense	Category	Budget	Spent	Remaining ($)	Remaining (%)
Management	EMS County	$ 30,912.00		$ 30,912.00	100%
Travel	EMS County	$ 16,811.00	$ 1,053.09	$ 15,757.91	94%
Equipment	EMS County	$ 365,410.00	$ 174,592.77	$ 190,817.23	52%
Supplies	EMS County	$ 90,224.00	$ -	$ 90,224.00	100%
Other (Whole Blood)	EMS County	$ 83,200.00	$ -	$ 83,200.00	100%
Total Expenses		$ 586,557.00	$ 175,645.86	$ 410,911.14	70.05%

Notes:

5 x Delta Ice coolers, 19x blood warmers, 19x blood warmer batteries - $99,042.82 **(Paid)** + $75,549.95 **(PAID)**
10 x Delta Ice coolers, 10 x blood warmers, 48 x compact disposable units, 100 x blood administration sets - $45,994.66 **(In Process)**

FY 2027 Budget

BVRAC Unrestricted Budget

Brazos Valley Regional Advisory Council

Revenue

Revenue Source	Category	Budget	
Member Dues	Unrestricted	$	9,500.00
BVRAC Symposium	Unrestricted	$	2,365.08
Total Revenue		$	11,865.08

Expenses

Expense	Category	Budget		Spent		Remaining ($)		Remaining (%)
BVRAC Radios	Unrestricted	$	7,414.08			$	7,414.08	100%
Taxes	Unrestricted	$	1,500.00			$	1,500.00	100%
TETAF Dues	Unrestricted	$	2,200.00			$	2,200.00	100%
RAC Symposium	Unrestricted	$	10,000.00			$	10,000.00	100%
Insurance	Unrestricted	$	2,042.00			$	2,042.00	100%
Website	Unrestricted	$	600.00			$	600.00	100%
Sponsorships	Unrestricted	$	500.00			$	500.00	100%
Total Expenses		$	24,256.08	$	-	$	24,256.08	100.00%

Notes:

$500.00 - Sponsorship to the Texas Association of Air Medical Services **(PAID)**

$1,750.00 - FY25 Tax Return Preparation & Submission **(IN Process)**

$300.00 - Website maintenance **(In Process)**

$7,650.75 - BVRAC Symposium **(In Proccess)**

$98.50 - Breakfast (Pulsara Bootcamp) **In Process)**

Brazos Valley Council of Governments
Balance Sheet - CD-BALANCE SHEET
As of 10/31/2026

		Beginning Year Balance	YTD Change	Current Year
Assets				
Cash				
		0.00	66,572.49	66,572.49
Total Cash		0.00	66,572.49	66,572.49
Assets				
Accounts Receivable-Customers	1300	0.00	0.00	0.00
Accounts Receivable-Other	1321	0.00	0.00	0.00
Prepaid Expense	1591	0.00	650.00	650.00
Total Assets		0.00	650.00	650.00
Total Assets		0.00	67,222.49	67,222.49
Liabilities				
Accounts Payable-Vendors	2113	0.00	1,248.55	1,248.55
Accounts Payable-Other	2115	0.00	(1,248.55)	(1,248.55)
Total Liabilities		0.00	0.00	0.00
Fund Balance				
Beg. Fund				
Fund Balance	3211	0.00	0.00	0.00
Total Beg. Fund		0.00	0.00	0.00
Change in Fund Balance				
Residual Equity Transfer OUT	3999	0.00	0.00	0.00
Fund Transfer Revenue	4784	0.00	3.62	3.62
Contrib to other Funds	5792	0.00	(333.56)	(333.56)
Other		0.00	67,552.43	67,552.43
Total Change in Fund Balance		0.00	67,222.49	67,222.49
Total Fund Balance		0.00	67,222.49	67,222.49
Total Liability & Fund Balance		0.00	67,222.49	67,222.49

October 28, 2026

Patty Parks, Board Chair
Brazos Valley Regional Advisory Council
700 Medical Parkway
Brenham, TX 77833

Dear Ms. Parks:

The Texas Department of State Health Services (DSHS) Fiscal Support and Oversight team has completed the fiscal monitoring review of the EMS/CO-RAC grant. The review covered the period of September 2025 through February 2026. The primary objective of this review was to determine if Brazos Valley Regional Advisory Council complied with the fiscal requirements of federal and state grant regulations, DSHS policies and procedures, and the contract provisions.

The attached report details the scope and methodology of the fiscal review. The review resulted in one finding. The finding and recommendations are detailed in the enclosed report.

We appreciate the cooperation extended to us by the management and staff of Brazos Valley Regional Advisory Council during this review. Please contact David Lupercio, Audit Manager, at (512) 217-3085 or me at (512) 662-7185, if you have any questions. For technical assistance, please email FSTA@dshs.texas.gov.

Sincerely,

Ann H. Duncan

Ann H. Duncan, CPA, MPA, CFE
Director, Fiscal Support and Oversight
Office of Compliance and System Coordination

Enclosure

Fiscal Support and Oversight
Fiscal Compliance Review Report
Brazos Valley Regional Advisory Council
October 28, 2026

Objective:

To determine whether Brazos Valley Regional Advisory Council's financial management system and the amounts paid for the contract referenced below complied with applicable state and federal regulations, Department of State Health Services (DSHS) rules, and contract terms and conditions.

Contract and Period Reviewed:

Contract No.	Program ID	Contract Term	Contract Amount	Review Period
HHS001336600014	EMS/CO-RAC	9/1/2023 - 8/31/2026	$979,180.00	9/1/2025 - 2/28/2026

Legend for Program Abbreviations:

- EMS/CO-RAC – Emergency Medical Services/County-Regional Advisory Council

Fieldwork Conducted: Onsite

Scope and Methodology: The scope and methodology of this visit encompassed a review of supporting documentation and analysis for:

- Payroll – Two bi-weekly pay periods ended in January and February 2026 were tested for two employees with salaries charged to the DSHS grant.
- Contract expenditures – A judgmental sample of 30 expenditure transactions was tested from the Supplies, Travel, and Other budget categories.
- Equipment purchased with DSHS funds - Testing included verification of existence and reporting accuracy.
- Cost Allocation Plan - Methodologies and the application to expenditures were tested.

- General compliance with rules, regulations, and contract provisions.

The DSHS fiscal monitoring team reviewed the agency's accounting policies and procedures to determine whether they were adequate to ensure accurate, current, and complete disclosure of the financial results of grant activities. The monitoring team examined the documentation to verify the source and application of contract funds. DSHS monitors also reviewed documentation and interviewed agency staff to determine whether the agency complied with applicable federal and state regulations, DSHS policies and procedures, and contract provisions. In some instances, the results of the independent audit and/or other audits were relied on to determine grant compliance with specific provisions.

Detailed Findings and Recommendations

The compliance review resulted in one finding, which is discussed in detail below. The finding is related to the Contractor's Property Inventory Report (Form GC-11) that was submitted to DSHS. The policies and procedures that were reviewed are current and up to date.

Finding #1 DSHS Equipment – Inaccurate/Incomplete Report

Condition: For the period ended August 31, 2025, 73 items were reported on the Contractor's Property Inventory Report (Form GC-11). The information reported on the GC-11 form was examined and the reported items were tested for existence and accuracy. Several of the reported items were found to have inconsistencies, as listed below:

- The date the report was completed was listed incorrectly as August 22, 2024, instead of 2025.
- Four items (PAPR HOODS) listed on the GC-11, with a 10-year useful life, were marked as "not in use." The hoods are, however, still in use.
- One item (LUCAS DEVICE) listed went missing from the hospital where it was located. The item was listed as "in use" but was missing from the hospital since 2024.
- One item (Laryngoscope asset tag #20060771) listed on the GC-11 had the asset tag listed. However, we did not receive documentation to verify that the asset tag matched the reported item.

Criteria: Texas Grant Management Standards, Property Standards, Equipment states in part, *"…The local government will manage the equipment*

(including replacement equipment), whether acquired in whole or in part under a state award, until disposition takes place in accordance with the following procedures:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property, who holds title, the acquisition date, and cost of the property, percentage of state participation in the project costs for the state award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property…"

Texas Grant Management Standards, Property Standards, Internal Control Over Compliance Requirements for State Awards states in part, "*…Internal control over compliance requirements for state awards means a process implemented by a non-state entity designed to provide reasonable assurance regarding the achievement of the following objectives for state awards:*

(a) Transactions are properly recorded and accounted for, in order to:
(1) Permit the preparation of reliable financial statements and state reports;
(2) Maintain accountability over assets; and
(3) Demonstrate compliance with statutes, regulations, and the terms and conditions of the state award…"

Questioned Cost: $0.00

Recommendation: To resolve this finding:

1. Submit a corrective action plan that specifically details the policies and/or procedures that will be implemented to ensure the Contractor's Property Inventory Report (Form GC-11) meets the DSHS reporting requirements.

2. The Contractor's Property Inventory Report (Form GC-11) for the year ended August 31, 2026, is due by October 15, 2026. The grantee must correct the discrepancies noted above in the next GC-11 form submission.

Management Response: "*Thank you for sharing this. We have updated the GC-11 for the last item referenced on the Report Transmittal Letter to list the serial number for this item instead of the asset tag. This item is used regularly by EMS personnel which causes the asset tag to fall off with frequent handling.*

This change has been reflected in the updated GC-11 submitted to fsoequip@dshs.texas.gov.

BVRAC is committed to implementing the following procedures to ensure compliance with Texas Grant Management Standards and Property Standards. Effective immediately, BVRAC will conduct an annual randomized inventory review of DSHS-funded equipment listed on the Contractor's Property Inventory report (Form GC-11). These specific actions will address 2 of 4 inconsistencies/discrepancies reported on the Draft Fiscal Compliance Review Report.

Furthermore, BVRAC staff will ensure that the appropriate year is entered into the GC-11 and management will review all aspects of the report prior to its submission to DSHS to ensure the accuracy of the information entered onto the GC-11. Additionally, this MOU will clarify that until the items listed on the GC-11 have been dispositioned by BVRAC and approved by DSHS and transferred in writing to either the hospital or EMS provider, that the items are property of BVRAC and must be available for review upon request and through coordination with each hospital/EMS provider. These specific actions will address the other 2 inconsistencies/discrepancies reported on the Draft Fiscal Compliance Review Report."

Responsible Party: *John Heritage* **-** *Executive Director*

Implementation Date: *October 28, 2026*

DSHS Reply: The management response has been reviewed and accepted. The grantee provided additional documentation for the discrepancies in the finding and a detailed description of the corrective action plan.

Brazos Valley Regional Advisory Council 2026

Board of Directors Participation

	Board Members	September	October	November	December	January	February	March	April	May	June	July	August	Total Attended
1	Patti Parks Chair	X	X											
2	Kristen Christian Vice Chair	X	?											
3	Ashley Johse Secretary	?	X											
4	Billy Rice Treasurer	?	?											
1	Joshua Varner Chair DEPC	?	X											
1	Erin Lowery Vice Chair DEPC													
2	William Houston Education	X	?											
3	Dr. Nicholas Nunnally Systems QI/PA	?	?											
3	Brandi Mendoza Systems QI/PA	X	?											
4	Riley Fisher Injury Prevention	X	X											
4	Christina Nickerson Injury Prevention	X	?											
5	Adam Gallagher Pre- Hospital	X	X											
6	Erin Gaas Trauma/Special Pop	?	X											
6	Courtney Saunders Trauma/Special Pop	X	X											
7	Brooke Moore Stroke	X	X											
7	Lori Porter Stroke	X	?											
8	Dr. Katie Brading Perinatal	?	X											
9	Jason Ware EMC At Large													
	John Heritage Executive Director	X	X											
	Rebecca Hill Planner	X	X											

X= Attended meeting. 0=Substitution ?=Absent New Appointments