

**BIG COUNTRY REGIONAL ADVISORY COUNCIL  
EXECUTIVE COMMITTEE MINUTES  
APRIL 16, 2008**

Meeting called to order at 1020 by H. T. Fillingim, Chair.

Roll Call:	H. T. Fillingim, Chair	Fisher County Hospital
	Todd Barnes, Vice Chair	Eastland EMS
	Bobbie Collom, Secretary	North Runnels Hospital EMS
	Cindy Boles, Treasurer	Cisco VFD
	Josie Fillingim	Fisher Co. Hospital EMS
	Randy King	Throckmorton Hospital
	Kevin Ray	Abilene Regional
	Steven Hobbs	Shackelford Co. EMS
	Lee Ann Fraser	Stonewall Memorial Hospital
	Sheila Kuehler	Knox Co. Hospital
	Tammy Heidenheimer	Stamford EMS
	Neil White, Executive Coordinator	

Guests: Arlen Bolenbaucher, DSHS.

Motion to approve minutes as posted on the website by Todd Barnes, second by Josie Fillingim, all in favor, none opposed.

Treasurer's Report: Cindy has not gotten all the information she needs to present a full report at this time. She did report a balance of \$36, 960.36 in the ASB account. There was \$925 dues deposited in Citizens Bank. She had a question about the number of vendors that are paid monthly and is there a list. HT says there was a list on the desktop computer. Motion to accept the limited treasurer's report as stated by Todd Barnes, second by Josie Fillingim; all in favor, none opposed.

Old Business: Stroke/STEMI protocols – Kevin will email a copy to everyone for comments, suggestions, etc. Randy King did talk to a person at Hendrick regarding the issue of acceptance of stroke patients. HT asked if Kevin and Randy could get a representative from ARMC and HMC to our next Executive Committee meeting so we could voice our concerns and get some feedback from them.

Trauma revisions: Neil will forward what he has of this plan to Bobbie and she will attempt to bring it up to date. It will then be posted on the website for comments or suggested changes from members.

New Business - Bylaws: Proposed bylaw changes – Article 4 (4.1.4) will be changed to read:

“Voting member entities must meet the following requirements to be eligible to vote and to meet the participation requirements of the BCRAC. The requirements for eligibility include:

4.1.4 (G) Payment of all assessed dues by December 1<sup>st</sup> of each year.

4.1.4 (J) EMSsystem will be updated on a daily basis by Abilene Regional Medical Center and Hendrick Medical Center; and all other hospitals, first responders, and EMS providers will update at least weekly or as requested by the BCRAC or EMSsystem requirements.

Article 6 (C) Members must attend seventy-five (75%) percent of the scheduled meetings of the Executive Committee, unless there are extenuating circumstances as approved by the Executive Committee.

All references to the Executive Coordinator will be deleted. All references to the Hospital Planning Group will be deleted.

Article 11.1.4 – Standing committees will consist of at least seven (7) members elected by the General Assembly; and the committee will elect a chair and secretary from the members. The Performance Improvement Committee members will include at least one (1) representative each from Hendrick Medical Center and Abilene Regional Medical Center.

Article 11.5.1 – Add: The Executive Committee will monitor the activities of the Performance Improvement Committee.

11.7 Hospital Committee

11.7.1 through 11.7.5 will be deleted.

There was a discussion concerning quarterly reporting of PI issues by all members; and the need for including stroke/STEMI patients. It was decided that we should appoint the PI committee and let them formulate these changes.

Arlen gave a review of our operational procedure prior to the regularly scheduled Executive Committee meeting this date. He explained how the contracts come down from CSCU and what the obligations are for both DSHS and the RACs. He reviewed the essential criteria for the contract and explained why RAC-D did “not meet” some of these essential criteria and what we need to do to “meet” the criteria. The Trauma Service Plan is one of those areas and must be brought current immediately. We will receive a letter stating all of the areas needing correction.

Comments: Neil asked what happens if a hospital seeking designation or re-designation does not get a letter from the RAC. Arlen said they would not get their designation.

HT asked everyone to check the website regularly for updates, notices, etc. Amanda is working very hard to keep it updated in a timely manner.

The DSHS audit has been completed and BCRAC is going to have to send a total of \$23,571.63 back to the State in unexpended funds for 2006-2007 contracts.

Once this money is returned to the State (in the next few days), our RAC should receive a sum of approximately \$96,000. Once it is determined how much is to be distributed, the amount will be posted on the website. Copies of invoices and checks will be due by July 1, 2008 (must be postmarked by July 1, 2008). Checks will be distributed at the July RAC meeting to those who have submitted the invoices and checks and are in compliance with all participation requirements. If we get these invoices by July 1<sup>st</sup>, we have a month

to re-allocate funds that were not claimed. There will be a deadline of August 1, 2008 for the second round of funds distributed as the contract deadline is August 31, 2008.

Needs assessments are a requirement of DSHS. If you have not turned one in, please download from website and fax to Bobbie Collom at 325-754-3022 and keep a copy for your records. The following have been received for 2008-2009:

EMS – Eastland, North Runnels, Shackelford, Stonewall, Throckmorton, Sweetwater Fire Department

FRO – ECCA

Hospitals – Anson, Brownwood, Comanche, Eastland, Hamlin, Hendrick, Knox County, Mitchell County, Stonewall.

Meeting adjourned at 1215.

Respectfully submitted,

Bobbie L. Collom  
Secretary