



Chairman	Kenneth Mattox, M.D.
Chief Executive Officer	Darrell Pile
Vice Chair-Hospital Services	Tom Flanagan
Vice Chair-PreHospital Services	Lon Squyres
Secretary	John Kowalik
Treasurer	Amanda Campos
Member at Large	Kristen Turner

SouthEast Texas Regional Advisory Council (Trauma Service Area Q)

Austin, Colorado, Fort Bend, Harris, Matagorda, Montgomery, Walker, Waller and Wharton Counties

Board Meeting Minutes July 18, 2016

CALL TO ORDER

Dr. Kenneth Mattox, Chair, called the meeting to order at 6:30 pm. The meeting was held at the Harris County Department of Education building in Houston, Texas.

ROLL CALL

John Kowalik, Secretary, called roll and a quorum was established.

WELCOME/OPENING REMARKS

Dr. Mattox welcomed the Board members and shareholders to the meeting. He acknowledged fine performance in managing medical needs during recent floods and highlighted our important preparedness role in light of terrorist events inside and outside of the United States over the last few months. He reported giving his testimony before the State Legislature in Austin along with Kathy Perkins, Assistant Commissioner for Regulatory Services, Texas Department of State Health Services, to ensure funding continues.

SPECIAL GUEST

Eugene Toy, M.D. (HHSC Perinatal Advisory Council) gave an update on the new legislation regarding the Maternal and Perinatal care. He requested support from the Board members to develop a Perinatal committee for our region. After discussion, the Board members unanimously approved the development of this committee. Dr. Mattox asked that all suggestions for this committee be sent to the Executive Committee for consideration.

OFFICER REPORTS

A. Vice Chair Pre-Hospital Services

Lon Squyres reported Texas EMS rule changes are in the final stages of being approved. Once these changes are final, the rules will apply to all agencies. He encouraged everyone to go on the state website to get familiar with the changes. Mr. Squyres and Brian Petrilla (EMS Committee) are available to assist with any questions.

B. Vice Chair Hospital Services/Bylaws Update

Tom Flanagan expressed appreciation for the work performed and encouraged feedback.

Darrell Pile mentioned as a new initiative for our providers, David Gruber (State Assistant Commissioner) has requested the hospitals share their thoughts on an Island Hospital plan. During the recent floods, there were thirteen hospitals down at almost the same time with water. He will be getting with Mr. Flanagan to initiate this discussion.

Dr. Mattox shared there has been an increase in the interest of becoming a Level II Trauma center throughout the state of Texas.

C. Member at Large/Nominating Committee

Dr. Mattox directed the Board members' attention to the "Nominations" document in their binders and reviewed the current nominations as follows:

1. A motion was made and seconded to approve the reappointments of Amanda Campos (Matagorda County EMS), Bo Hashaw (Waller County EMS), David Persse, MD (Houston Fire Department), Tom Flanagan (Memorial Hermann Health System), Kenneth Mattox, MD (Harris Health System), and Wayne Voss (Houston Methodist Health System) and the motion was unanimously approved.
2. A motion was made and seconded to approve the appointment of nominations for vacated resignation positions by W. Keith Neeley (CHI St. Luke's Health System) and Michael Furrh (Colorado County EMS) and the motion was unanimously approved.
3. The appointment of nominations for vacant positions with no nominations were deferred by Dr. Mattox pending further consideration.
4. A motion was made and seconded to approve the reappointments of Vice-Chairman, Hospital Services (Tom Flanagan) and Secretary (John Kowalik) who have agreed to remain in their respective offices and the motion was unanimously approved.
5. With no other nominations brought forward for this position, a motion was made and seconded to approve the nomination of David Persse, MD for the Member-At-Large position on the Executive Committee and the motion was unanimously approved.

D. Treasurer's Report/Financial Update

Donald Morrison directed the Board members to the financial reports in the Board binders. He stated the auditor's report from last November is located at the end of the financial reports. The Board members were reminded of the special Ad Hoc committee comprised of Dr. Jose Suarez, Sharon Nalls, and Robin Garza. He advised the committee met with the auditor for an hour.

Ms. Nalls reported the Ad Hoc committee initially met with the CEO and financial staff first to review internal processes. The committee was happy to learn that an internal audit process is in place and learned how it functions. The committee then met privately with external auditor to review all of the materials. There were no areas of concern noted with everything in order. One suggestion made to the staff was when rollover grants are received in the future, these funds are indicated as such and what the process will be for those funds to be expended instead of rolling the figure into the current grant totals.

Mr. Morrison then went over the third quarter and fourth quarter financial statements. The blue pages in the financial statements were documents for the fourth quarter to supplement third quarter reports.

The fourth quarter reports were presented. The FY16 HPP grant ended June 30th. The ASPR Ebola grant is a two year grant and those funds will carry forward. More than \$159,000 will be spent in July on training exercise and education. The RAC/EMS and Tobacco grants have spent out for FY16. The CVD grant is a two year grant and the first year's funds have been expended. The County Pass Through funds still have a few outstanding recipients to submit their documentation. Cash status is listed at the bottom of the page.

Mr. Pile highlighted that the general fund is now about \$450,000 and has grown by \$321,000 in the last four years. These funds may be used for any purpose or held for a rainy day.

Mr. Morrison then presented a comparison of FY16 to FY17 contract figures. ASPR has increased by approximately 3%. The Ebola grant funds have rolled over. He pointed out that last year's RAC/EMS and County Pass Through funds were cut drastically due to the state Trauma registry not counting all

EMS runs. This was corrected through efforts of Dr. David Persse and his agency (HFD), the staffs at Cypress Creek EMS and AMR-Houston with their third party vendors. Mr. Morrison also reminded EMS agencies that affidavits are no longer being accepted by the Trauma registry and all runs must be reported. The increase in funds in FY17 makes SETRAC whole from the loss of funds in FY16.

Dr. Persse asked if agencies that have not submitted documentation for County Funds have been contacted. Mr. Morrison reported these agencies were reminded the preceding Friday at the EMS Committee meeting and additionally have received email reminders.

- Dr. Mattox moved for approval of the external audit. A motion and second were made to accept the financial audit. The motion was approved unanimously.
- Dr. Mattox moved for approval of the internal audit conducted by the Ad Hoc committee. A motion and second were made to accept the committee's report. The motion was approved unanimously.
- Dr. Mattox moved for approval of the financial reports. A motion and second were made to accept the financial reports presented by the Comptroller. The motion was approved unanimously.
- Dr. Mattox moved for renewal of the Investment Policy. A motion and second were made to renew the Investment Policy, and the motion approved unanimously.

E. Chief Executive Officer's Report

Mr. Pile discussed the Awards Banquet held in January with over 640 people in attendance. He thanked everyone involved in making this event a success. He stated the banquet will not be held back-to-back and is looking at the next banquet to be scheduled in 2018.

The study with the House Public Health Committee and House Appropriations Committee was held in Austin last Wednesday. This is the first time in the history of RACs the legislature has taken the time to study the trauma system and the role of RACs. Mr. Pile explained how the Tobacco funds have lessened over the years, possibly leaving RACs without funds soon unless the legislature finds another source of funding. Within a year RACs are typically awarded approximately \$3.8 million to be distributed between twenty-two RACs within the state of Texas. Mr. Pile advised there were four legislators at the awards banquet who spoke in favor of the RACs during the legislature session last week. He is hoping, with continued education, the legislature will come up with other ways to fund RACs and maybe at a higher level than \$3.8 million. Ten million dollars is a suggested amount equating to thirty-seven and a half cents per Texan.

Dr. Mattox reiterated and agreed with Mr. Pile's comments. He stated the SETRAC region has always been committed to and sacrificed for the mission, and he vowed our standards will not be compromised.

Mr. Pile directed the Board members to his report in the Board binders regarding "Regional Needs Assessment and System Performance Improvement Assessment". He has asked the SETRAC staff to reach out to each committee chair to trigger committee discussion about their role, needs, stakeholder needs, and overarching regional needs.

Mr. Pile has two suggestions for the annual by-laws review as follows:

- a.) Add the Perinatal Committee.

Mr. Squyres made a motion to create the new Perinatal Committee and add it to the bylaws. The motion was seconded, and the Board members unanimously approved and the motion carried.

b) Add a meeting participation rule change to include an absence due to a disaster.

Mr. Squyres made a motion to change the rules for participation as follows:

"If an organization is affected or directly impacted by a natural or manmade disaster and is consequently unable to send a representative to attend the meeting, the organization may then be excused from the mandatory attendance requirement if communicated and approved by the Committee Chair and by the Board Chair within a few days following the meeting. Dr. Mattox requested a vote and the Board members unanimously approved and the motion carried.

Mr. Pile reported SETRAC will be holding another meeting with in the near future to discuss the need for hospitals in our community to come together and collaborate on which hospitals are going to be known as a facility that can perform a Sexual Assault Nurse Examination (SANE). This should not be confused with the need for every hospital to have a nurse in their Emergency Center that is trained to conduct evidence collection.

Preparedness Report

Ms. Upton directed the Board members to the Preparedness report in the Board binders. She gave a brief overview of some of the highlights including:

- SETRAC was honored by the Executive Committee of the Houston Urban Area Security Initiative (UASI) as "Outstanding Regional Partner".
- SETRAC was honored by the Assistant Secretary for Preparedness Response (ASPR) as the only site to test the feasibility of their Hospital Evacuation forms that were developed in partnership with the RAND Corporation.
- As SETRAC closes out the HPP grant, we were able to maintain good fiscal stewardship of the grant funding and allocate over \$200,000.00 back to healthcare facilities to maintain or enhance their current preparedness capabilities. Requests that were within the guidance of the grant and accepted have been approved, purchased and are beginning to arrive at the SETRAC warehouse.
- Bed reporting in EMResource will be taking on a new look. ASPR has expanded the bed reporting requirements to include NICU and OB.
- Ms. Upton reported SETRAC is starting to conduct Asset Days to give everyone a chance to tour the assets. An Asset Day was held in Pearland in July for local leaders, including Fire Chiefs, Mayors office and Councilmembers with over 500 individuals touring the assets (RCV-Q, Mobile Decon and Ambus). Anyone interested in scheduling a date should contact Jeremy Way at jeremy.way@setrac.org.
- Total training for July 2015 through June 2016 was 125 classes with 1,188 students trained. A vendor has been chosen for the biological PPE training. As soon as the training guides are approved, more information and training dates will be released.
- Chris Collier was appointed to the Texas FirstNet Consultative Task Force. This team was formed by the Texas Department of Public Safety to provide feedback and public safety

operational expertise in order to validate current capabilities and further evolve FirstNet's definition, processes, and procedures for Quality of Service, Priority and Pre-emption on the Nationwide Public Safety Broadband Network.

- The State Texas Disaster Medical System (TDMS) has included two additional assets to the EMTF program: Infectious Disease Response Unit (IDRU) and Texas Disaster Mortuary Response Team (TMORT). SETRAC has been working closely with DSHS and the Harris County Institute of Forensic Science in developing the logistics and clinical needs to go along with a TMORT team.
- The IT staff have been busy completing the upgrades to RCV-Q. Several of the main servers were original (2006) and in need of replacement to support new technologies and radios.
- The Designated Infectious Control Officer (DICO) requirement was brought to our attention by Houston Fire Department. The Senate Bill 1574 requires all Fire, EMS, and Law Enforcement agencies have a trained Designated Infectious Control Officer. SETRAC is happy to announce we will be hosting DICO training as a pre-symposium course on Monday and Tuesday, October 10th and 11th, in Galveston. The normal price is \$365, but we are offering the course for \$150 with your symposium registration or \$250 for the course only. Registration for the course opened today and seating is limited.

COMMITTEE REPORTS

- A. **Regional Healthcare Preparedness Coalition (RHPC)** – Sharon Nalls directed the Board members to the RHPC report in the Board binders. She reported the corridors are meeting every other month and attendance at the Preparedness Coalition Symposium counts as one of their monthly meetings. The first Excellence in Preparedness Award was presented to Texas Children's Hospital at last year's symposium. Now is the time for the facilities to begin putting their notebooks together for the next award. The application and criteria are on the SETRAC website and should be submitted as soon as possible.

Through the work of the corridors, all the DSHS required capability planning gaps have been resolved and submitted to the state in all three TSAs for the thresholds that have been established. All corridor meeting minutes, developed plans, and templates can be found on the SETRAC website.

Ms. Nalls stated the free standing emergency rooms and nursing homes have been invited to attend their respective corridor meetings. Every disaster that we have experienced has affected us as a whole and the healthcare coalition includes us all. Having everyone at the table is important.

- B. **Pre-Hospital Committee** – Mr. Kowalik stated there is no further update to the Pre-Hospital Committee report distributed in the Board binders.
- C. **Pediatric Committee** – Tammi Culp reported the committee has received their data, but it is in its infancy as far as its analysis. They are reviewing it now and are planning to use it to help set goals for the Pediatric Committee.

The "Period of PURPLE Crying" finishes in October. Any one still in need of grant funds to help initiate this program should contact Cary Cain (Texas Children's Hospital) as soon as possible.

Ms. Culp stated they are greatly in need of community facilities to join the committee. Texas Children's Hospital, Children's Memorial Hermann, and Texas Woman's Hospital are constant participants, otherwise the committee has very poor attendance.

- D. **Trauma Committee** – Eric Bank directed the Board members to the Trauma Committee report in the Board binders regarding the 2015 trauma data for 21,000 trauma patients in the region. Forty percent

of these patients are falls and the committee is working with the Injury Prevention Committee to work on fall prevention programs.

The Trauma Committee is also working on the "Stop the Bleed" campaign with the Injury Prevention Committee and EMS Committee. Mr. Bank asked the Board for \$10,000 to assist with training supplies. Mr. Pile advised this has come out of three committees, and he and his staff have reviewed the purchase order (\$10,200) and give their support. Dr. Mattox asked for a vote on the Trauma Committee's request. The request for \$10,200 to fund training supplies was unanimously approved.

- E. Injury Prevention Committee** – Robin Garza stated the Injury Prevention Committee supports the "Stop the Bleed" program and are working diligently with the Trauma Committee on this initiative. The American Trauma Society is focusing on "Stop the Bleed" in 2017.

The Injury Prevention Committee is also working on "End the Streak Texas" which is a TXDOT program that has been in place. The committee is trying to relaunch this program and will be meeting with them. It has been almost sixteen years since we have had a fatality-free day on our roadways and this program should help minimize and reduce the fatalities.

Fall prevention is the number one mechanism of injury in Texas and our region. The Injury Prevention Division along with other support through other committees is working on a fall prevention program to rollout throughout the region. While the committee is working on the program, they are also working on a reference guide to provide information to EMS agencies as well as hospitals regarding what fall prevention resources are available throughout the region.

The "Period of PURPLE Crying" was mentioned by the Pediatric Committee and the Injury Prevention Committee does support it. They are working with Cary Cain and the Pediatric Committee and participating in this program.

The Injury Prevention Committee members will offer a B-Con course prior to the Preparedness Coalition Symposium in Galveston. They will also have a space in the exhibit hall again this year provided by the RAC. An Injury Prevention Leadership Symposium was held in May with participation from our region's Injury Prevention leaders.

- F. Cardiac Committee** – Mr. Todd Caliva reported that there have been changes to some of the data points collected from hospitals by SETRAC. The committee determined the changes would not be sufficiently embraced by all our hospitals. Action has been taken to resolve the issues surrounding the new data points so the data can be unblinded with support. The goal is to unblind the Quarter 2 2016 data which would include door to balloon times and appropriate exclusions.

The SETRAC Emergency Healthcare Conference has been delayed and rescheduled to April 11th-13th, 2017.

The Mission: Lifeline has given out their award for excellent STEMI care to the following EMS agencies:

- Gold Awards went to Atascocita Volunteer Fire Department, Clear Lake Emergency Medical Corps, Friendswood Volunteer Fire Department, Harris County Emergency Corps, Montgomery County Hospital District, Northwest EMS, and Tomball Fire Department.
- Silver Awards went to Cy-Fair Volunteer Fire Department and Pearland Fire Department.
- Bronze Awards went to Cypress Creek EMS.

The Mission: Lifeline recognitions for hospitals are as follows:

- Gold Plus Awards went to CHI St. Luke's Health The Woodlands, Harris Health System Ben Taub General Hospital, and HCA West Houston Medical Center.
- Gold Award went to CHI St. Luke's Health System Baylor St. Luke's Medical Center.
- Silver Plus Awards went to HCA Bayshore Medical Center and Cypress Fairbanks Medical Center.

- Silver Awards went to HCA Clear Lake Regional Medical Center, Memorial Hermann Greater Heights Hospital, and Memorial Hermann Texas Medical Center.
- Bronze Plus Award went to Memorial Hermann Northeast Hospital.
- Bronze Awards went to HCA Conroe Regional Medical Center and Memorial Hermann Southeast Hospital.

Dr. Mattox encouraged the Chairs of the committee to send the list of all those that received recognition tonight to the Chair of the Texas House Public Health Committee and the Texas Appropriations Committee.

- G. **Stroke Committee** – Catherine Bissell directed the Board members to the Stroke Committee report in the Board binders. She added they are receiving a lot of good stroke data from the hospitals and are looking at it more extensively.

A couple of items reported out is tPA given within sixty minutes and why patients are not receiving tPA. The data currently shows a need to provide better education to the community about stroke. The CEO reports provided to CEOs and stroke coordinators indicate acceptable reasons, non-acceptable reasons, and areas for improvement within their hospital for not administering tPA. CEO reports now indicate acceptable and non-acceptable reasons for delaying the administration of tPA.

Mr. Pile stated in the first quarter of 2015, 10.22% of ischemic stroke patients received tPA in the region. Most recently 12.46% percent received tPA. In our region, which is equal to the 21st largest state in the nation in size, more patients are receiving tPA than the national average (3%-8%) by focusing on the right thing. A small workgroup is analyzing the data with mentoring from Dr. Joann Hickey from the UTHealth School of Nursing in hopes of putting a dollar figure on the amount of money saved in the region due to better stroke patient care and outcomes.

Ms. Bissell reported the Stroke and Cardiac data should be un-blinded by the end of this year. Dr. Mattox asked if anyone from the hospital or committee level had any questions or concerns with the un-blinding of the stroke and cardiac data so that results display the names of hospitals. Dr. Mattox reminded everyone that un-blinding the data has been a focus for many years. After lengthy silence, there was no discussion and the report was accepted as presented.

ACTION ITEMS

- A. Prior Meeting Minutes Approval - There were no objections to approval of the October meeting minutes and the minutes were unanimously approved.
- B. Financial Report and HPP Fiscal Year 17 Budget Approval - There were no objections to approval of the financial report and the report was unanimously approved.
- C. CEO Report Approval - There were no objections to approval of the CEO report and the report was unanimously approved.

GENERAL DISCUSSION/AUDIENCE Q&A

Dr. Mattox challenged all the committees to conduct their meetings inside and outside the Texas Medical Center to accommodate all members. Sometimes people cannot get to the meetings because they are too far out and offering different venues can sometimes help with their ability to attend. He asked that his challenge be taken back to the Chairs and committee members for consideration.

ADJOURN

Dr. Mattox adjourned the meeting at 8:10 pm.

John Kowalik, Secretary:

