SouthEast Texas Regional Advisory Council (Trauma Service Area Q)

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

Board Meeting Minutes
April 21, 2026

1. CALL TO ORDER / ROLL CALL

Dr. Brent Kaziny, Chairman, called the meeting to order at 11:36 am. The meeting was held in-person at Houston TranStar as well as virtually via Zoom. Walter Morrow called roll and a quorum was established. Non-board members attending the meeting will need to email Ms. Farquhar at SETRAC of their attendance by the end of the day tomorrow to receive credit for participation.

2. WELCOME

Dr. Kaziny welcomed and gave his appreciation to those attending the meeting and adjusting to the change in the cadence of meetings.

Dr. Kaziny also welcomed Dr. Lars Thestrup, CMO 2026 FIFA World Cup Houston Host Committee. Dr. Thestrup provided an overview of the medical planning taking place for the 2026 FIFA World Cup events taking place in Houston and surrounding areas. Objectives of the medical plan are providing timely care to those who need it, safeguarding healthcare resources from being overwhelmed, and preserving baseline 911 operations citywide.

3. OFFICER REPORTS

A. Chairman

Dr. Kaziny attended the Preparedness Summit in Baltimore and presented on MOCs, including our regional CMOC. Dr. Kaziny thanked Lisa Spivey, Director of Preparedness, for the information she shared for the presentation.

B. Vice Chair Hospital Services

Sterling Taylor reported that the Bylaws Committee met and has suggested a few revisions. The suggested revisions were provided to the board prior to the meeting. (Proposed changes included in Attachment A.)

C. Vice Chair Pre-Hospital Services

James Campbell reported that the EMS Committee continues to make good progress with the following initiatives that will have regional impacts:

- standardized stroke scale and transport destination
- consistent direct-to-lobby protocol
- transport to freestanding emergency departments
- wall time data definition consistency

D. **Secretary**

Mr. Morrow shared that the first round of the Texas Workforce Commission grant for small counties with populations less than 50,000 closes at the end of April and will reopen for the next round a month later. The grant provides funds for current EMS staff to attend EMT/paramedic school for free.

E. **Officer-at-Large Report**

Dr. Kevin Schulz had no items to report.

F. **Treasurer Report**

Lon Squyres reported on the organization's financials. Copies of the SETRAC financials were provided to the board. All grants are on track with spending and being well-managed.

Board members who wish to review the line-by-line financials are able to do so at any time by reaching out to Tiffany Walker, SETRAC Comptroller.

4. EXECUTIVE REPORT

A. **Chief Executive Officer** - Lori Upton reviewed items included in the written report that was provided to the board prior to the meeting.

B. **Preparedness and Response** –Lisa Spivey and Troy Erbentraut were unable to attend the meeting. A written report was provided to the board prior to the meeting.

C. **Information Technology** – Jeremiah Williamson reviewed items included in the written report that was provided to the board prior to the meeting.

D. **Emergency Healthcare Systems** – Melanie Aluotto, Suzanne Curran, and Clayton Ehrlich reviewed items included in the written report that was provided to the board prior to the meeting.

5. OPEN DISCUSSION

A. **Bylaws Revisions**

See "Approval of Bylaws Revisions" under "Resolutions and/or Other Action Items".

B. **Upcoming board member/board officer term expirations**

The following officer and director positions have terms that will expire at the July 2026 meeting. An email will be sent regarding nominations for the officer positions.

- Vice Chairman of Pre-Hospital Services (officer position)
- Treasurer (officer position)
- Austin County (director position)
- Harris County (director position)
- Houston Methodist (director position)
- Texas Children's Hospital (director position)
- Wharton County (director position)
- At-Large #2 (director position)

C. **Board meeting participation requirements**

Currently, the SETRAC bylaws do not have a specified number of meetings board members must attend; however, it does state that board members are allowed one excused absence per year. Following discussion, the board suggested adding a 75% meeting attendance for board members to the SETRAC bylaws.

D. June Board Meeting (during World Cup games)

The June board meeting is scheduled during the period that World Cup events will be taking place in the region. The board discussed the meeting date and selected June 30th for the meeting, which will be held virtually and serve as a check-in to determine any needs that may need to be met in the region. An option to cancel the meeting can be made available the week prior to the meeting.

6. ACTION ITEMS

A. Prior Meeting Minutes

There being no further discussion or objections, the board approved the minutes as presented with no objections or abstentions.

B. Reports (Officer, Finance, and Executive)

There being no further discussion or objections, the board approved the minutes as presented with no objections or abstentions.

C. Resolutions and/or Other Action Items

a. *Approval of HPP Budgets*
Ms. Upton reviewed the HPP budgets that were provided to the board at the previous meeting. A motion was made and seconded to approve the budgets as previously presented. The budgets were approved with no objections or abstentions.

Ms. Upton reviewed the EMTF budget that was provided to the board at the previous meeting. A motion was made and seconded to approve the budget as previously presented. The budget was approved with no objections or abstentions.

b. *Approval to move funds from SETRAC to The SETRAC Foundation*
Several years ago, money was donated to/earned by SETRAC through COVID nursing contracts. At the time, the SETRAC Foundation did not have its own accounting software or bank account, so the money was deposited into the SETRAC account. Part of this deposit ($1.5 million) previously received board approval and has been transferred. The remainder ($2.5 million) needs to receive board approval for transfer. A motion was made and seconded to approve the transfer. The transfer was approved with no objections or abstentions.

c. *Approval of bylaws revisions*
The board recommended making the following changes to the recommended revisions to the SETRAC bylaws:

- Changing “will” to “may” regarding the frequency of meetings occurring during the year.
- Adding the Emergency Services committee to the list of SETRAC committees.
- Adding 75% to the attendance requirements for board members.

A motion was made and seconded to approve the recommended revisions with the above changes. The bylaw revisions with changes were approved with no objections or abstentions. *(See “Attachment A” for all approved revisions/changes.)*

d. *Approval of prehospital stroke algorithms (urban and rural)*
A copy of the algorithms was provided to the board prior to the meeting. Having been approved at the GETAC level, the chair of the SETRAC Stroke Committee requested board approval of the algorithms after having been reviewed by the stroke and EMS committee meetings. After a discussion regarding the procedure for having EMS medical directors review the algorithms, a motion was made to table the approval of the algorithms pending further discussion. The motion was seconded and the board approved tabling the approval of the algorithms with no objections or abstentions. Dr. Kaziny recommended the EMS Committee discuss having a creation of an EMS medical director listserv.

7. PUBLIC COMMENT

A. Policy on Vendor Attendance at Meetings

At the previous board meeting, the board discussed developing an internal policy on vendors at meetings. No movement has been made yet on this item at this time.

B. Future General Assembly Meetings

Notice for future general assembly meetings will be sent out via the SETRAC listservs.

According to the bylaws, meeting documents must be sent out to board members no later than seven days prior to the meeting. After that time, should any additional items need to be presented for discussion and/or approval by the board, they will be added to the “open discussion” portion of the meeting.

A suggestion was made to have the bylaws revised to take into consideration member attendance in relation to the general assembly meetings.

C. Harris County Operations Center

Mark Sloan offered those in attendance a tour of the operations center following the meeting.

D. “NRG Stadium”

The name of NRG Stadium has changed. During the FIFA World Cup, the stadium will be referred to as “Houston Stadium” and the “Reliant Stadium” going forward.

E. Hurricane Season

During this year’s hurricane season, there will likely be less tropical development once July arrives. The weather pattern will change to Pacific fronts affecting the region with the potential for flooding during August and September.

ADJOURN

Dr. Kaziny adjourned the meeting at 1:09 pm.

SETRAC Board - Secretary: ______________________________

SETRAC GENERAL ASSEMBLY
MEETING MINUTES - APRIL 21, 2026

ATTACHMENT A

Approved Revisions to the Fourteenth Amended and Restated Bylaws of the SouthEast Texas Regional Advisory Council

The following revisions have been approved by the SETRAC Board of Directors at the April 21, 2026, general assembly meeting. drafted as requested by the SETRAC Bylaws Committee. The revisions have been incorporated into the Fifteenth Amended and Restated Bylaws of the SouthEast Texas Regional Advisory Council, effective April 21, 2026.

ARTICLE 3 – BOARD OF DIRECTORS
Concerning the major hospital systems operating in TSA-Q counties:

3.2.3 Original language:

CHI St. Luke's Health System

Proposed/Approved revision:

St. Luke's Health System

Concerning the Annual Meeting:

3.7 Original language:

The annual meeting of the Board shall be at the last meeting of the Board in each fiscal year at such time and location as the Board may designate from time to time. Board members shall be elected at the annual meeting of the Board for those Board terms expiring and shall immediately take their seats on the Board. Thereafter, also at the annual meeting, officers shall be elected by the newly seated Board.

Proposed/Approved revision:

The annual meeting of the Board shall be at the last general assembly meeting of the Board in each fiscal year at such time and location as the Board may designate from time to time. Board members shall be elected at the annual meeting of the Board for those Board terms expiring and shall immediately take their seats on the Board. Thereafter, also at the annual meeting, officers shall be elected by the newly seated Board.

Concerning the regular meetings of the board:

3.8 <u>Original language:</u>

The Board may provide for regular meetings by resolution stating the time and place of such meetings. The meetings shall be held within TSA-Q.

All materials to be presented at the Board of Directors' meeting will be provided electronically to all Board members seven days prior to the posted meeting date and made available to all Members by posting the materials on the SETRAC website.

<u>Proposed revision:</u>

The Board may provide for regular meetings by resolution stating the time and place of such meetings. The meetings shall be held within TSA-Q. A total of twelve (12) board meetings will be held during the year as follows:

- *Four (4) quarterly general assembly meetings (including the annual meeting (Section 3.7))*
- *Eight (8) board meetings to be held in months when no general assembly meeting is held, of which four (4) may be attended virtually.*

All materials to be presented at the Board of Directors' meeting will be provided electronically to all Board members seven days prior to the posted meeting date and made available to all Members by posting the materials on the SETRAC website.

<u>Approved revision:</u>

The Board may provide for regular meetings by resolution stating the time and place of such meetings. The meetings shall be held within TSA-Q. A total of twelve (12) board meetings may be held during the year as follows:

- *Four (4) quarterly general assembly meetings (including the annual meeting (Section 3.7))*
- *Eight (8) board meetings to be held in months when no general assembly meeting is held, of which four (4) may be attended virtually.*

All materials to be presented at the Board of Directors' meeting will be provided electronically to all Board members seven days prior to the posted meeting date and made available to all Members by posting the materials on the SETRAC website.

Concerning meeting attendance for directors:

3.14.5 Original language:

Each Director is expected to attend all meetings of the Board.

(a) In the event any Director accrues unexcused absences from three (3) meetings (regardless of whether the meetings are regular or special meetings or both regular and special meetings) of the Board during any fiscal year, the Director shall be deemed to have resigned his or her position as Director effective immediately upon the absence from the third Board meeting.

(b) Each Director may obtain one (1) excused absence for illness or an unforeseen emergency during any fiscal year. The Executive Committee may, in its sole discretion, grant or deny a request by a director for an excused absence. To obtain an excused absence, the Director must submit a written request via U.S. mail, overnight delivery service, courier, facsimile, electronic mail, or similar means to the Chairman or his or her designee.

**Proposed/Accepted revision:*

Each Director is expected to attend all meetings of the Board.

(a) Each Director must attend a minimum of 75% of all regular meetings of the board, which are outlined in Section 3.8.

(b) In the event any Director accrues unexcused absences from three (3) meetings (regardless of whether the meetings are regular or special meetings or both regular and special meetings) of the Board during any fiscal year, the Director shall be deemed to have resigned his or her position as Director effective immediately upon the absence from the third Board meeting.

(c) Each Director may obtain one (1) excused absence for illness or an unforeseen emergency during any fiscal year. The Executive Committee may, in its sole discretion, grant or deny a request by a director for an excused absence. To obtain an excused absence, the Director must submit a written request via U.S. mail, overnight delivery service, courier, facsimile, electronic mail, or similar means to the Chairman or his or her designee.

(proposed change was submitted during the board meeting, not the Bylaws Committee.)*

ARTICLE 4 – OFFICERS

Concerning the requirements of nomination for officer positions:

4.1 Original language:

Identification. The officers of the Organization (each an "Officer" and collectively the "Officers") shall be a Chairman, two (2) Vice Chairmen, a Secretary, a Treasurer, an Officer at-Large, and Past Chair. The Board may combine, create or eliminate Officer positions, and define the authority and duties of each such position. A Director may not hold more than one (1) office at one time. Officers may, however, serve on multiple committees. Only Directors are eligible to serve as Officers. The Past Chair will be a non-voting member.

Proposed/Approved revision:

Identification. *The officers of the Organization (each an "Officer" and collectively the "Officers") shall be a Chairman, two (2) Vice Chairmen, a Secretary, a Treasurer, an Officer at-Large, and Past Chair. The Board may combine, create or eliminate Officer positions, and define the authority and duties of each such position. A Director may not hold more than one (1) office at one time. Officers may, however, serve on multiple committees. Only Directors are eligible to serve as Officers and must serve a minimum of one (1) term as a board member to be eligible for nomination. A Director must serve one (1) full-term or three (3) calendar years to be eligible for nomination for Chairman. An exception to the minimums could be made by majority vote of the seated Executive Committee. The Past Chair will be a non-voting member.*

ARTICLE 5 – COMMITTEES

Concerning the list of service line committees:

5.2 Original language:

Service Line Committees. The Board may establish, dissolve and appoint service line committees. In defining the composition of the service line committees, the board should strive for diversity in geographic and stakeholder representation.

The service line committees shall be:

- Cardiac
- Injury Prevention
- Pediatrics
- Perinatal
- Pre-Hospital
- Stroke
- Trauma

Proposed revision:

***Service Line Committees**. The Board may establish, dissolve and appoint service line committees. In defining the composition of the service line committees, the board should strive for diversity in geographic and stakeholder representation.*

The service line committees shall be:

- *Cardiac*
- *Injury Prevention*
- *Pediatrics*
- *Perinatal*
- *Pre-Hospital*
- *Stroke*
- *Trauma*
- *Blood Products*

Accepted revision:

***Service Line Committees**. The Board may establish, dissolve and appoint service line committees. In defining the composition of the service line committees, the board should strive for diversity in geographic and stakeholder representation.*

The service line committees shall be:

- *Cardiac*
- *Emergency Department*
- *Injury Prevention*
- *Pediatrics*
- *Perinatal*
- *Pre-Hospital*
- *Stroke*
- *Trauma*
- *Blood Products*

ARTICLE 9 – MISCELLANEOUS PROVISIONS

Concerning the address to submit requests as part of the alternate dispute resolution (ADR) process:

9.12.4 Original language:

A party or parties may appeal the determination by the group and ask for the issue to be brought before the Members for final determination. The party or parties have no later than ten (10) working days after the determination to submit the request for secondary review.

The request must be submitted to the following address or to such other address as may be posted on the Organization's website:

SouthEast Texas Regional Advisory Council
1111 North Loop West, Ste 160
Houston, TX 77008.
Attn: Chairman

Proposed/Accepted revision:

A party or parties may appeal the determination by the group and ask for the issue to be brought before the Members for final determination. The party or parties have no later than ten (10) working days after the determination to submit the request for secondary review.

The request must be submitted to the following address or to such other address as may be posted on the Organization's website:

SouthEast Texas Regional Advisory Council
5115 Rosslyn Road
Houston, TX 77018
Attn: Chairman
