SouthEast Texas Regional Advisory Council (Trauma Service Area Q)

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

Board Meeting Minutes
May 19, 2026

1. CALL TO ORDER / ROLL CALL

Dr. Brent Kaziny, Chairman, called the meeting to order at 11:32 am. The meeting was held virtually via Zoom. Grace Farquhar called roll on behalf of Walter Morrow, Secretary, who was unable to attend the beginning of the meeting. A quorum was established.

2. WELCOME

Dr. Kaziny welcomed the board members attending virtually.

The World Cup and the recent news of Hantavirus and Ebola outbreak are a couple of pressing items in the region. Dr. Kaziny stressed the importance of reviewing all plans during this time including the RETA plan and travel restriction information.

3. ACTION ITEMS / BOARD CONSIDERATION

A. Prior Meeting Minutes – March 24, 2026

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

B. Financial Review

The SETRAC financials for the previous month are currently being closed out and SETRAC is in the time frame for putting together year-end reports.

Lon Squyres reported on the difficulty with putting together reports shared at the quarterly general assembly meeting on a monthly basis. The board was asked for feedback on specific items that the board would like to have during the monthly meetings.

Dr. Kaziny reminded the board that any board member can stop by the SETRAC location at any time to review the financials in depth.

One of the high points since the previous meeting is that the independent audit was recently completed had no findings.

The SETRAC bylaws and grant restrictions do not require board approval of the audits. Previous audits are posted on the SETRAC website for review. The most recent audit reports are being finalized and will be posted to the website soon.

Suggestions were made to have financial reports continue to be shared at the quarterly SETRAC meetings with any extraordinary, concerning, or time-sensitive issues, major purchases, and anything needing board approval be presented for discussion during the monthly meetings.

C. Resolutions/Other Action Items

a. Annual Meeting – date/location confirmation

The annual meeting is currently scheduled for July 21st. Due to World Cup events taking place in Houston in June and July, the board discussed moving the meeting back a week to give everyone time to recover from the events and provide SETRAC with enough time to close out the financial reports. Houston TranStar is currently unavailable on July 28th so an alternate location, possibly at Amegy Bank, is being sought.

A notice of the meeting date and time will be sent out to stakeholders once a location is confirmed and a virtual option will be available.

4. OPEN DISCUSSION

A. Region 4 Transition Update

The Region 4 transition is going smoothly. Staff currently being paid under the HPP grant in RACs G and F have all signed their employment letters with SETRAC and IT and phones have been provided to them. Any equipment purchased under a blend of HPP and general funds are being kept within that RAC.

Some of the RAC G and F staff will meet with our IT department to assist with the transition and may also sit with staff in our area during the World Cup. Current EMTF-4 deployment packets are being closed out and future missions will have SETRAC as the payee so there is no loss of paperwork.

The rental agreement for space at their COG has been signed so office locations will be kept and an agreement with RAC G will be signed for the TSA coordinators that are there inside the RAC offices.

B. Nominations Reminder – Due May 21st

The following terms will end at the July meeting:

Board Member Positions	
Austin County (nominated by county judge)	Houston Methodist (nominated by hospital system)
Harris County (nominated by county judge)	Texas Children's (nominated by hospital system)
Wharton County (nominated by county judge)	At Large #2 (nominated by board member or stakeholder)

Executive Committee Positions	
Vice Chairman of Prehospital Services (nominated by board member or stakeholder)	Treasurer (nominated by board member or stakeholder)

Nominations from board members and stakeholders are due by May 21st. Board members currently representing the positions that will be expiring have been notified.

C. Annual Dues CPI Increase

In accordance with the new dues structure, increase in dues are based on the CPI as of May 1st. This year, the CPI is 3.3%. A document with the membership increases was provided to the board and shown during the meeting. EMS agencies can request to have their dues paid out of their pass-through funds.

There are approximately 75% of designated hospitals and about 50%-60% of agencies that have submitted their dues.

D. Staffing Changes

Jeremy Way, TSA-R Coordinator, will be taking a new position as the Deputy Emergency Management Coordinator for Brazoria County.

Lisa Spivey, Director of Preparedness, has accepted a position with Harris Health assisting with emergency management at the corporate level.

Both employees will be leaving at the end of the month and transition meetings are currently taking place. A request was made for a flow-chart for communication to be distributed.

E. Regional Stroke Transportation Guidelines

The guidelines were discussed at the April meeting and sent back to the EMS Committee for review/approval by EMS medical directors.

F. Employee Engagement Company Selection

Converge was selected to work with SETRAC on employee engagement. Services will be provided after World Cup events have concluded.

G. Regional Full-Scale Exercise

SETRAC recently had its annual regional full-scale exercise centered around World Cup, testing medical surge, mass casualty, and the regional medical countermeasure plan for dispensing medications to our hospitals.

H. Next Meeting

The next meeting is scheduled for June 30th at 11:30 am (virtual only) and will serve as a check-in regarding World Cup events. If the meeting is not needed, feedback will be sought by the board to see if the meeting should be cancelled.

5. <u>ADJOURN</u>

There being no further items for discussion, Dr. Kaziny adjourned the meeting at 12:34 pm.

SETRAC Board - Secretary: ______________________