

**Northeast Texas Regional Advisory Council  
Called - Executive Board Meeting Minutes  
May 19, 2011**

**Attendance: Shae Watson, Scott Reid, Keith Kelley, Mary Beth Rudel, Dave Dutton, Norman Prewitt, Ricky Draper, Mark Maloory, Russell VanBibber**

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Quorum established.	
Review of the Rush Consultants Proposal	<p>The committee discussed the items that were offered in the proposal vs the items we already have in place. The following items are those we would like a quote on: Newsletter, Injury Prevention Programs, Fund Raisers, Marketing for the Annual Symposium with Corporate Sponsorship Package.</p> <p>We will need to know the Contract Deliverables, is there a Star-up Fee, will there be a one-time fee or monthly charges, etc.</p>	<p>FYI</p> <p>FYI</p>
Discussed Annual Audit	With the proposed budget cuts there is not enough funding to complete a Annual Audit. It was proposed that we conduct an Audit every 2 years, based upon the previous 3 Audit Findings. There were minimal findings, so this supports the Bi-	FYI

	<p>Annual Audit along with the budgetary cuts. If the FY 11-12 Audit shows more findings than usual we will move back to the Annual Audit. It was also suggested that for the FY 11-12 Audit that we go out for bid as we are paying more than the 2 largest RACS for Audits. Motion to accepted the proposals was made by Mary Beth Rudel, seconded by Scott Reid and supported by the committee.</p>	
<p>DSHS Quality Assurance Visit</p>	<p>We received our official Quality Assurance Visit Letter. The visit is scheduled for June 21 – 23.</p>	<p>FYI</p>
	<p>Shae was asked to contact Reedy to see if we could possibly move the exit interview to the afternoon of June 22<sup>nd</sup>.</p>	<p>FYI</p>
<p>FY 11-12 Budget - OASPR</p>	<p>The State has informed all the RAC's at the May meeting, that we will have a short turn-around on budgets this year, as the Federal government has not supplied DSHS with an amount, or templates.</p>	<p>FYI</p>
	<p>The committee discussed raises for Russell Thrasher and Victor Wells. Due to the increase in assigned duties (reflected on the techs time sheets) and review of the number of hours each IT Tech has submitted on their time sheets the</p>	<p>FYI</p>

<p>Monthly Financials</p> <p>Meeting Adjourned</p>	<p>committee unanimously agreed to the salary increase if it is permissible with the budget cuts. Shae Watson, the Executive Director expressed the desire not to ask for a salary increase this year, as she would rather see an increase in the IT Techs Salary as they are the backbone of the NETRAC IT infrastructure and help to make her job less stressful and ensures that the NETRAC organization communications flow smoothly.</p> <p>The committee also discussed securing a NETRAC telephone for our new Bio-Medical person – Mr. Frank Williams. The committee is agreeable to supplying Mr. Williams with a RAC Cell Phone.</p> <p>Shae will go back and scan the monthly Financial Report from the CPA and send them to the Finance Committee and Executive Board.</p> <p>Motion to adjourn the meeting was made by Scott Reid and seconded by Dave Dutton. Meeting adjourned at 2:25.</p>	<p>FYI</p> <p>FYI</p>
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Minutes recorded by Shae Watson – Executive Director