

**Northeast Texas Regional Advisory Council  
Executive Board Meeting Minutes  
October 18, 2011**

**Attendance: Shae Watson, Russell VanBibber, Scott Reid, Dave Dutton, Karen Stephens, Mary Beth Rudel, Ricky Draper, Norman Prewitt, Robin Gage, Mark Mallory, Liberty Bailey, Bobby Buchanan, Nancy West, Kent Klinkerman**

TOPIC	DISCUSSION	DISPOSITION
Called to Order	Quorum established.	
Approval of Minutes: 7/14/11	Motion to approve both minutes from 7/14/11 was made by Robin Gage, seconded by Scott Reid and supported by all members present.	FYI
Discussed Annual Elections	Robin Gage will remain as Vice Chair; Russell VanBibber will remain as RAC Chair; Mark Mallory will remain as HPG Chair; Shae Watson will remain as Executive Director.  Motion to keep the above persons in their current offices was made by Scott Reid and seconded by Mary Beth Rudel and supported by all committee members present.	FYI

<p>Treasurer's Report</p>	<p>Treasurer/CPA Report was presented by Norman Prewitt. See Attachment.</p> <p>Motion to approve the Treasurer Report was made by Norman Prewitt, seconded by Robin Gage and supported by all members present. See attachment.</p>	<p>FYI</p>
<p>Executive Directors Report and Executive Directors Financial Report</p>	<p>The Executive Director presented both her Quarterly Executive Director Report and her Financial Tracking Spreadsheet (Financial Report). See Attachment.</p>	<p>FYI</p>
<p>Director of IT Services Report</p>	<p>The Quarterly Director of IT Services Report was presented. See Attachment.</p>	<p>FYI</p>
<p>Website Discussion</p>	<p>We will create a Members Only section that will require each appropriate member to have their own personal log-in. This section will hold secure RAC information</p>	<p>FYI</p>
<p>Executive Director Cobra Plan and Reimbursement Policy</p>	<p>According to DSHS, each RAC has to have a Reimbursement Plan in place for those ED's that the RAC will continue to pay their Employee Benefits since the termination of our coverage with BCFS. The policy along with a copy of the monthly invoice was presented. Motion made by Scott Reid and seconded by Robin Gage to carry the recommendation</p>	<p>FYI</p>

<p>Board Attestation</p>	<p>to General Assembly to adopt the Reimbursement Policy.</p> <p>Discussed the Board Attestation Video. All who had watched the video were asked to sign the attestation form, all others that hadn't watched the video must do so by October 28<sup>th</sup>.</p>	<p>FYI</p>
<p>Proposed Budgets: EMS/RAC Tobacco</p>	<p>Discussed the proposed EMS/RAC and Tobacco budget. Also discussed the approval from DSHS – Trauma side of the house to give our IT Tech Salaries increase that was denied by the OASPR side of the house. It was approved because our IT Techs provide needed disaster preparedness capabilities as stated in the Tobacco Contract.</p>	<p>FYI</p>
	<p>Motion to accepted both the EMS/RAC and Tobacco budgets was made by Robin Gage, seconded by Scott Reid and supported by all committee members present.</p>	<p>FYI</p>
<p>EMTF-4 Update</p>	<p>The September 8<sup>th</sup> MMU State Exercise was a success.</p> <p>Identified needs: Recruitment for the MMU Staff Training Video</p>	<p>FYI</p>

<p>RAC Task Force</p>	<p>Volunteer management plan/program presented.</p> <p>10 – RN’s have been recruited since September</p> <p>\$12,000.00 was budgeted for the exercise, we didn’t spent anything close to that amount, so it will go before the EMTF-Steering Coalition to reallocate a portion of these funds to the additional supplies/equipment identified as being needed for the MMU.</p> <p>Mark Mallory, Brent Smith, and Dr. Michael Williams have been added to the EMTF-4 Steering Coalition.</p> <p>Discussed the State Plan for EMTF Governance Structure.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
<p>GETAC Update</p>	<p>Rule 157 still opened.</p> <p>Discussed the RAC Executive Board – Non-Profit Classes that will be held during the November GETAC. Anyone of our Board members wanting to attend, please let Shae know.</p>	<p>FYI</p>

<p>RAC Task Force Update</p>	<p>The Task Force is still working on our – the RAC Section of Rule 157.</p>	<p>FYI</p>
<p>RAC Christmas Party</p>	<p>Committee voted yes to having a RAC Christmas Party again this year. Executive Board authorizes Shae to look into a date, location, and catering for the party.</p>	<p>FYI</p>
<p>Meeting Adjourned</p>	<p>Motion to adjourn the meeting was made by Robin Gage and seconded by Scott Reid. Meeting adjourned at 10:05.</p>	<p>FYI</p>

Minutes recorded by Shae Watson – Executive Director