



**TETAF Board of Directors Meeting
Tuesday, August 23, 2016, at 5:30 p.m. CDT
Wyndham Garden Hotel – Austin, Texas
Meeting Minutes**

1. Welcome and Call to Order

The conference call meeting called order by Dr. Brian Eastridge at 5:48 p.m.

2. Introductions / Board Member Roll Call – Dinah Welsh

Present:	Scott Christopher	Absent:	Courtney Edwards
	Brian Eastridge		Robin Garza
	Rajesh Gandhi		Jorie Klein
	Lisa Hutchison		Lisa Price
	Jim Parisi		Lori Vinson
	Ricky Reeves		Dudley Wait
	Craig Rhyne		
	Kathy Rodgers		
	Robert Saunders		
	Hilary Watt		

A Quorum is established at the opening of the meeting.

Dinah Welsh, Brenda Putz and Courtney DeBower were also in attendance.

3. RAC Participants

Around-the-room introductions were performed by all in attendance. Person's name and RAC affiliation were announced.

4. Affiliate Organizations / Members

There were no affiliate organizations or members identified as being in attendance.

5. Treasurer's Report

▪ **Audit Report**

Mr. Pete Allman was present to provide an overview of the financial audit his firm recently completed. He stated that TETAF financial information through fiscal year 2015 was reviewed. The audit created some good recommendations, but did not identify any large surprise findings. Mr. Allman explained how his firm is experienced in working with non-profit organizations. He stated the TETAF financial records were found in "good order, and there are no audit findings". He did note that the tax year and the TETAF fiscal year are not consistent and recommended this be updated with the IRS. Mr. Allman noted that there is limited staff to perform the accounting functions of the organization, typical for a small office. He recommends additional segregation of some of the accounting practices for safe practice. Another observation in the audit was that the current Board of Directors is not interactive with the survey process, and that a single staff member is overseeing this function. Mr. Allman recommends that TETAF form a survey oversight committee. The Board was informed that 75% of

expenses should go toward programmatic services, and that there was some opportunity for better allocation of expenses during tax return reporting. Mr. Allman recommends that the TETAF Board consider purchasing Director and Officer Insurance. Mr. Allman stated that he was asked to specifically review surveyor honorarium activities. He stated that the terminology used for these expenses is not pertinent, but that the expenses have and should continue to be accounted for and reported on a 1099. He further recommended that these expenses paid to board members be detailed on future 990 Reports. Mr. Allman stated that no significant amounts of money were found to be directed to the Board Officers. Mr. Jim Parisi expressed the organization's appreciation for the audit services and the recommendations provided. Mr. Parisi commented that moving forward, the Board should consider consolidating the accounting and audit services under Allman Associates. He also expressed his thanks to everyone involved in gathering and submitting information related to the audit. The audience was asked if there were any questions. There were no questions raised. Several motions were then made.

- Mr. Craig Rhyne made a motion with a second provided by Mr. Ricky Reeves for Ms. Dinah Welsh to ***seek information and obtain quotes for Directors and Officers insurance.*** There was no further discussion. There was no opposition to the motion.
- Mr. Craig Rhyne made a motion with a second provided by Mr. Ricky Reeves that TETAF ***alter our tax year to match the TETAF fiscal/operational year.*** There was no further discussion. There was no opposition to the motion.

Mr. Allman, Ms. Welsh and Mr. Parisi all noted that the audit Final report has not been released at this time, but will be presented to the Board at a future meeting. Mr. Darrell Pile expressed his thanks for TETAF having an audit performed. He stated the audit answered a lot of questions regarding a 'big business'.

■ **Financial Report**

An overhead presentation was provided listing June 2016 and year-to-date financial summaries. Mr. Parisi noted that June 2016 had a net loss of \$6,835, and that there is year-to-date net loss of \$63,626. He noted that year-to-date net income is short of budget expectations by \$70,367. Ms. Brenda Putz commented that TETAF is investing a significant amount of money in the neonatal survey service line. Mr. Ricky Reeves made a motion with a second provided by Mr. Craig Rhyne to accept the Treasurer's Report. There was no further discussion. There was no opposition to the motion.

■ **Finance Sub-committee**

Mr. Parisi and Ms. Welsh confirmed that TETAF already has a Finance sub-committee in place, but that the defined members needs to be re-evaluated and that the sub-committee needs to be active. Mr. Parisi stated that TETAF will be soliciting non-board member participation on the Finance sub-committee.

6. **TETAF Perinatal Services Update, A Program of TETAF**

Ms. Holly White was announced to the Board as the TETAF Perinatal Project Manager. She will be assisted by the services of Kathy Clayton and Kym Dally. The Perinatal rule was finalized in June 2016, and survey tool developments are in place. Ms. Putz stated that there were 85 surveyor applications received, and included Neonatologists from all over the State of Texas. It was noted that a physician and nurse perform Level II and III NICU surveys; and a surgeon will be added to the survey team for Level IV NICU surveys. Ms. Putz stated that additional nurse applicants are being sought. There will be 'Phase 1' training in October in Austin. The Board was informed that requests for surveys are already being submitted to TETAF. Ms. Putz stated that a logo has been created for the perinatal service line, and that a dedicated web page with resource documents is in place. A monthly perinatal newsletter is now being produced. An online discussion group has been created for perinatal questions and answers. The discussion group internet address is <http://groupspaces.com/TXNICUCoordinators/>. The discussion group already has 63 members signed on. TETAF will be performing initial NICU surveys later this year, and Beta test sites will

be chosen to test the TETAF tools and processes. Ms. Putz stated that scheduling for all survey requests will begin in October 2016. She stated that TETAF is communicating a “marathon, not a sprint” message to better assure that facilities are ready for an onsite review of their programs. The Board was informed that there are approximately 280 facilities that will need to be surveyed and designated prior to September 1, 2018. Mr. Parisi commented that TETAF and DSHS needs to figure out a way to spread out the surveys over a three year period. DSHS has reportedly already addressed this recommendation in the new rule. Mr. Scott Christopher asked about billing limitation for Level III and Level IV facilities if temporarily designated as a Level I NICU. Ms. Elizabeth Stevenson with DSHS replied that those advanced facilities can continue to bill for services provided. Mr. Darrell Pile stressed the value and contributions RACs can provide during the survey and designation process.

7. TETAF Legislative Update

▪ Interim Study for EMS and Trauma Systems Update

Ms. Welsh reported that the Interim Study for EMS and Trauma Systems hearing on July 13, 2016 went very well. She stated that the next step is for the legislative committees to write reports with recommendations to the Legislature on how to better move forward. Ms. Welsh stated that TETAF will be interacting with legislators to help influence what this Final report will include. There is significant concerns of no monies being available. Ms. Welsh stated that TETAF is identifying low-hanging fruit and communicating this information to the legislators. An overhead presentation of invited and public individuals providing testimony at the July 13th hearing was provided. A listing of the various legislators on the Interim study committees was also provided overhead, with Ms. Welsh describing important points about various legislators. Ms. Welsh stated that TETAF is very thankful to those that provided testimony at the July 13th hearing.

▪ Legislative Priorities

The Board was informed that there have been four face-to-face meetings and ten conference call meetings by the TETAF Legislative Workgroup. Ms. Welsh expressed her appreciation to all workgroup members. The current list of Legislative priorities created by the workgroup is three pages long. Ms. Welsh recommends that the list be significantly shortened with a limited number of priorities specifically addressed to the legislators. She commented that some of the recommended priorities will be brought forward by other stakeholders (i.e. texting & driving). Ms. Wanda Helgesen added that it may be more productive to let specialized stakeholders to speak and carry certain legislative activities (i.e. EMS). All of the recommended legislative priorities from the workgroup were displayed overhead and reviewed. Ms. Welsh noted that mental health, firearms in healthcare facilities, NICU, Air Medical and Free-Standing Emergency Departments are not addressed in the workgroup’s recommendations. Ms. Hilary Watt commented that the top-priorities should be related to funding. Ms. Welsh stated that concern for the Driver’s Responsibility Program (DRP) has risen significantly. Most believe that DRP will be threatened with elimination in the near future, and that a priority message should be to maintain the DRP. Ms. Welsh noted that it will be more difficult to eliminate DRP during a legislative session operating with a budget deficit. Ms. Welsh stated that TETAF and various appropriators have the financial impact to trauma and state services if DRP is eliminated. Mr. Craig Rhyne commented that many Level III Trauma Centers entered the trauma system after the implementation of the DRP, and that program elimination may lead to these Trauma facilities surrendering their Trauma designation. Ms. Helgesen asked when a strategy should be developed. Ms. Welsh stated that TETAF is giving consideration to employ a University of Texas Intern to aid TETAF in gathering data and developing financial numbers. She stated TETAF hopes to have this position in place this fall. She further stated that it will be critical to have solid data and numbers to provide to the legislators this session ... more so than ever with a deficit budget. Mr. Rhyne stated he attended a meeting today where the Texas Hospital Association established their organization’s top-5 legislative priorities. Mr. Raj Gandhi made the motion with a second provided by Mr. Christopher for ***TETAF’s top-3 priorities be: (1) Replace***

the Tobacco funds for trauma and emergency care, (2) Increase / preserve funding for trauma and emergency care, and (3) Create dedicated funding for RACs. There was no further discussion on this motion. The motion passed without opposition. Ms. Welsh commented that TETAF will continue to move forward on all of the workgroup priorities, with a focus on these top-3 selected by the Board. She stated that TETAF will remain flexible to the legislative environment and any changes impacting legislative priorities.

8. TETAF Board Restructuring Update/Discussion

Mr. Brian Eastridge informed the Board that he and TETAF staff have been in discussion with the American College of Surgeons (ACS) regarding a consultative review of the TETAF organization. He stated that the ACS will perform a ‘tactical visit’ similarly structured as the ACS 2010 survey of the Texas Trauma System. He said the ACS requests opportunity to meet with stakeholders during a GETAC week. Mr. Eastridge stated that February 2017 GETAC week is a realistic timeline. He told the Board that the ACS will provide a report within eight weeks, which can be presented during the May 2017 GETAC meetings. He noted that this timeline could result in Board member nominations in August 2017. The Board was questioned about the cost of the ACS review and expressed concern that review activities could decrease TETAF’s legislative focus. Ms. Welsh replied that the TETAF Board previously approved \$15,000 be allocated for survey purposes. Mr. Parisi commented that survey data gathering should occur early in the legislative session, and did not anticipate any significant legislative initiative disruptions. It was noted that contentious items related to restructuring should not be frozen during the wait for the ACS findings and recommendations.

9. Texas TQIP Update

The Board was informed that there will be a TQIP meeting on Thursday morning this week. Ms. Welsh stated that the TQIP group is processing reports and making sure that members are meeting requirements. Ms. Welsh commented that Ms. Courtney DeBower is doing an excellent job of collecting everyone’s documents. The Board was assured that the forward momentum for the Texas TQIP project continues.

10. Secretary’s Report

Mr. Scott Christopher reported that the minutes from the Board conference call meeting on July 12, 2016 were made available to the Board members for their review. Ms. Brenda Putz requested that the minutes reflect her presence at the meeting. Ms. Hilary Watt requested that a spelling error of her name be corrected. Mr. Craig Rhyne made a motion to accept the minutes as presented and with the two requested changes. This motion was seconded by Mr. Ricky Reeves. There was no further discussion and the motion passed without opposition.

11. Open Discussion

There were no additional topics raised for discussion.

12. August Action Items – *all previously covered*

13. Next TETAF General Meeting

Ms. Welsh asked if there was a Board preference of meeting on Saturday or Sunday prior to the Texas EMS Conference being held in Dallas in November. After brief discussions, Ms. Welsh stated she will target setting up the next TETAF General meeting on November 20th (Sunday), with time of the meeting to be announced later.

14. Adjournment

The meeting was adjourned by Dr. Brian Eastridge at 7:54 p.m.

Scott Christopher, Secretary