

**BIG COUNTRY REGIONAL ADVISORY COUNCIL  
EXECUTIVE COMMITTEE MINUTES  
SEPTEMBER 25, 2008**

Meeting called to order at 1014 by H. T. Fillingim, Chair.

Roll call: H. T. Fillingim, Chair (Fisher County Hospital)  
Todd Barnes, Vice-Chair (Eastland EMS)  
Bobbie Collom, Secretary (North Runnels Hospital EMS)  
Cindy Boles, Treasurer (Cisco VFD)  
Steven Hobbs (Shackelford Co. EMS)  
Tammy Heidenheimer (Stamford EMS)  
Sheila Kuehler (Knox County Hospital)  
Lee Ann Fraser (Stonewall Memorial Hospital)  
Josie Fillingim (Fisher County Hospital EMS)  
Randy King (Throckmorton Co. Memorial Hospital)

Trauma Coordinators:

Deloris Londerholm (Hendrick Medical Center)  
Glynis Gotcher (Rolling Plains Memorial Hospital)  
Lexie Feist (Brownwood Regional Medical Center)  
Linda Slaymaker (Brownwood Regional Medical Center)  
Pamela Shumway (Throckmorton Co. Memorial Hospital)  
Becky Harmon (Abilene Regional Medical Center)

Attendees other than Executive Committee members:

Arlen Bolenbaucher-DSHS, Gary Griffith-DSHS, Jane Guerrero-DSHS, Emily Parsons-DSHS, Greg Wilborn-DSHS.

Introductions were made of the DSHS representatives and the RAC-D Executive Committee and Trauma Coordinators present at the meeting.

No minutes of the previous meeting as there was not a quorum and no business was conducted.

Financial Report by Reid Cave: Citizens Bank \$54,601.93 as of today; and First National of Rotan \$123, 508.00 for the 2008-2009 contract. Reid is owed \$3,992.31 as of today. Motion by Josie Fillingim, second by Steven Hobbs to accept the report; all in favor, none opposed.

Jane Guerrero then addressed the group on the issues which need to be resolved if this RAC is to continue. There was a "packet" handed out showing how monies have been distributed to this RAC and the reasons monies had to be returned to DSHS. The first thing she wanted to know is if this RAC wants to continue as a RAC. If the answer is "yes", DSHS will help us get where we need to be as a RAC. If the answer is "no", then

the RAC will be realigned which means our members will have to attend another RAC in the State of Texas in order to remain in compliance with RAC attendance requirements.

The voting poll is as follows:

Todd Barnes – yes	Cindy Boles – yes	Tammy Heidenheimer – yes
Steven Hobbs – yes	Randy King – yes	Lee Ann Fraser – yes
Bobbie Collom – yes	H.T. Fillingim – yes	Josie Fillingim – yes

Discussion then followed as to what it will take to keep us in compliance. Opinions were voiced as to the problems this RAC has had in the past and continues to have. It was mentioned that we should have an Executive Coordinator and that monies can be used for both administration and programmatic expenses. There was discussion about the amount of funds that can be expended for expenses. Jane Guerrero asked if it would be helpful to have a program to educate Board members in understanding these contracts.

It was mentioned that the biggest problem in RAC-D is documentation and discussion followed as how best to rectify the problems we have in this RAC. The first step in this process would be education of the Board members as to the contracts, performance and compliance. Copies of contracts are in the packets given to the Board.

Mention was made of the PI process and the need for reinstating audit filters and quarterly reporting; strictly adhering to the participation guidelines as set forth in the bylaws. Greg Wilborn said the PI should lead to education for all who need it; it should be reported at least quarterly and it should be used to help close the loops.

One of the members voiced her concerns about the RAC and what she feels is the lack of communication from the Board to the general membership.

It was strongly suggested by DSHS representatives that this RAC hire another Coordinator, that he/she be from Abilene, and that we again establish an office in Abilene so the Coordinator would be readily accessible to the RAC members.

A board member asked if there was any reason why Reid Cave would not work as the Coordinator since he has already been working with DSHS on the contracts and could the system we have just put into place be made to work. Emily Parsons viewpoint was that DSHS needs to know that all Board members are being kept informed. It was pointed out that it should be made very clear to all concerned what Reid Cave's responsibilities would be and what Cindy Boles' responsibilities are as far as the financials are concerned.

Cindy Boles then voiced her complaints about not being able to get what she needed from the previous Coordinator so that she could fulfill her duties as Treasurer. There was discussion about bringing the monthly expenses to the Board meeting each month for approval prior to payment; with the exception of bills that cannot wait until that time to

be paid; and big expenditures which would have to be approved by the General Assembly.

It was also mentioned that in the future it would be helpful if nominees for office would introduce themselves and give a short synopsis of their background before the elections are held.

Jane Guerrero will get back to the RAC with a timeline the first part of next week. We need to decide how we are going to put the processes in place and define responsibilities and accountabilities.

The general membership should help with the process; they should be informed and they should participate. The membership should be notified and advised of the consequences of inaction, i.e. realignment and the necessity of traveling to another RAC in order to fulfill participation requirements for designation and funding. The role of the Coordinator should be defined, or, if it is defined in the bylaws, this committee should figure out why it is not working.

The EMS County money contract is here; receipts will be turned in before any checks are written. Tobacco money, if awarded, will be received quarterly. Reid asked questions of Emily Parsons about what the types of proof of payment were required, etc.

1208: DSHS representatives left the meeting and the Executive Committee meeting continued.

Todd suggests we wait until we hear from the State on Monday as to exactly what they are requiring us to do, and then schedule a called meeting next week. It was also suggested that maybe we could do it by conference call since it is hard for everyone to get together on such short notice because of prior commitments.

Reid Cave did not pay himself because he wanted to bring it to the Board and have the officers sign the check. He also said that before he would consider the Executive Coordinator's position he would need to see a job description and know the rate of pay.

There was a discussion as to the duties of both the CPA and the treasurer; having the expenses approved at the monthly meetings. After lengthy discussion, it was decided that we would continue with Reid for now until we can make a plan. Reid would prefer for us to give him a figure for salary and he will subcontract if he needs help; and, of course, this will be contingent upon whether or not he decides to take the job.

There will be approximately \$50,000 total for all expenses, including all travel, monthly RAC expenses. The balance remaining to hire a Coordinator would be in the \$20-25,000 range.

The general assembly meeting is scheduled for October 15, 2008 at a place to be announced.

A meeting time and whether or not it will be a conference call will be posted as soon as the decision is made.

There being no further business, the meeting was adjourned on unanimous vote.

Respectfully submitted,

Bobbie L. Collom, Secretary