

**BIG COUNTRY REGIONAL ADVISORY COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES
JUNE 18, 2008**

Meeting called to order at 10:15 a.m. by H. T. Fillingim, Chair.

Members Present:

H.T. Fillingim, Chair	Fisher County Hospital
Bobbie Collom, Secretary	North Runnels Hospital EMS
Tammy Heidenheimer, EMS	Stamford EMS
Sheila Kuehler, Hospital	Knox Co. Hospital
Ronnie Brown, EMS	Knox Co EMS
Randy King, Hospital	Throckmorton Hospital
Lee Ann Fraser, Hospital	Stonewall Hospital
Josie Fillingim, EMS	Fisher County Hospital EMS
Kevin Ray, Hospital	Abilene Regional Medical Center

Guest: Gary Griffith, DSHS representative

Minutes approved as posted on the website on motion by Ronnie Brown, second Josie Fillingim; all in favor, none opposed.

No treasurer's report due to the recent unexpected hospitalization of the Treasurer.

Old Business: Bookkeeping system update – HT has talked to a CPA in Rotan, Reid Cave, who will update the books and put everything on a spreadsheet. He will recreate the files from the information we have available. We have a computer with the data but it is password protected and no one has the password. There are programs that can be purchased to circumvent the password and get into the system and HT has recommended that we purchase one. The CPA says he can take the records we have and reconstruct the debits and credits, etc.

There was a lengthy discussion regarding the above topic. The Executive Committee, as a whole feels very strongly and has a great many concerns regarding the lack of a proper and up-to-date bookkeeping system. The committee wants to have hard copies made available to all members at or before every meeting.

Randy King made the comment that there needs to be a formal statement in the minutes that the Executive Committee has identified this problem with the bookkeeping system and we are going to rectify the problem by hiring the CPA. On motion by Ronnie Brown, second by Sheila Kuehler, it is the recommendation of the Executive Committee that we hire Reid Cave, CPA, to keep the books of the BCRAC; all in favor, none opposed.

HT will ask Mr. Cave to attend the next meeting (general assembly). Ronnie Brown also suggested that the CPA email the financial spreadsheets to the financial committee members prior to the meeting, so they will have a chance to look them over before their meeting.

Trauma revisions: The trauma plan revisions are being posted on the website as they are completed.

Bylaw revisions: The revised bylaws are posted on the website. There was discussion about amending the revisions to allow the CPA to write and sign checks up to the amount of \$1,000 as had been the previous policy for the executive coordinator. All checks over the amount of \$1,000 will require two approved signatures. Ronnie Brown made a motion to this effect, seconded by Randy King; all in favor, none opposed.

Stroke/STEMI protocols – no discussion.

New Business: Update on grant monies – A lengthy discussion on education and how best to provide classes to the outlying areas, especially TNCC/ENPC classes for nursing. There was no resolution to this problem, but it was suggested that the RAC might pay for some of its members to attend instructor classes and then put on classes for the Big Country hospitals.

HT expressed some concerns regarding running out of money to fund the day-to-day operation of the RAC; and how best to prevent this occurrence. It is his opinion that some of the funds will have to be held for this purpose until other monies are received.

He is working with Omega Bean at DSHS to get all our records up-to-date and supply them with all the information they are requesting. We will not receive the remainder of our funding until this is accomplished. It is hoped that hiring the CPA will solve the majority of these problems.

Bobbie requested that the amounts of all EMS county monies that are due to the providers be posted on the website or sent directly to the providers at their listed email addresses. It is her concern that these monies must be accounted for and receipts turned in by July since the reports to the State are due at the end of August.

Chair's comments: The Treasurer will continue in the office with the recommendation by the Executive Committee that the CPA will receive all monies due to the BCRAC, write the checks for all accounts, and keep the books current. He will do this in spreadsheet form and it will be available to all members. Copies of all current financial information, including monies received and checks written, will be on hand at every Executive Committee meeting.

There being no further business, on motion by Kevin Ray, second by Josie Fillingim, the meeting adjourned at 12:05.

Respectfully submitted,

Bobbie L. Collom, Secretary