

# NORTH TEXAS REGIONAL ADVISORY COUNCIL (TSA-C)



**Executive Board Minutes**  
**August 5<sup>th</sup>, 2021**  
**Start of meeting: 1:00 PM**  
**United Regional, Wichita Room (2<sup>nd</sup> Floor)**

## 1. Sign in:

Enoc Espinoza, GRMC  
Kenny Hoffman, AMR  
Jacky Betts, URHCS  
Ryan Matthews, Trans Star  
Eric Pankonien, AMR  
Laura Pressler, URHCS  
Kim Stringfellow, URHCS  
Roger Ritchie, Air-Evac  
Leslie Mitschke, Three Rivers Ambulance  
Josh Miller, Seymour Hospital  
Tish Beaver, TxDOT

## 2. Review of June minutes

Jacky Betts made a motion to accept the minutes with a second from Laura Pressler. Motion approved without opposition.

## 3. Financial Report

Melissa Whitelaw presented the financial report. The money market account has a balance of \$133,912.97 and the checking account has a balance of \$23,033.89. EMS RAC funds began with \$78,372. \$50,853.28 has been or will be expended on payroll, rent, monthly bills and yearly insurance payments. \$27,518.72 has been spent on EMS equipment and other program costs leaving a balance of \$0. EMS County funds began with \$231,398.00 and all funds have been distributed. RAC Systems Development began with \$79,463.00 and \$70,799.34 has been spent on program costs leaving a balance of \$8,663.66. The SB500 began with \$32,532.00. All funds have been expended. The LPG began with a balance of \$17,092 and all funds have been allocated for the new MMU trailer and additional wristbands. Kenny Hoffman made a motion to approve the financial report with a second from Eric Pankonien. Motion approved without opposition.

Expenses for consideration include:

|                        |                     |          |
|------------------------|---------------------|----------|
| Adonia Faulkner (GRMC) | RN education reimb. | \$750.00 |
| Graham RMC             | 1 TNCC              | \$275.00 |
| Hardeman County MH     | 2 ENPC, 1 TNCC      | \$825.00 |

Office supplies and Executive Director's salary approved at committee level.

Kenny Hoffman made a motion to approve expenses with a second from Jacky Betts. Motion approved without opposition.

#### **4. Executive Reports**

**a. Chair:** Nothing to report.

**b. Executive Director:** Melissa Whitelaw is up to date on all state reporting requirements. She will have the compliance report emailed to the membership on September 2<sup>nd</sup>, 2021. Please contact Melissa after the report is issued regarding any questions or concerns. Melissa spoke with the board about possibly combining offices with Shane to the larger Trans Star office or keeping her office but contributing to the HCC office to have an independent meeting space. Each office will be rented at \$500/month allowing NTRAC to utilize the HPP office's meeting space. Kenny Hoffman made a motion to approve the new office rent of \$500/month with a second from Laura Pressler. Motion approved without opposition.

#### **5. New Business**

**a. Recommendations for bylaws changes:** Please submit any possible bylaws change recommendations to [melissa.whitelaw@ntrac.org](mailto:melissa.whitelaw@ntrac.org).

#### **6. Action Items**

**a. New executive board positions and group entity**

**representatives** - Eric Pankonien will replace Kenny Hoffman as the ambulance representative for paid responders. Josh Miller will replace Lee Williamson as nurse provider from a level 4 hospital. Neonatal from a level 4 hospital is now open. Maternal from the lead hospital is now open. Physician representative from a level 4 hospital is open. Ryan Matthews will replace Fernando Tezaguic as the HPP representative. Kenny Hoffman will ascend to the RAC chair position and Enoc Espinoza has accepted the vice chair position. Laura Pressler made a motion to approve the new board and group entity positions with a second from Jacky Betts. Motion approved without opposition. For a complete list of the executive board and officers please visit [ntrac.org](http://ntrac.org)>about.

#### **7. Announcements:**

Next NTRAC CQI, PIE, Finance, Executive Board, HCC, NORTEX and General Membership meetings will be on October 7th at United

Regional in the Wichita Rooms (second floor). Trauma Coordinators/Acute Care/ Neonatal/Maternal meeting will be held at United Regional in the Wilbarger Room (second floor).

|                           |                               |
|---------------------------|-------------------------------|
| CQI                       | October 7th, 2021 at 12:00 PM |
| PIE                       | October 7th, 2021 at 12:00 PM |
| Executive Board           | October 7th, 2021 at 12:00 PM |
| HCC                       | October 7th, 2021 at 2:30 PM  |
| NORTEX                    | October 7th, 2021 at 4:00 PM  |
| Trauma Co/AC/Neo/Maternal | October 7th, 2021 at 4:30 PM  |
| General Membership        | October 7th, 2021 at 5:30 PM  |

**8. Adjourn @ 1:51 PM.**

Laura Pressler made a motion to adjourn with a second from Roger Ritchie. Motion approved without opposition.