

# NORTH TEXAS REGIONAL ADVISORY COUNCIL (TSA-C)



**Executive Board Minutes**  
**October 7th, 2021**  
**Start of meeting: 12:00 PM**  
**United Regional, Wichita Room (2<sup>nd</sup> Floor)**

## 1. Sign in:

Mark Hale, AMR	Nick Long, Vernon College
Eric Pankonien, AMR	Keith Tressler, WFFD
Josh Miller, Seymour Hospital	Ryan Matthews, Trans Star
Leslie Mitschke, Three Rivers	Laura Pressler, URHCS
Kenny Hoffman, AMR	

## 2. Review of August minutes

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

## 3. Financial Report

Melissa Whitelaw presented the financial report. The money market account has a balance of \$365,145.85 and the checking account has a balance of \$4,712.57. EMS RAC funds began with \$41,267. \$1,663.08 has been on payroll leaving a balance of \$39,603.62. EMS County funds began with \$126,385.00 and all funds are remaining. RAC Systems Development began with \$75,429.90 and \$596.94 has been spent on administrative costs leaving a balance of \$74,832.96. Josh Miller made a motion to approve the financial report with a second from Mark Hale. Motion approved without opposition.

Expenses for consideration include:

Mackenzie Bagwill (AMR)	Paramedic edu. reimb.	\$750.00
Laura Pressler	2 CISM meetings	\$346.91(GF)

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

Nick Long made a motion to approve expenses with a second from Josh Miller. Motion approved without opposition.

## 4. Executive Reports

a. **Chair:** Kenny Hoffman had nothing to report.

b. **Executive Director:** Melissa Whitelaw is up to date on all state reporting requirements. She is currently working on the final

reports to DSHS which are due October 15, 2021. This includes close out of the EMS/CO, EMS/RAC, LPG and a desktop audit review. She is also attending weekly teleconference meetings regarding the RAC rules, RAC criteria and RAC self-assessment tool. Monthly she is attending a small RAC mentor meeting in Waco, TX held by Christine Reeves of HOTTRAC and CTRAC.

## 5. New Business

- a. **ED Review:** Melissa Whitelaw's performance review was concluded and she scored well. A formal report will be posted on the website as soon as submitted to Melissa from Kenny Hoffman.
- b. **RAC Criteria Documents:** Executive board went over pending RAC criteria document being proposed by DSHS. The document is posted on [ntrac.org>calendar>October>NTRAC meetings>executive board meeting](http://ntrac.org/calendar/October/NTRACmeetings/executive%20board%20meeting) for review.
- c. **Board Attestation Video and Form:** 10 executive board members were present to complete the video. Melissa Whitelaw will work with the remaining board members at the December meeting to complete DSHS task.

## 6. Action Items

- a. **Vote on bylaws changes:** No changes were submitted for a bylaw change. Board voted to accept bylaws as they are written. Leslie Mitschke made a motion to accept the current bylaws with a second from Eric Pankonien. Motion approved with no opposition.
- b. **Vote on Budget Proposals:** 2 budgets were proposed to the board. Budget A was ultimately approved. Both budgets can be found at [ntrac.org>documents>financial reports>2021](http://ntrac.org/documents/financial%20reports/2021). Josh Miller made a motion to accept the presented budget with a second from Laura Pressler. Motion approved with no opposition.

## 7. Announcements:

Next NTRAC CQI, PIE, Finance, Executive Board, HCC, NORTEX and General Membership meetings will be on December 2nd, 2021 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	Dec. 2 <sup>nd</sup> , 2021 at 12:30 PM
PIE	Dec. 2 <sup>nd</sup> , 2021 at 12:30 PM
Executive Board	Dec. 2 <sup>nd</sup> , 2021 at 1:00 PM
HCC	Dec. 2 <sup>nd</sup> , 2021 at 2:30 PM

NORTEX  
Trauma Co/AC/Neo/Maternal  
General Membership

Dec. 2<sup>nd</sup>, 2021 at 4:00 PM  
Dec. 2<sup>nd</sup>, 2021 at 4:30 PM  
Dec. 2<sup>nd</sup>, 2021 at 5:30 PM

**8. Adjourn @ 2:17 PM.**

Mark Hale made a motion to adjourn with a second from Nick Long.  
Motion approved without opposition.