

# NORTH TEXAS REGIONAL ADVISORY COUNCIL (TSA-C)



**Executive Board Minutes**  
**December 2nd, 2021**  
**Start of meeting: 12:30 PM**  
**United Regional**  
**Hardeman Room (basement)**

## **1. Attendance**

Kenny Hoffman, AMR  
Roger Ritchie, Air-Evac  
Jacky Betts, URHCS  
Kim Stringfellow, URHCS  
Laura Pressler, URHCS  
Ryan Matthews, Trans Star  
Nick Long, Vernon College  
Mark Hale, Windthorst VFD

## **2. Review of October minutes**

Roger Ritchie 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 \$353,226.23 and the checking account has a balance of \$7,434.01. EMS RAC funds began with \$41,267. \$5,267 has been on payroll leaving a balance of \$36,000. EMS County funds began with \$126,385.00 and all funds are remaining. RAC Systems Development began with \$75,429.90; \$3652.99 has been spent on administrative costs and 5302.28 has been spent on program costs leaving a balance of \$66,474.63. Mark Hale made a motion to approve the financial report with a second from Nick Long. Motion approved without opposition.

Expenses for consideration include:

GRMC	1TNCC	\$275
Clay County MHEMS	Heart defib simulator	\$650.97

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

Kim Stringfellow made a motion to approve expenses with a second from Laura Pressler. Motion approved without opposition.

**4. Executive Reports**

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

**b. Executive Director:** Melissa Whitelaw will be in San Antonio December 15-17 to attend the TETAF general assembly meeting and the annual RAC summit. She has completed the RAC’s single audit requirement and is on track for the December and January DSHS contract deliverables. We will be deleting Kim Stringfellow and Roger Ritchie from the signature card at First National Bank and adding Kenny Hoffman and Enoc Espinoza. Jacky Betts, Melissa Whitelaw and Laura Pressler also need to update their personal information on the signature card. Jason Baber has moved to another position within the WFFD and is being replaced with Keith Tressler. Nick Long made a motion to replace Jason Baber on the executive board with Keith Tressler with a second from Roger Ritchie. Motion approved without opposition.

**5. Old Business**

**a. Wristband project –** Melissa Whitelaw needs an email from each hospital and EMS provider with an update on progress towards implementation of the wrist band project. NTRAC has until December 2022 to have the project fully implemented.

**6. New Business**

**a. Develop a PI committee –** The trauma coordinator/acute care/neonatal/maternal work group will put forth names to Melissa Whitelaw from each hospital and each related discipline within said hospital to participate in the new PI committee. This committee will be responsible for developing data collection throughout the TSA C region for developing data driven regional projects and protocols.

**7. Announcements:**

Next NTRAC CQI, PIE, Finance, Executive Board, HCC, NORTEX and General Membership meetings will be on February 3rd, 2022 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	February 3 <sup>rd</sup> , 2022 at 12:30 PM
PIE	February 3 <sup>rd</sup> , 2022 at 12:30 PM
Executive Board	February 3 <sup>rd</sup> , 2022 at 1:00 PM
HCC	February 3 <sup>rd</sup> , 2022 at 2:30 PM
NORTEX	February 3 <sup>rd</sup> , 2022 at 4:00 PM
Trauma Co/AC/Neo/Maternal	February 3 <sup>rd</sup> , 2022 at 4:30 PM

General Membership

February 3<sup>rd</sup>, 2022 at 5:30 PM

**8. Adjourn @ 1:59 PM.**

Mark Hale made a motion to adjourn with a second from Roger Ritchie.  
Motion approved without opposition.