

# NORTH TEXAS REGIONAL ADVISORY COUNCIL (TSA-C)



**Executive Board Minutes  
December 1st, 2022  
Start of meeting: 1:00 PM  
United Regional, Hardeman  
Room(basement)**

## 1. Attendance

Kenny Hoffman	Jackie Betts
Bobby Hadderton	Josh Miller
Connie Provost	Mark Hale
Shane Comer	Keith Tressler
Roger Ritchie	Brian Deason
Kim Stringfellow	Melissa Whitelaw

## 2. Review of October minutes

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

## 3. Financial Report

Melissa Whitelaw presented the financial report. The money market account has a balance of \$493,789.46 and the checking account has a balance of \$76,796.21. EMS RAC funds began with \$40,925. EMS County funds began with \$131,463. RAC Systems Development began with \$73,276. SB 8 funds were deposited in the amount of \$276,842.98 Josh Miller made a motion to approve the financial report with a second from Mark Hale. Motion approved without opposition.

Expenses for consideration include:

GRMC	3 TNCC 4 ENPC	\$1925.00
Hardeman CM	3 TNCC	\$825.00
EMH	Zoll	\$750 of \$22,023.77

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

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

The bank accounts need to be separated into the different contracts. We need to open a checking account, money market and debit card for the SB8 funds. Shane Comer will be an authorized user on the SB8

checking, money market and will have his own debit card. Melissa Whitelaw will be authorized over all accounts and will have a debit card for each one. We also need to separate the general funds from contract funds into a money market and checking account along with a debit card. We should end up with 3 money market accounts, 3 checking accounts and 3 debit cards. Melissa will also be ordering checks for the 2 new checking accounts. This should allow for better tracking of expenditures and will also help with the tracking of interest earned. Josh Miller made a motion to approve bank account changes with a second from Kim Stringfellow. Motion approved with no opposition.

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

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

**b. Executive Director:** Melissa Whitelaw has submitted October EOY reports and November reports to DSHS. She will be in San Antonio from December 7-10 for the TETAF General Membership meeting and the RACD ED meeting. If you need any supplies, please make arrangements for December 6<sup>th</sup> or before.

#### **5. Old Business**

**a. SB 8 –** Shane Comer will be the grant specialist for the SB8 contract. Due to his current role as the HCC contractor, he will only be able to work on SB8 after 5pm so please be patient for his responses. We have received 3 applications and all 3 have been approved. Checks will be sent out pending separation of bank accounts. NTRAC will be developing a new SB8 page on the website which will include a banner on the top of the ntrac.org home screen. Shane will be receiving a new email address dedicated to the SB8 process.

#### **6. Announcements:**

Next NTRAC CQI, PIE, Finance, Executive Board, HCC, NORTEX EMS, Trauma Coordinators/Acute Care/Neonatal/Maternal and General Membership meetings will be on February 2nd, 2023. Time and location TBD.

#### **7. Adjourn @ 1:50 PM.**

Josh Miller made a motion to adjourn with a second from Mark Hale. Motion approved without opposition.