



**TETAF Board of Directors Meeting**  
**Tuesday, September 24, 2019**  
**Wyndham Garden Hotel Austin**  
**5:00 p.m.**

<b>Present:</b>	Jeff Beeson	<b>Absent:</b>	Kenneth Mattox
	Scott Christopher		Donald Jenkins
	Eric Epley		Ricky Reeves
	Nilda Garcia		
	Angela Gentry		
	Wanda Helgesen		
	Kathy Perkins		
	Darrell Pile		
	Edward Racht		
	Craig Rhyne		
	Lori Robb		
	Danny Updike		
	Dudley Wait		
	Peyton Ware		

*TETAF Staff: Dinah Welsh, Brenda Putz, Carla Rider, Kathy Clayton, Erin Moore, and Debbie Holt*

*Also Present: Attorney Kevin Reed, Contract Lobbyist Brian Yarbrough, Janiece Crenwelge, and Ashley Morgan*

- 1) Welcome and Introductions** – The meeting was called to order at 5:07 p.m. by Dr. Edward Racht, chair. Dr. Racht opened by congratulating Dudley Wait, vice chair; Jorie Klein, founding chair of the TETAF Board of Directors, and Lucille Maes, a longtime leader of the East Texas Gulf Coast Regional Advisory Council (RAC), for their appointments by Governor Greg Abbott to the Governor’s EMS and Trauma Advisory Council (GETAC).
- 2) TETAF Update** – TETAF President and CEO Dinah Welsh provided an overview of TETAF’s activities since the June Board of Directors meeting. TETAF staff and RAC leaders have had discussions regarding funding available for the RACs due to Senate Bill (SB) 500 and also the finance committee has worked on developing the budget for FY 2019-2020. Mrs. Welsh recognized the TETAF staff for their hard work on the perinatal division, scheduling more surveys for NICU and maternal and the challenges faced scheduling due to SB 749. Mrs. Welsh recognized Carla Rider, Kathy Clayton, and Brenda Putz for their efforts scheduling the surveys. She introduced Erin Moore as the new communications director.
- 3) Treasurer’s Report** – Dr. Craig Rhyne, treasurer, provided an update on the May, June, and July financials. In May, TETAF had a \$16,000 cash flow and gross margin was under budget. The foundations operating expenses were less than budgeted and year-to-date cash was \$904,347. Debbie Holt explained the number of surveys was a snapshot of surveys scheduled at that time. Dr. Rhyne

explained the name reference change for what was previously called, “cash burn” and is now referred to as “net cash flow.” The net cash flow was \$175,000. Operating expenses were again under budget and June had a positive end of month balance sheet with \$1,085,145. Surveys that were scheduled, but not yet paid go under the category of “commitments for future service” and not under deferred revenue. In July, TETAF had a year-to-date net change to the positive of \$126,000. The gross margin was under budget by \$457,000. Operating expenses were once again under budget. Employee expenses were \$190,000 less than originally budgeted. The year-to-date net income is staying the same at \$269,000. The August report will be sent to the Board of Directors at a later time. TETAF is in a fairly strong cash position, the committee was aware of a low budget year and adjustments that were made were successful in providing a positive outcome. Surveys stayed in deferred category for July. Jeff Beeson asked for clarity on deferred revenue and Debbie Holt explained this accounting change was regulatory. For the FY 2019-20 budget, the finance committee projects a total revenue of \$1.78 million. Cash reserves were used to balance the budget as the give and take since this was a down survey year. Trauma surveys are expected to continue to be the backbone for TETAF and there are fewer stroke surveys. Due to legislative changes, maternal care surveys are extended to 2021 and did not happen as anticipated. TETAF provided 79% of all neonatal surveys during the first cycle. Dr. Rhyme commended TETAF for its volume on the neonatal surveys, especially in the face of competition. A ROI analysis was completed, and neonatal survey costs will increase slightly. The addition of Carla Rider as perinatal program director has brought an increase in surveys with her efforts. The ROI for Texas Perinatal Services is projected to be more evident in the FY 2020-21. In 2017, RAC subscription fees were reduced by half. The suggestion of the finance committee was to return to the original RAC subscription fees to the 2017 levels that would result in a total revenue of more than \$77,000. The hiring of a new communication director in July will eliminate the cost of various consultants and will streamline communications for TETAF. Travel expenses were examined, and a new rental car contract was started that will be more cost effective when staff and surveyors travel. Hosting Zoom meetings has also reduced travel expenses. TETAF also entered a contract with a new education coordinator that is more cost-effective. A new position for an office manager/bookkeeper is needed and is proposed for a potential hire in January 2020. The budgeted number of surveys for FY 2019-20 is 180. Dr. Beeson asked for clarity on how the finance committee determined fees for neonatal surveys. Dr. Rhyme shared that the amount was determined based on not budgeting enough in the past to perform the surveys and what is the projected cost for future surveys. Wanda Helgeson asked for the neonatal survey cost schedule and Brenda Putz provided the information. Mrs. Welsh discussed providing a budgeted average for travel expenses. TETAF is currently revising the Travel Policy and will provide clarify for driving versus flying and set parameters for travel. Eric Epley discussed ACOG as a competition for maternal care surveys. Dr. Rhyme discussed cost of living and readjustment of cost and being sensitive to the need for approving the budget for FY 2019-20. Darrell Pile asked for a line item removal in the proposed budget for the RAC subscription increases. RAC funds must be assigned as undesignated in the budget to pay dues for TETAF subscription. Dr. Beeson suggested that increasing the RAC subscription should have been mentioned before tonight, especially since the FY 2019-20 budget has to be approved tonight. Dr. Racht explained that TETAF’s value is important and asked for consideration to this important increase. Christine Reeves stated that some RACs have already budgeted and many do not have unrestricted funds available. Some RACs have less than \$5,000 in reserve, much less in comparison to TETAF’s reserve. Ms. Helgeson agreed not allowing some RACs to budget for the increase is a concern and the RAC subscription increase would be difficult to approve tonight. Dr. Racht agreed with the comments made and agreed that the timing may not be right for all RACs. Rick Antonnise stated that while his RAC can afford the increase and would be in favor, not all RACs can absorb the increase. Eric Epley agreed. Mrs. Welsh and Kathy Perkins explained that the surplus in survey revenue is not going to

happen in 2019-20, but in 2020-21. Dr. Beeson makes a motion to approve the budget with the exception of the RAC subscription increase and recommended using TETAF reserves to make up the difference. Dudley Wait seconded the motion. Dr. Racht asked for a vote to approve the budget with the line item deletion of the RAC subscription increase but using the TETAF reserve to make up the difference in the budget. Dr. Rhyne agreed with the line item deletion and suggested keeping the topic on the table for discussion for the next calendar year. Motion was unanimously approved at 6:07 p.m. Dr. Rhyne made a motion to keep the RAC subscription increase on the agenda for the next year and Peyton Ware seconded, but the motion did not go to a vote and there was further discussion. Scott Christopher brought up the topic that if TETAF was going to be in an “up” cycle next year, then why should the RACs have an increase in subscription fees. Dudley Wait suggested for discussion for FY 21 to happen at the December Board of Directors meeting. Dr. Rhyne made a motion for the due increase discussion to happen at the General Assembly meeting in December, Mr. Wait seconded this motion. Motion was unanimously approved at 6:15 p.m. A motion was made by Dr. Rhyne to approve the May, June, and July financials and the motion was seconded by Ms. Perkins. The motion was unanimously approved at 6:16 p.m. Dr. Racht added that this is an odd cycle budget and wanted to make sure everyone on the board was clear on revenue. Mr. Epley suggested that the board is cautious in asking the staff to develop a new revenue stream. Dr. Racht stated that TETAF is working toward sustainability at this time and commended the team for work well done.

- 4) **Advocacy Committee Report** – Dinah Welsh welcomed the TETAF lobby team. Brian Yarbrough provided a brief legislative update that 1,400 bills were passed. Mr. Yarbrough stated that this is a quiet time at the Capitol and many staff members at the Capitol are on a well-deserved break, making it harder to lobby, but policy making always continues. Mr. Yarbrough added that many House members are working on getting re-elected. The lobby team is waiting for assignments to come out and will work with Dinah Welsh for next steps and goals. Mr. Yarbrough congratulated everyone on getting supplemental, leveraging for RACs and he wants to make the best presentation to legislators on how the money was spent. Wanda Helgeson asked for clarity on how the funding dollars will be distributed. Mrs. Welsh shared that the legislature will have to look at the process to determine distribution and that it is likely that the dollars will not be seen until the legislature returns. If more dollars come into the account, then our position will be to petition for that funding. Dudley Wait commended Mrs. Welsh for the advocacy work done. The LAR for the next session may be problematic. Mrs. Welsh stated that the appropriation of the funding has been the biggest concern. Dr. Racht discussed ED and EMT concerns and issues throughout the state. Other health care organizations are struggling, but we did well in our mission. When we go back to the legislature, we will be able to share collectively on what we are commissioned to do.
- 5) **SB 500 RAC Funding Discussion** – Dinah Welsh shared that the \$2 million earmarked for RAC and emergency health services centered from Hurricane Harvey. Mrs. Welsh said how the dollars will be allocated is unknown at this time. She reviewed the importance of showing a good ROI in the next 15 months, which is when Mrs. Welsh and the TETAF lobby team will provide an update to the legislature. Mrs. Welsh added that we do not know when, where, or how the money is coming. Ashley Morgan and Brian Yarbrough agreed that showing a good ROI is important and suggested coming up with a collective project to present in the next session. Peyton Ware requested for RAC members to agree on some common topics for funding use. Christine Reeves stated that not all RACs answered the survey that was sent out to gather ideas. Danny Updike stated that not all RAC members are in the room tonight but does think there should be a hybrid initiative. Dudley Wait suggested for RAC members to talk with other RAC members. He added that whatever is chosen should be self-sustaining in two years. Kevin Reed suggested adjourning and reconvening to finalize discussion.

- 6) **Secretary's Report – June Minutes to Approve** – Peyton Ware motioned to approve the June minutes with the agreement that Dinah Welsh would confirm a question of abstention with Dr. Ken Mattox. Dr. Beeson seconded the motion. The motion was unanimously approved.
- 7) **Education Committee Update** – Scott Christopher provided the update. TETAF is working with Trauma Analytics to develop an online platform for hosting online educational opportunities for hospitals, EMS, etc. TETAF continues to provide continuing nurses education through its trauma nurses forum. TETAF is the sponsor of the PQI conference on October 11 in Dallas. Texas Perinatal Services created a virtual online training manual with a Maternal Level 1 Tool Kit. Texas Perinatal Services continues to offer its monthly forums for perinatal with presentations by subject matter experts. TETAF has a new contractor, Rosie Bolenbaucher, to support the CNE program.
- 8) **Governance Committee Update** – Dudley Wait shared that six members of the TETAF Board of Directors who are currently serving have positions that will expire this year. Those members are Jeff Beeson, Ken Mattox, Lori Robb, Wanda Helgeson, Don Jenkins, and Darrell Pile. The call for nominations to the Board of Directors will come out in the next few days. Peyton Ware asked about at-large members and Dinah Welsh stated that three at-large members sit on the General Assembly. Wanda Helgeson asked if this was a discussion the governance group should have to recommend a change in the by-laws to amend at-large details.
- 9) **Survey Verification Committee Update** – Brenda Putz stated that a chairperson is needed for the survey verification committee. She updated the board on the heavy marketing that has been done for the neonatal survey and reminded the perinatal committee to let TETAF know about staff changes so we may update contact information. Lori Robb asked about rule revisions regarding surveyors not being able to survey others whom they serve on boards with and they can't survey in a system or hospital where previously worked. Mrs. Putz added that this is an ongoing issue and the team does a great job screening. It is restrictive and causes some issues in surveyor availability. The revisions, or code, is proposed and not in final form at this time. Wanda Helgeson suggested this should be tasked to the designation committee.
- 10) **Texas Trauma Quality Improvement Program Collaborative Report** – Lori Robb announced that the TQIP meeting would be Thursday from 10:00 a.m. to noon instead of 8:30 to 10:00 a.m. The change was announced. Ms. Robb stated TQIP needs to replace the contract position held by Terry Valentino. She requested TETAF budget information to share in the TQIP meeting. A survey that reviews mortality questions, issues, and best practices will be distributed. TQIP is still deciding who will receive the survey and when it will be distributed. TQIP has inquired about a multicentered trial and has not heard back. They are working on varying definitions of DOA versus death in the emergency room.
- 11) **Next Meeting Agenda, December 2019, San Antonio** – An Executive Session should be implemented due to competition of surveys. General Assembly is December 13. TETAF will work to secure the space for December 12 from 10 a.m. to noon, then lunch, and then General Assembly. A motion was made by Peyton Ware for Kevin Reed to draft a non-disclosure for the Board of Directors, including duration of time. Dr. Rhyne seconded the motion.
- 12) **Open Discussion** – Eric Epley reported a plan to provide whole blood out of San Antonio within two hours via air transport.
- 13) **Adjournment** – Lori Robb motioned to adjourn, and Kathy Perkins seconded the motion. Meeting was adjourned at 8:18 p.m.