

NCRTAC Executive Council Meeting
 July 15, 2022
 Teleconference

Members present: Sara Steen, Gina Brandl, Ken Marg, Steve Bakos, Linda Vollmar, Corey Smith, Amanda Tabin, Kelly Bechel, Dr. Roberts-Hagen, Rachel Wilhelm, Liz Kracht, Dr. Clark, Jason Keffeler, Mark Schroeder

Recorder: Michael Fraley

Call to order	Meeting was called to order by Brandl. A quorum is present (14/17)
Election of Officers	Gina Brandl accepts floor nomination for Chair. Sara Steen accepts floor nomination for Vice-Chair. Motion by Keffeler to close nominations and cast a unanimous ballot for Brandl as Chair and Steen as Vice-Chair. Second by Dr. Roberts. Unanimously approved.
Correspondence	None
Minutes	Motion by Keffeler to approve the May 10, 2022 minutes as posted. Second by Steen. Unanimously approved.
2021-2022 Budget	Group reviewed expenses. Michael noted that \$1,258.75 remained unspent.
2022-2023 Budget	Group reviewed the draft budget provided before the meeting by Michael. Discussion about the need for additional ATLS courses. Key needs are resources including staff and equipment/supplies. Group will talk more about collaboration to provide additional courses. Motion by Tabin to approve the budget as provided. Second by Steen. Unanimously approved.
2021-2022 Certificate of Compliance	Group reviewed the 2021-2022 Certificate of Compliance provided by Michael. Motion by Dr. Clark to have Michael and Gina sign the document and submit it to DHS. Second by Dr. Roberts. Unanimously approved.
Other Business	Dr. Roberts asked about the process we are using to assure confidentiality of data/information provided during general membership case reviews. She noted concerns about the process to assure attendance is limited to appropriate NCRTAC members and that the confidentiality statements are signed. There may also need to be an "agent" of the facility presenting the information present. Group discussed options for closed meetings. Michael will contact Margaret Finco to see what information DHS can provide. Other members will check on sources within their organizations and we will set up a meeting to discuss. July case presentation will be placed in hold.

Future agenda items

- ATLS course collaboration
- PI case review confidentiality