

NCRTAC Executive Council Meeting

November 3, 2017

Telephone/Virtual

Chair: Corey Smith

Members present: Michelle Armstrong, Chris Masterson, Jason Keffeler, Sara Steen, Brenda Kachelhoffer, Teresa Nichols, Linda Volmar, Bob Kirkley, Ken Marg, Dr. Daniels, Krista Henderson, Ted Ryan, Delmar *

Recorder: Sara Steen

Call to order	Meeting was called to order by Smith. A quorum is present (14/?)
Approval of minutes	Kachelhoffer motioned to approve minutes. Second by Kirkley. Minutes approved by all.
2017-18 expenses	The budget and expenses were reviewed. Recent expenditures secondary to RTAC coordinator conference. Motion by Steen to approve expenses. Second by Nichols. Unanimous approval of motion.
2018 General meeting dates and locations	<ul style="list-style-type: none"> • Jan 25 - Ascension Saint Clare's Hospital • Mar 22 - Aspirus Wausau Hospital • May 24 - Marshfield Medical Center • Jul 26 - Aspirus Wausau Hospital • Sep 27 - Ascension Saint Clare's Hospital • Dec 6 - Marshfield Medical Center <p>Motion by Marg to approve dates and locations. Second by Masterson. All approved.</p>
2017-18 Member project grants	Discussion to have the applications due Dec 1 with project award on Dec 30. Ted made a motion to approve the new deadlines with understanding to encourage timely notification of the grant opportunity to all services in the area. Second by Keffeler. Motion passed.
Hospital education course offerings	Stanley CALS course was cancelled. Need to consider additional hospital education opportunities such as RTTDC or TCAR. Sara will research costs and opportunities and report back to the committee.
HCC organization planning	Robbie provided an update to the committee. Recently the HERC reviewed the structure, bylaws, and articles of incorporation. Revisions were recommended and feedback was given to the state. There was a recent retirement and the heads of state will be discussing next steps. Hoping for operationalization in 2018 with funding available in the next budget year. A concern is to ensure HERC as a way for partners to collaborate and to ensure the RTAC has good representation. The northcentral region had good input and feedback regarding the bylaws.
RTAC coordinator visits	The group approved Michael implementing site visits per the voluntary outline as he sees fit. The group recommended developing a tool for the sites to use so they know what to prepare ahead of the visit. Motion by Keffeler with second by Del. Approved.
Other business	None
Future meeting agenda items	Hospital education course update Approval of grant applications Would like committee reports of proposed spending of allocated funds.
Adjournment	Kachelhoffer made a motion to adjourn with second by Del. Meeting adjourned