

## Summary Minutes

### **Emergency Medical Services Regulatory Board**

Executive Committee Meetings  
Wednesday, May 20, 2010, 8:30  
2829 University Avenue SE  
Minneapolis, Minnesota

#### Members Present

James Rieber  
Paula Fink-Kocken, M.D.  
Kevin Miller  
Gary Pearson

#### Member Absent

Pat Lee

#### Staff Present

Katherine Burke Moore  
Melody Nagy

#### **I. Call to Order**

Mr. Rieber called the meeting to order at 8:34 a.m.

#### **II. Approval of Agenda**

Mr. Rieber commented that “budget discussion” was on the agenda twice in error. Dr. Fink Kocken moved approval of the corrected agenda. Mr. Pearson seconded. Motion carried.

#### **III. Approval of Minutes**

Mr. Rieber said that there are four sets of minutes to review. He asked if anyone had corrections.

- April 21, page 3 – protect the “agency” – change agency to Board

Regarding the minutes for April 30, Mr. Miller asked members to review page 3 starting with the last paragraph and first paragraph on page 4 because he does not remember the conversation like this.

- April 30, page 4 change “agency” to Board

Mr. Pearson said that there was discussion of having a joint focus or common goals. Some of this is accurate – we need to work with MAA to see that we are all on the same page. Mr. Miller asked if Ms. Burke Moore was questioning MAA’s goals. Ms. Burke Moore said that as the amendment was written she was concerned that MAA language did not look at all the lines in the budget. That would have been a 14% budget cut for the EMSRB. Mr. Pearson said that this was a statement by them (a shot over the bow).

Mr. Rieber said that if we would have communicated better with them on our budget information the amendment would have been written differently. Mr. Rieber said that Mr. Doyle said that he could not wait for budget information so the amendment was put in place. Mr. Pearson said that we will not agree with everything they put in place. Mr. Rieber asked where are the meetings that we are supposed to put together with MAA. Ms. Burke Moore said that she does not get notice of their meetings and she will need to discuss this with Mr. Ross. She commented that she does not have a problem working with MAA. Mr. Rieber said that he gets frustrated by the “statement that we will not agree”. Mr. Rieber said that he goes to the meetings with the attitude of how we can work

together. Ms. Burke Moore said that the Board will not always agree with MAA nor we will always disagree. We have a different role than MAA. Our first priority is to serve the people of Minnesota. Mr. Miller asked how the MAA has not worked with the EMSRB. Ms. Burke Moore did not say that the MAA does not work with EMSRB. But to hear our current board members say that we need to be in step with MAA. This makes me concerned; we are two entities that have different purposes and will not always be in step with the other.

Mr. Rieber said that it is the Board's position that the Executive Director represents. That is why the Board's committees need to be more involved with this process. We will not always have the same approach. The Legislative Committee should be meeting with MAA. We could have respectful discussions. Mr. Rieber said that he receives updates from MAA twice a day, but does not receive this information from the Executive Director. Mr. Rieber said that he feels he often has more information than the Executive Director. The MAA is willing to work with us. The MAA has not taken a position that is harmful to the EMSRB. Ms. Burke Moore said she disagreed, the language proposed in the funding bill would have been a 14% cut to the EMSRB budget on top of a \$450,000 reduction last year.

Mr. Miller said that any cuts would have been absorbed by the Board and that would be right. Mr. Miller said that because they were operating in a vacuum that was their response. Mr. Pearson said that the work of the Board members changed the position and restored the funds. We do not kowtow to MAA. Mr. Rieber said that if they had not taken steps – there would have been no money restored. Mr. Rieber said that MAA met with legislators and the governor's staff to restore the funds. That money was not an entitlement. Mr. Rieber said that the Executive Committee working and meeting with them with the MAA upfront made these changes. Ms. Burke Moore said that she needed to be informed of these meetings. She asked if the Chair is having direct discussions with MAA about the EMSRB budget. Mr. Pearson said no. Mr. Miller said that our official route would be to use the process but Mr. Rieber's point was that without our involvement with MAA this would not have happened.

Mr. Rieber said that this conversation happened after last session to have meetings with MAA to work on restoring the budget. Mr. Rieber said that there are other meetings that have been not attended. Mr. Rieber said that there has not been good follow through.

Ms. Burke Moore said that she discussed restoration of the \$450,000 with MMB and this was in the governor's budget and that is how the restoration was represented for the Board. The EMSRB is a state agency and must follow state processes. Mr. Rieber said that MAA followed up on this and made sure the money was restored. This language was developed quickly to have a placeholder and the final language would be worked out in conference committee. Mr. Rieber said that we need to reach out to the MAA.

- Mr. Miller said that his name is spelled wrong on page 4 of the May 5 minutes in the second paragraph second sentence.
- Ms. Burke Moore said that in the May 5 minutes on page 3 paragraph 5 – CALS should be listed with regional programs.
- May 12 – no changes

Mr. Pearson moved to approve all four sets of minutes with the corrections as noted. Dr. Fink Kocken seconded. Motion carried.

#### **IV. Budget Discussion**

Ms. Burke Moore reminded that group that the base cut of 5% per budget line would not be restored to any program. (She also reminded the group that the Longevity line was not cut by 5% because it is a statutory appropriation and exempted from this cut.)

Ms. Burke Moore provided a handout showing a proposal for distributing the \$247,000 in the budget. Mr. Miller asked how the proposed amounts were reached. Ms. Burke Moore commented that she used a formula following the decisions made by the Executive Committee after last session: VTR was cut \$200,000 and that was 44.5% of the \$450,000 reduction. CALS was cut \$74,462 and that was 16.5% of the reduction, and the EMSRB was cut \$175,538 or 39% of the reduction. She suggested the funds be restored at the same percentages as they were removed: (44.5% for VTR would be \$109,915; 16.5% for CALS \$40,755 and 39.5% for EMSRB Operations \$96,330). She said that column four shows proposed restored amounts following that formula.

Mr. Miller asked if this money has to be exhausted by end of June. Ms. Burke Moore said that CALS has a contract that has to be amended. She said that volunteer training reimbursement (VTR) can be spent by the end of the year because we have a large amount of unpaid invoices.

Mr. Miller asked how the \$96,330 would be spent in EMSRB operations. Ms. Burke Moore said that she has not looked at each line item, but she would distribute it to the lines that have shortfall. Mr. Miller commented that CALS is not made whole by this. Ms. Burke Moore said that is correct and reminded the group that no line is made whole as the 5% base reduction is not restored.

Ms. Burke Moore said that no additional funds are available to the regional programs, as they were not affected by the \$450,000 cut. Mr. Rieber said that the regional programs understand this.

Mr. Rieber suggested CALS should receive back the \$74,462 that it was reduced. Mr. Rieber asked how much is needed for VTR. Ms. Nagy said that we already have \$125,000 pending for payment. Mr. Rieber asked if the base for VTR is restored for next year. Ms. Burke Moore said yes that figure is \$360,603. Mr. Rieber asked if this is all spent every year. Ms. Burke Moore replied, yes.

Mr. Rieber suggested that \$125,000 go to VTR and \$74,462 go to CALS and that leaves \$47,538 for EMSRB operations. He asked what cannot be accomplished by the EMSRB if less funding is available. Ms. Burke Moore said that she does not have that detail yet. The Central EMS Specialists position is open and we were anticipating reductions. We will see if we can consider at least a half time position. Mr. Rieber asked how we can maximize this money to get the best impact for the agency. Ms. Burke Moore said that we had already eliminated all overtime and this may not be the most efficient for staff. She said that she is considering several options and wants time to look at them \$47,538 as this is less than she was expecting to be restored to our operations.

Mr. Rieber said that Ms. Burke Moore should look at the ESRMB operations and any money left can pre-pay ASU services for next year. Ms. Burke Moore said that if we gain

by prepaying that could be considered, but it may not be needed. Mr. Rieber asked if we need to increase the amount for VTR and give less to operations. Ms. Burke Moore said that she would look at this and report back but is not expecting that the agency won't need the entire \$47,538. If the 3% and 6% cuts had been taken she had anticipated the need to reduce or layoff a staff person. Those proposed cuts were separate from the restoration of the \$450,000. Mr. Rieber asked when Ms. Burke Moore would have information on the budget line items. Ms. Burke Moore suggested a discussion with Mr. Pearson next week.

Mr. Miller agreed with the amounts Mr. Rieber proposed and suggested that the Finance Committee would review this action.

Mr. Miller said that the Executive Committee asked for an impact statement in the previous meeting. Ms. Burke Moore said that we had many sets of numbers and many different proposed cuts. Mr. Miller said that we had different amounts being proposed and should be able to see various options. Mr. Rieber said that the Executive Committee has the final decision. Ms. Burke Moore said that the CALS amendment must move forward quickly. Mr. Rieber said that he will ask the Board to make a motion on this today.

Mr. Pearson asked Ms. Burke Moore to provide the four budget sheets to the Board. Mr. Pearson said that he would also like the monthly budget reports. Ms. Burke Moore said she would provide the information.

Mr. Rieber asked for a motion to go into closed session. Mr. Miller moved approval. Dr. Fink Kocken seconded. Motion carried.

**V. Executive Director Performance Quarterly Review**

The Executive Committee met in closed session before and after the Board meeting to discuss the Executive Director's performance review.

**VI. Adjourn**

The meeting was adjourned.

**ACTION ITEMS FROM THIS MEETING:**

1. Ms. Burke Moore will contact Mr. Lance Ross regarding getting on the list for the MAA meetings.
2. Ms. Burke Moore will review the EMSRB budget for this FY and determine how the \$47,538 will be used. Will that amount allow the agency to hire at least a half time EMS specialist for central Minnesota?
3. Ms. Burke Moore will provide monthly budget documents to Mr. Pearson.