

**Consent Agenda
Agenda Item # 5
Full Board meeting, March 20, 2014**

INDEX:

- A. Minor changes in procedures
- B. Executive Committee– Update
- C. Board decision making and motion practice (CA Attachment C1)
- D. Previous Board minutes (CA Attachments D1 and D2)
- E. Office Reports
- F. Routine Correspondence
- G. Standard contracts and grant extensions

Note: CA refers to Consent Agenda.

A. Minor changes in procedures:

No changes

B. Executive committee–update

Items B1 through B5 were discussed at the *February 20, 2014 executive committee meeting*:

1. Open Board Member Appointments, the office of the Secretary of State has received applications for all open seats. Traditionally the governor announces the appointments in May of the year a board member term ends. Positions not filled by July 1 will remain unfilled.
2. 2014 Legislation reported in the executive director report was reviewed and the committee asked the executive director to continue tracking legislation related to the EMSRB and report to the board and legislative chairs.
3. EMSRB Metrics, the committee recommended that the quarterly board metrics be posted on the website upon executive committee review and board approval.
4. Appointments and Staff Representation on Non-EMSRB Committees, the board appreciates the work of these committees and would like to collaborate and support the work. Upon committee assessment of the core mission of the board and capacity recommends:
 - Minnesota Homeland Security and Emergency Management Senior Advisory Committee – Participate based on topics specific to the EMSRB.

The committee recommends re-reviewing participation on the following committees upon increase in capacity or change in board priorities.

- EMS Committee Medical Standards Committee, Hennepin County EMS Quality Committee
 - Minnesota State Fire Chief’s Association EMS Committee
 - EMS Regional Program Meetings
5. Community Paramedic Workgroup deliverables, suggested membership, and a timeline were laid out at the January 16, 2014 Board meeting. The final report to the Board is expected to be presented at the September 2014 Board meeting.

Next steps will be to reach out to Dr. Wilcox. Dr. Fink-Kocken has agreed to have a conversation with Dr. Wilcox regarding his interest in chairing the workgroup.

Motion: To approve posting the quarterly board metrics to the EMSRB website upon executive committee review and board approval.

C. Board decision making and motion practice

Standing Notation: The attached C1 “Consent Agenda and other motions formalizing board action” overview is provided as a guide to motion practices. Board members should be prepared to evaluate and prepare motions before the board under this general guidance.

D. Previous Board and executive committee minutes:

Meeting Date	Meeting Type	Minutes	Attachment ID #
January 16, 2014	Board	Board Action Required	D1
December 16, 2014	Executive	Approved on February 20, 2014	D 2
February 20, 2014	Executive	Approval Pending	None

Motion: To approve the meeting minutes for the meeting date of January 16, 2014.

E. Office Reports:

Report details and informational reports are provided in the February 20, 2014 executive director report.

1. Board Metrics Report, are being provided as a handed on March 20, 2014 Board meeting.
2. EMSRB Financial Report, was provided in the February 20, 2014 executive director report.
3. Education Standards Transition, final report is expected to be completed and provided at the May 15, 2014 Board meeting.
4. E-Licensing, is experiencing problematic system errors which are affecting EMS personnel, education programs, and ambulance services. Staff is working with the Minnesota Information Technology to resolve these issues.
5. EMSRB Website transition, has been delayed until Minnesota Department of Information Technology has completed review and testing of American Disabilities Act requirements for public sites.
6. MRCC and EMS Regional Grant Audits have been completed per state auditing requirements. A summary report is expected to be completed and provided at the July 17, 2014 Executive Committee meeting.
7. Homeland Security and Emergency Management (HSEM) State Audit, the EMSRB completed submitted the audit to the department of Public Safety, HSEM on February 24, 2014.

F. Routine correspondence

Standing Notation: Routine Correspondence is noted in the Executive Director Report.

G. Standard contracts and grant extensions.

Standard contract and grant extensions will be reviewed by the finance committee and added to the full board agenda or consent agenda only if a decision is required or requested from the full Board.