

**May 15, 2014, 10:00 a.m.
 MEETING MINUTES**

**Emergency Medical Services Regulatory Board
 University Park Plaza, Conference Room A
 (See address above.)**

Prepared by Melody Nagy on June 30, 2014
 Approved by Kelly Spratt on July 2, 2014
 Presented to and approved by Board on July 17, 2014

Attended:

Kelly Spratt, Chair	J.B. Guiton	Mark Schoenbaum
Aaron Burnett, M.D.	Kathleen Haney	Jill Ryan Schultz
Lisa Consie	Michael Jordan	Matthew Simpson
Jennifer Deschaine	Paula Fink-Kocken, M.D.	Marlys Tanner
Steve DuChien	Pat Lee	Mari Thomas, M.D.

Ex Officio: Pamela Biladeau, Executive Director; Greg Schaefer, AGO

Absent: Michael Gormley, Representative Dan Schoen, Senator Kathy Sheran

Agenda Item No.	Attachment	Topic	Information Discussion Decision	Person Responsible
1.		Call to Order Mr. Spratt called the meeting to order at 10:08 a.m. Mr. Spratt announced Dr. Burnett's appointment to the Board as the Emergency Physician.	Information	Kelly Spratt
2.		Public Comment None.	Information	Kelly Spratt
3.		Approve Agenda Mr. Spratt said that there may be some changes to the agenda depending on the timing of the closed sessions. Mr. Lee asked for regional systems to be included in the agenda. (Mr. Spratt added to the board reports #7.) Mr. Spratt asked for a motion to approve the agenda. <u>Motion: Tanner</u> <u>Second: Ryan-Schultz.</u> <u>Motion carried.</u> <u>Decision: 15 members voting yes; 0 members voting no.</u>		

"To protect the public's health and safety through regulation and support of the EMS system."

4.	<p>Chair Report Mr. Spratt said that we have five members to be appointed to the Board.</p> <p>Mr. Spratt referred members to the consent agenda: <u>Succession Planning</u> Executive Director Biladeau will be retiring May 9, 2015. The Executive Committee has discussed the process for filing the position. We want to look at the job description and qualifications for an Executive Director.</p> <p><u>Celebrating Streamlining Processes</u> Mr. Spratt said that we want to be a governance Board and stay out of staff processes.</p> <p>Mr. Spratt referred to the refresher quiz and said that this is a means to educate new Board members. He asked that Board members review the input process chart and complete the Board self-assessment. Ms. Rapacki will tabulate and report the results. The other Board member self-assessment may be completed later.</p> <p><u>Resource Constraints</u> The Executive Committee has had conversations on open staff positions for the EMSRB. Until positions get filled we are at a break/fix point for staff. We cannot take on new things unless they are mission critical. The priorities are as follows:</p> <ul style="list-style-type: none"> • hiring of new staff • legislative audit • appointment of new Board members • preparation of the biennial budget (due October) • licensing and CRP activities <p><u>Ad hoc Performance Management Workgroup</u> The workgroup continues the strategic planning process that the Board started. The intent is to use this work to:</p> <ol style="list-style-type: none"> 1) shape the hiring of the new Executive Director; 2) possible legislation regarding moving MNSTAR to the Minnesota Department of Health (MDH); 3) where should the regional programs reside; 4) membership of the Board. <p>The Legislative Committee will make a recommendation to the Board for 2015 legislation.</p>	Information	Kelly Spratt
5.	<p>H Consent Agenda Mr. Spratt said that a statement can be developed to communicate mission critical activities.</p> <p>Mr. Schoenbaum asked if education program applications are being approved. Ms. Biladeau said yes.</p>	Decision	Kelly Spratt

		<p>Mr. Spratt asked for approval of the consent agenda.</p> <p><u>Motion: Deschaine</u> <u>Second: Fink-Kocken.</u> <u>Decision: 15 members voting yes; 0 members voting no. Motion carried.</u></p>		
6.	H	<p>Executive Director’s Report</p> <p>Ms. Biladeau said that she does not have anything new to add to her report. She continues to work on the priorities as outlined in the consent agenda.</p> <p>Mr. Lee asked for an update on volunteer training reimbursement payments. If the funds are not spent the money is distributed to the regional systems. Ms. Biladeau said that Mr. Lee is correct; and we receive a large number of these requests during April, May, and June and will be processing payments. During the last two or three years the all the funding has been used.</p> <p>Dr. Kocken asked for information regarding Narcan legislation. Ms. Biladeau said that this was included in the omnibus bill. This bill was signed.</p> <p>EMS Week Ms. Biladeau announced that EMS Week is May 18 – 24, 2014. We have a Governor’s proclamation that will be shared with ambulance services.</p>	Information	Pamela Biladeau
7.		<p>Committee Reports</p> <ul style="list-style-type: none"> • Legislative Mr. Guiton said that this will be a busy summer. The Governor wants information earlier. There will be budget recommendations and legislative recommendations to bring forward to the Board for a decision. • Finance (see Consent Agenda) Mr. Spratt said that the biennial budget is due in October. This will also be discussed by the Legislative Committee. The request has been made to lower the Administrative Services Unit overhead cost for services to the Board. The budget is on target. • Complaint Review Panel (CRP) Mr. Simpson said that the monthly meetings continue to be very busy. There will be cases discussed today. This is a productive group and we assure the safety for the citizens of Minnesota. • Medical Direction Standing Advisory Committee (MDSAC) Dr. Thomas said that we have not met since March. At that meeting we discussed the fact that we do not have a state medical director. There are members who are willing to 	Information	Committee Chairs

	<p>volunteer to assist with medical direction activities. Dr. Pate is willing to provide orientation to new medical directors.</p> <p>Dr. Thomas said that she received a letter from a citizen regarding Addison's Disease and medication administration for treatment. She replied that medical directors set the policy for the local ambulance services. We do not want to have protocols in legislation because it makes it difficult to make changes when needed.</p> <ul style="list-style-type: none"> • Health Professionals Services Programs (HPSP) <p>Ms. Deschaine said the meeting is next week. She will provide an update after that meeting. There are concerns about advisory board and program board membership for HPSP.</p> <p>Ad-hoc Committee Report</p> <p>Mr. Spratt thanked Mr. Guiton and complimented their efforts. It is frustrating to provide a conclusion that we must postpone our activities. Mr. Guiton thanked the members for their participation and thanked Ms. Rapacki for her work.</p> <p>Regional Systems Update</p> <p>Mr. Lee inquired about EMS Regulatory late payments for Central Minnesota EMS Regions. Mr. Spratt asked for the facts. Mr. Lee stated that Central had submitted their November 2013 invoices and had not been paid yet. Ms. Larson from Central corrected that she had submitted invoices for November and January on January 9, 2014 had not been paid.</p> <p>(Post-note: The EMSRB responded to Ms. Larson on May 29, 2014 showing that the EMSRB had not received the November and January invoice until March 13, 2014. EMSRB records show an invoice staff followed up with Ms. Larson inquiring about the November invoice on February 20, 2014 after noting a gap in the invoices they had submitted. Letter is attached.)</p> <p>Ms. Biladeau said that we are at a disadvantage to respond without reviewing our records to verify that there weren't extenuating circumstances. For example, the Board's goal is to reimburse within 45 days of receiving complete invoices with qualifying receipts. Staff is working overtime to process the EMS regional requests.</p> <p>Ms. Biladeau said that since 2012 the Board has been reviewing the issue of priorities and limited staffing.</p> <p>Mr. Spratt said that we tried to move the regional programs to another agency. We have had some fixes that have failed. It is my hope that before I leave this Board that we have a permanent fix. To administer these grants infrastructure needs to be in place. We discussed that this was not a priority for the EMSRB.</p>		
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	<p>The fix may occur in the next legislative package.</p> <p>Ms. Consie said that a Board priority was funding for EMS Regions. How does that solve the problem to move them to MDH?</p> <p>Mr. Spratt said if this were moved to MDH they would have grants administration infrastructure, staffing resources and financial resources to administer grants.</p> <p>Ms. Tanner said that we did have a grant specialist on staff. Why are we are giving these things to MDH?</p> <p>Mr. Spratt said that it is not the intent to fold the EMSRB to a larger organization. We need to focus our efforts – if it can be more effective at another agency then it should be moved.</p> <p>Ms. Deschaine asked for a report on the hiring process. Ms. Biladeau said that we may have one hire at end of June and mid-July. The administrative officer position and Ms. Teske’s position but re-purposed.</p> <p>Mr. Guiton asked about the budget for the grants.</p> <p>Ms. Biladeau said that we do not receive money to administer seat belt or volunteer training reimbursement. We do receive \$30,000 for the support grant administration. However, that goes to Administrative Services Unit to provide their portion the process for payments. We are subsidizing this work out of internal operations budget. We need to focus on EMS certification of personnel, ambulance licensure, and education programs.</p> <p>Comparable health licensing boards 14 staff to our 7 (9 with the re-hires not including the executive director).</p> <p>Mr. Spratt said that we are at a collision point today. We are at a break/fix mode to have operations continue with these priorities. Mr. Spratt said that the recommendation from the ad hoc committee is to pause. This is a good conversation. If staff are not aligned to support the priorities. We are re-purposing the priorities with our hiring. If we cannot change this legislatively.</p> <p>Mr. Spratt said we have challenges we do not want to chase “shiny objects” but focus on the work at hand.</p> <p>Mr. Lee asked if he can have discussion with Ms. Nagy regarding the other regions. Ms. Biladeau asked that, based on the Board procedures, these types of communications come to her or the Board Chair.</p>		
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	<p>Mr. Spratt said that the Board will take a five minute break and then go into closed session.</p> <p>Mr. Spratt opened the meeting and said that we are going into closed session now to discuss disciplinary matters.</p>		
8.	<p>*Closed Session Information was presented to Board members for a decision on disciplinary matters.</p> <p>Mr. Spratt announced the contested case. He read the instructions to the Board. Mr. Anderson, Assistant Attorney General, provided instructions to Board members. Issue was discussed and voted on.</p>	Information	Kelly Spratt
9.	<p>New Board Business None.</p>	Decision	Kelly Spratt
10	<p>Adjourn Mr. Spratt opened the meeting.</p> <p>Mr. Spratt asked for a motion to adjourn. <u>Lee moved.</u> <u>Deschaine seconded.</u> <u>Decision: 15 members voting yes; 0 members voting no.</u> <u>Motion carried.</u></p>	Decision	Kelly Spratt

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