

## Summary Minutes

### Meeting of the **Emergency Medical Services Regulatory Board**

10:00 a.m., June 9, 2011  
2829 University Avenue SE  
Minneapolis, Minnesota

#### Members Present

Kelly Spratt, Chair  
Pat Lee  
Mark Schoenbaum  
Matt Simpson

#### Attending by Phone

Paula Fink Kocken, M.D.  
Michael Gormley  
Kathleen Haney  
Michael Jordan  
Gary Pearson  
Rep. Duane Quam  
Jill Ryan Schultz  
Marlys Tanner  
Mari Thomas, M.D.

#### Guests

Suzanne Gaines  
Ron Robinson  
Bill Snoke

#### Staff

Pam Biladeau, Executive Director  
Talia Landucci  
Melody Nagy  
Debby Teske

#### Members Absent

Brenda Brown  
Lisa Consie  
Jennifer Deschaine  
Sen. Gary Kubly  
Kevin Miller  
Paul Satterlee, M.D.

#### Attending by phone

Scott Reiten  
Scott Miller  
Imo Sunderland

Karen Andrews (AGO)  
Alyssa Haugen (Grants mgmt)

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

Mr. Spratt called the meeting to order. Members and guests introduced themselves. A role call was asked for those members on the phone.

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

Mr. Schoenbaum moved to approve the agenda. Ms. Haney seconded. Motion carried.

#### **III. Optional Presentation by Regional Systems**

No presentations were offered.

#### **IV. Regional System Grant Approval**

Ms. Landucci provided a written summary of the eight regional proposals submitted. The internal review panel met yesterday and scored these proposals. Ms. Haugen provided information on the grant review process. She said that the Office of Grants management can provide assistance to the EMSRB on grant applications. The final recommendation of the grant review panel is that the applications be approved by the Board.

Mr. Jordan said that in the scoring there were 33 points available and the scoring ranged from 19 to 29. Should we approve a proposal with a score of 19? Ms. Landucci said that is the range of scoring but the committee recommends approval.

Ms. Haugen said that to serve each region we would want to approve these applications. Mr. Schoenbaum asked about weaknesses in the applications. Should the Board impose conditions for approval? Ms. Haugen said that the committee did not consider conditions – we see this as an opportunity for improvement for all regions. Ms. Biladeau said that the EMSRB would like to provide an orientation and workshop to the eight regional programs and it could include information about grant writing best practices. This is a service that we can provide to the regions.

Mr. Jordan said that there should be a minimum requirement for programs. Ms. Haugen said that not all the information presented today is public discussion. We need to understand your needs and the budget structure to make an accurate assessment. The EMSRB will be doing a review of the grant processes and accomplishments.

Mr. Schoenbaum said that there are technical errors that need to be addressed in the contract process. Ms. Haugen said that this is a training opportunity (we want standardization of products). Ms. Landucci said that errors can be corrected in the contract. Mr. Jordan suggested conditional approval. Mr. Spratt asked if this scale should be thrown out and use a pass or fail. Ms. Haugen said that there is more than one way to do an evaluation and that is an option moving forward. She said that a conditional approval could be offered to meet the needs of the Board.

Mr. Spratt said that there are budget issues in the state and he asked Ms. Biladeau to clarify. Ms. Biladeau said because we do not know whether the biennial budget process will conclude in time to avoid a disruption to our operations, we must advise all contractors, vendors and grantees that in the absence of legislatively authorized appropriations as of July 1, 2011, all work activity and performances under our contracts must be suspended as of that date, pending authorized appropriations, as will all payments required of the agency under those contracts.

Ms. Nagy asked that Board members who would be declaring a conflict of interest state this for the record. The following members stated that they would declare a conflict of interest:

Pat Lee, Jill Ryan Schultz, Matt Simpson, Marlys Tanner, Mari Thomas, M.D.

Mr. Schoenbaum moved that the Board recommend approval of all applications and direct staff to work with applicants to correct errors and omissions and when that is done move forward with preparations for grant agreements so that agreements are ready for processing upon approval of legislative appropriation. (Fiscal year 12 & 13) Mr. Jordan seconded.

Mr. Spratt opened this up for discussion. He commented that participation in the grant writing orientation is strictly voluntary.

Mr. Spratt asked for a roll call vote: Mr. Gormley yes, Ms. Haney yes, Mr. Jordan yes, Dr. Fink Kocken yes, Mr. Pearson yes, Mr. Schoenbaum yes. Motion carried.

#### **V. Proposal of MNSTAR Data Improvement Grant**

Ms. Haney said that the current grant is for \$100,000 and ends September 30th. Part of the grant, \$40,000 mini grants, was to be used for 3.0 upgrade compliance. However, there will be a delay in compliance testing for the new system. The EMSRB is suggesting a new grant proposal and rolling the 40,000 into this grant proposal. We are proposing to fund a EMSRB training data person for up to two years. DPSAC made a recommendation to roll the grant dollars forward.

Ms. Biladeau said that this person could work with services on MNSTAR issues and provide training both in person and online. This would help in the development of data reports and support the users. A pilot reporting project was also suggested.

Ms. Haney said that the funds that we are applying for is for data improvement. The funds can be moved within the grant application. The application is due June 15 and will be approved by September 30.

Mr. Spratt said that the proposal is to hire a coach for data. Mr. Spratt inquired about the possibility of losing the mini grant money if we write a new grant and roll the funding forward? Ms. Haney said we will

not lose the mini grant money. Mr. Pearson asked if this would be a temporary position. Ms. Haney said yes.

Mr. Spratt asked for a motion to support this recommendation. Mr. Pearson moved that the Board support the recommendation. Mr. Lee seconded. A roll call vote was taken as follows: Mr. Gormley yes, Ms. Haney yes, Dr. Fink Kocken yes, Mr. Pearson yes, Ms. Ryan Schultz yes, Mr. Schoenbaum yes, Mr. Simpson yes, Ms. Tanner yes, Dr. Thomas yes. Motion carried.

**VI. Other Business**

None.

**VII. Public Comment**

Mr. Lee asked when information will be available for regional systems review. Ms. Haugen said that after contract negotiation or by signing the grant agreement or approval of the Board. Ms. Andrews, Attorney General's Office representative, provided clarification that this is an agency determination. Ms. Haugen said that this would be upon completion of the negotiation with the grantees. Mr. Schoenbaum said that he feels it would not be too early to provide the information.

Mr. Spratt asked for a motion on this issue. Ms. Haney moved that after the negotiations are completed the information can be released. Dr. Fink Kocken seconded. A roll call vote was taken as follows: Pat Lee abstain, Ms. Ryan Schultz abstain, Mr. Simpson abstain, Ms. Tanner abstain, Mr. Gormley yes, Ms. Haney yes, Dr. Fink Kocken yes, Mr. Pearson yes, Mr. Schoenbaum yes, Dr. Thomas yes. Motion carried.

Ms. Gaines asked about staff duties being continued with the possibility of a shutdown. Ms. Biladeau said that Minnesota Management and Budget asked for information about critical services. The EMSRB provided a list to MMB and critical services will be determined by a judge.

**VIII. Adjourn**

Mr. Lee moved to adjourn. Mr. Simpson seconded. Motion carried. Meeting adjourned at 11 a.m.

Reviewed and Approved by:



8/24/11

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Pat Lee, Secretary

Date

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Kelly Spratt, Chair

Date