

MEETING MINUTES:

Attachment E 1

EXECUTIVE COMMITTEE

April 24, 2013, 1 p.m.

University Park Plaza, Conference Room C

(See address above.)

Attended: Kelly Spratt (chair), J. B. Guiton (vice-chair), Paula Fink Kocken, M.D. (at-large member), Pat Lee (secretary), and Gary Pearson (treasurer), with Pamela Biladeau (executive director) and. Greg Schaefer (office of the attorney general) ex officio.

Absent: None

Agenda Item No.	Topic	Information Discussion Decision	Person Responsible
1.	Call to Order and Introductions	Information	Kelly Spratt
2.	Approval of Consent Agenda Motion: Dr. Fink Kocken Second: J. B. Guiton Decision: Motion Carried Next Steps: Consent agenda to be proposed and voted on by the full Board on 5/29/13.	Decision	Kelly Spratt
3.	Chair's Remarks Mr. Spratt said that Ms. Rapacki met with each committee chair and this is the work moving forward. <ul style="list-style-type: none"> • we are continuing to prioritize the activities of the Board • job descriptions for committee chairs are being developed • we are initiating a new process to track the action items to know who is accountable for what decision Ms. Biladeau shared a hard copy of the news article from the <i>Des Moines Register</i> and the committee briefly discussed it.	Information	Kelly Spratt
4.	Executive Director's Report Ms. Biladeau provided handouts to assist in moving through the discussions quickly (attached.) <u>Education Standards</u> <ul style="list-style-type: none"> • power point presentation of the Minnesota EMSRB EMS Education Standards Transition Phase 2 -- Compliance Draft v13 (attached) 	Information	Pamela Biladeau

“To protect the public’s health and safety through regulation and support of the EMS system.”

	<ul style="list-style-type: none"> • board decision needed on the use of EMT-I • request for staff to provide: - timeline of activities, pre-5/29/13 advance packet and request for comments from remainder of Board <p>Mr. Spratt said that the Executive Committee is recommending this move forward as a consent agenda item pending approval of this format.</p> <p>Ms. Biladeau asked for Mr. Schaefer's advice.</p> <p>Mr. Schaefer commented that the current language already provides assurances that patient assessments may only be performed on standardized patients if clinical settings are not available. The reviewer should rely on this current language as guidance rather than mandate no more than a particular number of assessments may be performed on standardized patients. The availability of clinical settings should be the deciding factor on the maximum number of assessments on standardized patients the reviewer may approve.</p> <p>Ms. Biladeau asked for draft, revised language from the Executive Committee before the Board meeting.</p> <p>Next step: Requested written suggestions for changes to recommendations provide prior to 5/29/13 Full Board meeting.</p>		
5.	<p>Operations, Roles and Decision Making Ms. Rapacki provided the following information:</p> <ul style="list-style-type: none"> • handouts for standard processes for every committee and every chair (meeting rhythm, attached) • sample consent agenda (attached) • draft message to read to the public at the beginning of meetings • draft handouts to each Board officer and for new members <p>Decision making exercise was conducted.</p> <p>Next Step: Watch for notes on Decision Making questions from Ms. Rapacki.</p> <p>Dr. Fink Kocken left at 2:28 p.m.</p>	Discussion	Julie Rapacki
6.	<p>Executive Director Performance Review</p> <ul style="list-style-type: none"> - Mr. Spratt said that the IOP calls for an annual review in January. Recommendation this review occur in May for state requirements-- change the IOP <p>A survey to be distributed at the beginning of May-- results to be provided to the Executive Committee. Mr. Spratt asked Ms. Biladeau to provide highlights of her activities.</p>	Information	Kelly Spratt
4.	<p>Executive Director's Report (continued)</p> <p><u>Finance discussion</u> (See attached.)</p> <p><u>Grants Report</u></p>		

	<p>We use a document to track payouts. (See attached.)</p> <p><u>Community Paramedic</u> Community paramedic visit at Inver Hills Community College went very well. Decision needed by Board for process.</p> <p><u>Email accounts</u> Email accounts will be provided for the public to send comments and questions to chairs of committees.</p> <p>Mr. Pearson left the meeting at 3:05 p.m.</p> <p><u>Radio Frequencies</u> EMSRB has authority to give frequencies for radios in the Governors executive authority. We need a decision on how to move forward. Mr. Spratt said that he would defer to the Attorney General’s office for an opinion on this decision.</p> <p><u>Data Privacy Liability</u> Ms. Biladeau provided an article (attached) and discussed our concerns about our liability in giving out data. Mr. Schaefer said that the recommendation to the Board is that a request by MDH be released. It is my understanding that DPSAC is intending to recommend the Board approve the MDH data requests. Mr. Schaefer said that for each data request, MDH or any other entity should complete a form identifying the data it is requesting.</p> <p>Next step: Mr. Spratt said that he would have a conversation with Dr. Satterlee.</p>		
7.	<p>Adjourn</p> <p>Motion: Mr. Lee Second: Mr. Guiton Decision: Motion Carried – adjourned 3:15 p.m.</p>	Decision	Kelly Spratt