

**MEETING MINUTES**

**Attachment E 2**

**EXECUTIVE COMMITTEE**

**June 25, 2013, 10 a.m.**

**University Park Plaza, Conference Room A**

**(See address above.)**

**Attended:** Kelly Spratt, Chair; J.B. Guiton, Vice Chair; Gary Pearson, Treasurer; Pat Lee, Secretary; Paula Fink Kocken, M.D., At-large; Pamela Biladeau, Executive Director; Greg Schaefer, AAG

**Absent:** None.

Agenda Item No.	Attachment	Agenda Item	ITEM TYPE: Information Discussion Decision	Person Responsible
1.	N/A	<b>Call to Order and Introductions</b> <ul style="list-style-type: none"> <li>Meeting called to order at 10:08 a.m.</li> </ul>	Information	Kelly Spratt
2.	N/A	<b>Combine Executive Committee and Finance Committee</b>  Discussion: <ul style="list-style-type: none"> <li>Invite the Finance Committee members to consecutive meeting</li> <li>Legislative Committee meet same day</li> </ul>	Decision	Kelly Spratt
3.	N/A	<b>Data</b>  Report: By Mr. Schaefer, AAG <ul style="list-style-type: none"> <li>Data release, sharing, requests, security, policy, analysis, statutory requirements, data use agreements, fees</li> </ul> Discussion: Intergovernmental agencies may make a request. Non-intergovernmental agency requests are deferred as a priority until resources become available to support requests. Requestors intergovernmental agencies will need to resubmit using new processes  Motion: <u>Mr. Lee moved that intergovernmental agencies may make a request for data that includes private data on individuals. That request will be reviewed by DPSAC and sent to the AG's office for review for statutory authority. If recommended by DPSAC, reviewed by the AG and required by statute, the executive committee will review and approve that request to be placed on the consent agenda at the next full board meeting. Motion carried. Second: Mr. Guiton</u>  Next Steps: Present to board on consent agenda at next meeting  Request:	Decision	Kelly Spratt

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

		<ul style="list-style-type: none"> <li>Gundersen Health systems (deferred)</li> </ul>		
4.		<p><b>EMS Regional Grant Payments</b></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>Financial Report All Grant Payments</li> <li>State considers prompt payment 30 – 45 days</li> <li>Payment performance metrics—45 days</li> <li>Executive Director will identify suggestions for improving payment timelines and share with EMS Regions</li> <li>Mr. Guiton and Mr. Lee will work with EMS Regions to develop standardized format for reimbursement submissions (report at the next Board meeting)</li> </ul>	Information	Kelly Spratt
		5 minute break		
5.	X	<p><b>IOPs</b></p> <p>Laid over until next meeting:</p> <ul style="list-style-type: none"> <li>EC members to review by next meeting</li> </ul>	Decision	Kelly Spratt
6.	X	<p><b>Executive Director Report</b></p> <p>Agreed to by Committee for placement on consent agenda:</p> <ul style="list-style-type: none"> <li>Standard curriculum for Community Paramedic.</li> <li>Provisionally approve Inver Hills CP</li> </ul> <p>Ad-hoc Committee:</p> <ul style="list-style-type: none"> <li>Recommendation: No ad hoc committee--Allina application withdrawn.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>Board—focus on high priority-high liability functions.</li> <li>Staff performance metrics (Inspections, Investigations, Registration/Certifications, Ambulance Licensure, volunteer training reimbursement payments)—focus metrics on percentages with a color coding scheme.</li> <li>Report on regional program payments</li> <li>Ambulance inspection requirements</li> <li>Board Processes</li> <li>Hiring and recruitment</li> </ul> <p>Meeting went into closed session</p>	Decision/ Information	Pamela Biladeau
7.		<p><b>New Business</b></p> <p>Hold over to next meeting</p>	Information	Julie Rapacki
8.		<p><b>Adjourn</b></p> <p>Meeting adjourned 2:15 p.m.</p>	Decision	Kelly Spratt