

Summary Minutes

Emergency Medical Services Regulatory Board

Executive Committee Meeting
Wednesday, October 6, 2010, 9:00 a.m.
2829 University Avenue SE
Minneapolis, Minnesota

Members Present

Kevin Miller
Paula Fink-Kocken, M.D. (by phone)
Pat Lee (by phone)

Guests

Staff Present

Katherine Burke Moore
Melody Nagy

Member Absent

Gary Pearson
James Rieber

I. Call to Order

Mr. Miller called the meeting to order at 9:10 a.m.

II. Approval of Agenda

Ms. Burke Moore said that she shared budget information with the Executive Committee by email.

Ms. Burke Moore said that she had a 12 item to do list from the last meeting. Ms. Burke Moore provided a salary savings chart and said that this information includes costs for layoffs in the first year and she would add information for the second year. She said that in our budget we have 15 positions and 13 are filled. The Data Specialist and an EMS Specialist position are vacant. We currently have two staff members who are not classified correctly. If I upgrade them then I would have to lay them off. I would like to put in a change item for funding increases for these two positions. These are very old PDs. Mr. Miller asked who reviews upgrading positions. Ms. Burke Moore said that we would submit updated position description information and it would be reviewed by Employee Relations which is part of MMB. Mr. Miller said that this is the information we need for the legislature.

Mr. Miller said that we will leave the funding in place for one of the vacant positions. Ms. Burke Moore said that there is a projected 3% increase for next year. Ms. Burke Moore said she is concerned with burning people out if we continue at the same staffing level.

Mr. Miller asked about MNSTAR forms. Ms. Burke Moore said that there is no extra cost for the forms. We receive money for the forms and shipping. Ms. Nagy explained that the forms are ordered by a bid process.

Ms. Burke Moore provided a handout on attrition of staff. This is a more complicated document. We would need to balance between bargaining groups and years of service to the state. This would involve working with the unions.

Ms. Burke Moore said that as positions are eliminated we would have to look at what would not get done or what would be reassigned. If we did not fill another specialist position she estimates that approximately 65+ inspections would not be done and investigations would take longer to complete. Mr. Miller asked that Ms. Burke Moore rank the order of the changes. Ms. Burke Moore said that this can be done in many different ways. Mr. Miller said that this information is our message to the legislature. Ms. Burke Moore said that we would have to weigh which position to layoff and if it were a visible position then it would

be an EMS Specialist and this would have the most direct public impact. Ms. Burke Moore said that we would have to consider seniority. She said that we would have to divide the activity if an EMS Specialist were laid off and decide what would not be accomplished. She said that she could provide another handout if other scenarios were considered. Mr. Lee asked if all thirteen employees are union. Ms. Burke Moore said that all employees are covered by union or association contracts. (except Ms. Burke Moore)

Ms. Burke Moore provided a handout for sick leave and vacation payouts. Mr. Miller asked if the funds for those liabilities are in the budget and are held. Ms. Burke Moore said that is not the case in the state. Mr. Lee asked if there is a cap on sick and vacation. Ms. Burke Moore said that there is a cap on vacation and a percentage of sick leave goes to a medical expense account when someone leaves state service. Mr. Miller said that this is all governed by contracts. Ms. Burke Moore said that she would keep this information for future discussions.

Dr. Fink Kocken moved to approve the agenda. Mr. Lee seconded. Motion carried.

III. Approval of Minutes

Mr. Lee moved to table the minutes. Dr. Fink Kocken seconded. Motion carried.

IV. The RFP Process

Ms. Burke Moore said that there has been discussion about having the regions involved in the RFP process. She said that the answer is no – they cannot be involved. She spoke with Patty Nolte, contract expert with the Attorney Generals’ office regarding the process, including the RFP preparation. When taking comments for the RFP the discussion cannot include potential responders or grantees. Ms. Nolte suggested an RFI be issued to seek information. Then the RFP is issued. This would not create a conflict on bidding for the grant. Ms. Burke Moore said that she discussed this with Mr. Rieber yesterday and she needs more information to understand the process and timelines. Mr. Miller asked for a timeline and a description of the process be provided to the Executive Committee.

Mr. Miller said that we need input to develop a good RFP. This information should come in with the regions proposals. Mr. Miller said that if we have an open dialog we may receive new ideas for projects needed by the regional programs. Are we achieving what we want with this funding. Mr. Miller said that this bureaucracy drives me crazy. Mr. Miller agreed that we do not want to have a conflict. Ms. Burke Moore said that large contracts sometimes end up in lawsuits and per the AG now even some grants are ending up in lawsuits. It is critical that we follow contract/grant law and process.

Mr. Miller said that Burnsville just did an RFI. Ms. Burke Moore said that she would provide information as soon as it is available. Mr. Miller said that it is important to move forward with the process when this information is available.

V. 2011 Legislative Agenda Discussion

Mr. Miller said that the legislative committee met yesterday and we discussed a housekeeping bill and several other proposals.

Mr. Miller said that the MAA was present and regional programs were represented at the meeting. He said that Mr. Norlen and Mr. Doyle are going to discuss two items and the Legislative Committee will bring recommendations to the Board.

Mr. Miller said that we had consensus to move forward language for additional authority for the Complaint Review Panel with one small change. This will be stronger language. It will give us more ability to discipline.

Mr. Miller said that the housekeeping or clean-up bill should not be controversial. Ms. Burke Moore said that we will also be working on language for the education standards bill. Mr. Miller said that this is good work by staff.

Ms. Burke Moore reminded all that this is a budget year and our budget will also be reviewed at the legislature.

VI. Other Business

Ms. Burke Moore said that she contacted the unions regarding the information discussed at the Executive Committee meeting. They are open to be involved in discussions with our agency. MAPE said that they want to stop by and meet staff. She said that she also spoke to the governors' office regarding a 20% budget cut and explained that this is an exercise for budget planning.

Ms. Burke Moore said that we had a conference call with regional programs regarding seat belt funds. She said that she repeated to them that the EMSRB does not want to approve how they spend the seat belt funding; but we would like a summary of the plan for using the additional seat belt funding in our files. We are planning another call in January. Mr. Miller said that communication is important.

Mr. Miller reminded Ms. Burke Moore to send budget information to Mr. Pearson.

Mr. Miller asked for a one page summary to provide to legislators. Ms. Burke Moore said that we need to finish the budget planning and then we can develop that one-page document. We are still discussing numbers. Budget documents can be changed but must be submitted by deadline. Yes, it's a good idea to be ready with one-page documents once the budget initiatives are finalized.

Ms. Burke Moore said that we closed this fiscal year in the black and we are in the black so far for this year. We are moving the negative amounts to operations and can still balance. Ms. Burke Moore said that fiscal years 12/13 are more of an issue and we will want to propose some initiatives for additional funding. This needs to be discussed further. We need to ask for funding but this may not get through the budgeting process. Mr. Miller said that we have to have a justification to ask for an increase. Ms. Burke Moore said that we are in a holding pattern on some issues because there will be a new administration. Ms. Burke Moore said that we will prepare budget initiatives using the normal process and be prepared to make changes as needed.

VII. Next Meeting

The next regularly scheduled meeting would be October 20. Mr. Miller asked Ms. Nagy to poll members regarding this meeting date.

Ms. Burke Moore said that Ms. Teske and Mr. Norlen and I will be at the NASEMSO conference next week.

Ms. Burke Moore said that she would provide different versions of documents if needed but again emphasized that these are private documents for planning purposes. Mr. Miller said to put a water mark on the documents.

VIII. Adjourn

Mr. Lee moved to adjourn. Dr. Fink Kocken seconded. Motion carried. Meeting adjourned 9:55 a.m.