

Summary Minutes

Emergency Medical Services Regulatory Board

Executive Committee Meeting

Wednesday, December 15, 2010, 8:30 a.m.

2829 University Avenue SE

Minneapolis, Minnesota

Members Present

Jim Rieber, Chair (by phone)
Kevin Miller
Gary Pearson (by phone)

Board Members Absent

Paula Fink-Kocken, M.D.
Pat Lee

Staff Present

Katherine Burke Moore, Executive Director
Melody Nagy

Guests

Michael Jordan

I. Call to Order

Mr. Rieber called the meeting to order.

II. Approval of Agenda

Mr. Rieber said that he wanted to add an agenda item under other business regarding the hiring process. Mr. Miller moved approval of the revised agenda. Mr. Pearson seconded. Voting yes: Mr. Miller, Mr. Pearson, and Mr. Rieber. Motion carried.

III. Approval of Minutes

The minutes were tabled until the next meeting.

IV. Discuss Start of Legislative Session

Mr. Rieber said that as legislative chair Mr. Miller will need to work with the legislative group and staff. Mr. Miller agreed that this would be fine. Mr. Miller said that staff will need to inform him of the process. Mr. Miller said that the clean up bill has concensus. We need to get the bills jacketed. I can work with Mr. McAlpin and Mr. Doyle and ask Ms. Teske to help. [Ms. Burke Moore was not here for this part of the conversation. However, it is very important that EMSRB legislatives initiatives are distinct from MAA initiatives. Working together would be great, but the differentiation should be clear.]

Mr. Rieber said that Mr. Pearson will need to keep informed of the budget process.

V. RFP Process

Mr. Rieber asked that Ms. Burke Moore send out an email of the outline of the process and timeline for the RFP. Mr. Rieber said that staff will bring recommendations to the Board and a Board committee will review the proposals received. Ms. Burke Moore said that Ms. Landucci will need to be involved in this process. Mr. Rieber said that the review group should include staff, a couple of Board members, and perhaps a member of the general public.

VI. Budget Discussion

Mr. Pearson said that Ms. Burke Moore was going to develop a bullet point document regarding the budget reductions. Mr. Pearson asked if the regions were going to have a larger reduction than 5%. Ms. Burke Moore said that we will need to review what directives come from administration. Ms. Burke Moore said that we will not know what

reductions programs will take until the administration makes a proposal and the legislature may affect this as well not just for the regions, but all grants and contracts and agency operations.

Mr. Miller asked if we have heard from MMB. Ms. Burke Moore replied that we do not have details yet. With a new Governor and new commissioners we may not have direction for some time.

Ms. Burke Moore said that the documents she has prepared will be a good foundation for the EMSRB to move forward, but we may not receive directions from MMB until maybe mid January for any proposed changes or reductions.

Mr. Pearson asked if there would be a 5% reduction in the seat belt funds. Mr. Rieber said that the seat belt money is set by statute. Ms. Burke Moore said that it is up to what MMB and the new administration directs agencies to do. They may decide that the reductions come from all line items. Mr. Rieber asked if MMB can do that because this amount is defined in statute. Ms. Burke Moore said that if grants and contracts are required to be reduced, they will be reduced per that directive – which will also be part of the legislative process. Mr. Miller said that was proposed last year. Mr. Rieber said that the agency would decide where to take the money from.

Ms. Burke Moore informed the committee that Jim King is no longer the financial officer for the EMSRB. A new individual will be working with all the boards. She will get the name for them.

Mr. Rieber said that we would need to send a letter to the regions informing them of this change ahead of the process. If there would be reductions.

Mr. Miller asked if Ms. Vangness will have this information. Ms. Burke Moore said that Ms. Vangness provides this information to the agencies when she has it, but it usually comes to her from MMB. Ms. Burke Moore said that she would provide information to the Executive Committee once it is available. Remember we are in transition between administrations.

Mr. Pearson said that we will want to use the budget reduction document to hand out to legislators – so we want to assure that the numbers are correct. Mr. Miller said that we would want to have a separate document for 5% and 10% etc. Mr. Rieber agreed and said that we need to explain the impact at each level of cuts. We need to have data prepared to speak to legislators.

Mr. Rieber asked that Mr. Pearson and Ms. Burke Moore meet to discuss the numbers.

Ms. Burke Moore reminded the group that these documents are preliminary budget information and is not to be shared outside of the Executive Committee or Finance Committee at this time.

VII. Assignment of Duties and Oversight

Mr. Rieber said that Mr. Miller will work with office staff on legislative issues. Mr. Rieber said that Mr. Pearson will work on budget issues.

Mr. Rieber suggested that Ms. Teske and Mr. Norlen co-manage the activities of the office. Ms. Burke Moore offered to prepare a handout of duties. Mr. Rieber said that they each have their regular positions and this will be extra work. Ms. Burke Moore said that Ms. Teske would be working out of class and should receive compensation accordingly. Mr. Rieber said that he would like Ms. Vangness/Ms. Benton to discuss this with him.

Mr. Rieber said that we will deal with signature authority next week at the special meeting. Ms. Burke Moore said that this legal authority must be approved and delegated by the Board.

VIII. Other Business

Hiring Process

Mr. Rieber said that he asked Mr. Jordan to be involved in the meeting today and be involved in the hiring process. Mr. Jordan said that he received an email from Ms. Benton suggesting a hiring committee to do screenings and interviews. She suggested that the committee would be 3 to 4 people. Ms. Benton outlined the process. We need a timeframe of tasks to be accomplished.

Mr. Jordan said that Mr. Rieber offered to send an email asking for comments on the job duties. He said that we also need information on the resignation. We need congruity in the freedom of action statement and the concerns of the Executive Committee on Executive Director's freedom to act.

Mr. Rieber said that the Executive Committee members who will continue to be on the Board should be involved. I will be leaving the Board soon. He suggested that Mr. Jordan, Mr. Lee, and Mr. Miller and any other three Board members who wish to be on the hiring committee.

Mr. Jordan said that he was waiting for the Board meeting to receive instruction before taking action.

Mr. Pearson asked if a MDSAC member should be involved. Mr. Rieber said that other persons may serve on the committee but not vote on the final outcome (ad-hoc members). He suggested that we seek input from MAA and others. Mr. Rieber asked that Mr. Jordan be appointed lead for this project. Mr. Rieber asked for a report on this for Monday's meeting.

Mr. Pearson moved that Mr. Jordan be appointed to lead the interview/hiring committee. Mr. Miller seconded. Voting yes: Mr. Miller, Mr. Pearson, and Mr. Rieber. Motion carried.

Mr. Miller asked if there should be a phone call to discuss the Executive Director's duties regarding the "freedom to act" portion of the position description. Mr. Jordan asked that the Executive Committee members review the email and respond to him by phone or email.

Mr. Rieber asked that Mr. Jordan interview Ms. Burke Moore as an exit interview before she leaves. Mr. Jordan said that was suggested by Ms. Burke Moore. Mr. Rieber said that will also occur within the agency with Ms. Benton.

Mr. Jordan said that he has a long history with Ms. Burke Moore and he does not want anyone to think that his personal relationship with Ms. Burke Moore would cloud his perception of this process. He said that someone else may want to be involved. Mr. Rieber said that Ms. Benton will take care of the state process. Mr. Rieber said that we want a report of the good and bad.

IX. Adjourn

Mr. Miller moved to adjourn. Mr. Pearson seconded. Voting yes: Mr. Miller, Mr. Pearson, and Mr. Rieber. Motion carried.