

Consent Agenda (CA)
Agenda Item # 5
Full Board meeting, May 15, 2014

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A. Minor changes in procedures

No changes.

B. Executive committee—update from April 17, 2014 meeting

1. Succession Planning: Board chair, Mr. Spratt, and the executive committee discussed the need for exit and succession planning based on the executive director’s plan to retire on May 9, 2015. The Health Licensing Board Human Services does allow hiring the executive director’s replacement while the current executive director is employed allowing time for on-boarding of the new executive director.

The executive committee is excited about the opportunity for executive leadership exit and succession planning prior to Ms. Biladeau’s retirement—this is the first time this opportunity has presented itself to the Board. The executive committee recommends a January 2015 start date. The following timeline was reviewed by Administrative Services Unit Human Resources as a realistic sample timeline for a January 2015 hiring date:

Action	Responsible	Start Date	Due Date
Select ad hoc Executive Director Transition work group (EDT) lead and members	Chair	April 17, 2014	May 15, 2014
Convene EDT work group <ul style="list-style-type: none"> • Vision and Priorities of Board • Create Posting Materials • Executive director position review • Interim executive director transfer of authority 	EDT Work group (WG) lead	May 16, 2014	June 4, 2014 (June 19, 2014 Executive Committee meeting)
EDT WG recommendation to Board	EDT WG Lead	May 16 – June 4, 2014	July 17, 2014 (July 17, 2014 Bd. Mtg.)
Post Position	ASU/HR	August 1, 2014	August 29, 2014
Applications reviewed by ASU	ASU/HR	September 1, 2014	September 19, 2014
Interviews	EDT WG/Lead	September 22, 2014	October 3, 2014
Recommendation to Executive Committee	EDT WG Lead	October 3, 2014	October 5, 2014 (October 16, 2014 EC Mtg.)
Reference Checks	EDT WG/Lead	October 16, 2014	October 31, 2014
Final Recommendation to Board	EDT WG/Lead	October 16, 2014	October 31, 2014 (November 20, 2014 mtg.)

Action	Responsible	Start Date	Due Date
Final Job Offer	Board chair/ASU/HR	November 21, 2014	December 3, 2014
Executive Director Start Date	Board chair/ED/ASU/HR	To be Determined	January 2015
On-Boarding of new Director	Pam Biladeau	February 2015	May 9, 2015*

*Executive Director Biladeau will be concurrently reducing vacation leave February through April 2015.

2. Critical Care Paramedic Training: Mr. Kevin Miller, operations manager, from Allina Health EMS (fka Health Medical Transportation) requested the committee consider reviewing Critical Care Paramedic training and recognize that this training is above and beyond the normal training for paramedics. Mr. Spratt said that this item will be reviewed by the staff before any action would be taken.
3. Metro EMS Regional Program: Mr. Ron Robinson, Regional EMS Coordinator, Metropolitan Emergency Services Board, requested that the metro regional program be allowed to move \$30,000 from the EMS Systems Support Act, salary line item, to the project line items within the system management segment of their budget in fiscal year 2014 and up to the total allowed budget amount for fiscal year 2015. The funds will be used for MNAST Trainings and Exercises, and 3 ECHO Hostile Event Response Trainings and Exercises. Chair requested addition of recommendation to the May 15, 2014 Board meeting consent agenda. See Motion below.
4. Mass Casualty Incident (MCI) Busses: Mr. Robinson, Regional EMS Coordinator, Metropolitan Emergency Services Board, asked the board to consider a variance for licensed ambulance services to use the MCI busses during evacuations and disasters that do not meet the requirement of a governor's declared emergency. Mr. Spratt referred this request to staff.
5. Mr. Spratt reported that Dr. Aaron Burnett was appointed (April 20, 2014) to the emergency physician Board member seat. [(Minn. Stat. §144E.01, Subd. 1. (1)] The rest of the appointments are anticipated in the next couple of weeks.
6. Board Member Response: Ms. Julie Rapacki, MAD Consultant, provided several drafts relating to Board communication processes for the executive committee's review and discussion.

Mr. Spratt asked to have the documents revised based on today's (April 17, 2014) discussion and distributed at the next Board meeting as a continuation of the Board member educational process. The final versions, footnoted with the date May 15, 2014, are attached here as CA Attachments:

- B1: "Celebrating Streamlined Processes" highlight and recap.
- B2: "Refresher Quiz #2: How should a Board member respond?"
- B3: "Input Process Chart"

6. Education Standards Transition Workgroup: Psychomotor Testing Review: At the March 20, 2014 Board meeting Chief Scott Gerber, Excelsior Fire, and Dr. Brian Mahoney, Medical Director for Hennepin EMS, presented to the Board their concerns about the psychomotor testing requirements during the Education Standards transition.

Mr. Spratt asked Board member Lisa Consie, who was part of the Education Standards Transition Workgroup, to have a discussion with the workgroup to clarify that it was their intent to have the psychomotor testing completed in one sitting as part of the workgroup's May 29, 2013 recommendation. Ms. Consie was asked to provide a response at the May 15, 2014 Board meeting.

At the April 17, 2014 executive committee meeting, Mr. Spratt requested that Mr. Guiton follow up briefly, on Mr. Spratt's behalf, with Ms. Consie. On April 21, 2014, Mr. Guiton confirmed with co-chair Lynda Goerisch that the recommendation of the Education Standards Compliance Workgroup was made with the knowledge that the psychomotor testing was to be completed in one session.

Since new information has not been introduced, Mr. Spratt referred Mr. Gerber's correspondence to the executive director. No further action is required of the Board at this time.

Motion:

The Board moves to approve an amendment, effective May 15, 2014, to the State of Minnesota Grant Contract, dated July 1, 2013 to June 30, 2015, between the Emergency Medical Services Regulatory Board and the Metropolitan Emergency Services Board, associated with the EMS Systems Support Act [Minn. Stat. §144E.50] as follows:

- 1) Decrease the line amount at Attachment III.B. Expenses, A.1., column by \$30,000 to \$85,277.50 for Fiscal Year 2014.
 - 2) Increase the line amount at III.B. Expenses, A.2. to \$30,000.00 for Fiscal Year 2014.
 - 3) Decrease the line amount at Attachment III.B. Expenses, A.1., column by up to \$115,277.50 for Fiscal Year 2015.
 - 4) Increase the line amount at III.B. Expenses, A.2. up to \$115,277.50 for Fiscal Year 2015.
- The Total EMS System Management line at the EMS Systems Support Act column 1 remains \$146,250.00 for Fiscal Years 14 – 15, per contract.

C. Legislative Committee

The Legislative committee anticipates preparing and/reviewing draft legislation for changes to 144E or other statutes relating to the EMSRB's work in the future. Recommendations, comments or other input relating to statutory changes impacting the work of the EMSRB may be mailed to the EMSRB office or emailed to emsrb.boardchair@state.mn.us with the subject line "legislative committee input."

To increase the ease of review and recommendation to support/oppose any action of the Minnesota (MN) Legislature, the Board chair requests that Legislative committee consider the Board and executive committee meeting calendar and their alignment with the timeline below. Because the EMSRB has no control over when/how other parties introduce bills that may impact the EMSRB and the Legislature’s procedural deadlines may not match the Board’s meeting schedule for 2014-2015, the Legislative committee will craft a recommended/wish list of items for the 2015 session for the Board’s consideration. The Legislative committee’s intention is to allow for adequate Board review, discussion and, if appropriate, action while at the same time keeping in mind procedural requirements and deadlines outside of its control.

Action	Responsible	Start Date	Due Date*
Budget narrative due to the Governor’s office	Executive director		August 25, 2014
Budget, including any proposed legislative action, due to the Governor’s office	Executive director		October 15, 2014
First (of 3) MN Legislative committee deadline	Legislative committee chair	March 2015	March 2015
Second (of 3) MN Legislative committee deadline	Legislative committee chair	March 2015	March 2015
Third (of 3) MN Legislative committee deadline	Legislative committee chair	No later than June 19, 2015	No later than June ##, 2015
Appropriations effective	Executive director		July 1, 2015
New law effective date (unless stated otherwise)	Executive director		August 1, 2015

* Dates provided are based on past experience and for planning purposes only. Confirmed deadlines have not yet been communicated by the Governor’s Office or Legislature and are subject to change.

D. Board decision making and motion practice

Standing Notation: The attached D1 “Consent Agenda and other motions formalizing board action” overview is provided as a guide to motion practices. Board members should be prepared to evaluate and prepare motions before the board under this general guidance.

E. Previous Board and executive committee minutes

Meeting Date	Meeting Type	Minutes	Attachment ID #
March 20, 2014	Board	Board Action Required	E1
February 20, 2014	Executive	Approved April 17, 2014	E2
April 17, 2014	Executive	Approval Pending	None

Motion: To approve the meeting minutes for the meeting date of March 20, 2014.

F. Office Reports:

Report details and informational reports are provided in the executive director report.

G. Routine correspondence

Routine Correspondence is noted in the Executive Director Report.

H. Standard contracts and grant extensions.

Standard contract and grant extensions will be reviewed by the finance committee and added to the full Board agenda or consent agenda only if a decision is required or requested from the full Board.

I. Confirmation of conventional actions required in bylaws, Internal Operating Procedures and the like.

Under the Board’s Internal Operating Procedures (IOP) page 9, the Board’s Annual Self-Assessment is preferably conducted in December of the year and, at page 12, the executive committee is responsible for evaluating the executive director in May of each year. Due to resource constraints and the continuing work of the ad hoc Performance Management work group, standard practices have been on hold. The executive committee believes it is important to the successful operation of the Board to provide regular feedback to the executive director and to self-assess its operations in the interim.

Executive Director Evaluation

The executive committee met with the executive director in closed session on April 17, 2014 to provide an evaluation of the executive director’s performance to date. Performance is considered satisfactory.

Board Annual Self-Assessment

The attachment #11 EMSRB Board Self-Assessment is a means for the Board to establish a base line for Board discussion. It is the Board chair’s intention to distribute this assessment at the May 15, 2014 Board meeting and collect them for tabulation and discussion at a future meeting. The Board chair also encourages Board members to complete the attachment #12 EMSRB Board Member Self-Assessment and Self-Study.

Board’s Self-Assessment aggregate scores will be provided at a future meeting for discussion and continuous improvement planning. To encourage frank self-assessment and

promote continuous improvement, individual Board member Self-Assessment scores are for a Board member's use only, are not required and will not be collected.

J. Resource Constraints

As the Board is aware, the EMSRB staff is currently operating under resource constraints. The chair and executive director met and agreed upon the following Board priorities for the next several months:

1. Recruiting and hiring of new staff;
2. Responding to the Office of Legislative Auditor's audit notice of March 17, 2014;
3. Appointment of new Board members; and
4. Preparation of the 2015-2016 budget.

Unless clearly critical to the health and safety of the public, Board members and others are discouraged from bringing matters forward. The chair intends to strictly enforce the Board's minimum threshold requirements and monitor the need for full Board or executive committee meetings in the near term.

K. Ad hoc Performance Management work group

Due to resource constraints, the ad hoc Performance Management work group has been asked by the Board chair to present an interim recommendation to postpone its work and refocus its efforts on sharing information gathered to date with the executive director in support of the need for additional resources and budget request. See Interim Recommendation letter attached as CA Attachment K1.

Motion: To adopt the ad hoc Performance work group's interim recommendation attached and review the status and re-initiation of the ad hoc Performance Management work group on or around November 2014.

Revised 5/21/14 to correct email address for Board chair and to add appointment date for Dr. Burnett