

**Joint Powers Board**  
**Minutes of Meeting November 8, 2012**

**Members Present:**

Doug Johnson – Chair  
Dan Belshan  
Marcia Ward  
Jane Olive  
Teresa Walter  
Richard Samuelson  
Dave Harms  
Ray Tucker – Vice Chair  
Ken Brown  
**Members Absent:**  
Milt Plaisance  
Chuck Amunrud

**Advisory Members Present:**

Don Hauge – Executive Director  
Tom Beniak  
Diane Benson

**Advisory Members Absent:**

Mike Juntunen  
Susan Trankel  
Dan Stensrud

**Guest:**

**I. Call to Order**

Meeting was called to order by Chair Johnson at 08:30 a.m.

Meeting started by Chairman Johnson and the Board members thanking Commissioners Tucker, Plaisance and Olive for their years of service to the board. Commissioners Tucker and Olive lost their re-election bid in November and Commissioner Plaisance retired from his County Commissioner position. All of these fine people have been very supportive to the SE EMS and we are very grateful for their service.

**II. Review Minutes of October 11, 2012 Meeting**

Motion: Brown

Seconded: Walter

“To approve the minutes of the October 11, 2012 meeting as recorded.” **MOTION CARRIED.**

**III. Administrative Report**

**A. Financial Report**

Hauge referred the Board members to the October expenditure reports that were emailed to the board prior to the meeting. As of the end of October, we have expended 23% of the FY 2013 State funds or \$16,776 dollars. Using the new budget amount, as of the end of October, we have expended 23% of the Seat Belt budget or \$47,140. We have also raised 25% of the yearly EMS Budget or 31,765 which is the money we raise on our own.

Hauge stated that the State is nearly caught up with payments to the Regional Program. We received approximately \$20,000 of the \$47,000 owed to us this past

week and staff from the EMSRB stated that the rest should be in our account this week.

Request motion to approve the October 2012 year to date Expenditure Report as presented to the board.

Motion: Samuelson

Seconded: Belshan

"To approve the September Expenditure Reports as presented to the board."

MOTION CARRIED.

Hauge referred to the October 2012 warrants that were emailed to the board prior to this meeting. He asked if Board members had any questions. He asked that the Chair will execute the documents.

Motion: Brown

Seconded: Tucker

"To approve the September warrants and authorize the Chair to sign." MOTION CARRIED.

#### **B. Progress Report: FY 2012 State Audit**

Hauge stated that the 2011 Audit has been completed by the Auditors office and now has been sent to the State for completion. Carla Blahnik informed Hauge on November 6th that the State office had contacted her and said that because of staffing shortages in their State Offices, they are requesting an extension of the due date to the EMSRB. According to our contract with the EMSRB, the Audit needs to be complete by the end of November. Hauge did contact Debra Teske at the EMSRB Office and requested to extend the due date for the Audit until December 15, 2012. Ms. Teske stated that this was acceptable and sent an email confirming this to our office and the State Auditors email. Hauge forwarded the email to Chair Johnson. Ms. Blahnik also asked for a date for the exit conference with staff and Chair Johnson so we are tentatively meeting on November 27 at 2:00 if it works for the Chairman. We will report the results of the exit conference and the Audit at our January meeting.

Chairman Johnson explained that he will make the official response on the two findings by the Auditor of "Segregation of duties" and "Preparation of financial reports". He felt the process went very smooth this year.

#### **C. Fiscal Agent Rate Increase**

Hauge stated that he received an email from Brian Erwin, Assistant Controller, Olmsted County Finance Dept. on October 15th which stated:

*"For years EMS has paid 50% of the cost that Olmsted County calculates to provide support to you. We have also provided some discounts to other agencies that we've provided support to. Beginning in 2014 we will no longer discount the services that are provided. I wanted to let you know so you can plan for this. Please see the calculation for 2013, I would assume that the amount for 2014 would be similar."*

EMS Services Charge Calculation			
	Budget Year = 2013		
	Full-Rate	EMS Rate	EMS Discount
Financial Services	\$1,969	\$985	50%
Payroll Services	\$2,526	\$1,263	50%
Total	<b>\$4,495</b>	<b>\$2,248</b>	<b>50%</b>

*"The Olmsted County Finance department has been struggling for years to keep pace with the ever-increasing demand for our services. We have lost staff and we don't anticipate being able to add staff as we move into the near future. For years we have been asking the County Administrator to stop providing fiscal support to the Agency Funds that we support (as our staff levels has decreased and the demand has increased) and he hasn't wanted to stop the service but he did say that we should charge what it costs to do the work. So this is a move to charge what it costs to provide the service."*

Board discussed how they are appreciative of the service we receive from Olmsted County and they feel that we should thank them and understand the good deal we have been getting for the past several years. Commissioner Brown stated that he would see if Olmsted County would consider increasing this over 2 years, 75% the first and 100% in the second year. He will work on this. This will be worked into the budget for the 2014/2015 budget.

#### D. Un-assignment of Seatbelt money (Action Item)

During our current Audit and for the past several years, the Auditor has asked if we would like to continue to have the \$6,466 of Seatbelt funds that is assigned to the reserve account? After getting a little "history" from Linda on this, she stated that in 1998, we had an activity in our SB budget for "EMT Training". Since the State was already reimbursing volunteer ambulance services for their members completing EMT/EMT recert classes, our funds for this activity were not used. During that same year, the JPB approved a recommendation which "assigned" the \$6,466 to the reserve account for the "development of a new education project", It was never used and has appeared on annual audits as a separate figure ever since.

Hauge suggested to unassign the \$6,466 of Seatbelt that is assigned to the reserve account and put it into the 2013 EMS funds budget under Systems Management to be used for new computers and new Education Coordinators health insurance benefits.

Motion: Tucker

Second: Samuelson

"To unassign the \$6,466 in the Seatbelt Reserve Funds and assign this amount to the FY 2013 budget under EMS Funds/System Management ongoing costs of Computers/health insurance premiums.

MOTION CARRIED

**E. 2013 Preset Interest Rate**

The State Auditors have recommended Olmsted County calculate interest to agency funds using a preset rate.

Your interest for the year 2013 will be calculated at .10 % of your average cash balance.

No concerns were voiced on this topic.

**IV. Program Funding Recommendations (Action Item)**

The Board may recall that at our September JPB meeting, Hauge received notification from the EMSRB that the amount that each Regional Program should budget for their programs and activities had been projected to high for the 2013 FY. The original amount projected by the State for the 2 year grant cycle was \$450,000. Last year the State did not change their projected amount but the JPB was proactive in reducing the amount that was budgeted by \$60,000 which came from a program that had not been started so was easily cut. So instead of budgeting \$225,000 for FY 2012, this Board reduced the amount to \$165,000 and we received \$148,890. For FY 2013, the State has told us to reduce our SB projected budget to \$202,500. Hauge has reviewed the budget and has given some options to the Pre-hospital Advisory Committee (PAC) at their October 30th meeting to get their input. Hauge stated that the group reviewed current projects that are in the budget. The group has been discussing a program called "Registered EMT Staffing Program (RESP)" which is being used in the South Central Region currently. It is a program that helps volunteer ambulance services cover hours that they are not able to cover themselves by having a "pool" of EMT's who are willing to spend time at a given service and respond to calls as a 2nd EMT. Much of this happens during daytime when most volunteers are working out of town. This program was discussed at length during a PAC meeting and while they think it is a good program, many did not feel they were in need of this type of assistance at this time so felt that the program would go un-used. There was \$15,000 dedicated to the formation and upkeep of this program for the current 2 year contract.

Motion: Ward

Second: Harms

"To remove the Registered EMT Staffing Program (Resp) funding of \$15,000 from the Seatbelt budget and revisit it next budget cycle"

MOTION CARRIED

Another program that was discussed was the ITLS or International Trauma Life Support program. This program focuses on taking care of patients who have had trauma. It teaches things like Backboarding, helmet removal, burn care, ect. While this program is very good, many of the items taught in this course are now part of the normal EMT training that our volunteers take so therefore it is not being widely used

in the Region. Larger Full-Time services may still require it but few of the volunteer services are using it. \$6,000 was budgeted for use for this program.

The recommendation from the PAC committee was to cut these programs from our FY2013 budget, with the option to add them back into the next budget cycle if funds are available, to help reduce our budget down to the target set by the State. The proposal would be to eliminate the \$6000 ITLS program from the 2013 Seatbelt budget.

Motion: Harms

Second: Belshan

"To remove the ITLS programs \$6,000 from the FY 2013 Seatbelt budget"

MOTION CARRIED

## V. Office Issues

### A. Office Computer Proposal

The two new office computers have arrived and are in the process of having our programs added to them and should be in use soon! We also received a donation of some used flat screen monitors that were larger and much clearer than the current ones we have so Thanks to Tom Beniak and Gold Cross for the donation of those items to the Regional Program!

### B. Full-time Education Coordinator

At the October 11th JPB meeting, we discussed the need to add a full-time Education Coordinator to the staff. This position would replace the contract position that was formerly held by Jill Ryan Schultz in contract with Gold Cross. It would also replace the Program Assistant position currently held by Diane Benson.

The Board directed Hauge to advertise the position for 2 weeks, conduct interviews if time allowed and bring a Candidate name and suggested salary to the November Board meeting.

The position was on October 15th on the SEEMS website, MAA website and the EMSRB website with all applications to be postmarked no later than October 29th. 8 applications were received prior to the deadline and one after the deadline.

Applications were reviewed for criteria listed in the job description; spelling accuracy and grammar were also considered due to the nature of the position. Of the 9 applications, 4 were chosen to be interviewed. Interviews were held on Friday November 2nd at the Workforce Development Building. 1 candidate withdrew their application on Thursday siting their current employer made them a generous offer to stay. 3 qualified candidates were interviewed by me, Tom Gathje from Gold Cross Education and Todd Emanuel, RN from Mayo Outreach. Following the interviews the committee agreed that Cathy Anderson from Chatfield should be offered the Full-time position of Education Coordinator for the SE EMS. Cathy comes to us with excellent teaching, organizational, accounting, clerical skills. She has been involved with coordinating and teaching EMS classes for the past 13 years and has been an EMT for

22 years. She has previously worked in our office as well. She will be an excellent addition to our staff!

**C. Education Coordinator Salary Approval (HANDOUT 2)**

The Board may recall that the salary range we talked about for this position was listed at 37,400 – 56,000 plus benefits. With Cathy's long history in EMS and teaching plus other skills that she brings to our office that will assist us, my recommendation for her salary is starting at \$43,500 plus a prorated Health Insurance stipend for FY 2013 of \$2,900. She would also receive all the other benefits of PTO, PERA, STD, paid holidays, and monthly cell phone stipend not to exceed \$70/mo.

Discussion of doing a 6 month review which would bring us right to the budget cycle so this would be a good time to review salary.

Motion: Belshan

Second: Brown

"To hire Cathy Anderson with a six month probationary period to be removed by the board upon successful 6 month review by the Executive Director, and Executive Director should set up annual evaluations of staff prior to end of fiscal year"

MOTION CARRIED

Motion: Tucker

Second: Ward

"Set salary for Education Coordinator position at the \$43,500 plus health insurance stipend and cell phone stipend and other benefits as listed in the Benefits policy and mileage per the IRS rate for work related travel"

MOTION CARRIED

Chairman Johnson stated that in regards to mileage reimbursement for the Executive Director that a form is submitted to Chairman Johnson and he approves it and sends it to Cindy Gathje for payment. Just wanted the Board to know that there is a checks and balances for mileage reimbursement.

**VI. Education/Training**

**A. 2013 Conference Report by Benson**

Commissioners Johnson and Brown thanked Diane for all of the years she has given to the regional office. We will miss her expertise and wish her well on her upcoming retirement.

Diane reviewed the plans for the 2013 conference to be held at the Mayo Civic Center March 15 & 16, 2013. She discussed some of the topics that were being offered and invited the Board members to attend the conference if they are able to.

**VII. Other Business/Open Discussion**

A. Commissioner Belshan discussed the Online Education and the need for the use of a credit card and how do we proceed in the use of this program. He asked if we should look at using another online source for our providers and use our program

for our volunteers. Beniak stated that he had a concern of steering our regional providers away from our Online training because they follow our regional medical guidelines. Johnson suggested maybe we could work with the St. Olaf College Marketing program so we can market our services better. He felt this would be free of charge but help us market our programs to other providers such as Police officers.

- B. Hauge handed out the dates for 2013 to the Board and said that the only date that did not coincide with the Workforce Development schedule was February 14, 2013. Dari will check to see if Workforce will meet on that date or not.

Joint Powers Board date for 2013 will be: January 10, February 14, April 11, June 13, September 12 and November 14.

VIII. Adjournment  
Motion: Samuelson Seconded: Ward  
“To adjourn the meeting at 09:30 a.m.” MOTION CARRIED.

Approved by: \_\_\_\_\_ Attested by: \_\_\_\_\_

Douglas Johnson, Chair  
EMS Joint Powers Board

Don Hauge  
Executive Director