

**Joint Powers Board  
Minutes of Meeting January 10, 2013**

**Members Present:**

Doug Johnson – Chair

Marcia Ward

Dan Belshan

Ken Brown

Chuck Amunrud

Teresa Walter

Richard Samuelson

Dave Harms

**Advisory Members Present:**

Don Hauge – Executive Director

Cathy Anderson

Tom Beniak

Dan Stensrud

**Advisory Members Absent:**

Susan Trankel

Mike Juntunen

**Guest:** Holly Hammann-Jacobs

Carla Blahnik

Ray Tucker

**Members Absent:**

3 seats vacant after election

**I. Call to Order**

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

**II. Review Minutes of the November 8, 2012 Meeting**

Motion: Walter

Seconded: Harms

“To approve the minutes of the November 8, 2012 meeting as recorded.” **MOTION CARRIED.**

**III. Introduction of Education Coordinator.**

Hauge introduced Cathy Anderson, the new Education Coordinator of the SE Minnesota EMS Regional Program. Cathy thanked the board for giving her the opportunity to serve and said she looks forward to working with the board and providing quality education for the area EMS providers.

**IV. Recognition of Departing Board Members**

Doug Johnson along with Don Hauge presented Ray Tucker with a plaque in recognition of the many years he has served the SE MN EMS Regional Program and the area providers as a member of this board. Thank you, Ray.

**V. FY 2012 Audit Report: Carla Blahnik, Office of State Auditor**

Doug Johnson then brought our attention to the audit. He spoke briefly on the challenges of an audit and encouraged the board to use this time as a learning experience. Doug introduced Carla Blahnik with the State Auditor’s Office. Carla gave a

presentation beginning with the responsibilities of the auditors and the responsibilities of the managing board. She stated that their responsibility is to form an opinion of the financial statements and to make sure the statements are reasonably free from material misstatements. The statements however, are the responsibility of management and the board. Carla noted that any audit adjustments have been addressed with management and are reflected in the statements. They also look at estimates to see if they are reasonable and adhere to policy established by the board. One significant estimate was that depreciable assets. No difficulties were found. Carla worked with management and the Doug Johnson regarding fund balance classification. The auditor's office gave an "unqualified" opinion which, as Carla explained, is the highest qualification you can receive. Carla then drew our attention the unrestricted fund balance of \$330,000.00. She felt that without further revenue, the regional program would be able to operate for approximately ten (10) months.

Then next area Carla wanted to speak to was the schedule of findings and recommendations. The first one relates to Segregation of Duties making sure that no one person handles a transaction from beginning to end. Due to our small staff numbers they understand The Regional Program office cannot maintain the level of segregation of duties they would like to see. She encouraged to segregate where we can and make sure the board is aware and monitors the activity within the office. The other area relates to Financial Statement Presentation. Again, due the small staff size, the office has relied on the auditor's office to prepare the financial statements. She would suggest the board train someone to be an expert on financial statements to review, understand and / or make changes to the financial statements. Carla then asked the board if they had any questions or concerns. Board Member Ward asked if the State would be able to provide the training and Carla answered some training could be provided. Board Member Ward asked Carla if she knew of a computer program that might help and Carla answered that Quick Books would work. Doug Johnson asked for clarification, that someone with knowledge can be a second set of eyes to make sure the auditor's reports make sense.

Motion: Samuelson

Seconded: Brown

"To accept the report of the State of Minnesota, Office of the State Auditor" **MOTION CARRIED.**

## **VI. Administrative Report**

### **A. Financial Report:**

Don Hauge gave a report on the November financial statement. Hauge pointed out we have spent 26% of our state funds and 25% of our projected seatbelt funds. Don is working to use the state monies so those dollars are not lost. The seatbelt dollars however will carry over. Johnson commented that we would always like to have a request in to the state for the full amount that we can. Don pointed out that the state is currently 3 months behind in sending out their payments and thankful for the reserve that not all of the other regional programs in the state have.

Motion: Samuelson

Seconded: Brown

“To accept the financials” **MOTION CARRIED**

Don Hauge also asked for a motion to approve the November warrants.

Motion: Brown

Seconded: Harms

“To approve the warrants as shown” **MOTION CARRIED**

**B. Hospital Education Grant.**

Don Hauge reported that eight (8) of the eleven (11) hospitals applied for the grant which is \$3000.00 to be used towards education or equipment used for education. Don said of those who applied the monies were used towards ACLS, PALS and TNCC training. One hospital did use the funds for equipment. At a recent meeting we had with the emergency room nurse managers, it was expressed how much they appreciate this grant as it helps with their training needs.

**VII. Regional Program Update**

- A.** Don shared a picture of Diane Benson receiving a clock from the board for her retirement. Don also brought up with the board the possibility of developing a policy for using funds for retirement gifts.
- B.** The new website was shown for the board members to see. A tour of the site was given and Don shared the positive comments he has received.
- C.** 2013 Conference. The information is on the website. The brochure is out and we received our first registration. Don has been working on increasing the number of vendors and has even brought on a few new ones. Two of the new vendors are corporate sponsors. Ken Bouvier is scheduled as our keynote speaker. Ken has been a presenter at our conference before and is very well liked by the participants. We are grateful for Mayo Clinic as we get a lot of local talent to do workshops and Mayo generally doesn't charge us for these speakers.
- D.** TNCC Classes – Trauma Nursing Core Course. The class is taught at St Mary's Hospital each time. We have a class scheduled for January 23 & 24, 2013 and the class is almost full.
- E.** Consortium Update. Anderson reported on the updates she is working on to bring the education modules current. She is also working on the annual re-licensing of the ambulance services in the consortium. Anderson shared with the board how Dr. Laudon did a presentation for other physicians and emergency room nurses on the Medical Director's Consortium. His presentation had a positive response that several physicians and nurses approached us to come on board.
- F.** Training Institution Update. Anderson reported on the number classes she is currently working on. Those include EMT refreshers, First Responder initial and refreshers, several test-outs, CPR classes and CPR/AED for two area businesses. Don mentioned how he and Cathy be working together to bring in more CPR classes that we can hold right in our office during the day.

**VIII. Other Business / Open Discussion**

Doug Johnson discussed having some current board members sit with and mentor the new board members who will be coming on this year. Don Hauge mentioned we have a board orientation program to help them understand the terms and acronyms commonly used.

Doug asked Holly Hammann-Jacobs if she knew of any legislative issues the board should be aware of. Holly stated there were none at this time.

Don brought up one more item in regards to the hiring of a temp to assist with conference time. Don wanted to make the board aware that he would like to have his college-aged daughter come into that position. He would make Cindy Gathje her supervisor and Cindy would assign duties as needed. He recommends she be paid at an hourly rate of \$9.00 per hours. Don asked if any of the board members had a concern over the hiring of Kylie Hauge and the board was okay and thanked him for keeping them informed.

**IX. Meeting Adjourned**

Motion: Harms

Seconded: Ward

“Motion to adjourn” **MOTION CARRIED**

Approved by:

Attested by:

Douglas Johnson, Chair  
EMS Joint Powers Board

Don Hauge  
Executive Director