

Joint Powers Board

Minutes of Meeting September 12, 2013

Members Present:

Doug Johnson – Chair
Steve Bauer
Dan Belshan
Tim Gabrielson
Richard Samuelson
Teresa Walter
Marcia Ward

Advisory Members Present:

Don Hauge – Executive Director
Cathy Anderson
Tom Beniak
Dan Stensrud
Ryan Throckmorton

Members Absent:

John Allen
Chuck Amunrud
Ken Brown
Dave Harms

Advisory Members Absent:

Susan Trankel
Dan Stensrud
Brenda Voshalike

I. Call to Order

Meeting was called to order by Chairman Johnson at 8:34 a.m.

II. Review Minutes of the June 20, 2013 Meeting

Motion: Gabrielson Seconded: Bauer

"To approve the minutes of the June 20, 2013 meeting as recorded." **MOTION CARRIED.**

III. Administrative Report.

- A. Financial Reports. Hauge drew the board's attention to the June financial report pointing out that June ends the 2 year grant cycle. The grant cycle was for fiscal year 2012 / 2013. Hauge shared that 100% of the States funds were expended. He reminded the board these are funds you must spend or lose. Seat belt funds were budgeted for the first year at \$225,000.00 and the second year at \$202,500.00 for a total of \$427,500.00 for the 2 year period. Hauge pointed out we fell well short of that in what was received. As a result the board was proactive in reducing the budget. The total dollars received in Seat Belt funds was \$324,646.00 and we expended \$315,514.00 leaving \$9,132.00 to carry over. July and August reports show we have expended 49% of state funds as we have taken salaries, consortium payments, rent so we can spend those State dollars down. Only 1 percent of Seat Belt funds have been used. In June we had about \$7,000.00 on the books that have been invoiced. Currently, \$1,475.00 of that amount remains due. The balance in the checking account is at \$24,240.00, the reserve account is at \$307,920.00. We have invoiced the EMSRB \$37,424.00 and are waiting for that money to come in. Hauge then presented the June, July and August Warrants.

Motion: Ward

Seconded: Walter

"To approve the financial report and the June, July and August warrants " **MOTION CARRIED**

B. Progress Report: FY 2013 State Audit.

Hauge noted that Carrie from the auditor's office has been in the office to begin the audit. She has asked questions so far regarding fraud in the office and will be in again to audit the process of opening the mail and handling the checks and money that comes through this office.

C. GASB 54 Approval

Hauge reported that initially, his attempt to get approval on the GASB 54 (Governmental Accounting Standards Board) policy was difficult, as it didn't meet the specifications of the auditor. He contacted Dan Arndorfer who works at Home Federal Bank and has an accounting background. Dan actually helped write out the statement and did a fund balance sheet. This board had previously asked and approved \$200,000.00 for operations should the State funding stop. Anything above that is the unassigned money used for day to day operations. We will need the board to reapprove this now. Chair Johnson noted that Karla Blahnik from the State Auditor's office has stated it now meets specifications.

Motion: Samuelson

Seconded: Gabrielson

"To approve by resolution the GASB 54 statement" **MOTION CARRIED**

D. Dr. Dennis Laudon "Memorandum of Understanding"

At our last meeting we approved a Memorandum of Understanding for Dr. Dan Hankins to continue as our medical director. Hauge reported at that time that Dr. Hankins will be retiring from the consortium at the end of this year. Dr. Laudon is an emergency room physician, has served as our medical director in the past for a short period, and is very familiar with our program. This memorandum will go from January 1, 2014 to June 30, 2014. Mayo Clinic covers their malpractice insurance. The physician received no payment for this service. The only payment they receive is mileage reimbursement for attending meetings of the consortium services. Chairman Johnson noted the insurance is \$1,000,000.00 per claim, \$3,000,000.00 aggregate per MCIT.

Motion: Bauer

Seconded: Walter

"To approve the Memorandum of Understanding for Dr. Dennis Laudon as Medical Director" **MOTION CARRIED**

E. Recognition of Dr. Hankins.

Hauge was seeking the board's thoughts on recognizing Dr. Hankins for his years of service. Hauge noted the board spent \$100.00 on the retirement gift for Linda Horth. Commissioner Belshan asked how many years Dr. Hankins has been the

medical director. Hauge believed he has 20 or more years of service with our program.

Motion: Walter

Seconded: Samuelson

"To approve spending up to \$100.00 towards a recognition gift for Dr. Dan Hankins"
MOTION CARRIED.

F. MCIT 2013 Dividend Report

Hauge just wanted to advise this board that MCIT will be sending us money back from this year's dividends. Our premium for Workman's Compensation and property and casualty insurance was just over \$3000.00 and they are sending us back \$2141.00.

G. Credit Card Merchant Account Approval.

Don updated the board on where he is at with this. Don was going to seek the board's approval on this today, but has run into an issue he would be more comfortable verifying before seeking approval. There was also discussion on having Olmsted County review our legal contracts. Currently, our Memorandum of Understanding with Olmsted County does not cover legal review. Board agreed to table this item until November.

No action taken on this item.

H. Executive Director / Education Coordinator Probationary Status.

Hauge brought to the boards attention his probationary status was up in 1 year in July and Cathy's was 6 months which was up May 3, 2013. The board's direction last time was to do performance evaluations with Cindy and Cathy. Those have been accomplished and Don believes both Cindy and Cathy do a fine job. Chairman Johnson will meet with Don on his performance.

Motion: Gabrielson

Seconded: Ward

"To remove probationary status from the Executive Director" **MOTION CARRIED**

Motion: Bauer

Seconded: Walter

"To remove probationary status from the Education Coordinator" **MOTION CARRIED.**

Don Hauge and Doug Johnson brought to the board's attention that Cindy has not had a raise since 2011. This board mentioned last time they met, they believed she had never been compensated for the accounting duties she took over when Roberta Batalden left our office 4 years ago. Cindy does not have an accounting background and Don would consider her an accounting assistant. Cindy handles all the requests for checks, prints checks, balance the check book and reconciles the bank statements. She always has everything prepared for the audit. She does a very good job and Hauge believes she deserves a raise and perhaps even a bit more as

she has had more duties added to her job as an administrative assistant. Chair Johnson shared this is more than a performance increase, but more of a comparable worth with the change of duties. Hauge has found some pay ranges for the job duties of an Accounting Assistant. The salary range is \$12.22 – \$20.83 and the middle is \$16.52. Cindy's current pay is \$15.70 per hour and she works 832 hours per year, 16 hours per week, with additional time during the conference and other similar events. Don and Cathy both shared how helpful and proactive Cindy has been in helping them through their first years with office.

Motion: Ward

Seconded: Walter

"To approve a salary increase to \$16.52 per hour due to change of duties of the Administrative Assistant" **MOTION CARRIED**

IV. Regional Program Update.

A. 2014 Conference Report.

Hauge said we are still planning and have our national speakers secured. We are working with Glenn Lyden the public relations officer with MCMT as this is the 30th anniversary of the Mayo One program. We are also working on recognizing Dr. Dan Hankins as well as his wife Joan who will also be retiring as a flight nurse with Mayo One. Bids from Caterer's are being sought and the committee continues to work on getting everything in place. Commissioner Ward asked what the dates of the conference were and those dates are March 14 & 15, 2013 at the Mayo Civic Center.

B. Fall 2013 One-Day Workshop.

We are doing a Pediatric Workshop scheduled on September 28th. Hauge noted a bit of a disappointment as we had limited the number of registrations to 100 and to date we have received about 30. We will not be canceling as it won't be a loss if we don't fill up. We have a lot of nurses coming and this is a good way to get nurses involved in our program. This was a trial run for a Fall conference and we had a couple of ideas for themes for the next few years, but if we don't get enough of a response, we will not continue a Fall workshop.

C. Ambulance Service Visits.

Hauge told the board that he has been getting out visiting the ambulance services in our region. He has visited 5 so far and does a Power Point presentation on the Regional Program. He shared many don't know a lot about what the program does outside of our annual conference. This has been good for our office and making the services aware of what we can offer. Chairman Johnson asked the board if they would like to know if Don is visiting a service in their county and the commissioners agreed.

D. Minnesota Mission: Lifeline.

Hauge updated the board on his involvement with this program. It is requiring a bit more travel than first thought, but feels it is a good program for most of the services in our region. He noted that Olmsted County, Dodge County, and Wabasha County are not eligible for funding through this program as they are considered metro. The project is providing 12 lead EKG to identify heart attacks. This early detection will activate the system to help save lives. Hauge stated we will be at the end of the grant cycle and should be eligible around April. Ryan Throckmorton, Jim Cooper from Spring Valley and Sue Kester have also agreed to be on this board. Ryan Throckmorton added that this equipment will also allow ambulance services to transmit the data wirelessly to the emergency room.

E. Training Institution Update.

Anderson reported that classes have begun to pick up again with the recertification of EMR's and have about 5 test outs scheduled. She shared some of the changes from the EMSRB regarding the roles of those who oversee exams and how she is preparing for that. She is also working on getting the paperwork in order to renew our training license with the EMSRB. She shared how monthly CPR classes are gaining interest and has held 3 classes. She said attendance was a bit low, but is sure word of mouth with help. She stated that a First Aid class was held for the site supervisors of Habitat for Humanity, training 15 of their staff. The question was asked by Commissioner Samuelson if this class is needed for child care providers.

F. Consortium Update.

Anderson stated that the classes continue with the providers in the consortium program. She reports that a date has been set with the medical directors for their annual meeting, which is October 3, at 6pm. Commissioner Belshan asked for some examples of the changes coming in education. Anderson shared one of the biggest examples of the changes coming in education changes is the transition to competency based education. Rather than a minimum number of hours being met for a course, the course coordinator can adjust that to meet the needs for competency by the students. Hauge shared an example of an EMR wanting to become an EMT. There was much discussion on the expectations of volunteers vs. paid First Responders and EMT's. Due to the time, Chairman Johnson asked that we adjourn and address the topic again at another meeting.

V. “Critical Incident Stress Management” presentation.

Chair Johnson asked this be moved to our next meeting date.

VI. Other Business / Open Discussion

None

VII. Next meeting will be November 14, 2013

VIII. Meeting Adjourned

Motion: Gabrielson

"Motion to adjourn" **MOTION CARRIED**

Seconded: Samuelson

Approved by:

Douglas Johnson, Chair
EMS Joint Powers Board

Attested by:

Don Hauge
Executive Director