

Joint Powers Board
Minutes of Meeting November 14, 2013

Members Present:

Doug Johnson – Chair
Chuck Amunrud
Steve Bauer
Dan Belshan
Ken Brown
Tim Gabrielson
Dave Harms
Teresa Walter

Advisory Members Present:

Don Hauge – Executive Director
Cathy Anderson
Dan Stensrud
Ryan Throckmorton
Brenda Voshalike

Advisory Members Absent:

Susan Trankel

Members Absent:

John Allen
Marcia Ward

Guests:

Cindy Gathje
Dr. Dan Hankins
Dr. Dennis Laudon

I. Call to Order

Meeting was called to order by Chairman Johnson at 8:30 a.m.

II. Recognition of Dr. Dan Hankins and introduction of Dr. Dennis Laudon.

Chairman Johnson turned the meeting over to Executive Director Don Hauge, who introduced Cindy Gathje, Administrative Assistant, to the Joint Powers Board members. Don introduced Dr. Dan Hankins and briefly shared the history of the Medical Direction Consortium. Dr. Hankins began working with the Regional Program in 1991, and has served as a Medical Director since that time. He is one of the founding members of the largest program we have; the Medical Direction Consortium. That program was formed around a kitchen table with Matt Fisch, Dr. Bugliosi, Linda Horth and Dr. Hankins. This program now provides medical direction for 49 services and trains about 2500 EMS people each year. Don shared many of Dr. Hankins accomplishments over the years and shared that Dr. Hankins was his paramedic instructor in Albert Lea in 1992. Chairman Johnson, on behalf the Board presented a gift of a SE EMS jacket, and a beautiful sculpture in appreciation for his many years of dedicated service and commitment to the SE Regional Program. Don Hauge then introduced Dr. Dennis Laudon who will be taking over as Medical Director of the Regional Program upon Dr. Hankins retirement. Don shared Dr. Laudon's already long standing involvement with the Regional Program and the asset he will be as the Medical Director

III. Approval of the Agenda

Motion: Harms

Seconded: Walters

“To approve the agenda as written.” **MOTION CARRIED**

IV. Review Minutes of the September 12, 2013 Meeting

Motion: Amunrud

Seconded: Walter

“To approve the minutes of the September 12, 2013 meeting as recorded.” **MOTION CARRIED.**

V. Administrative Report.

A. Financial Reports.

Hauge drew the Board’s attention to the September financial reports. Hauge explained the bank statement had not yet been received, therefore the October report is not yet available. By the end of September 51% of our State funds had been expended and only 2% of our Seatbelt funds. We have raised 14% of our EMS funds. He noted that our expenditures will be going up as we don’t have many expenses in the summer months. The conference and EMS classes will produce an uptick in the expenditures. Don referred them to the Seatbelt monies we have been awarded. As of July, August and September we have received \$35,113.39 which is about 23% of the projected \$151,875.00. This puts on track for the FY 2014.

Motion: Brown

Seconded: Gabrielson

“To approve the financial report for September.” **MOTION CARRIED**

B. Approve the September warrants.

Motion: Bauer

Seconded: Amunrud

“To approve the September Warrants.” **MOTION CARRIED**

C. Progress Report: FY 2013 State Audit.

Hauge told the Board the audit is now complete and the official report, if not received yet, will be in the Board Member’s mailboxes soon. The Auditor’s office shared their findings on October 24th. Doug Johnson was present by phone during the exit interview. We received an *Unmodified Opinion* (formerly Unqualified), this is the highest opinion we can receive. One of their findings was in the area of Preparation of Financial Statements. It has been suggested that some education be done to learn the preparation of the financial statements. Cindy has been working on that with QuickBooks and someone who is knowledgeable with its applications. It was also suggested that someone with an accounting background look at the reports. Since Cathy worked for the City of Chatfield, she has some knowledge with that and she will be looking them over each month as well. Don feels we are handling the suggestions well and following up with any concerns. Chair Johnson added that part of the auditors concern was that when they are doing any adjustments on the financial reports, if we don’t have the knowledge to say that’s good, bad or otherwise, it puts us at risk. He added he believes we are doing ok, but will continue to move forward in learning the process. Hauge said something new

the auditor came up with this year, was the monthly bank reconciliation. Even though the board looks at it each month, the Auditor's office wants Don to review and sign and date the bank reconciliation. The other area mentioned, and Don said he knew it would be addressed and that is the use of public funds not for public purpose. This is specific to Linda's retirement party. The auditor did share that if a policy were to be developed for recognition this shouldn't be an issue in the future. Lastly, we were not cited for Segregation of Duties this year. The auditor sat and visited with Don, Cindy and Cathy individually and no concerns were noted. Hauge told the Board that the Auditor is willing to come and give a report of their findings to this Board. There would be a cost involved. There was some discussion from the Board and since there were not big problems the Board didn't feel it would be necessary for her to come.

D. Credit Card Merchant Account Approval

For many years we have talked about getting a merchant account for credit cards. This will be used especially for conference participants and vendors. It will also be used for our online education. Don has been working with Monica Correll. She is the one who developed the website credit card access for Northeast Region. Since we have to have a merchant account, and we are considered a small account, they are not charging us the start-up fees and monthly fees. They are charging us the percentage and transaction fees which are 2.9% and .30 cents.

Motion: Gabrielson

Seconded: Brown

"To approve the authorization of the merchant account contract" **MOTION CARRIED**

E. Executive Director Performance Evaluation.

Chairman Johnson then addressed the performance review of Executive Director Don Hauge. After emailing with the executive board members, their recommendation is a 2.5% increase, retro back to the anniversary date and to be caught up on 1 check. This would also be the benchmark that Don would use with the rest of his staff. It was noted that it was budgeted at 3%. Johnson said Hauge's review met expectations. There was some discussion regarding salary competition with Mayo.

Motion: Harms

Seconded: Amunrud

"To approve a 2.5% pay increase" **MOTION CARRIED**

F. MAA Membership.

Hauge shared that he is always looking for new ways to get funding. Our seatbelt money continues to dwindle. This of course is a positive thing as it means people are wearing their seatbelts and it's saving lives. But trying to find new funding resources is a difficult task for the Regional Programs. Some of the regions are becoming 501c3's and moving away from their joint powers. Hauge stated he is not in favor of doing that. Hauge and some of the other Regional Program directors feel the best way to get more funding may be legislatively. He said we have been a member of MAA for a number of years. Hauge has asked Dan Stensrud, who has

been involved with MAA to address the board and give some background on MAA and what they do. Dan Stensrud shared he has been involved with MAA for 20 years. He highlighted areas they have helped ambulance services over the years. He mentioned the Seatbelt funding. He also mentioned the Minnesota Revenue Recapture Program which helps ambulance services recapture money from patients who will not pay their ambulance bill. Through MAA ambulances also save money on not having to pay sales tax on the diesel fuel for their ambulances. Ambulance services can get a reimbursement from the State for the cost of training new EMT's after one year. The North Central cooperative allows the purchase of new ambulances at a great savings. He feels MAA has been a real value to ambulance services in the State. Hauge then addressed the board stating he feels MAA has real clout with the legislature. The regional directors have been associated with MAA and our fee was \$300.00 a year and that included a regional representative to sit on the board. But it didn't give them a seat at any of the legislative committees, and therefore didn't have any influence. The MAA would put the regional program on their list of wants from the legislature, but it wouldn't be a priority. MAA has a legislative consultant that works with them. So, the Regional Directors and MAA have proposed an increase fee to belong to MAA and the benefit would be a unified voice. All the regional directors would have a seat on the legislative committee for MAA. One of the issues the Regional Directors are concerned about is First Responders as they have no way to recover their costs. Unlike Ambulance services, First Responder services are prohibited for billing for services. Hauge feels this is a good investment in our future. He said they have come to an agreement on \$2800.00 which would include all those benefits, plus a legislative consultant to help us continue to look for more funding sources. This of course will now put us higher on their list as the Regional Directors would be sitting on their legislative committees. All but one of the Regional Directors has voted to bring this to their Boards. Hauge feels this will give us a better voice at the legislature. In the past we have paid \$6500.00 to O.J. Doyle, other programs even more. Hauge is asking the board to approve the \$2800.00 membership fee for 2014. Commissioner Dan Belshan then spoke and mentioned he is opposed to lobbyists and feels our State Senators and State Representatives will fight for us. He stated he is opposed to the \$2800.00 at this point and feels we need to put together a nice pamphlet the legislature could understand and see all the hours that volunteers put in and what these legislators are getting for their dollars. He suggested either regionally or multi-regionally, put together a nice report that would show the amount of dollars it would cost to fund this if there were no volunteers. Commissioner Belshan said he would rather see effort put into that, a professionally printed 4 or 5 pages with hard numbers, asking, how they could not fund this? Hauge responded that Linda had held many legislative open houses across the region. Legislators, Commissioners and EMS personnel were invited and many issues were discussed. Some were passionate about EMS and others weren't. But it didn't seem to do any good at that time. Hauge felt Commissioner Belshan's idea was a good one and can certainly be worked on, but still believes we need one person watching everything, pushing our

agenda, as well as informing our legislators. Hauge feels the \$2800.00 is still a good investment and said if we see no return on the investment, he would not be in favor of doing it again. Commissioner Belshan asked who would be the representative to the legislature. Hauge stated it believed it would be Buck McAlpin.

Commissioner Harms asked if the fees would stay the same regardless of the number of regions who come on board? Hauge said the MAA board was going to meet early December to approve the \$2800.00 fee. If it changes it would have to be reevaluated.

Commissioner Belshan asked why the regional directors themselves can't just testify to the legislators on each of their region's needs? Hauge said he looks at MAA as the Firefighters union. The firefighters are not afraid to brag on themselves. EMS is not a bragging society who talks up themselves. It is difficult to get the providers to do something for promote themselves during EMS week. MAA will do that for the EMS providers as a whole.

Commissioner Belshan was concerned that we would be using tax-payers money for Government to lobby Government. Chairman Johnson stated the membership fee would not come from tax-payer money, but out of EMS funds which we generate ourselves.

Commissioner Amunrud feels it will be worth \$2800.00 to have a seat at the table.

Chairman Johnson asked for a motion.

Commissioner Amunrud said he was in favor of making a motion that would include seeing the money's outcome.

Chairman Johnson stated we have a motion for the \$2800.00 along with a report back on what we are getting for that.

Commissioner Amunrud would like the fee to include at least two years.

Commissioner Brown mentioned the legislative session doesn't begin until February and though we could do more ground work to negotiate what we get for \$2800.00. He is in favor of seconding the motion without the caveats. There was discussion on the numbers of MAA membership and the number of staff.

Chairman Johnson reminded the board there is a motion and a second on the table.

Motion: Amunrud

Seconded: Brown

"To approve the \$2800.00 membership fee with guidance to the executive director"

Commissioner Belshan made a motion to table. No second needed.

"To table the motion to approve the \$2800.00 membership fee" MOTION DEFATED

Ayes: Belshan

Nays: Gabrielson, Harms, Walter, Amunrud, Brown, Bauer

Chairman Johnson returned to the original motion and called for the question.

Commissioner Belshan asked for discussion. Commissioner Belshan asked if everyone's verdict is to throw \$2800.00 at this without having all the facts? Chairman Johnson asked what dollar amount he wanted? Commissioner Belshan said he was fine with the \$2800.00 but wanted a 2 year contract for it.

She is also working on the paperwork to assist the ambulances on their relicensing. She reported she is updating the instructor files making sure copies of current cards are on file.

F. Consortium Update.

Anderson said she is working on updating the training modules for the services in the consortium. She also reported that she recently did an orientation class to bring 6 new instructors on board.

VII. "Critical Incident Stress Management" presentation.

Anderson shared a presentation on this program and its benefit to the region.

VIII. Other Business / Open Discussion

None

IX. Next meeting will be January 9, 2014

X. Meeting Adjourned

Motion: Harms

Seconded: Walter

"Motion to adjourn" **MOTION CARRIED**

Approved by:

Attested by:

Douglas Johnson, Chair
EMS Joint Powers Board

Don Hauge
Executive Director