

**Interior Region EMS Council
Board of Directors Meeting Minutes
October 4, 2019**

MEMBERS PRESENT:

Crystal Stordahl - PA, MMSc – Chair (TCC)	Rob Graham (Rural Highway 2021)
Scott Learned – Treasurer Chair (Urban 2020)	Steve Crouch (Urban 2021)
Cathrine (Cat) Miller - Secretary (FMH)	Danita Koehler, MD (Rural Highway 2020)
Shannon Hardy (Rural Non-Highway 2021)	Penny Green (Rural Non-Highway 2021)
Cecelia Grant (Rural Non-Highway 2020)	Brad Paulson (FNSB)

MEMBERS ABSENT:

Maria Mandich, MD - Vice Chair (Medical Director)	Vacant (Urban 2022)
Robin Hammond – Executive Member at Large (Rural Highway 2022)	

STAFF PRESENT:

Wilma Vinton – Executive Director	Abigail Duffield - Administrative Assistant
Amber Lammers - Finance Manager	Paul Berio- Tok Subregional Coordinator

Guests:

Kathleen Thompson- Audit	Dave Decaro via Teleconference
Travis Vargas – Audit	

- ROLL CALL & CALL TO ORDER

Crystal Stordahl called roll. It was determined a quorum was present and the meeting was called to order at 10:05 AM.

Introduction of Staff and Board

All Board members, staff, and guests introduced themselves.

Approval of the Agenda

A motion was made by Crystal Stordahl, Brad Paulson so moved and seconded by Scott Learned to approve the agenda. Motion passed unanimously.

Approval of Minutes

- March 1, 2019
- March 29, 2019

A motion was made by Brad Paulson and seconded by Shannon Hardy to approve the minutes of March 1, 2019 and March 29, 2019 Board of Directors meeting. Motion passed unanimously.

- BUSINESS

Annual Audit Report – Kathleen A. R. Thompson, CPA Cook & Haugeberg LLC

Ms. Thompson presented the Audit report. . The audit is presented utilizing the new accounting standard guidances for a non profit in order to comply with GAAP. Also discussed was the intent of the the councils to maintain financial

assets sufficient to meet 90 days of operating expenses. See attached report and letters for details. It was noted that the audit was a draft due to scheduling and time constraints. A final version will be provided in the next couple weeks.

A motion was made by Shannon Hardy and seconded by Penny Green to allow the Executive Committee to approve the audit once the final draft is received. Motion passed unanimously.

A motion was made by Steve Crouch and seconded by Penny Green to allow the Executive Committee approve the 990. Motion passed unanimously.

Executive Director's Report

- Wilma reported that the base Operating Grant for FY20 remained the same as last year with some additional Data funds provided to contract with SEREMSC's Data Manager to provide data services in Interior. Total amount of the FY 20 grant was \$718,716.
- Code Blue Committee met and it was recommended that the Regions should send out Code Blue requests for phase 20, even though funding was vetoed for Phase 19. The items that were requested but not funded in the Phase 19 request will be a priority in Phase 20. A few items were funded from returned money for Koyukuk's Rescue Sled and Tok's gurneys in the amount.
- There is a new Section Chief for Rural and Community Health Systems, Sondra Laclair. She has replaced Heidi Hedberg who was promoted to Division of Public Health Director.
- The State EMS Office is Beta testing a new Scenario-based Practical Exam. IREMSC's EMT 2 class will participate in the Beta testing.
- The Executive Director continues to work with ACEMS's Implementation Task Force to assist in the development of the rollout tools for implementing the new regulations that were approved and went into effect August 21, 2019.

Executive Directors full report is attached to these minutes.

Year to Date Finance Report

Wilma presented the attached financial report. Changes from previous year include:

- Increase in class income because of timing, more classes in the summer that we haven't done in the past.
- Rental Increase due to timing
- Total project income received increased due to class increase.
- Expenses are lower due to new employees and being on a lower pay scale.
- Travel is up for site visits and meetings being held sooner than usual.
- Big change in equipment, we got approved at the end of June for the Smart Board, and Stop the Bleed equipment purchased with our funds
- Professional services increase is due to timing of the audit, and the expense of the Data Manager contract with SEREMSC.

Motion made by Brad Paulson and was seconded by Scott Mensch to accept the attached financial report as presented. Motion passed unanimously.

Mini Grants

We have distributed 27 Mini Grants in the amount of \$90,000 including 2 Directors discretion Mini Grants for some startup EMS. \$70,700 was funded via Operating Grant funds.. See attached for the list of Services receiving funds..

Break @ 10:50am

Returned @ 11:03am

Discuss Board approval to move from DHSS as a line item to DHSS Emergency Medical Services Budget (not as a line item)

Historically the Regions have been funded via their own line item in the DHSS budget. The State Office of EMS is requesting that the Regions consider moving their funds into the DHSS Emergency Services Budget. The reason for request is there are 4 units under that section and the Office of EMS is the only one that is 100% funded by General Funds. Changes in General Funds impacts their budget 100%. The other 3 have are leveraged by federal funds. The Office of EMS would be able to receive Medicaid matching funds if they are able to to use Regional Grant funds as leverage. Sandra has offered to speak directly to the board to answer any questions the Board may have. The IREMSC Board decided to table any discussion until after they received the requested explanation paper from Sandra.. Crystal Stordahl would like to compile with the Board of Directors a paper of the Pros and Cons of this to submit for review as well.

Strategic Plan Review

Crystal Stordahl requested the Executive Director provide a brief update on the strategic plan at each meeting. Annotating the success and any areas that may need the Board's assistance to achieve. rather than an indepth report at each meeting. Wilma reported that there is a database of all regions contacts which was updated recently. Site Visits will resume this next year and the Director continues to participate in region wide meetings. The active participation seems to be very useful. Brad Paulson thinks that the community outreach is going very well and is productive.

Review and Ratification of Executive Committee actions:

- FY20 Budget (as approved by Exec Committee)

Motion made by Brad Paulson , second by Penny Green to accept FY 20 Budget as approved by the Executive Committee. Motion passed unanimously.

Foraker Group Board Training & Recommendations

Annual Operations Plan – review current quarterly / annual grant reports – align with strategic plan. Crystal would like to form a committee to build an annual operation plan. Wilma will provide a draft of what the plan will be and the Executive Committee will review.

Ad Hoc Committees

Ad Hoc Committees were activated and Board members assigned:

- BOD Outline, liabilities and job description – Shannon Hardy, Steve Crouch, and Penny Green
- ByLaws Revision – Ceceilia Grant and Scott Mensch
- Salary Scale – Brad Paulson, and Scott Learned
- Social Media – Robin Hammond, Crystal Stordahl, and Maria Mandich

Break for lunch @ 12:10

Returned @ 12:30

Salary Scale Review Administrative Assistants

Wilma has hired quite a few administrative assistants in the past year and she reported that the hiring market is tight. Those that did apply and were accepted, did so after negotiating a higher step on the current Salary Scale. Wilma purchased a Foraker wages average for 2018 to compare our scale to what the State average is. The mean wage is 18.96. We are quite a bit behind in our salary scale compared to others regions and companies. We have made some

changes to the job positions, both admins have more job responsibilities. The last time this salary scale was update was 10 years ago.

Motion made by Shannon Hardy and seconded by Penny Green to approve the recommendation as presented. Discussion, motion not voted on.

Motion was made by Shannon Hardy and seconded by Brad Paulson to forward this to the ad hoc committee's for review and their recommendations will go to the Executive Committee for definitive action Motion passed unanimously

Proxy vote – discussion pros/cons

Proxy voting was discussed it was determined that this wouldn't be plausible because said person is actually not there, and the person with the Proxy could vote differently than the person they hold the Proxy for. Crystal recommended this be forwarded to the BylawsCommittee for review.

Motion made by Shannon Hardy for no proxy voting on the Board and Brad Paulson seconds it. Discussion. Referred to Bylaws committee for decision.

Medical Director Position – voting vs ex-officio / paid a stipend

Medical director currently is a voting member of the Board of Directors. This was approved a few year ago. Prior to that, the Medical Director was an ex-officio member. This has become a problem since she is now receiving a small stipend and it could be construed a conflict of interest that she is voting on her stipend. This issue will be reviewed by the By-Laws Committee and a recommendation will be made. For a short term decision, she will ask to recuse herself on the stipend vote.

Vacancy in Urban Seat

Discussed possible candidates for the open seat; there is a person interested in this position; his permanent residence is outside the FNSB. Lives in McKinley village but would fill an urban seat. Bylaws clearly states that the seat be filled by someone who lives in the area of the seat being considered. therefore the candidate is not eligible for the Urban seat because his residence is not in the Urban area of Fairbanks. It was recommended that a nomination Form be sent out the the Services in the Urban area for possible candidates to be considered at the next meeting.

Review & Approve Ethics/Social Media Policy

Wilma reported there are some changes of first person content, the content itself did not change.

Shannon Hardy makes a motion to table this policy to the January 2020 meeting so that everyone in the BOD can review it, Steve Crouch seconds it. Motion passed unanously

Review & approve Personnel Technology Policy

The Board reviewed the Technology Policy and requested that the Staff be allowed time to review it prior to its approval. It was tabled until the next meeting.

Note, the Board requested a Policy Book be compiled of all policy's voted on by the Board. Wilma will facilitate that.

Review BOD Giving – purpose

For some grants, Rasmuson in specific, requires that there should be a policy for board giving. Over time Rasmusen blanket statement may not be valid with Corporations like IREMSC's. This may not be an issue since Rasmuson funding

may not be available to EMS agencies in the future. While IREMSC does not have a formalized board donation policy, if a Board member doesn't take their per diem then it is posted as a board donation. Crystal requests that we get some actual guidance for giving or what's needed of board members with regards to donations.

Schedule Next Meeting (January/February)

January 17th 2020, 10am-2pm

1:45 PM to 2:00 PM MEMBER COMMENTS

Board Members' General Comments/Reports (Limit 3 Minutes Each)

Cat Miller said, FMH is working with imagetrend delete and they will be able to interface with the EMS partner forces, will be starting in a month.

Motion made by Crystal Stordahl and seconded by Steve Crouch to adjourn.

Action Items:

- Foraker training powerpoint email to all BOD
- Scott Mensch needs an editable version of the Bylaws
- Abi will work on the Policy Manual for the BOD

MEETING AJOURNED AT 1:30 PM.

Respectfully Submitted By

Abigail Duffield, Administrative Assistant