

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Executive Committee

MINUTES - July 22, 2009

Present

Stewart Martin, MD, Chair
Jim Chandler
Bruce Edwards
Dan Fermil

Rusty Hundley
Robert Sayles
Kent Weber

1. Dr. Martin called the meeting to order at 2:05 pm at the TEMS Office. A **motion** passed to approve the minutes of May 6, 2009 as distributed.
2. Investments Report and Discussion – Members reviewed a summary of investments for the period ended 6/30/09. A **motion** passed to rebalance several investments in order to more closely align with the Reserve and Investment Policy:

A. Rebalancing goals, as CDs mature:

- i. Decrease CDs to 60% of total investments
- ii. Increase Income and Growth Mutual Funds to 15% of total investments
- iii. Increase Money Market and Savings Funds to 15% of total investments
- iv. Increase cash in primary checking for ongoing cash needs

B. Actions:

- i. Cash maturing 8/27/09 \$50,000 CD and move funds to Eagle Cash Trust
- ii. Cash maturing 9/23/09 \$250,000 CD and move funds to TowneBank Savings Account
- iii. Transfer \$100,000 from TowneBank Saving to primary Wachovia Checking. Retain approx \$76,000 in primary checking for cash needs.
- iv. Transfer \$24,000 from Primary Checking to Income and Growth funds (\$12,000 each) invested over three months
- v. Reinvest \$150,000 from TowneBank Saving to one or more no penalty CDs as available

C. These actions will result in the following rebalancing, based on June 30 investment balances:

<u>Investment</u>	<u>Approx Balance</u>	<u>Allocation</u>	<u>Policy</u>
Income and Growth Funds	\$137,214	15%	15-20%
Short Term Bond Funds	\$ 55,293	06%	05-10%
Money Market/Savings Account	\$169,342	18%	15-20%
Fixed Income Securities (CDs)	<u>\$562,834</u>	61%	50-60%
TOTAL	\$924,683		

3. FY08 Audit Management Letters – Committee members and the entire board received three different management letters provided by Goodman and Company. Members indicated they had received and reviewed the letters.
4. Awards Program
 - a. Venues and dates – Following discussion of the council’s 2008/2009 awards program venue and format changes, and based on input received by members and discussions between

members before and since this year's program, it is the consensus of the committee to return to a more informal and family-friendly picnic format and to conduct the awards program during the picnic in mid-June. The committee agreed that the Norfolk Zoo location proved successful, and to investigate that location as a preferred choice and to seek event sponsors as before. It was also agreed to set the regional awards nomination deadline for mid-May, providing approximately 30 days for awards recipient selection and procurement of trophies, as well as providing at least 60 days for development of the state award nominations based on regional recipients. The committee also agreed that the regional nominees should remain confidential until June 1.

- b. Awards recipient selection process – Mr. Hundley and Mr. Edwards agreed to review the existing awards selection process document developed this year by the Recruitment, Retention and Recognition workgroup, and to draft an awards selection policy for presentation to the EMS Medical Operations Committee and Board for adoption. Specifically, it is the consensus of the committee to create a standing five-person awards selection committee whose terms end at different times, and to specify a consistent process of nominee review and selection of award recipients.
5. Committee and workgroup structures and representation
 - a. RRR Workgroup – Member agreed to encourage the EMS Medical Operations Committee to review council needs with regards to recruitment, retention, recognition, promotions and public education activities, and to provide guidance on the future work of the RRR workgroup or of the need to discontinue activities, redirect work or create other workgroups as needed.
 - b. Governance Committee – Members discussed a Board resignation received from Francis Watson. Since he chairs the Governance Committee, members discussed possible replacement. Following discussion it was agreed to approach current Governance Committee member George Yacus to see if he would assume the chair of that committee. Dr. Martin will also ask for another Board member to join the committee.
 6. Simulation Center program and regional EMS education need assessment – Members noted that EVMS is hosting a community meeting of several simulation providers tomorrow. No action taken pending the outcome of that meeting.
 7. Follow up report: Compressed (4 day) work week alternative – Mr. Chandler reported that staff members, including those who participate and those who do not participate in the alternative work week program, all supported continuation of the program. Comments indicate that teamwork and internal communications have improved, morale has improved, compensatory time has decreased, and no negative impact on those not participating has been observed. The committee agreed to continue the compressed work week alternative.
 8. Consider establishing a relationship with a broker for office space search – Following brief discussion, members agreed to enter into an exclusive agreement with Harvey Lindsay Commercial Real Estate in a search for a new office location or negotiation of a new lease for the existing location prior to lease expiration in October 2010.
 9. Other and Adjourn – With no additional business, the meeting adjourned at 3:45 pm.

Minutes prepared by Jim Chandler