

Tidewater Emergency Medical Services Council, Inc.

**Governance Committee  
Minutes, August 16, 2012**

*Present*

George Yacus, PhD, Chair

John Hoffler

TJ McAndrews

Jeff Wise

Jim Chandler, Staff

1. The meeting was called to order at 2:10 pm with all members present. A **motion** passed to approve the minutes of 8-10-11.
2. Review status TEMS personnel policies – Mr. Chandler reported the policies are being rewritten by the HR consulting firm SESCO. A first draft has been reviewed by him, sent back for corrections, and a second draft will be reviewed by all staff. When ready, the final draft will be taken to the Executive Committee which has purview over personnel matters, then to the Board of Directors for final approval in December. He thanked the Governance Committee for getting this started and supporting the effort.
3. Set a plan to review/revise the TEMS strategic plan for approval by the Board in December – This year represents only a review and revision if necessary of the strategic plan. The committee discussed and set in motion these steps: Conduct a SWOT analysis and brain-storm plan implementation ideas during the Board meeting in September. The committee will review the results as well as the other contract requirements like review Code, regulation and contractual language in November and prepare any needed revisions for Board consideration in December. If revisions are identified after the November committee meeting, post them electronically for review and comment. Also agreed that the Board may need to draft a letter to the Virginia of EMS requesting access to region-wide EMS data in order to move ahead with the strategic plan as it relates to data analysis and performance improvement.
4. Determine what (else) needs to be done by the committee to address items 3, 4, and 5 in the Committee's position description related to board development, assessment and leadership preparation – The committee discussed the following items:
  - a. Discussed leadership succession and thoughts about term limits as it relates to experience/continuity versus opportunity/freshness.
  - b. Discussed board development ideas:
    - i. Review committee responsibilities with the Board.
    - ii. Arrange periodic enthusiastic speakers for the Board.
    - iii. Arrange period technical updates on a topic relevant to an upcoming Board discussion.
5. Other – The next committee meeting was set for Monday November 19 at 2 pm.
6. Adjourn – With no additional business, the meeting adjourned at 3:30 pm.

Minutes prepared by Jim Chandler