

Tidewater Emergency Medical Services Council, Inc.

**Governance Committee
Minutes - February 9, 2016**

Present

Jeff Wise, Chair
TJ McAndrews
Jeff Meyer
Jim Chandler

Absent

Chris Jacobs

1. Chief Wise called the meeting to order at 1:30 pm in the council office, Chesapeake. A motion passed to approve the Oct 13, 2015 committee minutes as distributed.
2. Board member and committee chair survey results – committee members first discussed the results of the Board members’ survey.
 - a. It was noted that just over half of those responding felt they are well informed about committee projects, activities and strategic plan achievements. Just over half felt that their decision-making could be improved from by increased reporting from committees. There were several similar suggestions for “executive” summaries from committees and for some increased in-person reporting by committee chairs during board meetings. There was discussion generally that it’s unlikely all chairs would develop timely written reports for the board, but that staff could excerpt from committee minutes to provide an executive summary of significant actions and items to the Board. The committee also felt each Board meeting could include in-person reporting by two committees with discussion of accomplishments and needs. With the number of committees (8), each would have this opportunity once during each year.
 - b. Regarding Board diversity, 75% of directors felt no additional occupations or talents are needed on the board. There were a few suggestions to add talents such as those with expertise in grant-writing, non-profit management, public health, emerging infections, accounting and private practitioners. Most directors felt that if additional talents were added, it should be done within the current number of directors. The committee discussed the methods of adding and replacing directors, and generally agreed to “feed” diversity suggestions to the three jurisdictions with more than one director prior to elections.

The committee then discussed the committee chairs’ survey results.

- a. It was noted that three of the performance improvement committee chairs did not respond. Of the committees that did respond, all felt their work addressed some aspect of the strategic EMS plan, and all provided one or more examples. They also provided some suggestions about how the Board could assist their committee. It was felt by the committee members that improving committee reporting to the Board, including specifics about what projects

need Board support, would lead to a natural improvement of Board knowledge of and support for committee projects. None of the committee chairs responding had any suggestions for changes to the Board of committee structure.

3. Initial work on FY16 review/revision to Strategic EMS Plan –
 - a. Committee members briefly reviewed the state Code, EMS regulations and contract requirements related to the EMS council; reviewed the council’s vision and mission statements; reviewed the previous SWOT analysis; and; reviewed the current strategic EMS plan. Members discussed initiative 3.1 regarding “assessment of the need for a regional EMS training academy” for possible deletion but decided to recommend no change, and further decided to recommend no other changes to the current plan, vision and mission and to instead spend time during the next board meeting conducting a review of the strategic initiatives, their current status and assignments for each of the various initiatives. From that review the committee will work with staff to develop and periodically update a dashboard showing a brief status and assignment for each initiative which can then be used by the committee and board.
 - b. It was agreed to invite the committee and program chairs to the board meeting to obtain their input on the status of initiatives as well as to determine assignments (to committees, the board, staff or others). It was also agreed to ask the chairs to re-answer the survey question about what initiative(s) their committees or programs are currently working on but to be more specific about the work. Chief Wise agreed to send an email invitation to the committee and program chairs; Jim Chandler will provide proposed email language and a mailing list.
4. City of Suffolk board member nomination – an appointment of Brian Spicer to fill the unexpired term of John Hoffler was received from the City of Suffolk. Chief Wise will lead an election process during the March 10 board meeting.
5. With no additional business, Chief Wise adjourned the meeting at 2:45 pm.

Minutes prepared by Jim Chandler