



OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.

7818 E. Parham Road, Suite 911
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www.odemsa.vaems.org

Old Dominion EMS Alliance
Board of Directors

December 9, 2020
7 p.m.

Board Members Present: Heidi Hooker, Allen Yee, M.D., Robert Trimmer, Rodney Newton, Kathe Ware, Walt Bailey, Willoughby Hundley, M.D., Lisa Baber, Cary Strosnider, Pier Ferguson, Greg Neiman

Board Members Absent: Ray Mason

ODEMSA Staff: Ryan Scarbrough, Tarsha Robinson

Other: Catina Downey, CPA, Elaine Ragland, CPA

Minutes Scribed by: Heidi Hooker **Reviewed by:** Greg Neiman

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Meeting Called to Order	The quarterly meeting was called to order at 7:00pm by Board President Rodney Newton. The meeting was held via web-conference due to the COVID-19 pandemic. A quorum was determined. The Agenda was approved with the addition of "Mental Health Position" under Current Business. The September meeting Minutes were approved. Introductions were made. (00:00-01:10)	<p>Motion by: Pier Ferguson to approve Agenda. Seconded by: Cary Strosnider Vote: Unanimously approved</p> <p>Motion by: Lisa Baber to approve the September Meeting Minutes. Seconded by: Dr. Yee Vote: Unanimously approved</p>
President Reports:		



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<p>A. Board President B. PD-13</p> <p>C. PD-14</p> <p>D. PD-15</p> <p>E. PD-19</p>	<p>Rodney Newton- No Report (01:11-01:19) Rodney Newton- said Southside did not have a quorum at their last meeting. They will conduct elections and explore the bylaws at their next meeting in February. (01:20-01:39) Walt Bailey- said the South Central Council is in the process of reorganizing. Bill Mayhew is now the Vice-President. He said they are staying busy with the COVID response. He said the low meeting attendance may be due to the fact that it's more difficult to web-conference in the rural areas of the Commonwealth because of internet services. (01:40-02:50) Lisa Baber- reported Metro-Richmond held their elections with everyone keeping their current office. She said Andy Inge resigned the Secretary/Treasurer position, so they will fill that soon. (02:51-03:28) Cary Strosnider- reported they had good attendance at their last meeting. Some met in person and some online. He said this is an off year for elections so they did not have elections (03:29-04:01)</p>	
<p>Advisory Board Report:</p>	<p>Pier Ferguson said the Advisory Board did not meet. She said they have released dates for 2021. (04:02-04:33)</p>	
<p>Executive Director Report:</p>	<p>Heidi said the biggest project for the quarter was the Annual Award Presentation. She said staff was challenged to come up with a unique way to present the awards because of COVID lockdowns and she felt staff met the challenge. She said though the entire staff participated with ideas and the presentation itself, she credited Ryan Scarbrough for putting it all together and delivering a fun, well complemented ceremony. She said the presentation has been viewed by 1.3k Facebook viewers to date. She said each winner was sectioned out to its own post and some of those individual segments have been viewed over 5k times. Heidi reported that she has reached out to both new board committees that were established at the last meeting (Finance and Personnel) for advice or assistance. She said she completed staff evaluations</p>	



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	<p>during the quarter and Lisa Baber sat in those evaluations with her. Heidi said it was helpful in that Lisa could get a good sense of what staff are doing and it also gave each staff member a chance to speak freely to a board member regarding their positions. Heidi said the process of transferring the CISM/Peer Support Committee to a Health and Safety Committee has begun. She said the committee has met, they're aware of the change and are excited about the possibilities. She said they've already begun to discuss ideas regarding nutrition and fitness. She said the committee will reach out to Dr. Yee soon, to assure his vision for the new committee is what they also envision. Heidi said she and her counterparts continue to meet with OEMS staff every other Friday and each other every other Wednesday. Heidi said she's been working with Dr. Yee assisting him as he tries to move EMS providers higher on the COVID-19 Vaccine tier. Dr. Yee gave an update on the vaccine progress. (04:34-13:04)</p>	
<p>Financial Discussion: A. Quarterly Financial Statement – Action Item B. Annual Financial Statement – Action Item</p>	<p>Rodney thanked Catina for her report that was submitted to members in advance of the meeting. He asked if she had further to report. She did not. He asked members if they had questions regarding the report. Walt asked how likely ODEMSA is to receive PPP forgiveness. Catina commented she believes ODEMSA will qualify for full forgiveness of the loan. Catina said the portal for our level loan is not currently open, but she already has the paperwork filled out and ready for when it opens. Walt asked if we have to begin making payments. Catina said we do not. A motion was made to accept the financial statement prepared by Catina Downey. The report was unanimously approved. (13:05-14:56)</p> <p>Rodney invited Elaine Ragland to make comments regarding the Audit that was submitted to members in advance of the meeting. Elaine said the audit went very well. She said she had no issues, and that everyone was helpful. She said the report is a “clean opinion” meaning in her opinion the financial statement present fairly. She said the year was challenging and the pandemic definitely affected the ability to generate income from training classes and testing. She said it is fortunate ODEMSA applied and received a PPP loan. She said she</p>	<p>Motion by: Walt Bailey to approve the Quarterly Financial Report. Seconded by: Kathe Ware Vote: Unanimously approved</p>



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	<p>agrees with Catina that it will most likely be forgiven. She said she did not come across in issues regarding internal controls. Her only and ongoing recommendation is that ODEMSEA develop other sources of income so there's not a reliance one just one source. Cary reported that prior to the meeting he did have an opportunity to meet with Elaine. They met for over an hour and went into much more detail. He said Elaine took the time to explain a lot of the practices with him. She told him things she looks for and through. Elaine said the tax return is completed and ready to be signed and sent. A motion was made to approve the Annual Financial Statement as prepared by Elaine Ragland, CPA. The motion passed. Rodney thanked Elaine and Catina for their hard work. (14:57-21:34)</p>	<p>Motion by: Kathe Ware to approve the Annual Financial Statement (Audit). Seconded by: Lisa Baber Vote: Unanimously approved</p>
<p>Current Business: A. BOD Officer Nominations – Action Item B. Field Coordinator Position C. Law Enforcement Position</p>	<p>Lisa Baber reported the Nominating Committee, who consisted of her, Dr. Yee and Robert Trimmer, recommended the current officers each maintain their position. She said each have agreed to do so if desired by the membership. The Nominating Committee asked Greg Neiman to fill the vacant Secretary position. A motion was made by the Nominating Committee to elect Rodney Newton- President, Walt Bailey- Vice President, Greg Neiman- Secretary and Cary Strosnider- Treasurer. The motion passed. Rodney thanked the Officers for agreeing to serve, he also thanked the Nominating Committee for their efforts. (21:35-25:41)</p> <p>Heidi said she does have the position posted. She's pushed it through social media. Heidi will share the link with Walt and Rodney so they can assist by notifying the providers in their Planning Districts. (25:42-27:20)</p> <p>Heidi said there has been interest in the position. She's answered questions, but she has not received any resumes for the position. Heidi asked if members were still seeking a rural officer. Rodney said that would be preferred but not required. Rodney encouraged all Board Members to reach out to Law Enforcement Officers they feel would have an interest in the position, with a goal of having several candidates to choose from at the next meeting. (27:21-30:57)</p>	<p>Motion by: Nominating Committee to elect the following Officers: Rodney Newton- President Walt Bailey- Vice President Greg Neiman- Secretary Cary Strosnider- Treasurer Seconded by: Not needed Vote: Unanimously approved</p>



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<p>D. Mental Health Position</p> <p>E. Bylaws – Update</p>	<p>When revisiting the Law Enforcement position, it was noticed the code also says a mental health position should be considered. Rodney asked if, given the situations we’ve been in recently with the pandemic, the Board wanted to entertain adding a position to the BOD membership. Also, if it is decided to bring a Mental Health position on board do we want to bring someone from the Peer Support Team? Dr. Yee suggested the Chairs of the committees come to the BOD meetings to give committee reports. It was decided this discussion will be tabled as we opt for committee reports instead, including from the Health and Safety Committee. (30:58-38:08)</p> <p>Heidi reported the Bylaw Workgroup has met a few times. Each of the sub-councils have a draft they are presenting to their memberships. Heidi said this will take time, but that we have time. We don’t approve bylaws again until September 2021. Heidi said regarding the BOD bylaws we’ve sifted through old meeting minutes to remind us of the changes we want to make. Heidi said the workgroup needs to meet further to explore the discussed changes. Cary said his members are pleased with them, they are making small changes. Walt concurred. Robert said he has not had feedback yet, but they closely match the current Metro-Richmond bylaws. (38:09-41:45)</p>	
<p>New Business:</p> <p>A. Annual Report – Action Item</p> <p>B. COOP Plan – Action Item</p> <p>C. CTS Schedule – Action Item</p>	<p>Rodney asked if anyone had questions about the Annual Report that was submitted to members in advance of the meeting. Lisa Baber complimented the report. Rodney asked if Victoria can be moved to PD-13 to reflect where their prominent service area. A motion was made to approve the Annual Report. The motion passed with unanimous vote. (41:46-45:47)</p> <p>A motion was made to approve the COOP Plan. The motion passed with unanimous vote. (45:48-46:28)</p> <p>Heidi said the CTS sites are suspended until at least July 1st. Heidi said once it does resume, it could look different. Without knowing we cannot create a schedule. In the meantime, ODEMSA is assisted OEMS and others with testing as needed. The Board made a motion to approve the</p>	<p>Motion by: Walt Bailey to approve the Annual Report Seconded by: Lisa Baber Vote: Unanimously approved</p> <p>Motion by: Kathe Ware to approve the COOP Plan Seconded by: Cary Strosnider Vote: Unanimously approved</p>



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	<p>suspended CTS Schedule until such time that OEMS opens testing again. The motion passed with unanimous vote. (46:29-48:51)</p>	<p>Motion by: Dr. Yee to approve the suspended CTS Schedule until such time that OEMS opens testing again. Seconded by: Pier Ferguson Vote: Unanimously approved</p>
<p>Business from Floor</p>	<p>Walt said he was unaware until recently that Chippenham now has a helicopter. He asked if providers or patients will still have a choice of hospital if air medical is activated. Dr. Yee said conscious patients can choose. Unconscious patients go to the closest hospital. Cary added that some choices will still depend upon the hospitals service such as burns or pediatric trauma. Cary offered to teach a session on the topic if anyone would like. (48:52-54:00)</p> <p>A motion was made to enter Executive Session to discuss personnel issues. After Executive Session a motion was made to approve the topic discussed in closed session. The motion passed with unanimous vote. (54:00-57:22)</p>	<p>Motion by: Pier Ferguson to enter Executive Session Seconded by: Cary Strosnider Vote: Unanimously approved</p> <p>Motion by: Cary Strosnider to approve the topic discussed in Executive Session to be implemented January 1st. Seconded by: Robert Trimmer Vote: Unanimously approved</p>
<p>Next Meeting</p>	<p>March 17, 2021 (Location – TBD)</p>	
<p>Adjourn</p>	<p>The meeting was adjourned at 8:20pm</p>	