



**OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.**

7818 E. Parham Road, Suite 911  
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 804-560-3300 • FAX: 804-560-0909  
 www.odemsa.vaems.org

**Old Dominion EMS Alliance**  
**Board of Directors**

June 18, 2025  
 7 p.m.

**Board Members Present:** Heidi Hooker, Lisa Baber, Kathe Ware, Bert Martin, Willoughby Hundley, M.D., Jessica Goodman, Greg Neiman, Cary Strosnider

**Board Members Absent:** Joelle Cramer, Allen Yee, M.D., Walt Bailey, John Vasquez, Jimmy Lee Pair, Pier Ferguson

**ODEMSA Staff:** David Calkins

**Other:** Catina Downey, CPA, Greg Woods, Kriste Cullum, CPA, Ray Kasamanli, CPA

**Minutes Scribed by:** Heidi Hooker    **Reviewed by:** Greg Neiman, Board Secretary

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
<b>Meeting Called to Order</b>	The quarterly meeting was called to order at 7:03pm by Board Vice-President Lisa Baber. The meeting format was virtual. President Walt Bailey could not be in attendance. Walt let Heidi know that he was admitted to Henrico Doctors Hospital just a few hours prior to the start of the meeting. The Board expressed their well wishes to Walt. Lisa welcomed members and guests to the meeting. A quorum was determined. The agenda was approved. The March Quarterly Meeting Minutes were approved. (0:00-06:12)	<p><b>Motion by:</b> Cary Strosnider to approve Agenda.  <b>Seconded by:</b> Kathe Ware  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Kathe Ware to approve the March Quarterly Meeting Minutes  <b>Seconded by:</b> Cary Strosnider  <b>Vote:</b> Unanimously approved</p>
<b>President Reports:</b> A. <b>Board President</b>	No Report (34:18-35:00)	
B. <b>PD-13</b>	Bert Martin- Bert reported they cancelled their June meeting due to a	



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<p>C. <b>PD-14</b></p> <p>D. <b>PD-15</b></p> <p>E. <b>PD-19</b></p>	<p>lack of quorum. The next meeting is scheduled for the first Tuesday in August, which is also National Night Out, so they are moving to the first Wednesday night of August. The format will be virtual, in hopes of gaining a quorum. Bert described injuries sustained while driving a firetruck involved in an MVA. Bert is still in recovery. Directors expressed their well wishes for Bert's continued recovery. Dr. Willoughby Hundley, who was also involved in a recent trauma, described his incident and some injuries. Directors wished him continued healing and prayers for both men. (35:01-39:50)</p> <p>Walt Bailey- No report. (39:51-40:03)</p> <p>Greg Neiman- No report (40:04-40:20)</p> <p>Cary Strosnider- He said everyone's been very busy, and that he had no action items to report (40:21-41:29)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Lisa Baber said the Advisory Board is still in the throws of change regarding restructuring. The various committees reported on their progress at the last meeting. She said the next meeting will be August 1<sup>st</sup> at the Embassy Suites at 10am. (41:30-42:59)</p>	
<p><b>Executive Director Report:</b></p>	<p>Heidi reported that the VHHA contract with ODEMSA as CVHC's fiduciary is ending June 30<sup>th</sup>. She said she has been working with Catina, David, and the VHHA to transition all the functions that ODEMSA was performing to the VHHA. She said the VHHA want to enter into a service agreement with ODEMSA to cover some things during the transition. She described an example being that VHHA wants to allow the CVHC to use the established credit card for the recurring charges, only until a VHHA card can be issued to David. It is anticipated this will last no longer than a few months. She said she had a conversation with Robert Hawkins at VHHA, who assured her the credit card charges would be reimbursed in full. Heidi said the agreement would also include payment for the upcoming annual audit and single audit.</p>	



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	<p>Heidi said she and Ryan attended the Governor's Award Ceremony that was held at the Governor's Mansion. She said ODEMSA had two Governor's Award winners, Richmond Ambulance Authority won the Health and Safety Award and Carolyn Juron won the Innovation Award. She said the current award nomination deadline is June 30.</p> <p>Heidi said ODEMSA received a generous donation of training equipment from OEMS. They are clearing a warehouse and asked if we wanted to come take a look at the equipment and supplies. This included several iSimulates, a couple LifeCast Manikins, IV Arms, and microphones for meetings. Heidi said the equipment has been added to our inventory and is already available for agencies and instructors to check out via the ODEMSA online library.</p> <p>Heidi said Dr. Beermann-Foat- the new Director at OEMS, Christopher Lindsay- Chief Operating Officer with VDH, and Kevin Dillard- Chair of the State EMS Advisory Board are touring the 11 Regional EMS Councils. She said Kevin had reached out to her to schedule the ODEMSA tour. Heidi will give them a brief tour of ODEMSA then take them to a number of agencies. This is scheduled for June 24<sup>th</sup>. (43:00-55:35)</p>	
<p><b>OEMS Report:</b></p>	<p>Greg Woods thanked the Board for the opportunity to join them on behalf of VDH and OEMS. He said OEMS values the opportunity to participate in meetings and provide support when needed. Greg brought the upcoming sub-committees of the State EMS Advisory Board to everyone's attention. He said the current reporting quarter for the Regional EMS Councils ended on June 30<sup>th</sup>. He said the OEMS deliverables for the quarter will be due by July 30<sup>th</sup>. He said, regarding the third quarter deliverables, ODEMSA submitted all items. He said they are continuing the work of transitioning the EMS Councils. He expects more information will be forthcoming in the next few weeks. He said OEMS is in the process of hiring a new Deputy Director of Operations. He said the HR process is underway. It's anticipated that the new Director will be in place within the next couple of months. Heidi noted that Greg's daughter had major surgery earlier in the day and thanked him for taking the time to join ODEMSA. Greg noted that his daughter was doing well. There were no questions for Greg. Lisa thanked him for attending. (55:36-58:48)</p>	



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<p><b>CVHC Report: David Calkins</b></p>	<p>David Calkins started by saying that it'd been a pleasure for him to be a part of the ODEMSA team. He thanked Directors for supporting the CVHC when they needed it. He said on July 1<sup>st</sup> the staff at CVHC will become VHHA employees. He said the VHHA is not bringing on the part-time staff and Ryanne Holland and Jordan Rennie have elected not to transfer to the VHHA. With that, David said he will be severely understaffed. They're going from a team of 12 to 3. He just wanted the community to know they may be operating with reduced capabilities. He said they will continue to monitor the RHCC hotline and other critical services. He said he hopes to have more EMS involvement in the coming fiscal year and welcomed opportunities to partner. Lisa thanked David for all the work he's done since becoming the Healthcare Coordinator and before. She recognized all the good work he's done for the organization. She committed to being there for him in the future when needed. Catina also commented that it has been wonderful working with David. (58:49-1:01:30)</p>	
<p><b>Financial Discussion:</b>  <b>A. Quarterly Financial Statement – Action Item</b>   <b>B. Annual Financial Report – Action Item</b></p>	<p>Catina distributed the Quarterly Financial Report prior to the meeting. The floor was open for anyone that had questions to ask. There were no questions. A motion was made to approve the Quarterly Financial Report. The motion passed with a unanimous vote.</p> <p>Kriste Cullum, Senior Audit Manager, and Ray Kasamanli, Partner, both with Stephen A. Ragland and Associates, were in attendance to give the Board a summary report on the audits and to answer questions. Directors were given the audits in advance of the meeting to review. Ray Kasamanli started by saying this year's audit was different in that ODEMSA had to undergo a Single Audit in addition to the Annual Financial Audit. A Single Audit assures ODEMSA is following federal grant stipulations, laws and guidelines. A Single Audit is required, by law, for a non-federal entity when grant funding exceeds \$750k or more in federal awards in a single fiscal year. The CVHC funding from the Hospital Preparedness Program (HPP) Grant put ODEMSA over the threshold thus requiring ODEMSA to undergo the additional audit. Kriste explained what</p>	<p><b>Motion by:</b> Cary Strosnider to approve the Quarterly Financial Report  <b>Seconded by:</b> Kathe Ware  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Cary Strosnider to approve the Annual Financial Report and Single Audit  <b>Seconded by:</b> Kathe Ware  <b>Vote:</b> Unanimously approved</p>



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	<p>she was auditing regarding the Single Audit and ended by saying she did not have any compliance findings, meaning ODEMSA was following the grant requirements. She said the staff, especially David, Cindy and Catina, were great to work with in getting everything needed. Kriste then discussed the Annual Financial Audit. She said the Audit Report had a clean opinion, which is the highest level of assurance Ragland and Associates can provide. She described to the Board the processes of conducting the audit and their findings. She ended by saying this audit also went well. She referred to the Governance Letter that was distributed to the Board with the audit documents, which stated they did not have any significant trouble in dealing with management. The letter referenced audit adjustments, with the majority of them related to the payroll platform ADP of which the Board was aware. Prior to the audit, Heidi and Catina recommended leaving ADP as we were having too many issues with them. Kriste said ODEMSA did have three material weaknesses (1) ODEMSA did not realize the need for the Single Audit. (2) Adjustment were made regarding CVHC PTO and how it's recorded (3) Related to U.S. GAP Accounting, the reconciliations for the payroll liabilities, taxes, fringe, and the SEP liability all need to be completed throughout the fiscal year this was not done consistently, however it was noted that this was related to the ADP issues and the inability to get reports. Again, ODEMSA has now moved away from ADP so this should not be an issue in the future. All three weaknesses have been addressed. Catina thanked Kriste, Ray and Ragland for their thorough audit and report. Members did not have questions or concerns for Kristie or Ray to address. A motion was made to approve the Annual Financial Audit and Single Audit. The motion passed with unanimous approval. (06:13-34:17)</p>	
<p><b>Current Business:</b> <b>A. Drug Box Program-Update</b></p>	<p>Heidi said the region has fully transitioned from the ODEMSA program. All agencies are now supporting their own programs. She said she's aware of one or two agencies that had an issue obtaining the DEA license before the deadline, and ODEMSA made arrangements for a hospital to hold their boxes. She said there are at least 40-50 orange drug boxes and some drug box seals at ODEMSA. If anyone needs more, just let staff know and we'll get them out.</p>	



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<p><b>B. Regional EMS Councils Restructure- Update</b></p>	<p>(1:01:31-1:04:10)          Heidi said she felt this update had been covered by statements earlier in the meeting. She added that VDH/OEMS has extended the current contract with ODEMSA for six months. Our current contract will end December 31, 2025. She said there has always been the threat of competition during every Designation. To assure fairness, the VDH/OEMS is implementing a Request for Proposal (RFP) process. She said it has not been explained how the RFP process; Designation and an eventual contract will work. She said while the ODEMSA service area is intact, ODEMSA will not know if we're the Council for that service area until the RFP process is done and a contract is signed.          (1:04:11-1:05:45)</p>	
<p><b>New Business:</b>  <b>A. Regional Protocols- Action Item</b>   <b>B. Restocking and Medication Box Policies – Action Item</b>   <b>C. EMS Transport Destination Plan – Action Item</b>   <b>D. Legal Matter- Executive Session</b>   <b>E. FY26 Operating Budget – Executive Session – Action</b></p>	<p>Heidi said the <b>Regional Protocols, Restocking and Medication Box Policies, EMS Plan</b> and the <b>EMS Transport Destination Plan</b> have not had changes since the last time the Board approved the documents. She said that with the drug box program ending this quarter, changes will be made to the <b>Restocking and Medication Box Policies</b> in the coming months. A motion was made to approve the items A-C under New Business. The motion passed with a unanimous vote. (1:05:46-1:07:17)          A motion was made to enter Executive Session to discuss a legal matter and the FY26 Budget. Upon exiting the Executive Session a motion was made to approve the FY26 Budget. The motion passed with a unanimous vote.</p>	<p><b>Motion by:</b> Cary Strosnider to approve the <b>Regional Protocols, Restocking and Medication Box Policies,</b> and the <b>EMS Transport Destination Plan.</b>  <b>Seconded by:</b> Greg Neiman  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Kathe Ware to approve the <b>FY26 Budget</b>  <b>Seconded by:</b> Bert Martin  <b>Vote:</b> Unanimously approved</p>



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Item		
<b>Business from Floor</b>	There was no business from the floor. (-----)	
<b>Next Meeting</b>	September 17, 2025 (Location – Virtual )	
<b>Adjourn</b>	The meeting was adjourned at 8:22pm	