

# N.E.G. Committee Meeting

<b>Meeting Minutes</b>	<b>Nominations, Elections, &amp; Governance</b>	<b>Meeting Notes : Dates</b>	<b>09-12-2017</b>
<b>Facilitator</b>	Mark Philippy, Chair	<b>Time</b>	14:00 hrs.
<b>Location</b>	Zoom Meeting	<b>Scribe</b>	
<b>Attendees</b>	M. Philippy, B. Sensenbach, W. Arnold, T. Kelly		
	Absent/Excused: R. Allen, T. Bonfiglio, J. Cushman, T. Frost, G. Glessner, G. Williams		
<b>Key Points Discussed and Action Items</b>			
No.	Topic	Action Item(s) / Discussion	Target Date
1	<ul style="list-style-type: none"> <li>• <b>Membership</b> <ul style="list-style-type: none"> <li>○ Open seats on Council:                             <ul style="list-style-type: none"> <li>▪ Healthcare Provider –</li> <li>▪ Community Member –                                     <ul style="list-style-type: none"> <li>• Candidate Merideth Smith, Esq.</li> </ul> </li> <li>▪ Livingston County CON Holder –                                     <ul style="list-style-type: none"> <li>• Candidate Tim Frost</li> <li>• Candidate Sam Tinelli</li> </ul> </li> </ul> </li> <li>○ Question regarding Council Member who has moved from an “active” membership in his agency to an “exempt” member. Does this still qualify him for his current seat?</li> </ul> </li> </ul>	<p>Although the letters for Tinelli were dated on 9/5, consideration was given for the Labor Day Holiday and the Committee decided to permit the candidate to move forward in the spirit of the By-Laws.</p> <p>Member has provided documentation of Exempt membership from Village Board minutes, Committee accepts as good standing at this time.</p>	
2	<ul style="list-style-type: none"> <li>• <b>By-Laws Revision</b> <ul style="list-style-type: none"> <li>○ See previous minutes from 08/08/17 meeting.</li> <li>○ Discussion was had relative the need to establish a quorum policy for subcommittees of Council.                             <ul style="list-style-type: none"> <li>▪ What is to be considered a quorum and</li> </ul> </li> </ul> </li> </ul>	<p><b>NEG Members – please review for the By-Laws revision to move forward. Our intent is to have the revisions <i>complete</i> for the January 2018 meeting.</b></p>	<b>10/10/17</b>

# N.E.G. Committee Meeting

	<p>who may have voting privilege for committee meetings?</p> <ul style="list-style-type: none"><li>▪ Ties in with Council members' requirement to be part of such committees and maintain attendance.</li><li>▪ Some committees may wish to set their own agreement (PIER may not require as firm a rule as System Ops or Training and Education).</li><li>▪ Tabled for further discussion.</li></ul> <p>○ Comments may be sent to the NEG Chair for consolidation and will be put in Google Drive</p> <ul style="list-style-type: none"><li>▪ <a href="https://drive.google.com/open?id=0B8H23E6IOwaUbUdpcC1rSjlHUU0">https://drive.google.com/open?id=0B8H23E6IOwaUbUdpcC1rSjlHUU0</a></li></ul>		
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# N.E.G. Committee Meeting

3	<ul style="list-style-type: none"> <li>• <b>Mutual Aid Plan Approval Process</b> <ul style="list-style-type: none"> <li>○ NEG members to further review Tim Czapranski's draft document and discuss in light of supporting documents received from the EMS Coordinators.</li> <li>○ <b>Joint meeting with System Operations in October may be of benefit. Include EMS Coordinators Czapranski and Dewar.</b></li> <li>○ Confirm that K. Dewar has reviewed the Czapranski draft and approves.</li> <li>○ Process/Policy must have a checklist for agencies to apply.           <ul style="list-style-type: none"> <li>▪ Checklist should include whether the CON holder(s) for the territory in question have been queried regarding their ability to provide service.</li> <li>▪ Agencies should solicit input from the CON holder(s), but the responsibility will be on the CON holder(s) to reply, and should include an actual plan for providing service.</li> </ul> </li> </ul> </li> </ul>	<p><b>Documents referenced in Czapranski's draft have been uploaded to the NEG Google Drive:</b>  <a href="https://drive.google.com/open?id=0B8H23E6IOwaUSUxxNk9fdjkydkE">https://drive.google.com/open?id=0B8H23E6IOwaUSUxxNk9fdjkydkE</a></p> <p><b>Consider an in-person or Zoom meeting with System Operations Committee to finalize this and CON Policies.</b></p>	10/10/17
4	<ul style="list-style-type: none"> <li>• <b>Membership Committee</b> <ul style="list-style-type: none"> <li>○ <b><i>Motion to be made at the September 18, 2017 Council Meeting:</i></b> To create a Membership Committee as an <i>ad hoc</i> committee of the Council until such time as the Council By-Laws are revised and approved. This Committee will be chaired by the Council Secretary. Its mandate will include those tasks assigned by the Council Chair including but not limited to:           <ul style="list-style-type: none"> <li>▪ Evaluate new member applications for completeness and seating correlation;</li> <li>▪ Assist Vice Chair with initiating the</li> </ul> </li> </ul> </li> </ul>	<p><b>For discussion and approval at the Council meeting 9/18/17.</b></p>	

# N.E.G. Committee Meeting

	<p>background check process;</p> <ul style="list-style-type: none"><li>▪ Host or develop a new member orientation to review member obligations, meeting schedule, assist with Council Gmail account, provide By-Laws and Conduct/Ethic Policy.</li><li>▪ Administer election balloting.</li><li>▪ Assist the Secretary with managing the rosters for Council and REMAC<ul style="list-style-type: none"><li>• Expiration of terms</li><li>• Seating and openings</li><li>• Attendance</li></ul></li><li>▪ Soliciting new members and assisting in filling vacant seats.<ul style="list-style-type: none"><li>• Work with the Program Agency to ensure open seats are posted and Web site is accurate.</li></ul></li></ul>		
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# N.E.G. Committee Meeting

5	<ul style="list-style-type: none"> <li>• <b>Certificate of Need and CON Transfer Policies</b> <ul style="list-style-type: none"> <li>○ Discussion with System Operations Committee leads us toward changing our CON Policy to minimize repetition and any conflicts with BEMSAT Policy 06-06           <ul style="list-style-type: none"> <li>▪ In short, our policy should read “See 06-06...” and address any local procedures that are relegated to the REMSCO in the wording of 06-06, of which there are a few.</li> <li>▪ Ensure there are no conflicting definitions or changes with our policy when compared with 06-06 and current BEMSAT policies.</li> </ul> </li> <li>○ MLREMS <i>must</i> have its own CON Transfer Policy but it should be limited to procedure and not move outside guidance provided by 06-06 and BEMSAT documents produced since 2006.</li> <li>○ Any policy we establish should have a checklist that lists steps the applicant must complete and this should not conflict with 06-06.</li> </ul> </li> </ul>	<p><b>Members see the Google Drive folder relative the current policies, comments from System Operations Committee Members, and uploaded comments/drafts.</b></p> <p><a href="https://drive.google.com/open?id=0B8H23E6IOwaUcXlxS1ZhNkdnbjQ">https://drive.google.com/open?id=0B8H23E6IOwaUcXlxS1ZhNkdnbjQ</a></p> <p><b>Consider in-person or Zoom meeting in October with System Operations to discuss and potentially reach consensus on these policies.</b></p>	10/10/17
6	<p><b>Next Meeting: October 10, 2017, 2 p.m. via Zoom unless otherwise arranged (in-person).</b></p>		