

STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

State Emergency Medical and Trauma Services Advisory Council Public Policy and Finance Committee Meeting Minutes Oct. 3, 2012 - DRAFT

Public Policy & Finance Committee Members: David Dreitlein, Lew Gaiter, John Harney, Ray Jennings, Linda Joseph, Randy Leshar, Rich Martin, Kathy Mayer, Fred Morrison, Travis Polk, Carl Smith, Nancy Stuart.

EMTS Section Staff: Jeanne-Marie Bakehouse, Sean Caffrey, Barb Foster, Art Kanowitz, Randy Kuykendall, Matthew Paswaters, Michelle Reese, Bill Voges.

SEMTAC and Members of the Public: Peggy Berkey, Linda Britton, Amy Carter, Shelly Collings, Tamara Connell, Tim Dienst, Gene Eby, Tessa Henderson, Nancy Frizell, Tina Gemelli, Cassie Greene, Steve Hilley, Rob Hudgens, Karen Maciejko, Karen Master, Mike Merrill, Melody Mesmer, Jennifer Millet, Toni Moses, Dan Noonan, Carolyn OPatik, Joan Palen, Sherrie Peckham, Larry Reeves, Kim Schallenberger, Eric Schmidt, Mary Shelton, Shirley Terry, Linda Underbrink, Phyllis Uribe.

Call to order: 10 a.m. A quorum was established.

Introduction and meeting overview

Randy Leshar welcomed everyone to the Public Policy and Finance Committee meeting.

Election of chair and vice chair

Elections were held for committee chair and vice chair. David Dreitlein made a motion that Randy Leshar continue as chair, and Lew Gaiter seconded. Passed unanimously. Fred Morrison made a motion that Brandon Chambers continue as vice chair, and Ray Jennings seconded. Passed unanimously.

Old Business

Review of minutes

The committee reviewed the August 2012 interim meeting minutes. Linda Joseph had pointed out that an agenda item regarding rural/frontier issues for today had been requested at the interim meeting, and Randy Leshar indicated that time permitting, the item would be added at the end of today's agenda under new business. Ray Jennings made a motion to accept the interim meeting minutes and Travis Polk seconded. Motion passed with Carl Smith abstaining.

New Business

Placemat: Lynne Keilman went over the placemat, and indicated that the fiscal year 2012 numbers had been finalized and were now reflected as actual. She noted that revenue continues to climb, that the fund balance was about where it should be, and that the grants program reversions were back in line with historical amounts after an unusually high year last year.

RETAC financials: Randy Leshner indicated that the committee needed to review the RETAC financial statements from the prior fiscal year and make a determination of adequacy. The committee reviewed the financial statements, and it was noted that three of the statements in the packet were actually for the last quarter of the fiscal year as opposed to the entire fiscal year. The committee requested that Jeanne-Marie forward the three missing income statements to the committee for their review and subsequent email vote. David Dreitlein made a motion to find 8 of the 11 RETAC financials adequate, and Fred Morrison seconded. Motion passed.

Fiscal year 2013: Jeanne-Marie updated the committee on fiscal year 2013 progress reports, which were due on Sept. 30, and on the current reversion amount. To date, the provider grants have about \$100,000 in reversions. She indicated that work continues on fiscal year 2014's funding guide and guidelines, which will be emailed out in late November or early December for review prior to the opening of the grant cycle on Dec. 17, 2012. Jeanne-Marie also announced that workshops for grant applicants were available upon request, and that there would be a training session at the January committee day over lunch for SEMTAC evaluators.

The committee reviewed the proposed guidelines for the conferences category in system improvement, and there was discussion on the allowances of salaries and wages for an employee as well as the up to 10% allowance for administration and indirect costs. The question came up on whether the grants program should be paying staff salary cost for time spent organizing/putting on a conference, and discussion clarified that salaries/wages for an employee may be different costs than the 10% administrative overhead in some cases, but that each grant application request would be different based on the conference and how it was structured.

Ray Jennings made a motion to change the line in the guidance to, "Administration and indirect costs shall not exceed 10% of the total request, *including wages/salaries for employees.*" It was clarified that costs for honorariums and contracted individuals would not be a part of the 10% cap. The motion passed with a vote of 10 for and 2 against.

There was discussion on the use of the department logo for grant funded conferences, and there was a suggestion to change the language in the funding guide to encourage use of the logo. David Dreitlein made a motion to change the line in the guidance to, "Conferences supported by these funds should utilize the department's logo in conference materials." Lew Gaiter seconded. Motion passed unanimously.

CREATE program: The Colorado Resource for EMS and Trauma Education (CREATE) program had previously committed fiscal year 2013 funds and had to cease taking new applications in August, but based on reversions that occurred over the last month and a half, the Education Review Committee and the Colorado Rural Health Center put forth a short-term recommendation to the committee that the program begin accepting new applications as of Oct. 5, 2012, and that the ERC would accept, review and approve/deny applications within the standard deadline process on a funds available basis.

Discussion centered on data provided by the Colorado Rural Health Center and the reversion amount. It was established that the amount of reversions, more than \$100,000, is not alarming in and of itself. The Rural Health Center has been asking each entity that reverts funds to explain why, and there are quite a few legitimate reasons with most of them centering on enrollment. It was clarified that entities need to request and receive approval of funds before they can advertise the class, and then once enrollment actually happens, it can be less than anticipated.

Fred Morrison made a motion to accept the short-term recommendation that the CREATE process open again, and Travis Polk seconded. Motion passed unanimously.

The committee agreed that the need existed to put processes in place to ensure funds were more consistently available throughout the year, so that all funds wouldn't be committed so early in the next cycle.

The ERC and the Colorado Rural Health Center have been working on longer term solutions, and proposed a long term recommendation that discussion continue on changes to better the application process. There are a number of ERC meetings and a RETAC forum coming up this year where the issue can continue to be discussed, with the goal to formulate some recommendations to bring to the January SEMTAC meetings for further input and discussion to that the recommendations can be finalized by the April SEMTAC meetings. The committee agreed to this course of action.

Provider grant reversions: The committee discussed the \$100,000 in provider grant reversions to determine the best course of action for the funds. Historically, reversions from the provider grant program are awarded out as new provider grant awards to those lower on the scoring ranking, who did not receive grant funds the first go round. There was some thought that the provider grant funds may need to be shifted to the CREATE program, and there were others who wanted to keep the previously approved budgets for CREATE, provider grants and system improvement the same. Linda Joseph made a motion that any reversions within the provider grants program be awarded out as new provider grant awards, and Carl Smith seconded. Motion passed with 2 opposed, and David Dreitlein abstaining.

Regional Medical Direction: Randy Kuykendall opened the discussion on regional medical direction, indicating that direction had come out of the interim meeting to allocate \$363,000 each year for three years for the purposes of regional medical direction out of the system improvement pot, which has approximately \$667,000 available each year for system improvement projects. Yet to be determined is how to allocate the \$363,000 each year, and the application and approval processes. Randy Kuykendall indicated that the department would work diligently to implement changes as directed by the committee and SEMTAC, but that time was extremely short for getting changes done for fiscal year 2014, which opens in December.

Discussion centered on regional medical direction, system improvement and the need for a defined philosophy and mission statement as related to system improvement 603 grant funds. The committee weighed the pros and cons of trying to define the process quickly for the fiscal year 2014 or taking the time to implement it in the fiscal year 2015. Concerns about losing momentum for regional medical direction were noted and discussed. It was clarified that if no changes were to go into effect for fiscal year 2014, then the process would run identical to last year, with regional medical direction being a competitive category in the system improvement funding process.

David Dreitlein made a motion to implement changes to the regional medical direction process in the fiscal year 2015, and Rich Martin seconded. Motion passed unanimously.

Rural/frontier: Linda Joseph and Nancy Stuart addressed the committee, indicating that significant challenges continue to exist in the rural and frontier areas of the state. They requested time on the January agenda for this topic.

Meeting adjourned

With no further business to discuss, the meeting was adjourned at 12:05 p.m.

Next regular meeting

Jan. 23, 2013, Sabin Room, CDPHE