

Calhoun County Medical Control Authority
Monday, October 15, 2001
Kellogg Community College, Learning Resource Center, Spring Lake Room
Battle Creek, MI
9:00 – 11:00 a.m.

Call to Order: The meeting was called to order by Pat De Vera, Chairperson at 9:18 a.m.

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| Present: Pat De Vera | Paula Lange | Steven Frisbie |
| Robert Kiessling | William Engelter | Carol Di Biaggio |
| David Fuller | Theresa Dawson | Chet Dalski |
| Helene Wright | | |

- I. Approval of Minutes: The minutes of July 16, 2001 meeting were approved as written. (Lange/Kiessling)

- II. Committee/Officer Reports
 - A. CQI Committee - Paula
 - We will be switching over to the protocols of the Southwest Michigan Regional Group. We'll be able to compare ourselves with the other 18 county area.

 - A. (New Business) Performance Improvement Activities - Pat
 - Presented a packet from Southwest Michigan Regional Quality Improvement Group listing the criteria they are currently using for chart reviews.
 - Julie Camp/LifeCare has created a form to document data from charts. All the ambulances are in the process of switching to this.
 - A written summary report will be forthcoming.

 - B. Finance Committee - Chet
 - A motion was made to approve the budget report as presented. (Engelter/DiBiaggio)
 - A rebilling has been sent to Emmett Rescue for the balance they owe. Rumor was Emmett was ready to file. If they do this, we can file a lein. Additional rumor was Emmett had filed a 3rd mortgage for the building.
 - A motion for approval for proposed 2002 budget was passed with miscellaneous increased to \$350.(Lange/Engelter)
 - At the last meeting, 2 motions were passed, one to invest \$25,000 in mutual funds and a second \$25,000 to invest in additional CD. At that time we did not have funds enough to do both investments so neither was purchased.
 - We currently have \$110,000 invested in CD's and \$39,000 in cash assets. We have CD's done January and April.
 - A motion to not do the mutual fund was passed.(Lange/DiBiaggio)

C. Medical Directors Report – Paula

-A table top exercise was done for WMD . The WMD group is planning an exercise on June 25, 2002. They are trying to make this a county wide involving hospitals and ambulance services. Tentative plan is to hold this at the balloon festival.

-A special form that would report daily occurrences of unusual illnesses like flu-like symptoms that are out of season. If the hospital has these, they should call the Health Department immediately.

-A small form that First Responders will be filling out in conjunction with BCHS is still in process. Steve reported the form should be out this week. The form would document from ambulance straight through to the hospital.

-Discussion involving Reading ambulance responding to calls within the southern tip of Calhoun County. A committee of Paula, William, Steve and Chet will put together a letter to be sent certified mail to Reading regarding their response times. This committee will report back at next meeting.

III. Old Business

A. Nominating Committee for Election of Officers

-A committee of Carol, Ron and Bob submitted a listing of proposed nominees for officers in 2002. A concern that we need regular Albion representation. Within the board, there needs to be at least 2 hospitals represented.

-A motion was passed to accept the nominations with William Engleter added as executive at large person.(Frisbie/Lange)

-The new board for 2002 Carol DiBiaggio, Chairperson; Theresa Dawson, Vice Chair; Chet Dalski, Secretary/Treasurer; Paula Lange, Medical Director; William Engleter, Executive at large member.

-A motion was passed to continue Ron Duchaney the at large board member for the next year.(Dalski/Lange)

B. Operations- Task Force; Frisbie, Dalski, Lange, Dawson

1. Evaluation of Medical Director
2. Evaluation of KCC Contract
3. Day to Day Operations

-Task force met as a group and started writing a description of the Medical Directors job based on the KCC's contract and what the Medical Director does for the CCMCA combined.

-We will come up with an evaluation piece to evaluate Dr. Lange as KCC and CCMCA employee.

-Next meeting will discuss how to evaluate per this description.

IV. New Business

C. Ambulance/Hospital Restocking Programs - Pat

-Pat will bring back to next meeting for a final vote.

D. State Medical Control Meeting - Paula & Chet

-Attended meeting on 9/11/01.

- New laws requires CQI at medical authority level and agencies/ambulances are required to participate.
- There is no date to implement the new proposals.
- The State will be randomly inspecting 50 % of the vehicles annually.

V. Adjournment – Meeting adjourned at 11:15 a.m.

A. Next Board Meetings, Times, and Locations

January 21, 2002 at Learning Resource Center, Spring Lake Room

April 15, 2002 at Learning Resource Center, Spring Lake Room

July 15, 2002 at Learning Resource Center, Spring Lake Room

October 21, 2002 at Learning Resource Center, Spring Lake Room