



# Rural Health Community Systems, Inc.

## Regular Meeting March 3, 2010

### **Present:**

Everett Ferguson-Chairman

Jeanie Tomkalski

Jennifer Reed

Staff: Betty Wattenberg

Tim Marshall, Reporting Sec.

Mike Sprague

Judy Blair

Nan Hammes

Tina Goodwin

### **Excused:**

George Bliss, Art Jones, Al Lewis

### **Call to Order**

Chairman Ferguson called the meeting to order at 9:36 a.m. and thanked Nan once again for hosting the meeting.

### Approval of Minutes:

Everett stated that he had received two sets of minutes from the previous meeting and would like a motion approving one set of meeting minutes. There was some discussion, which revolved around the official minutes, further discussion will occur later in the meeting.

***Motion by Mike Sprague, Second by Tina Goodwin approving the Secretary's meeting minutes. All in favor, Motion Carried.***

### **Resignation:**

Jeanie spoke about the cut to Elaine's hours and that she is now only working 20 hours per week. She stated that Elaine feels that she would be unable in this situation to attend the meetings on a regular basis. ***Motion by Mike Sprague, Second by Jeanie Tomkalski to accept Elaine's resignation with regret. All In Favor, motion approved.*** It was asked if Elaine would consider being a alternate to Jeanie on the board when she was not able to attend. Jeanie stated she would carry that back and find out if there was any interest.

### **2010 Budget Revision:**

Betty stated that the State Office of Rural Health Representative John Nittinger, has been in contact with her and stated that the new revised budget figure for our agency will be \$169,142 for the 2010-2011 grant year. Betty indicated that we added \$88,000 to the 10,000 Links Program for additional promotional material. The original budget was \$175,000, which was cut by twelve and one half percent. Then the state came back and told us the number would be \$160,000 and now we are being told \$169,000. Betty stated that these are Federal dollars passed through the State. The State takes their cut and then distributes the rest of the funds. Everett asked, is the budget for a three year cycle or annual. Betty stated it was annual.

### **Coordinators Report:**

Everyone was presented with a copy of Art's monthly report. Mike asked if the software developer of the EPCR program was the original developer. Betty said yes and provided a brief history of the program how RHCS began the process and it eventually was turned over to EMSTAR. Judy reported that Jasper is now On-Line and they are submitting and were approved by the State. Judy said they are still waiting for Woodhull. Everett asked about the server, and Judy said that server is working fine. Betty stated originally we would seek a summary of the electronic reports. Judy stated she provide Art a list of those that submit and how many. Betty said we hope to get some demographic data from this depending on privacy issues. RHCS spent a lot of money on this project but it is now and EMSTAR project and Art is supporting the project. Mike asked about software issues and whether it would continue to operate with Windows 7 or is there an end of life to the software. Judy reported that the developer is still in the area and is accessible and it is compatible with Windows 7. Mike stated that he was

just concerned over the end life of this software and compatibility with new computers and operating systems. Betty stated as far as RHCS goes, all we did was plant the seed for this project and it is now an EMSTAR project. Betty stated that if the network decides to do more with the EPCR in the future we will take it up at that time but for now it is no longer our project. Mike stated that he sees the Network Coordinator do a lot of trouble shooting with this project and if it is an EMSTAR project, Art's time should be freed up to do other things. Betty stated she agreed, but there has not been much of a push by EMSTAR to get this going. Judy said that agencies are not too interested in getting this implemented as well.

Betty stated that if Art is out promoting RHCS programs and someone asks a question about EPCR he will try to help. Betty also stated that whenever there is a change over in Officers they appear to be calling Art and she wishes they would be contacting EMSTAR. Mike stated that if there is a change over in Management, Art needs to be notifying the Emergency Services Office also. Mike stated that he is finding out information as the County EMS Coordinator off Art's report and he would like to provide input to new leadership as well. Mike said that he would like to know when there are changes in the field. Everett suggested that there is minimal monthly communications between Mike and Art to discuss issues. Tim stated when the EMS youth corps coordinators were in our office we had face to face contact with them every day and could share information. That is not happening now. Everett stated that he will speak with Art about meeting at a minimum of once a month with Mike to share information and paperwork and keep communications open. Betty stated that communication is very important and her and Art talk virtually every day and she also said that often people seek Art out to ask questions and he does not know if they have already sought out Mike in the matter. Everett said this is why this is important and a face to face meeting is sometimes better than electronic communications.

#### **Associate Membership:**

Betty presented a proposed By-Law Change outlining an Associate Member. Tina asked if this is a draft open to change. Betty stated yes. Everett recommended reviewing the changes and holding it over until the next meeting for full review. Mike asked how changes can be submitted before the next meeting. Betty suggested that it be sent out electronically and ask for changes by a certain date. There was extensive discussion on this topic. There was discussion about open public meetings being a 501 (C) 3 Corporation.

Betty stated for clarification, we are not a 501 (C) 3 because we never completed the Federal tax exempt status. Betty indicated that we Non for Profit incorporated in New York State. Everett asked incorporated under what law? Betty indicated the State of the State Not for Profit. Tim stated is Ira Davenport a Not for Profit, are they running it through the Foundation? Betty indicated that they are running our grant through the Hospital. Betty discussed how we incorporated and the difficulties we had in the formation due to attorney issues. It took about two years to get the New York State status and then we started on the Federal application which takes about 6 months. Everett asked if Betty was talking about the IRS status, she stated yes. Everett said we have to incorporate under 501 (C) 3 before you can apply for IRS exemption, so we probably are a 501 (C) 3. Betty stated no, we never finished it. Betty stated the IRS had a problem with our setup, they had a problem with the money going through Ira Davenport, they had a lot of different problems and Betty made the decision to not finish the application. Everett stated we are not a Tax Exempt organization, Betty said we are not but Ira Davenport is. Everett stated that does not affect how we are incorporated. Betty stated we are not federally incorporated but we are New York State incorporated. Everett said that there is no Federal incorporation, you get your corporation by the State. Betty said we are not a 501, Everett said but we are, we are just not tax exempt. Mike said that you get the tax exemption from the IRS that's the only federal designation.

Further discussion on Associate membership: Everett discussed why we are looking at this, because we had a request to about membership. Concerns were raised about corporations being involved for profitable reasons. Everett stated that our By-Laws are very clear that you cannot gain from your membership on the organization. This needs to be brought to this individual's attention that he could not gain from a relationship he makes through us. Everett stated that it does not prohibit him or any organization on coming and making a presentation to the Network. There was discussion about the statement on "Product display approved by the board of Partners" and who approves those and how rapidly? It was the feeling of those in attendance that it could be done by the Board of Partners via electronic submission, the question was if there was ever an opportunity for an urgent need of a presentation because we meet monthly. Mike states we need something in writing to outline the use of RHCS Logo and it should be approved by the board of Partners. Everett asked Mike so we should limit for profits from using our Logo. It was stated that it should be approved by the Partners for use before using our Logo on any for

profit items. Further discussion occurred including what was to be gained by being an Associate Member and corporations making sponsorship to programs such as 10,000 Links. Betty stated that the Federal Law states that partnerships can be made up of a majority of not for profits. A corporation may join if they have a direct relationship to the work of the organization, have an office within the geographic area, and if there is no financial conflict of interest. It was stated that anyone can come and sit in on our meetings and not be a partner.

Everett asked is there consensus on the need for Associate members? The consensus by the Partners that were in attendance was that our By-Laws are clear and outline our position and that we don't need to add additional language at this time. Everett stated that being a public forum we are open to anyone who would like to attend our meetings. So at this time send our comments to Betty via e-mail and she will distribute them to all the Partners. We will draw it up and get it back out for you.

### **10,000 Links:**

Jeanie tried to report on CPR numbers for January 1<sup>st</sup> to present date but forgot her glasses. Betty felt the number after taking out all other training was 172 new CPR and AED and 69 from American Heart. Betty reported there are 16 new AHA facilitators for the Friends and Families program. The numbers look better than they did last month. Betty thanked the committee members, Nan made arrangements for Steuben County Employees to be trained in CPR. Mike met with 3 Area chief's meetings and distributed the letter that Jeanie sent out on Instructor training. This covers about \_ the departments. Jeanie reported that she had six calls from departments to get instructor training. They are running instructor training at the end of the month with twenty people on the instructor list. They will then do a community training. Jeanie will keep track of the numbers of those new instructors trainings. Mike asked about sponsorship activities. Betty reported that they have sent out 188 letters so far. The letters went to Doctors, Churches and Service organizations. We are using RSVP volunteers. So far there have been no Corporate sponsorship letters out yet.

## **OLD BUSINESS:**

### **Discussion on Minutes:**

Everett explained that there was an issue with the minutes from the previous meeting. He stated that he had received minutes from both Betty and from Tim. Everett asked both to explain their version of why this occurred. Betty began by describing the process on meeting minutes for the Network. In the past we had volunteer secretaries that wrote notes during the meeting and provided them to Betty who typed them. Betty stated that she has corrected the minutes ever since for grammar and context issues. Betty stated that she takes the liberty to edit the minutes to add supporting information because not all the Partners can attend all the meetings and she does this for the benefit of those who are not in attendance. She feels it was another medium for communication. Betty stated she never strayed from the current, culture of mission of the Rural Health Network.

Tim stated his concern is not to have additions to the minutes once discussion has occurred, it does not allow for further discussion on the added information. Tim explained that he records the meetings and takes the minutes from the recording, sometimes word for word to make the minutes as realistic as what occurred in the meeting. His concern is that people who were not at the meeting may think the added information was discussed when actually it was not discussed, so there is not ability to discuss it later on.

From an administrative point of view, Everett add that he has some concerns over this. In his experience and looking back at Robert's Rules of Order and Sturgis and how to run a meeting, the minutes should be a reflection of what went on at the meeting, it shouldn't be any more or any less. So in that regard what Tim is saying is correct, however he can't discount what Betty is saying. There are a number of Partners that are not present today or are present at every meeting. Everett pointed out on Page 2 of Betty's minutes she references the "Pit Crew" and Quality Improvement Conference, with "a little History". Explanations like that accomplish exactly what she is trying to say, but throughout the minutes that she provided us it is not always put out that way, it is included right along with everything else. Everett felt that both people are trying to do what is right for you the Partners. The problem is we should have a way to state exactly what goes on at the meeting. Everett recommended that only the Secretaries minutes will be the official minutes and will be distributed and they will be voted on at the next meeting. The minutes can go to Betty for explanation as necessary, but those will not be approved or disapproved. There was discussion that the information Betty adds is nice to have, but the overall feeling was that

the Secretary minutes will be the official minutes. Following discussion, consensus of those Partners in attendance was determined that the official minutes will be distributed by the Secretary and that Betty's edited minutes will be for information only. The Chairman asked that for the next two meetings, Tim distribute his minutes out to the Partners and he wants Betty to do everything she has done in the past and also send them out to the Partners as well. When the Chair asks for a motion of the minutes, they will be Tim's minutes. Mike asked for Betty to somehow highlight or italic the additions so that they are identified. Betty said she bullet or addendum or something.

**ID Project:**

Mike discussed with Judy who he could get from EMSTAR involved in the committee of the new County ID Card System when he is ready to develop them. Judy said the person to talk with was Rick Kimball, he is the one that oversees the program for EMSTAR. Mike is looking for someone to help identify the fields and overall look of the card systems. Mike asked, does Rick know all the fields that EMSTAR requires? She said that no one else at EMSTAR knows anything about the ID Cards Rick handles all that for them. Judy also noted that they have had no applications for Non-Certified Members ID's. Mike said that we can facilitate that for them now we know that information. Everett asked for a point of clarification, is the Sheriff's Office out of mix on the ID System. Mike said he is hoping that it will be all inclusive for Emergency Responders in Steuben County, meaning Police, Fire and EMS. Mike stated that the Sheriff's department does still do their ID's but there has been a problem with their printer. He understands this is now resolved. He was to integrate between all the systems he can, but we need to get the database piece solved. Everett said so we are trying to get one system for the entire County? Mike said yes that is our hope.

**NEW BUSINESS:**

Tina discussed that Jim Soto was coming in at the end of the week to do a Train the Trainer training with her on Respiratory Protection for H1N1. This was a program that the State started following the H1N1 outbreak and they are just getting out the door to do the training. Tina is the only trainer in this area of the State. It is being done because Jim will be in the area so he is coming to Bath to get Tina Trained. Mike said that if this was done prior to the vaccine being offered we might have had better turn out for vaccinations.

Betty asked all the Partners to put a link to the 10,000 Links web site on their agency web sites.

***Motion to Adjourn, made by Mike Sprague, Second by Judy Blair, All in Favor Meeting Adjourned at 11:14***

RESPECTFULLY SUBMITTED:

*Timothy D. Marshall*

**Next Meeting**  
**Wednesday April 7, 2010 @ 9:30 A.M.**  
**Greater Steuben Chapter of the American Red Cross**  
**123 West Market St. Corning, NY**  
**Hosted by Red Cross**