

**Governance Committee
Minutes - February 10, 2014**

Present

George Yacus, Chair
T. J. McAndrews
Jeff Wise
Jim Chandler
Jay Porter

Absent

John Hoffler

1. Dr. Yacus called the meeting to order at 2:10 pm. The November 26, 2013 minutes were briefly reviewed and approved as distributed. It was noted Mr. Hoffler was returning from the EMS Today conference and would not be present.
2. Demonstration of EMS patient data – Jay Porter demonstrated the regional access to state VPHIB EMS patient data. There seemed to be extensive duplication of records and data quality issues. He indicated he is able to eliminate duplicates by exporting to a spreadsheet and sorting, and will also address this issue with OEMS. The committee felt data quality would improve with a combination of provider education and data feedback.

The majority input from the last Board of Directors meeting regarding strategic plan initiatives was to focus on data reporting consistency, standardization and quality. Committee discussion ensued. It was noted there is a steep learning curve and a lot of data fields—with more to come in the next version of the data set—and some EMS agencies have high personnel turnover and others may not have sufficient training hours available. Perhaps an educational focus can be on selected high importance data fields. It was also discussed how some larger agencies have the resources (people and capabilities) to do data analysis and performance improvement while other smaller agencies may not. Jim described PI feedback that Virginia Beach EMS provides periodically in a newsletter to EMS personnel which identifies one aspect of patient care, describes the data, and discusses ways that personnel can improve. He felt this is a great method to share the information and is non-judgmental. He hopes the council can move in that same direction with periodic regional PI reports in a similar format. Chief Wise noted that with new software in 2013 the Norfolk data has improved dramatically.

Jay was thanked for the demo and the committee expressed satisfaction that the EMS system should soon be able to have quality data that can be used to performance improvement resulting in improved patient care.

3. FY14 revision of the TEMS strategic plan – Dr. Yacus noted the state EMS contract requires annual EMS plan review and revision as needed, and a major overhaul every three years. We are in year two of the cycle. The Committee discussed the continuing focus on the strategic initiatives by the committee and board, and recommended the board use the previous SWOT

results as a starting point, determine if there are any environmental or other factors necessitating a change to the plan this year, and if not, to recommend no changes.

- a. Review Code of Virginia, Regulations and Contract language – no change
 - b. SWOT analysis – use previous as starting point
 - c. Review Mission and Vision statements – no recommended change
 - d. Review core strategies and strategic initiatives – no recommended change
 - e. Review/discuss board feedback on strategic plan priorities – see above
 - f. Based on input during the next board meeting determine if plan revisions are needed – no recommended change
4. There was not additional business, and a next meeting date was not set.
 5. Dr. Yacus adjourned the meeting at 3:30 pm.

Minutes prepared by Jim Chandler