



Township Ambulance Authority

MEETING MINUTES FOR November 28, 2017 Mancelona Station 7:00 PM

Present: Ed Sayre (Mancelona), Stan Bean (Central Lake), Rick Teague (Helena), Ed Niepoth (Kearney), Pete Hoogerhyde (Star), Wendy Hummel (Chestonia), Roxann Flake (Custer) & Martin Franckowiak (Warner)

Absent: Terry Smith (Forest Home)

Others Present: Wendy Dawson (Systems Director), Shannon Johnson (Administrative Assistant), Barry Cole (TAA Attorney) and various TAA Employees

Meeting called to order by President Sayre at 7 pm.

Terry Smith thanked board and employees for all the well wishes, cards and gift card by letter. Roxann thanked the board and employees for cards, gift card and get well wishes.

Motion to accept November 28, 2017 meeting agenda presented by E. Niepoth, second by R. Flake. Motion Carried.

Motion to approve payment of bills from 10/25 – 11/21 in the amount of \$6,498.78 by R. Flake, 2nd by M. Franckowiak. Motion carried.

Director informed the board that the due diligence meeting for health insurance (BCBS) policy review is coming up – there is the potential for increase in billing and payments. The Securian rep will also be there for compliance and testing. Will need board members to attend. President isn't available to attend the meeting. He will be out of town. P. Hoogerhyde and R. Teague attend.

There is a med control/HIPPA violation issue that the Director has been informed of relating to a med control issue/new investigation. Has requested to meet with full board after close of this meeting. All parties agreed to stay after to discuss issue.

President updated board regarding committee meetings.

- HR Committee – didn't meet this past month.
- Finance Committee – will get meeting scheduled for next December



Township Ambulance Authority

MEETING MINUTES FOR November 28, 2017 Mancelona Station 7:00 PM

President had meeting with B. Cole regarding TAA Bylaws – B. Cole had copy of initial inter-governmental agreement. Did not have a copy of the Rules & Procedures. In order to adopt Rules & Procedure a motion to adopt/ratify these rules would be needed – It was discussed that it would serve the board better to adopt Rules & Procedures in addition to the Intergovernmental agreement – Attorney pointed out that the board has no authority over changing the Intergovernmental Agreement. In the intergovernmental agreement, all decisions are to be made by majority vote. Rules of procedure expand and cover what the intergovernmental agreement doesn't. Barry stated that there are a few areas where both documents contradict each other and would need to be corrected.

The topic of closed sessions was discussed. They can only be brought about by 2/3 vote of the board which is in conflict with intergovernmental agreement. Roxann asked about reasons to go into closed sessions and why were they limited to an employee requesting a closed session. B. Cole stated that is a reason, but not the only reason for closed session. There are several reasons ie, real estate purchase where an offer would be discussed and the general public would not be privy to information relating to the amount of the offer prior to making it.

Old Business

Barry informed the board that the President can create committees with board approval, appoint Chairperson and President needs to be member of each committee. Rules of procedure – will follow Roberts rules where rules of procedure are not specific.

Need copies of rules of procedure submitted to all board members for review prior to adopting them for a vote.

November 2002 – Admin Asst to look for minutes in relation to adoption of Rules & Procedure for the TAA

Board Reviewed additional information provided by Director no specific to monthly update.

New Business – None at this time.

Public Comment - None

Director informed board that the State inspection will take place 12/30/2017.



Township Ambulance Authority

**MEETING MINUTES FOR
November 28, 2017
Mancelona Station 7:00 PM**

Motion to go into closed session by R. Flake and 2nd by motion carried . Motion carried unanimously by role-call vote.

President asked everyone to exit the meeting room except for TAA board members and party requesting closed session 7:22 PM.

Motion to go back into open session by R. Flake, 2nd by W. Hummel. Motion carried. Regular meeting reconvened at 7:46 PM.

A motion to form the HR Committee was presented by R. Flake, second by W. Hummel. Motion Carried

A motion to form a TAA Finance committee was presented by R. flake, 2nd by E. Niepoth, motion carried.

Motion to adjourn meeting by R. Flake, seconded by W. Hummel. Motion carried.

Meeting adjourned at 7:47 pm

Shannon Johnson
Township Ambulance Authority
Administrative Assistant