



Township Ambulance Authority

REGULAR MEETING MINUTES

June 26, 2018

Mancelona Station 7:00 PM

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

Absent: Terry Smith (Forest Home Township)

Others Present: Mike Bertram (Interim Systems Director{ISD}), Shannon Johnson (Admin Asst), Chris Thompson, (Assistant Director), James Bixby (Assistant Director), Mike Baker (Education Coordinator), Barry Cole (TAA Attorney) and TAA Employees

Meeting called to order 7:00 pm

Agenda – Motion to approve by W. Hummel, second by P. Hoogerhyde. Motion carried.

Motion to approve with corrections the May 29, 2018 meeting minutes to reflect Stan Bean in attendance and not Bill Chapman and to correct Rick's last name to Teague from Finance under New Business presented by R. Flake, second by Ed Niepoth. Motion carried.

Motion to approve bills in the amount of \$12,510.82 by P. Hoogerhyde, 2nd by R. Teague. Motion carried.

Director report –

Leadership team met with Accumed today regarding training and billing process. Very positive meeting. New Rep has an EMS background which is very helpful for TAA. A training for TAA employees has been scheduled for the end of July.

The Auditor has contacted M. Bertram to schedule the annual Audit. The Audit has been pushed back to August due to current transition.

Motion to approve life-time TAA Advantage Membership Plus to employees (plus spouse) who retire with 30 years of service to TAA presented by R. Flake, second by M. Franckowiak. Motion carried.

Hiring process has changed along with the workplace environment. Not just hiring anyone. Team is being selective. There has been a culture change for the better.

Current credit card needs to be closed out. Motion by P. Hoogeryde with 2nd by R. Flake for new Township Ambulance Authority credit card account to be open thru Alden State Bank. Credit limit will remain \$10,000 with President, Edward Sayre, Secretary/Treasurer Rick Teague and System Director Chris Thompson being issued cards with the full credit line. Assistant Director, James Bixby, Education Coordinator, Mike Baker and Administrative Assistant, Shannon Johnson will



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be issued cards with a credit limit of \$1,000. Shannon Johnson will be listed as primary on all cards for bill paying/record keeping purposes. Motion passed by roll call vote with 8 townships answering to the affirmative. Forest Home absent.

Chris Thompson was introduced as the boards selection for new System Director. Pete Hoogerhyde made a motion to offer Chris Thompson the role of System Director for the TAA. Seconded by R. Flake. Motion passed by roll call vote with 8 townships answering to the affirmative. Forest Home absent. Motion passed.

Interim Director has made the decision to not fill the second Assistant Director position at this time. This will allow the new System Director time to settle in and make that decision.

TAA will send Shannon Johnson to HIPAA training to act as Compliance officer for the TAA, training will take place within the next 6 months.

New Director package presented. Director to look into vehicle options and present to board.

Motion to accept package (see attached) presented by R. Flake with exception of new director attending as many leadership conferences as possible. Second by P. Hoogerhyde. Motion carried.

Per Interim Director – Shannon will provide accountant with benefit package information.

R. Flake is concerned about transition of Interim Director to System Director. What is the plan for Bertram to provide mentoring. As of right now he plans to do 20 hours a week for 4 weeks and will stay on if need be. He feels very comfortable with current leadership team. Has worked with them closely over the last 3 months.

Old Business:

HR Committee met before the regular board meeting to discuss the new director package and any concerns.

Finance committee did not meet.

New business:

None.



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Public Comment:

Interim Director thanked board for choosing him to fill the role of Interim Director over the last 3 months. He's enjoyed working with the leadership team and will continue to do so in a more limited capacity until he feels the new leadership team is ready.

Chris Thompson stated he's honored to move forward in the position as System Director and is looking forward to growth of the TAA.

Motion to adjourn meeting @ 7:56 pm by R. Teague, 2nd by W. Hummel. Motion carried.

Shannon Johnson
Township Ambulance Authority
Administrative Assistant