

**Workforce Development Committee Meeting
Virginia Office of EMS
Richmond Marriott Short Pump
4240 Dominion Blvd., Glen Allen, VA 23060
May 3, 2018
10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Jose Salazar , Chair		S. Heather Phillips-Greene	Valerie Quick
Dreama Chandler , VAVRS		Ron Passmore	Bob Ryalls
Valeta Daniels , Advisory Board		Scott Winston	
Chris Vernovai , Highland Co. VRS, Member-At-Large			
Cody Jackson , Med-Trans Corp. - Commercial Ambulance Member			
Dave Tesh , VA Recruitment & Retention Network			
Paul Hoyle , PEMS Council			
William “Gene” Dalton , WVEMS Council			
Christina H. Smith , VACO			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order & Introductions:	The meeting was called to order at 10:00 a.m. by the Chair, Jose Salazar.	
Review & approval of the February 1, 2018 minutes:	A motion was made to review and approve the February meeting minutes. The minutes were approved as submitted.	The minutes were approved as submitted.
Chair Report – Jose Salazar:	Mr. Salazar gave a brief committee membership update and reported that Rob Lawrence is no longer with Richmond Ambulance Authority and has moved to California. Ron Passmore is now employed with the Office of EMS as the Regulations and Compliance Manager. Tim Perkins is now the Manager of the newly created Division of Community Health and Technical Resources. Tim’s former position, EMS Planner, may be posted this week. He also welcomed Christina Smith to the committee. We look forward to hearing information on the survey that we discussed and about provider safety.	
OEMS Report – Scott Winston:	Scott stated that the quarterly report is on the OEMS website with all the updates from the Office of EMS (OEMS). He also reported that OEMS has a new full-time Human Resource Manager, Keith Roberts. The Health Department is doing a shared administrative services model. We have about three or four staff members who are working for other offices within the Health Department and this has put a bit of a strain on our office as they have relocated downtown and are not at our office on a regular basis. We are adjusting to this. Please bear with us as we work through this. In terms of the physical facility, we have a plan to consolidate the two offices located at Technology Park in Glen Allen. There are meetings held with contractors who are placing bids on the build out. It will be four to six months before we see the offices combined. The office will be anchored at 1041 and the offices at 1001 will relocate to where Fire Programs is currently located. Scott also updated the committee on the EMS scholarship program. Warren Short will give a detailed report tomorrow at the EMS Advisory Board Meeting about the scholarship program.	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>Valeta Daniels complimented the Office of EMS on the ease of completing the National Registry. In less than five minutes, she was done. Scott said that OEMS has a dedicated IT team who is very committed to creating programs OEMS. They have also recently created a new licensure, compliance and regulation database/portal that allows agencies to access information regarding their department. They can prepare for agency inspections by uploading current licenses and permits. They can also easily update staff information and affiliations. The new portal also tracks our investigative and enforcement side as well. Heather Phillips-Greene stated that the agencies appreciate that it is live and all updates are real time. She encourages agencies to upload all of their documents ahead of the inspections. Vehicles can be taken out of service through the portal and you can request temporary permits through the portal. However, some of the legacy data did not carry over as it should have. Once all of the glitches have been worked out, an announcement will be made on the OEMS website. Currently, it is only being promoted via word of mouth.</p>	
EMS Officer I Sub-Committee Update – Chris Vernovai:	<p>Chris spoke with Kathy Eubank and there were 15 people registered for the class at Rescue College and that number may increase. The maximum class size is 24. He and Tim Perkins will be able to handle this size class with no problems. Bob has completed the audio and it works with the slides, now it is a matter of getting it on the website. As soon as the final student count is received from Kathy, everything will go out to the students so that they will have just under a month to do the homework before the class. Everything is going very well and we hope to take it out of pilot and start working on EMS Officer II soon. Jose thanked Bob for working on the slide narrations. Per Jose, the only thing holding us up from taking it out of pilot is getting the slides into a format that can be distributed. He hopes that by symposium we will have it all worked out and it can be formally released. After that, we can work on Officer II. He doesn't want to start on Officer II until Officer I is released.</p>	
Standards of Excellence Workgroup – Jose Salazar:	<p>Since Rob is no longer on the committee, we are looking for someone to oversee this program and workgroup. This past Monday, Tim, Dave and Jose went to Hampton. They conducted the site visit and they are now a Standards of Excellence agency. They were very well prepared and had everything in order. Essex had their site visit previously and they needed to improve in some areas. They made the improvements and are now a Standards of Excellence agency as well. There will be more site visits soon and we are looking for more people to help with them. As mentioned at the last meeting, the Regional Councils should be more involved with the agencies that are awarded SoE so that they can support the agency by being there and to promote their success and increase awareness of it. We will definitely involve the Regional Councils and do formal acknowledgements at the symposium.</p>	<p>SoE needs an overseer for this workgroup as well as volunteers to perform site visits.</p>
VA Recruitment & Retention Network- Dave Tesh:	<p>Dave thanked Jose for making the report at the last meeting because he was unable to attend. It was noted at the last meeting, that Karen McQuaid is the new chair and she has been a vital member of the network over the last 10 or 15 years. A planning meeting was held in Ashland and there is an opportunity for further engagement in Charlottesville on October 5 & 6. Events will be held such as classes on recruitment and retention. More information will be sent out on this. There is also a meeting on May 18th in Ashland at Ashland Fire Company. Contact me if you would like to be added to the email list for meeting announcements.</p>	<p>Charlottesville event planned on October 5 & 6. More details coming soon.</p>
Unfinished Business:	<p>a. Keeping the Best! Tool Kit revision – Dave Tesh</p> <p>There has not been any movement on this. A host agency is needed for the next class and it would be helpful if it were in the East. Paul Hoyle stated that PEMS would be a great place to hold a class. They will decide on a date and go from there. Dave and John Bianco held a class in Loudoun a year ago. It was in a workshop format where scenarios were given to demonstrate how the principles could be applied. It was also suggested to do one in the Roanoke area. The plan was to video tape the next class and use it to post on the website so that the pre-course work could be completed prior to the class. Central Shenandoah is also interested. Dave and John are also interested in bringing more instructors in once the video is complete.</p>	<p>PEMS, Roanoke, and Central Shenandoah are interested in the Keeping the Best! Workshop.</p>

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>b. Survey – Valeta Daniels Valeta stated that we have talked about the survey that was going to be in line with the State’s five-year plan. It will gather basic information such as date of birth that we don’t currently have. The question now is which way we want to go - do a survey link on the recertification page of OEMS or send out a survey monkey survey. Valeta was asked to send the 10 questions out to the committee members again to refresh their memory of what the questions were. (Forward to Tim for distribution.) The goal of the survey was to gather demographic information of the EMS providers according to the EMS State Plan. The goal of this committee was to identify providers who serve or work in jurisdictions other than where they lived, leaving their jurisdictions underserved. Also, part of the survey was to identify the diversity and where to direct the recruitment. Jose asked Christine to look at the questions from an HR perspective.</p>	<p>Valeta will forward the list of survey questions to Tim for distribution.</p>
New Business:	<p>Impaired Provider Program At the last meeting, this was mentioned briefly about providers self-reporting and diversions. Overall, in the health industry, they want to work with individuals who were caught doing something bad. They want to get them back in the workforce. Heather gave a presentation of how providers are exposed to drugs in people’s homes and also on the ambulances and in their agencies. The providers also have a significant risk for injury. When someone is impaired; they get sanctioned. If they have criminal charges against them, they ultimately get suspended temporarily. However, the people that self- report tend to take their life once they lose their certifications. Heather stated that there have been about three of these instances that she can recall. This will be a growing trend and it is sad. There is no monitoring program similar to the Health Practitioner’s Monitoring Program (HPMP). We do not have the logistics in place for this and it will be a huge undertaking. A document has been started as a pathway to get people back who have been rehabilitated. There are a list of requirements that must be met in order to re-certify and their temporary suspensions will be lifted. Once all of the documents have been completed and submitted it will go to the State Medical Director, Dr. George Lindbeck. Recommendations from the OMD, State Medical Director and the Office of EMS will go to the State Health Commissioner who will make the ultimate decision. Heather stated that this is a one-time program. It is called the Impaired Provider Program. The committee discussed their concerns about providers who do not have funds to go to a rehab facility. Where does that leave them? This is unfortunate and hopefully we can get buy-in to the HPMP; otherwise, there is no funding for them. We are encouraging agency support. The ultimate goal is to seek funding support for this program; however, this is a good start. Larger agencies may have an employee assistance program. Heather Phillips-Greene is 100% committed to seeing this program through and helping as many people as possible.</p>	
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately 10:30 a.m.	<p>2018 Meeting Dates: August 2 November (Norfolk) Date & location to be determined.</p>