

**ECHO (Emergency and Community Health Outreach) Board of Directors  
Meeting  
Minutes November 3, 2010  
MCIT, St Paul, MN**

Meeting attendance

<b>Board Members</b>	<b>Membership Position</b>	<b>1/6</b>	<b>3/3</b>	<b>5/5</b>	<b>7/7</b>	<b>9/1</b>	<b>11/3</b>
Astrid Ollerenshaw			X	X	X	X	X
Bob Herman		X	X	X	X	X	
Chris Kuhlman		X	By phone	X	X	X	
Jay Elepano	Vice Chair	X	X	X	X		Via phone
Jill DeBoer		X	By phone		X	X	X
Julie Ring	Secretary	X		X		X	X
Kevin Verzal	Treasurer	X	X		X	X	
Kristen Norman-Major	Chair	X	X	X	X	X	X
Maritza De Jesus	Resigned	X					
Michael Olesen							X
Sandy Lien		X	X	X	X		
Troy Dickinson		X	X	X	X	X	X
Valerie Donovan					X	X	X
<b>Staff:</b>		<b>1/8</b>	<b>3/3</b>	<b>5/5</b>	<b>7/7</b>	<b>9/1</b>	<b>11/3</b>
Lillian	Executive Director	X	X	X	X	X	X

McDonald							
Suzanne LaPalm	Administrative Board Support	X	X	X	X		X
Cathy Schram	Substitute Administrative Board Support					X	
<b>Guests:</b>		<b>1/8</b>	<b>3/3</b>	<b>5/5</b>	<b>7/7</b>	<b>9/1</b>	<b>11/3</b>
Buddy Ferguson	MN Department of Health	X					X
Mary Mackenberg-Mohn	Potential Board Member			X			
Jeannine Mueller Harmon	Potential Board Member					X	
Barret Lane	Consultant						X

TOPIC	DISCUSSION	DECISION/FOLLOW-UP ACTION
1. Welcome and approve/alter agenda	<p>Chair Norman-Major called the meeting to order and welcomed those in attendance.</p> <p>Jill was recognized for her service to ECHO the last 6 years; this is her last meeting.</p> <p>New board member Michael Oleson was introduced.</p> <p>September minutes for approval.</p> <p>Official board appointment.</p>	<p>Valerie moved to approve the September minutes. Kevin seconded – motion passed.</p> <p>Valerie moved to appoint Michael Oleson to the board of directors. Kevin</p>

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		seconded—motion passed.
2. ECHO financials, review of 2011 budget	<p>Kevin reviewed the current financials and the 2011 budget.</p> <p>Kristen explained that the Executive Committee has discussed the question of needing more staff and the space limitations we currently have. Their consensus was that ECHO needs to move forward with hiring an assistant director to free Lillian up to do development, which is a top priority. Due to the constraints on staff numbers, this position would be contract in terms of payroll purposes, however it would be a considered a permanent, full-time position and would require someone committed to ECHO’s long-term success. Moving to a new location is beyond the budget at this point, and the Executive Committee recommends hiring the assistant director as a long-term contract until we can make them regular staff. New space will be considered later when the funding is there and we have staff on board.</p> <p>Kevin reviewed the numbers for staying at AMC with current staff, with the addition of an assistant director, and with those positions and a move to new space.</p> <p>Discussion ensued on a long-term contracted position. Lillian suggested a tiered approach: Bring on new staff person and after 3-6 months with new AMC executive director in place,</p>	Valerie moved to approve the current financial report. Troy seconded – no further discussion – motion passed.

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	<p>review what we need to do to move forward.</p> <p>Kevin reviewed the proposed 2011 budget, along with 2012 and 2013, which are rough estimates because they will depend on 2011.</p> <p>Valerie asked if the budget included money for the contract person to buy their own benefits. Kevin said it does, and it also includes \$20,000 for a development contractor. Lillian noted that 50-80 percent of fee for service comes from government contracts and with the change in landscape after the election there may be some cause for concern, so we're not sure how to move forward with the legislature at this time.</p> <p>Lillian noted that Danushka and Maria have been helpful with outreach to ethnic communities, but also we will also need to recruit those who can translate.</p> <p>Kristen noted that the Executive Committee supports getting the new staff on board as soon as possible.</p>	<p>Troy moved to approve the 2011 budget and 2012-13 projections. Valerie seconded the motion—motion passed.</p> <p>Astrid moved to approve a \$20,000 contract for a development consultant. Jay seconded the motion—motion passed.</p> <p>Kevin moved to approve development of a position description and hiring of assistant direct. Astrid seconded the motion—motion passed.</p>
<p>3. Report from the Executive Director</p>	<ul style="list-style-type: none"> <li>• Development Updates – Lillian presented power point. Staff/activity highlights –</li> </ul>	

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	<p>branding is up, referred to scorecard.</p> <ul style="list-style-type: none"> <li>○ Metro PHEC/MDH deliverables due to PHER grant reductions – impact on ECHO</li> <li>○ Sponsorship/Donors &amp; grants 2010 progress report won't reach \$750,000, but \$600,000.</li> <li>○ Reviewed the organizational plan from strategic plan for 2008-11. Reviewed what's working or not working, development model pie chart, ECHO pie chart, and highlighted what we need to do to be comparable to most 501(c)3's. Recommendations: Add staff, then consider space, identify and prepare for growth or economic risks, invest in Board of Directors-ECHO leadership, including standing committees and task force teams. Discussion of logistics and time line, noting we want to make sure we keep our books balanced and our growth moving forward.</li> <li>○ 2011 funding projections – outlined.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Staffing/Activity highlights               <ul style="list-style-type: none"> <li>○ AMC new ED is Jeff Spartz, effective January 1, 2011. Will be talking to him regarding where ECHO goes from here in terms of growth.</li> <li>○ Bloomington Public Health independent survey results</li> <li>○ ECHO Scorecard</li> <li>○ Event Update: November 16 “Immigration Matters Breakfast” at Wilder, there is capacity for 152 people – sign up if haven’t done so. Also, have people sign up that you know are going to attend. Lillian reviewed the program. Eddington’s is providing an almost free breakfast. Our cost will be approximately \$2500, less staff time. Lillian reviewed messaging and the program, noting there will be a stronger ask this year. Two newspaper bloggers will attend.</li> </ul> </li> </ul>	
4. Committee Chair Updates	<ul style="list-style-type: none"> <li>• Communications Committee (no chair – ED assuming staff oversight) -</li> <li>• Development Committee (Task Force underway – Update provided in ED report) –</li> </ul>	

TOPIC	DISCUSSION	DECISION/FOLLOW-UP ACTION
	<ul style="list-style-type: none"> <li>• Programming Committee – (Chair Sandy Lien on leave and Troy Dickinson assuming oversight)</li>   <li>• Activation &amp; Emergency Preps Committee (Chair Valerie Donovan) – <ul style="list-style-type: none"> <li>○ Presentation Barret Lane of Lane Consulting presented a Power Point Valerie and Barret reviewed context that brought us here, the EOP/FOG document itself, and policy issues. They explained that feedback was received from other organizations. The next step is to adopt the document and finish the integration process and board approval is needed before integration. Lillian stated that more feedback will be obtained from the Emergency Preparedness committee at their December 10 meeting, and Olmsted and Stearns Counties are non-metro representatives. No concerns have been raised by LPH partners. The implementation phase requires a discussion on where this fits into others’ plans. Buddy pointed out there is some work that needs to be done on the LPH side and for other agencies to outline some of their responsibilities in meshing with this document. MDH is looking at assisting ECHO to come up with some planning documents. Julie suggested we</li> </ul> </li> </ul>	<p>Valerie moved that:</p> <ol style="list-style-type: none"> <li>1) The Board of ECHO Minnesota approve and adopt the Emergency Operations Plan dated November 3, 2010;</li> <li>2) That the plan supersede and replace all previous plans;</li> <li>3) That the Executive Director be authorized to distribute the plan to local and state governments and non-governmental organizations as may be needed and to develop and implement appendixes, internal plans, procedures, training, testing and plan maintenance required to support the planadopt plan, replaces 4/90 version, allow Lillian to distribute plan, and to develop and appendixes, internal plans, procedures, training, testing and plan maintenance</li> </ol>

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	<p>try to use MDH’s network to reach out around the state. Discussion. Barret pointed out that we are making a commitment to 24/7/365 which will have an impact and we just need to recognize the implications for ECHO in terms of steps of growth and our future. He talked about the cost recovery model and explained it will be some sort of fee for service model. Hoping to work through the EP committee and make sure this is feasible and will bring back to BOD in January. Julie pointed out that some counties have provided more than others so we need to be cognizant of that when we draft cost breaks for some because there may be some sensitivity. Lillian and Julie will talk off-line on this. In January, we can allot more time for discussion then. It was noted there is a difference between general support and specific deliverables.</p> <ul style="list-style-type: none"> <li>○ BOD Approval: EOP/FOG</li> <li>○ Update on cost recovery model (BOD Vote January 2011</li> </ul> <p>Executive Committee (Chair Kristen Norman-Major ) – There will be a formal approval vote on Lillian’s review at the January meeting. Info will be sent prior and asking for input.</p> <ul style="list-style-type: none"> <li>○ Board membership/committee reorganization discussion/monthly or bi-monthly meetings?</li> </ul>	<p>required to support the Plan; and</p> <p>4) That use of ECHO resources, including staff and contractors to support and implement emergency operations under this Plan be authorized.</p> <p>Jill seconded the motion—motion passed unanimously.</p>

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	<ul style="list-style-type: none"> <li>○ ECHO Growth model update</li> <li>○ Contract vs. FTE next steps               <ul style="list-style-type: none"> <li>○ MOTION: 20K for development contract support</li> <li>○ MOTION: Hire 1 FTE “Project Manger”</li> </ul> </li> </ul>	
Critical Conversations notes below		
6. Adjourn with reminders	<ul style="list-style-type: none"> <li>● Next Executive Committee Meeting, 9:00 a.m., Monday, December 6 at ECHO</li> <li>● Next BOD meeting, Wednesday, January 12, 2011 @ ECHO (note move from 5<sup>th</sup> to 12<sup>th</sup>)</li> <li>● Committees meet at the discretion of committee chairs</li> </ul>	Troy moved to adjourn. Kevin seconded the motion. Motion carried.

### *Critical Conversations Agenda (11-3-2010)*

It was noted that Jay will take over as Chair in January, however his new job is making it difficult for him to devote time to ECHO, so it may be difficult to act as Chair. We'll be in need of a vice chair, replacement of members whose terms expire, etc. It's the goal that this board transition from a working board to a policy board.

ECHO will possibly be creating a task force to tackle these issues: experiences on board, things that have worked, challenges, how board operates – how do we move forward finding new members for retiring members. Will work with MAP for new board members, noting we need to look for those with development skills and CFO skills to add to the mix on our board. We also need to look at whether the board is meeting often enough, given our growth.

Valerie noted this has been a board getting from stage 2 to stage 3. As we hire more staff, the board will find it easier to back off from the working roles. We need to figure out the gaps on the board. If it's a “we're looking for a “this” we can address that through the knowledge we have and the groups we belong to.

Astrid asked what the steps are to recommend a new board member. Lillian explained she will sit down and meet with them and bring them to a meeting to observe. Then bring their nomination to the Executive Committee, followed by the full board. Valerie noted it may be helpful for new board members to meet regularly with ECHO to have a good ramp strategy.

Kevin pointed out that some people that were brought onto the board that didn't have the background to be part of a working board because their backgrounds weren't right. If we want a working board, we need to find people who are already working along these same lines. If it's advisory, we could open up the pool a little more.

Michael asked if the bylaws can be changed to amend the term limits. Lillian responded that they can be, noting though, that we may not lose all 5, because some may choose to renew their term.

Michael suggested tapping into the University, possibly grad students in Public Health. Getting some experience on the is board would be great on their resume. Lillian noted a task force would be able to decide what the needs are right now, how to recruit, skill sets needed. Once in, how do we get them integrated quickly? She recommended we pull together a task force see how we best set ourselves up for that.

Kristen pointed out our challenge is getting people with the right background – we can't get people who are currently in government. We can have them as committee members, but not as voting board members.

Jay again noted that his job is not allowing him to devote the time to ECHO required of a Chair and wants to make sure that if there's another way for him to serve, he's okay with that.

Kristen asked if is there general support for putting a task force together that would in part be involved in succession planning and also in bringing on others to Executive Committee. If you are willing to be on it now, let us know otherwise we'll send out an email and get a group going to look at these issues now. Lillian will send out reminder email tomorrow and try to get something together in December.

Respectfully submitted by,  
Suzanne LaPalm