

**METRO MANAGEMENT MEETING**  
**Of Weds. Feb 13, 2008 at 3:30 p.m.**

Board Members Present: Mayor Dave Munson, Councilman Gerald Beninga, Commissioner John Pekas, Commissioner Anne Hajek

**1. Approval of Agenda.**

Motion made by Councilman Beninga and seconded by Commissioner Hajek to approve the agenda. Motion carried.

**2. Approval of Minutes.**

Motion made by Councilman Beninga and seconded by Commissioner Hajek to approve the minutes of the meeting dated January 9, 2008. Motion carried.

**3. Metro Communications Status Update & informational presentations.**

a. APCO Members Assistance Advisory Program (MAAP)

The MAAP Interviews have all been completed and a draft of their report has been submitted to APCO. We should have some of their results sometime in the next couple of weeks.

b. 2007 Budget Year End Report

David Atherton recapped the 2007 Budget Year End Report. Dawn Taborda handed out an example of the new format for the 2008 budget report.

c. Medical Director's Report

Dr. Jeff Luther reported that the position vacated recently by Dean Trumbull would not be filled but assured the Council that the QA procedures at Metro will be kept up.

He handed out the Accredited Center of Excellence Report which reflects the past 12 months of Metro's average scores in 6 categories of EMD compared to the national averages for the same categories. The report will continue to be presented monthly at all Metro Management meetings. The report presently shows the annual call volume for the City of Sioux Falls but will be broadened to include Minnehaha County calls as well.

Dr. Luther also distributed a memo detailing the EMD Quality Oversight action plan recommended by REMSA. REMSA and Metro staff will develop a revised quality assurance plan and present it to Metro Management Council within the next 3 months.

**4. 911 - Service and Contractual Issues.**

- a. Request for carry-overs from 2007 to 2008 budget

Mr. Atherton recapped the various items on his supplemental motion memo.

Motion made by Commissioner Hajek and Seconded by Councilman Beninga to authorize carry-overs from Metro's 2007 budget to their 2008 Budget. Motion Carried.

- b. Approval of Addendum to Lease

Metro needs to lease additional space from the County for an in-house Business Manager

Motion made by Commissioner Pekas and seconded by Councilman Beninga to approve Addendum to Lease. Motion carried.

- c. Approval of Financial Policy Revisions

- i. Handling of payment for Services/Equipment from Outside Agencies

Motion made by Commissioner Pekas and seconded by Commissioner Hajek to approve financial policy revision with a change in wording from 'income' to 'revenue'. Motion carried.

- ii. Resolution MMC 08-01 (Bank Authorizations)

Motion made by Commissioner Hajek and seconded by Councilman Beninga to approve financial policy revision with a change in wording to require 2 signatures on checks and the addition of the new Business Manager as an authorized signer on the account. Motion carried.

- d. 2008 Budget Reports Format & approval of expenditures and financial statements

Mrs. Taborda presented the January 2008 budget reports. These reports will be presented monthly at each Metro Management meeting. The reports will include a Budget vs. Actual and Income Summary; a Budget vs. Actual and Income Statement (Detail); and a Check Detail.

Future reports will have the word 'income' changed to 'revenue' throughout. Also the Check Detail report will be more descriptive in reflecting payment information.

Motion was made by Commissioner Pekas and seconded by Councilman Beninga to approve the financial statements for the month of January, including payroll and attached expenditures. Motion carried.

#### **5. Executive Session**

Motion made by Commissioner Pekas and seconded by Commissioner Hajek to go into Executive Session. Motion carried.

Motion made to go out of Executive Session at 4:26 pm. Motion carried.

#### **6. Adjournment**

Motion made by Commissioner Pekas and seconded by Councilman Beninga to adjourn the Metro Management Meeting at 4:26 p.m. Motion carried.