

Strategic Visions Committee Conference Call Minutes

Leader for Meeting: Cory Richter

Recorder: Lisa Walker

Purpose of Meeting: To discuss objectives for June/July EMS Advisory Council and Constituency Group Meetings. Provide Q & A session for goal owners and objective leads (strategic plan implementation teams) to determine their needs for implementation of current plan and development of next plan.

Date/Time: Monday, June 9, 10:30 a.m. – 11:30 a.m.

Location: Conference Call

Audience:

- Strategic Visions Committee leadership, including incoming EMSAC Chair
- EMSAC subcommittee chairs or their designated liaison
- Constituency group presidents or their designated liaison
- Bureau of EMS staff/program leads that provide support and expertise as needed

Attendees: Cory Richter, Julie Bacon, John Scott, Lisa Walker, Art Garcia, Danny Griffin, Desi Lassiter, Betsey Hines, Mike Patterson, Jim Lanier, Jim Judge, Joe Nelson, Karen Chamberlain, Kathy Koch, Lisa Creswell, Lynne Drawdy, Tracy Burger, Rebecca Cash, Regina Sofer, Stephanie Daugherty, Xenia Bailey, Roy Pippin

Absent: Alan Skavroneck, Amy Paratore, Brad Elias, Brenda Clotfelter, Patricia Byers, Charles Moreland, Chuck Kearns, Dan Azzariti, Doris Ballard Ferguson, George Ralls, Javier Escobar, Jeff Lindsey, John Todaro, John Bixler, Linda Swisher, Melia Jenkins, Janet Collins, Nancy Burke, Patricia Kenyon, Ray Colburn, Susan McDevitt, Tom Delila, Greg Rubin, Scott Wyant, Steve McCoy, Rickey Stone, Tom Quillin, Vicki Grant, Walter Lidell, Trenda McPherson, David Meurer, Todd Mechler, Barbara Uzenoff, Keith McKernan, Celeste Kallenborn, Natalie Duran, Stephen Alexander, Mark Womack, Todd Soard, Jake Bebbler, Gary Rainey, Joe McManus, Bobby Bailey

Topic	Discussion	Action	Person Responsible
2008-2010 Florida EMS Strategic Plan Status – Q&A on process and sharing of ideas to improve process	The Strategic Visions Committee (SVC) has received most of the action plans for each objective.	Submit action plans to SVC by June 19.	Objective lead coordinators
	Action plans will be used to develop a high-level report for the State Surgeon General, recognize mid-point accomplishments, identify needs of the groups that may need assistance, and shared with all objective leads to facilitate communication between the groups. Having a summary of the status keeps focus on entire plan so it is not forgotten because of workloads, etc...	Develop report for State Surgeon General and EMSAC.	Lisa Walker
	It is imperative that we show that we are making progress and good closure on the current plan for 2008-2010.		
	A follow-up email will be sent to everyone requesting action plan updates prior to the June/July meetings with a “read return” receipt.	Send follow-up email.	Cory Richter
	The group was reminded that plans are not set in stone. If you are unable to accomplish an objective you must note the reason in your action plan.		
	Lisa reminded participants that the bureau/DEMO staff are resources and if anyone does not know who in the bureau can help their group (SME/programmatic view) to contact her. Program leads include, but not limited to: Desi Lassiter – EMS Advisory Council, Rickey Stone/Rebecca Cash - training and education, Stephanie Daugherty/Steve		

	<p>McCoy - data, EMSTARS, dispatchers; Patricia Kenyon/Melia Jenkins - EMS for Children, Vicki Grant/Betsey Hines – certification, R.C. Pippin – inspections, Melia Jenkins/Kimberly Moore – investigations, Bobby Bailey – disaster, Lynne Drawdy – quality improvement, and Lisa Walker – strategic planning/rules.</p> <p>It was asked if the groups submitting action plans are getting feedback to ensure they are heading in the right direction. The answer was yes, Cory, Julie, and Lisa review the action plans to see if anyone is having trouble and provides feedback. The action plans are the groups’ tool to track steps they have determined are necessary to fulfill their objectives. Strategic Visions Committee can only comment on format and content of the action plans because they are not the subject matter experts on how to complete the job, but at times they may be able to share a best practice of another group or link you to someone that might be able to help.</p> <p>Best practices for completing action plan:</p> <ul style="list-style-type: none"> • Complete them at your meeting with your group. • Some groups break into workgroups that are assigned specific action steps. Those workgroup members are responsible for the update on their action step. A designated person for the group compiles the information from all of the workgroups and submits to the SVC. <p>Next Steps:</p> <ul style="list-style-type: none"> • SVC drafting an online action plan tool and will seek volunteers to test its usefulness. This tool will allow for a centralized location of all updates, expedite distribution of overall overview of the plan, enhance communication between groups, demonstrate how each group intertwines, and allow leadership to review overall progress. • Revamp SVC webpage to include all action plan updates submitted to date. This may help others see examples. 	<p>An email acknowledging receipt and review will continue to be sent to all those submitting action plans. And provide feedback as appropriate.</p> <p>Draft and review online action plan tool with leadership.</p> <p>Test online action plan tool.</p> <p>Update webpage.</p>	<p>SVC Leadership Team</p> <p>Lisa Walker</p> <p>SVC Leadership Team.</p> <p>Lisa Walker</p>
<p>Assignments & Expectations for June/July EMS Advisory Council (EMSAC) meetings</p>	<p>At the meetings, constituency groups/committees are to:</p> <ul style="list-style-type: none"> • add the strategic plan as the first item on the agenda (even if your group is not currently assigned an objective) • review where your group is at with the current plan (2008-2010) <ul style="list-style-type: none"> ○ what’s complete ○ what’s in progress ○ what’s new ○ what needs to roll over to next plan • think about the next plan (2010-2012) • obtain input from your group/committee for the next plan (2010-2012) • select 1-2 representatives from your group/committee to attend August 17-18 planning session (separate from EMS Advisory Council members who are all invited to attend the planning session) and provide names to SVC 	<p>Continue working on 2008-2010 plan and prepare for August planning session.</p> <p>Provide names of representative(s) for the August session to SVC.</p>	<p>EMSAC Subcommittee Chairs/Goal Owners, current objective leads (coordinators), constituency group presidents</p> <p>Groups and committees</p>

		(July). Share results of assessment prior to planning session (August)	constituency group representative/president, and other key stakeholders (to be identified) SVC Leadership Team
Wrap-up	Danny Griffin called back and asked that everyone be reminded to be aware of any possible legislation that may impact EMS and the objectives you set out to do, including existing statutory authority.		
<p>Upcoming Meetings:</p> <p>EMS Advisory Council and Constituency Groups June 29 – July 1, 2009 The Rosen Centre Hotel Orlando, FL Schedule and agenda available at: http://www.fl-ems.com/EMSAC/EMSACHome.html Contact Desi Lassiter for more information.</p> <p>EMS Strategic Planning Session August 17 – 18, 2009 National Training Center at Southlake Hospital Clermont, FL More information will be coming soon to http://www.fl-ems.com/stratplan/stratplan.htm and via email from Cory Richter. Contact Lisa Walker for more information.</p> <p>Time of Adjournment: 11:28 a.m.</p>			