

**Semi-Annual EMS Grants Subcommittee Meeting**  
**June 2, 2016 9:00 am**  
**3760 South Highland Office, 5<sup>th</sup> Floor Board Room**  
**Meeting Minutes**

<b>Committee Members:</b>	Ron Morris, Don Marrelli, Kathy Quarnberg, Mike Mathieu, William Pope, Breck Rushton- via phone,
<b>Excused:</b>	Jeremy Hoggard
<b>Guests:</b>	
<b>Staff:</b>	GuyDansie, Gay Brogdon, Tami Goodin, John Houskeeper
<b>Presiding:</b>	Ron Morris, Chairman

<b>Agenda Topic</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome</b>	Guy Dansie welcomed members, Informed staff changes- Allan Liu moved in division. Guy is over grants with Gay Brogdon having responsibilities for Grant program in the Bureau.	
<b>History</b>	Gay Brogdon showed chart of the history of grant funds made available and that for FY2017 there would be \$900,000 available. John Houskeeper explained the carry over funds available for unexpended funds from FY2016 accounting for increase in funding.	
<b>Rules &amp; Regulations</b>	Gay Brogdon reviewed the contract end date for FY2016 was set at May 15, 2016. Late requests not to be honored per contract. Discuss changing the contract to state last day of expenditure for Grant funds would be May 15, 2017 but last day to request reimbursement would be May 31, 2017 for FY2017. This is to be able to know carry over amount for the following fiscal year.	Motion was made to change the rule that the funds must be used by May 15 <sup>th</sup> and requests into the bureau by May 31, 2017. Passed unanimously.
<b>Discussion Items:</b>	Discussed needing to include in the guidelines that Agencies will be penalized for grant funds requested but not used.	
	Discussed where to place funding to make it available for best use. Mike Mathieu suggested increasing CME. Then Per Capita as half the funds, dividing the balance for Competitive requests. Agencies are eligible for CME if they applied for Per Capita or Competitive funds.	Motion was made to up the amount given to each agency for CME from \$1500 to \$2200. Passed unanimously
	Committee reviewed the Competitive Grant Requests. Went over every request. Eliminated any agency that did not send vendor information, or requested disposable supplies. Only allowed to request 1 item in 1 category. Allowed funding for 1 <sup>st</sup> Priority	Guidelines to be re-written to make sure information is more clear.
	A discussion about having less members on the sub-committee and if Breck Rushton was still eligible for the community with him changing job status.	Ron will discuss lowering the amount of members with the EMS Committee
	Don Wood- came into meeting and had info on a Grant Writing Conference that Rural Health would pay the registration fees for interested parties.	Tami Goodin took flyer to pass to agencies
<b>New Business:</b>	Gay Brogdon to rewrite Guidelines and Application forms for more clarity as to what can be applied for.	
<b>Next Meeting:</b>	We will hold a meeting in September. Date to be finalized later	Need date for meeting