



# Minutes

## Regular Meeting of Louisiana Emergency Response Network Board

Thursday, June 17, 2010 at 2:00 p.m.

held at:

LERN  
14141 Airline Hwy., Building 1, Suite B  
Baton Rouge, LA 70817

### *I. Welcome/Introductions*

The June 17, 2010, regular meeting of the Louisiana Emergency Response Network (LERN) Board was called to order by Coletta Cooper Barrett, RN, MHA, Chair, at 2:07 p.m. The meeting was held pursuant to public notice, each member received notice, and notice was properly posted.

### *II. Roll Call*

Celia R. Cangelosi, Board Attorney, called the roll.

### **Members Present:**

Coletta Cooper Barrett, RN, MHA, Chair  
Christopher C. Baker, MD  
William "Beau" Clark, Jr., MD  
Jimmy Guidry, MD  
Fred Martinez

Norman E. McSwain, Jr., MD  
John Noble, Jr., M.D.  
Peter Sullivan, MBA

Terri Brock joined the meeting by telephone at 2:14 p.m.

Tricia Hensarling, LPC, arrived at 2:24 p.m.

**Members Absent:**

Thomas C. Arnold, MD  
Honorable Regina Ashford Barrow, Representative  
Terri Brock  
Honorable Sherri Smith Cheek, Senator  
Mark Cooper  
Honorable A. G. Crowe, Senator  
Joel Eldridge, DO  
Ross D. Judice, MD  
Gary Peters  
Jonathan Roberts, MD  
Carl "Jack" Varnado, Jr.  
Honorable Mack A. "Bodi" White, Jr., Representative  
Mallory Williams, MD, MPH  
Michele Zembo, MD

Eight members were present constituting a quorum when the roll was called.

**Staff Present:**

Pamela Shaver, RN, MBA, Executive Director  
Eileen Mederos, RN, Administrative Director  
Christy Mayeux, Administrative Assistant  
Ross Pottschmidt, Program Manager  
Deborah Spann, RN, Tri Regional Coordinator  
Gaynell Hunt, RN, Tri Regional Coordinator  
Virginia Pearson, Program Monitor

*III. Approval of Agenda*

A motion was made by Jimmy Guidry, MD, and seconded by Peter Sullivan, MBA, to adopt the agenda as written. The motion was approved after a unanimous vote in the affirmative.

*IV. Approval of Minutes*

A draft of the minutes of the March 18, 2010, meeting of the Louisiana Emergency Response Network Board, copy attached hereto, was presented for approval. A motion was made by Norman E. McSwain, Jr., MD, and seconded by Fred Martinez to accept the March 18, 2010 meeting minutes. The motion was approved after a unanimous vote in the affirmative.

*IX. Contracts*

- *Amend Legal*

A motion was made by Norman E. McSwain, Jr., MD, and seconded by Peter Sullivan, MBA, to amend the contract with Celia Cangelosi for legal services for the 2010-2011 fiscal year to increase the contract amount to \$70,000.00. The motion was approved after a unanimous vote in the affirmative.

- *Medical Director*

A motion was made by Peter Sullivan, MBA, and seconded by William "Beau" Clark, Jr., MD, to authorize LERN's Executive Director Pamela G. Shaver, RN, MBA, to negotiate and enter into a contract with Dr. Robert Coscia to serve as LERN medical director for a period of up to three years for up to 1040 hours per year, for sums not to exceed the current budgeted amount for each year, with the details of the contract terms to be worked out with Dr. Coscia by Executive Director Shaver and Board member Norman E. McSwain, Jr., MD. The motion was approved after a unanimous vote in the affirmative.

A motion was made by Fred Martinez and seconded by John Noble, Jr., MD, to amend the agenda to add "RFP Approval of Contract for Infrastructure Development." The motion was approved after a unanimous vote in the affirmative.

A motion was made by Peter Sullivan, MBA, and seconded by John Noble, Jr., MD, to authorize Executive Director Pamela G. Shaver, RN, MBA, to enter into a contract on behalf of LERN for sums not to exceed the budgeted amount for best proposal under state guidelines submitted in response to the previously authorized RFP for management consulting services.

*VII. Commission Requests*

A motion was made by Peter Sullivan, MBA, and seconded by William "Beau" Clark, Jr., MD, to appoint the following to membership on regional commissions:

(1) Ken Rousseau, NREMT-P, Region 3 Commission, as the appointee representing the Rural Ambulance Alliance;

(2) Kim Beetz, Region 3 Commission, as the appointee representing the HHS Hospital DRC;

(3) William Bisland, MD, Region 3 Commission, as the appointee representing the American College of Surgeons Committee on Trauma;

(4) Donna Tesi, MD, Region 3 Commission, as the appointee representing the Louisiana State Medical Society;

(5) Donna Lemoin, RN, Region 6 Commission, as the appointee representing Hospitals with More than 100 Beds;

(6) Vicki Stagg, RN, Region 6 Commission, as the nurse appointee from the emergency or trauma profession;

(7) F. Spence Willis, Jr., MD, Region 7 Commission, as the appointee representing the Louisiana State Medical Society;

(8) David McSwain, RN, Region 8 Commission, as the appointee representing Hospitals with Less than 60 Beds; and

(9) Patrick King, RN, Region 8 Commission, as the nurse appointee from the emergency or trauma profession.

The motion was approved after a unanimous vote in the affirmative.

*VIII. HR Policies*

A motion was made by John Noble, Jr., MD, and seconded by Jimmy Guidry, MD, to adopt the following policies and/or guidelines, copies of which are attached hereto:

- (1) Family & Medical Leave Act Policy;
- (2) Leave Policy;
- (3) Substance Abuse and Drug Free Workplace Policy;
- (4) Public Meeting Notice Guideline;
- (5) Property Control Policy; and
- (6) Flexible Work Schedule Policy.

The motion was approved after a unanimous vote in the affirmative.

*VI. Employee Recognition*

Barry Blanchard of DHH presented the "Office Expert Award" to Christy Mayeux, LERN Administrative Assistant. Christy is only the twelfth individual to receive this award since it was first offered in May of 2004.

*V. Website Preview*

A website preview was presented by Pam Shaver, RN, MBA, Executive Director, and Dave Ivy of Sparkhound.

*X. Design the System Work Group*

No report was made.

*XI. EMS Work Group*

Eileen Mederos reported on activities of the EMS Work Group.

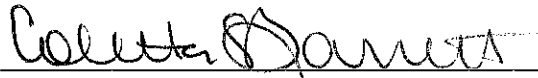
*XII. Executive Director*

Pamela Shaver, RN, MBA, Executive Director, reported to the Board. See copy of written report attached.

*XV. Adjournment*

Board members William "Beau" Clark, Jr., MD, and Tricia Hensarling, LPC, departed the meeting at 3:15 p.m., at which time the meeting was adjourned for lack of a quorum.

Respectfully Submitted,



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Coletta Cooper Barrett, RN, MHA  
Chair