

**Workforce Development Committee Meeting
Virginia Office of EMS
Courtyard by Marriott
10077 Brook Road, Glen Allen, VA 23059
May 7, 2015
10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Jose Salazar, Chair	Valeta Daniels	Tim Perkins	Chad Blosser
Rob Lawrence, VAGEMSA			
Elizabeth Papelino, VAVRS			
Jim Chandler, TEMS Regional Director			
Ron Passmore, Southwest Region			
Dave Tesh, Recruitment & Retention Network			
Byron Andrews, Member-at-Large			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order & Introductions:	The meeting was called to order at 10:03 a.m. by the Chair.	
Review & approval of the February 13, 2015 minutes:	A motion was made to approve the February 13, 2015 minutes. The minutes were approved as submitted.	The minutes were approved as submitted.
Chair Report – Jose Salazar:	The Chair indicated that he will provide comments as the sub-committees reported. Also will bring up an item under new business. He informed everyone that he will not be in attendance at the August meeting.	
OEMS Report:	All new information can be found in the quarterly report on the OEMS website.	
Sub-Committee Reports:	<p>EMS Officer I – Elizabeth “Liz” Papelino</p> <p>At the last meeting, it was reported that two pilots would be rolled out in March. About six days before the pilots were due to be rolled out, we were told that the Office of EMS would not be able to complete the materials and so the course was put on hold. It has not been cancelled by any means. The Office was not able to get the four modules completed in time for the pilots. There were many factors as to why this was not able to be accomplished. Some were out of the Office’s control. There have been some employee changes since Carol retired and Tim assumed her duties. Yesterday a meeting was held, which consisted of Scott, Tim, Liz, Jose and Ron, to discuss the future of EMS Officer. It was felt that the sub-committee needed to review some of the material that is in the EMS Officer I class and see if it should be moved to one of the other level classes. It was agreed that significant copy editing needed to be done, before the class was made available for the pilots. This would include: approval of pictures, same layout for all modules and consistent grammar. The pilot projects may not be ready to roll out until the end of summer at the earliest. The three goals from the meeting were to send it back to the sub-committee to review for the proper level. It will then go to the Office of EMS for the voice-over which will take about four weeks. Then it will have to go to the Department of Health to get uploaded on TRAINVirginia.</p>	

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	<p>The plan is still for Liz to give an update on the EMS Officer program at symposium.</p> <p>Standards of Excellence Workgroup – Tim Perkins/Rob Lawrence Tim reported that four agencies have agreed to participate in the pilot. Galax-Grayson has already submitted their surveys. Virginia Beach Volunteer Rescue Squad is working on their survey and it is expected by the end of the month. Manchester Volunteer Rescue Squad is working on theirs also. Tim has also asked Sterling Rescue Squad to participate and is awaiting their survey. He is hoping to have a few done by the end of June or the beginning of July. Hopefully the full program can be rolled out and have a formal presentation at symposium. Rob, Dave and Tim have not been able to meet again to discuss the other aspect of SoE. They are working on graphics and whether to do certificates, letters or decals, etc. The biggest problem with the program is how to incentivize the program so that agencies would be willing to participate.</p> <p>VA Recruitment & Retention Network – Tim Perkins A meeting was held on February 20th in Virginia Beach and dinner was served. They were scheduled to meet next Saturday, May 16 in Northern Virginia, but that meeting was cancelled due to a lack of response and participation. The next meeting is scheduled for July 31 which will be more a class.</p>	
Unfinished Business:	<p>a. Membership Vacancies There are still two (2) positions on the committee that need to be filled. The VML/VACO position and the Commercial Ambulance position still need representation. It was discussed previously that an HR representative should be on the committee.</p> <p>b. Keeping the Best! Tool Kit revision Per Tim, not much has been done on this since the last meeting. The focus has been more on SoE and EMS Officer.</p>	
New Business:	<p>a. 2015 Committee Goals</p> <ol style="list-style-type: none"> 1. Finish SoE and EMS Officer 2. Develop a more collaborative relationship with the R&R Network 3. Develop an improved teaching style for Keeping the Best! 4. Community Medicine - to fill in the gaps in medicine in each community 5. EMS research funds <p>Tim reported that as for goal #2, he is working with Karen McQuad to have the website be a portal for reference documents as well as to post links to R&R Network meeting minutes. Another committee is looking at #4. More to come on this. As for #5, the Alliance for Emergency Medical Education and Research (AEMER) is supporting two research projects that should be completed by the end of this calendar year and hopefully before symposium so that presentations can be made.</p> <p>b. Job Fair at 2015 Virginia EMS Symposium The Chair brought up the idea of keeping the Job Fair at Symposium. Tim agreed that it would be a good idea to keep the Job Fair going. Tim will speak to Gary Brown about this and his idea of the “speed dating” concept where there is a table with about six chairs, the agency head will speak with the</p>	

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	<p>participants briefly, hand them an applicant packet and they then go to the next table. This would only last about 5 minutes. The other idea Tim had was similar to the exhibit hall bingo card and getting their card stamped by each agency and they can submit it in a drawing.</p> <p>Upcoming Dates: EMS Week, May 17 - 23 National EMS Memorial Bike Ride, From Boston to Alexandria, May 16 – 23 (Tim will participate.) Virginia Fire and EMS Memorial Service, Richmond International Raceway, June 6 National EMS Memorial Service, Colorado Springs, CO, June 27. This is moving to Virginia in 2016.</p> <p>Next meeting dates: August 6, Courtyard Marriott, Glen Allen November 12, Marriott, Norfolk, VA</p>	
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately 10:55 a.m.	

DRAFT