

EMERGENCY MEDICAL SERVICES AUTHORITY – A Public Trust

Special Committee Meeting

Tuesday, May 15, 2012, 5:30 pm

EMSA Corporate Office

1417 N. Lansing Ave., Tulsa, OK 74106

NOTICE AND AGENDA for the special meeting of the EMSA Board of Trustees Audit Committee, consisting of Mr. Clay Bird, Dr. Ed Shadid and Mr. Larry Stevens, was posted May 10, 2012 in the office of the City Clerk of Oklahoma City at 8:09 am, and with the City Clerk of Tulsa on May 10, 2012 at 8:06 am, more than 48 hours prior to the time set for the meeting.

All committee members were present. The meeting was called to order at 5:33 pm by Mr. Clay Bird.

COMMITTEE MEMBERS PRESENT

Mr. Clay Bird

Dr. Ed Shadid

Mr. Larry Stevens

COMMITTEE MEMBERS ABSENT

None

AGENDA

1. Define a Scope of Work for an Audit of EMSA's Travel, Capital Expenditures and TotalCare Billing System/Process

Mr. Clay Bird began by explaining that in an attempt to expedite the work of the committee during the meeting, he had previously sent the other members a draft RFP and a draft of a scope or work as a starting point to go from.

Dr. Shadid stated he had met with the City Auditor of Oklahoma City, Mr. Jim Williamson, to review the RFP draft, and it is the opinion of the City Auditor that an RFP may limit the types of entities who can bid. Mr. Williamson has agreed to attend the May 23 EMSA board meeting to speak with the board regarding this topic.

After a thorough review and discussion regarding items to be included in the scope of work for the audit, the Committee agreed to present the following to the EMSA Board of Trustees at the May 23 board meeting.

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A. Scope of Work to be Performed

Period covered: 1/1/09 – present

Determine if:

1. EMSA policies on board governance reflect industry best practices and make policy recommendations as appropriate

Investigate whether:

1. Determine the extent and nature of any erroneous billing or collection practices by EMSA or any of its contractors
2. A conflict of interest exists between EMSA executives and/or its staff and any of its contractors
3. EMSA executives, staff or other related parties received personal financial benefit from any of its contractors
4. Assess expenditures for economy and public purpose

2. Adjourn

The meeting was adjourned at 6:11 pm.