



**EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST**

**Special Board of Trustees Meeting**

**March 29<sup>th</sup>, 2023, at 11:00 a.m.**

Hampton Inn & Suites Stroud - 915 Ada Webb Dr, Stroud, OK 74079

**Board of Trustee Meeting Minutes:**

**NOTICE AND AGENDA** for the Special Meeting of the Board of Trustees for the Emergency Medical Services Authority, a Public Trust, were filed on March 27, 2023, at 8:50 a.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on March 27, 2023, at 8:57 a.m., 48 hours prior to the time set for the meeting.

**Trustees Present:**

Chief Michael Baker  
Dr. Jeffrey Goodloe  
Chief Richard Kelley  
Allison Petersen  
Tammy Powell  
Scot Rigby  
Jan Slater  
Scott Vaughn  
Chief Bryan Wood  
Phil Lakin

**Others Present:**

Johna Easley, EMSA  
Adam Paluka, EMSA  
Lora Conger, EMSA  
Michael Cunningham, EMSA  
Sonia Coleman, EMSA  
Christopher Jenkins, EMSA  
Tisha Downer, EMSA  
Kris Koepsel, Riggs Abney  
Jim Orbison, Riggs Abney  
Carl Cobb, OKCFD

**Trustees Absent:**

Wiley Williams - Excused

**EMERGENCY MEDICAL SERVICES AUTHORITY**

**Board of Trustees Meeting**

**February 22, 2023**

A quorum was present, and the meeting was called to order at 11:01 a.m. by Vice-Chairman Phil Lakin.

**CONSENT AGENDA**

1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated February 22, 2023.

A motion was made by Chief Kelley and seconded by Ms. Slater to accept the February 22, 2023, EMSA Board of Trustees Meeting Minutes.

AYE: Chief Baker, Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood

NAY: None

ABSENT: Mr. Rigby, Mr. Williams

The motion is passed.

**REGULAR AGENDA**

1. **Chairman's Report-** Wiley Williams, Chairman of the Board– No report.
2. **An Executive Session of the Board of Trustees, as authorized by Title 25, §307 B.1 of the Oklahoma Statutes, for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Interim President and Chief Executive Officer.**

Mr. Lakin asked for a motion to enter Executive Session. Chief Kelley motioned to enter Executive Session and Chief Wood Seconded the motion, and the Board voted to enter Executive Session at 11:03 a.m.

AYE: Chief Baker, Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood

NAY:

ABSENT: Mr. Rigby, Mr. Williams

The motion is passed.

**EMERGENCY MEDICAL SERVICES AUTHORITY**

**Board of Trustees Meeting**

**February 22, 2023**

**\*\*\* Mr. Rigby arrived at the Meeting at 11:07 a.m. \*\*\***

- 3. After a return by the Board of Trustees to the public meeting, discussion, and possible board action on any item of business which concerns the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Interim President and Chief Executive Officer and is considered during the executive session.**

The Board returned from Executive Session at 12:40 p.m. Ms. Slater made a motion to promote Johna Easley to CEO and President of EMSA, award her \$20,000 as a one-time consideration having fulfilled the retention desires of the Board of Trustees as discussed in the September 2022 Board Meeting, and the establishment of a work group, to be appointed by Vice Chairperson Lakin, to review the compensation of Ms. Easley as CEO/President, and to report back to the Board in the next two months the work group's findings. Mr. Vaughn seconded the motion.

AYE: Chief Baker, Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Mr. Rigby, Ms. Slater, Mr. Vaughn, Chief Wood

NAY:

ABSENT: Mr. Williams

The motion is passed.

**4. President's Report-**

- a. Operational Compliance Report** – Johna Easley, President & Chief Executive Officer – Ms. Easley thanked the Board and presented the Response Time Compliance Summary for February 2023 to the Board. Mr. Gresh reported the Eastern Division Beneficiary jurisdictions were compliant for Priority 1, 2, and 4 calls, but out of compliance for Priority 3 calls. In the Eastern Division Non-beneficiary jurisdictions, compliance was not met in Priority 1 and 2 calls. There was 100% compliance in Priority 3 and 4 calls. The Western Division Beneficiary jurisdictions showed Priority 1 compliance at 84%, and Priority 2 calls were in compliance. Priority 3 calls were out of compliance and Priority 4 calls in the West were in compliance. The Western Division Non-beneficiary jurisdictions were not in compliance on Priority 1 calls, but Priority 2 calls were in compliance. Ms. Easley also shared information about system volume and bed delay data in addition to headcount information for operations team members and field employees.
- b. Financial Update**– Lora Conger, Chief Financial Officer - Ms. Conger presented financial information as of February 2023 to the Board. Ms. Conger told the Board volume increases are continuing to drive both revenue and expense numbers that are higher compared to the FY23 budget.

**EMERGENCY MEDICAL SERVICES AUTHORITY**

**Board of Trustees Meeting**

**February 22, 2023**

- c. Revenue Cycle Management Report** – Sonia Coleman, Director of Revenue Cycle Management – Ms. Coleman said EMSA’s days to bill continues to trend downward. In January of 2023 it was down to 27 days, very close to the goal of 20 days. She also presented various aging accounts to the Board. Cash collections have also increased over the past 12 months. She explained that internal hires are allowing for front end optimization and there is cleanup, cross training, and audited assisting with back end optimization.
- d. Key Performance Indicators Report** – Adam Paluka, Chief Public Affairs Officer – Mr. Paluka presented the KPIs for February 2023. Paluka said the two negative media hits in February were related to the City of Tulsa Pre-Hospital Working Group – and while the stories have been categorized as negative, EMSA did have a chance to respond to those stories. He said social media numbers are very good because those posts have been concentrated on the EMSA Advantage EMT School and EMSA’s workforce development initiatives. Ms. Petersen asked about patient satisfaction surveys, and Mr. Paluka said they hope to roll out those surveys after doing some team training.
- e. President Commentary-** Johna Easley, Chief Executive Officer – Ms. Easley lent her time to Dr. Goodloe. She thanked the Board for their support and is very much looking forward to continuing working together.
- 5. Chief Medical Officer’s Report-** Dr. Jeffrey Goodloe, Chief Medical Officer – Dr. Goodloe said quality of care continues to be very high. Dr. Goodloe said Whole Blood continues to be utilized in Oklahoma City, and there are hopes that it can be brought to Tulsa soon. Dr. Goodloe said he and the Office of the Medical Director will continue to seek out innovative solutions from other areas of the country.
- 6. New Business** – Ms. Slater asked Ms. Easley to introduce the other members of the EMSA Senior Leadership Team.
- 7. Trustees’ Reports** – No Trustees’ Report.
- 8. Next Meeting** – Wednesday, April 26, 2023, at 1:00 p.m. via videoconference
- 9. Adjourn** – The meeting was adjourned by Mr. Lakin at 1:12 p.m.

---

Adam Paluka, Assistant Secretary

---

Date