

RESOURCE MANAGEMENT COMMITTEE MEETING

MINUTES	DATE	TIME	LOCATION
	December 17, 2013	10:00 a.m.	ODPS – Division of EMS 1970 W. Broad St., Columbus, Ohio 43218
ATTENDEES	<p><u>Executive Committee Members:</u> Mark Resanovich, Dudley Wright, Jeff Dutton, Keith Lorenzo, Diane Simon, Daryl McNutt (10:30 am)</p> <p><u>ODPS-Division of Emergency Medical Services (EMS) Staff:</u> Mel House, Ellen Owens, Julie McQuade, Diane Walton</p> <p><u>ODPS Staff:</u> Anna Firestone, Ted Wendling, Patrick Wilson</p> <p><u>Visitors:</u> Lucrecia Johnson, Matthew Hynus, Angela Simmons</p>		
ABSENT	<p><u>Executive Committee Members:</u> Dr. Nowak, Dennis Hartman, Patricia Wilczewski</p>		

AGENDA TOPICS

TOPIC	Welcome
	<p>The meeting was called to order.</p> <p>The meeting minutes from the October 15, 2013 were reviewed and approved without change.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>ACTION: <i>Motion to approve the minutes from the October 15, 2013 meeting.</i> Keith Lorenzo – First. Jeff Dutton – Second. None opposed. None abstained. Motion approved.</p> </div>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

TOPIC	Changing the EMFTS Grants Process (P2 to P5) to Prevent Conflicts of Interest
	<p><u>Creation of Research Panel:</u> EMFTS Staff will name members to serve on a Research Panel, whose duty it will be to assist the EMFTS Director and EMFTS Staff on various EMFTS Grant items. The panel will consist of persons in the medical field who have an expertise in the area of medical research and emergency treatment of patients, and can recommend future research needs. Members will serve for a three-year term, replaced on a staggered basis. Members can serve either in-state or out-of-state, communicating via e-mail or teleconference methods as necessary.</p> <p><u>Research Panel Member Restrictions:</u> Cannot apply for a grant; cannot serve on the EMFTS Board or Committee will also serving as a Research Panel Member; and cannot score a grant submitted by their own Agency, or one completing with their agency for a grant.</p> <p><u>Number of Research Panel Members Needed:</u> To be decided by the Executive Director. Minimum of three, maximum of five.</p> <p><u>Responsibilities of Research Panel Members:</u> Meet to gather topics from various members of entities specializing in adult and pediatric trauma care, traumatic injury effects and injury prevention, rehabilitation retraining and reemployment of adult or pediatric trauma victims, and entities conducting research on EMFTS needs regarding EMFTS procedures, training, or staffing, and recommend research grants for the upcoming EMFTS grant cycle.</p> <p>The panel will also meet in April to review and score all grant applications submitted, which EMFTS Staff</p>

will use in making recommendations to the EMFTS Board at the June meeting. The Research Panel may opt to have Applicants make a presentation before the Research Panel during the scoring and recommendation process.

Follow-Up: The EMFTS Staff will survey the Research Panel members one year after the creation of the panel to gauge the effectiveness of the process.

Benefits: According to Rule, Committees in EMFTS must have at least 2 Board members on their roster; the proposed Research Panel, being appointed by the Executive Director and not the Board, can do its work without creating a conflict of interest for any Board member.

The EMFTS Board will retain its role in setting priorities and approving all EMFTS grant applications. The EMFTS Resource Management Committee will be retained; its function will be to suggest hot topic items to the Research Panel for priority 2 through priority 5 grants as these topics are submitted for recommendation at the beginning of the grant cycle, providing knowledge to the entire EMFTS Board of the proposed priority grants for research; once grant applications have been submitted, the Committee will meet to discuss the results of the applications received and provide recommendations to the EMFTS Board. The Resource Management Committee will not vote on either the priorities or the grant applications; these votes are done only by the entire EMFTS Board.

Applicants (and their institutions) receiving an EMFTS extension to file their reports will automatically become ineligible for another research grant until any outstanding reporting requirements have been met for any previous research grants.

No board or EMFTS committee member can be involved in applying for, or being a paid or unpaid participant in, a grant during the year or grant cycle on which they serve as a board or committee member. This is true even if the board or committee member abstains from voting on the grant. Institutions that employ board or committee members are not prohibited from submitting grant proposals; however the Board or Committee member cannot assist the Institution in applying for a grant.

The current process has too much "hand-off and returns" to the Grants Administrator; suggest that the Grants Administrator simply forward the task to another person or group for approval, with a "route-slip" instructing the person or group in possession of the current task to forward it to the next person or group at the completion of their task. A follow-up timeline should be designed for the Grants Administrator to insure the process is moving forward and does not get unnecessarily delayed.

Legal should only need to see an application at the beginning of the process, to approve legal wording in the sample agreement distributed with the application forms. The only other involvement from Legal should be when an Applicant for a grant requests revisions to the agreement language.

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Anna Firestone – added to the grant applications:

OHIO ETHICS LAW:

Grantees are subject to the Ohio Ethics Law as set forth in Ohio Revised Code chapter 102, especially section 102.04, and chapter 2921 sections 2921.42, and 2921.43. Board, Committee, and Work Group members whose employers wish to apply for funding must disclose this fact to the Executive Director of EMS as soon as they become aware or at the time of application, whichever is earlier. They must not participate (e.g., discuss, deliberate, and/or vote) on the topics to be considered for research grants, participate in any way in the application process, or advise the individuals who are applying for the

grant. Board, Committee, and Work Group members must abstain from discussing, deliberating, or voting in any situation where there is a conflict of interest, where their employer or another associate is the grant applicant, or if there is an appearance of impropriety.

Board, Committee, and Work Group members are prohibited from receiving funding from the grant, nor can they perform work in furtherance of, on or act as a consultant on the grant; recusal from discussing, deliberating, and/or voting on the grant will NOT overcome this prohibition.

Applicants are responsible for knowing and understanding the Ohio Ethics Law. Violations can result in a grant application being rejected, terminated, and / or in criminal prosecution.

If you have any questions regarding your obligations under the Ohio Ethics Law, you should contact the Ohio Ethics Commission for advice.

Adjournment 11:00 am