

EMS/Judicial Committee
Service Center Room 248
Monday October 13, 2014
8:30 a.m.

1. **Meeting called to order at 8:30 a.m.** by Chair Lee
Members Present – Zeitz, Lee, Loka Caylor, and Schwartzman
Visitors Present – Leydet, Savone, Dave Johnson, Dunphy, and Duchac
2. **Approval of Minutes** – Motion/Second (M/S) Schwartzman/Loka to approve minutes of September 10, 2014 – All voting aye.
3. **Approve Filling District Attorney Legal Secretary Position** – Dunphy explained that an employee in a legal secretary position retired. Dunphy asked for permission to fill the position explaining that his office needs the position. Discussion followed. M/S Loka/Zeitz to approve filling the legal secretary position in the District Attorney’s office – all voting aye.
4. **Tomahawk Report** - The Tomahawk report was handed out to the Committee. The report showed expenses of \$58,774 for the month of September. A total of sixty runs were reported with gross billings of \$30,537. 68.23% of the 2014 budget has been spent. M/S Caylor/Schwartzman to place report on file – all voting aye.
5. **Merrill Report** – Written reports were included in the packet. The department had one hundred and sixty-nine patient contacts with a gross billing of \$134,182.96 in September. Expenditures for September were \$73,519.38 which is 72.86% of budget. M/S Loka/Zeitz to place report on file – all voting aye.
6. **Monthly Charge Report, Write-offs, and Collections** – Leydet reported that the report is not available for this month due to the Finance Department being short staffed this past month.
7. **Review Year-to-Date Budget Reports** –Leydet reported that no budget concerns have been brought to his attention. Reports were placed on file.
8. **Set Next Meeting Date** – Call of the chair.
9. **Adjourn** – M/S Schwartzman/Caylor to adjourn at 8:40 a.m. – all voting aye.

Minutes prepared by,

Dan Leydet
Finance Director