



**Peninsulas Emergency Medical Services Council, Inc.**

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**Board of Directors Executive Committee Meeting Minutes**

**Board of Directors Subcommittee**

**Meeting Date: June 20, 2018**

**Meeting Location: PEMS**

**Chaired By: Julia Glover**

**Begin Time: 5:10 p.m.**

**End Time: 6:00 p.m.**

**Minutes Prepared by: Kevin Brophy**

**Draft X Approved Date:**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
J. David Barrick, Vice President		Michael Player, Secretary/Executive Dir	
Julia Glover, President		Kevin Brophy, Business Manager	
Cheryl Lawson, RMD			
Frank Wingfield, Treasurer			

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	J. Barrick called the meeting to order at 5:10 p.m.		
Financial Report	<p>Financial Statements – M. Player made the Council Financial Reports available for review (Attached) including:</p> <ul style="list-style-type: none"> <li>a. Profit and Loss Statement July 1, 2017 – May 31, 2018 (Attached)</li> <li>b. Balance Sheet July 1, 2017 – May 31, 2018 (Attached)</li> <li>c. Daily Cash Report (Attached)</li> </ul> <p>M. Player reported that the Treasurer and Business Manager are meeting monthly before the scheduled Executive Committee meeting to review the financials and ED timesheets and credit card statements.</p> <p>K. Brophy reviewed the new daily Cash Report and made them available to the EC daily. K. Brophy provides the report to M. Player, Executive Director and F. Wingfield, Treasurer daily (M-F). J. Glover requested it be provided to her weekly. C. Lawson and D. Barrick stated that they would request it when needed.</p> <p>Executive Director credit card statements and timesheets were made available for review.</p>		

<p>Old Business</p>	<p>New OEMS Contract – M. Player reported on the progress regarding the new format for the State Regional Council Service MOU. He stated that the Regional Councils had suggested a date of July 18, 2018 for the next meeting with Tim Perkins and Adam Harrell at OEMS and were awaiting a reply.</p> <p>OEMS Contract Special Projects – M. Player discussed the five items being submitted as special projects under the current State Regional Council Service MOU for FY19. (Attached)</p> <ol style="list-style-type: none"> <li>a. EMS Field Coordinator – Community Health \$42,000.00 (80/20)</li> <li>b. Replace Regional Council Vehicles (2 SUVs) \$28,860.00 (50/50)</li> <li>c. Office Computer Equipment \$5,438.00 (80/20)</li> <li>d. CTS Airway Manikins \$2,240.00 (80/20)</li> <li>e. STOP THE BLEED/CPR/AED Training Equipment \$2,669.00 (80/20)</li> </ol> <p>OEMS CE and AUX Training Program – M. Player discussed the fact that he had been informed by OEMS that the program would continue but that we had not yet received the MOU for FY19. He stated that he had given S. Craig permission to advertise for sub-contractors, but that none would be signed until the Council had a signed MOU.</p>		
<p>New Business</p>	<p>Vehicles - M. Player reported that the council has sold the C-Team Truck &amp; Van. Profits were \$32,000. He informed the EC that he recommended they replace the two vehicles with Ford Explorers (mid-size SUVs). He stated that if OEMS approved the contract modification, the Council would have sufficient funds to purchase two new Ford Explorers under the eVA State Contract.</p> <p>Proposed FY19 Operating Budget - M. Player presented the proposed FY19 operating budget. (Attached)</p> <p>Mr. Player stated that the proposed budget reflected known revenue sources and expenses and felt the Council has developed a realistic budget. He also stated the proposed budget resulted in a net loss of \$1,330 but did not include any sponsor payments or other revenue the Council may receive.</p> <p>Some discussion ensued and without objection, the EC approved to recommend the Proposed FY19 Operating Budget and FY19 Contract Modification Request to the Board of Directors for approval.</p> <p>Line of Credit Renewal - M. Player asked the EC to approve the renewal of the \$60,000 Line of Credit. Without objection the request to renew the Line of Credit was approved and the bank paperwork was signed.</p> <p>FY18 Audit - M. Player informed the committee that the auditor had completed his preliminary work. He also informed the committee that the auditor had reduced his fee by \$800 in anticipation of having to do less accounting work.</p>	<p>Motion to the BOD to Approve the Proposed FY19 PEMS Operating Budget and FY19 Contract Modification Request</p>	<p>J. Glover at 6/20/18 BOD Meeting</p>
<p>Good of the Order</p>	<p>Next meeting is scheduled for July 18, 2018 at 4:00 pm</p> <p>Dr. Cheryl Lawson was presented with and signed the PEMS Council, Inc. FY19 Regional Medical Director contract. (Attached)</p>		

Adjournment	The meeting was adjourned at 6:00 p.m.		