



**Peninsulas Emergency Medical Services Council, Inc.**  
**Executive Committee**  
*Regular Meeting*

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**DRAFT AGENDA**

Wednesday, 18 July 2018 at 5:00 p.m.

*PEMS – Classroom*

\*Teleconference at <https://global.gotomeeting.com/join/554731301>

Audio: (872) 240-3212    Access Code: 554-731-301

1. Call to Order – Julia Glover
  - a. Approval of Draft Executive Committee Minutes, June 20, 2018.
2. Financial Report
  - a. P&L and Statement of Accounts
  - b. FY18 Year End Report
  - c. Executive Director Credit Cards/Payroll Timesheets
  - d. Cash Report
3. Old Business
  - a. New OEMS Contract
  - b. OEMS Contract Special Projects
  - c. Revised FY19 Budget
  - d. Audit
  - e. Nominating Committee
4. New Business
  - a. SESCO Management Contract
  - b. USERRA Policy
  - c. Property Policy
  - d. eVA Dispute
  - e. HVAC Service Contract
5. Adjournment



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

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**Board of Directors Executive Committee Meeting Minutes**

**Board of Directors Subcommittee**

**Meeting Date:** July 18, 2018

**Meeting Location:** PEMS

**Chaired By:** Julia Glover

**Begin Time:** 5:15 p.m.

**End Time:** 7:15 p.m.

**Minutes Prepared by:** Kevin Brophy

**Draft Approved Date:** August 15, 2018

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

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	J. Glover called the meeting to order at 5:05 p.m. Minutes of the June 20, 2018 EC Meeting were approved without objection.		
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 – June 30, 2018 (Attached)</li> <li>b. Balance Sheet July 1, 2017 – June 30, 2018 (Attached)</li> <li>c. Daily Cash Report (Attached)</li> <li>d. Cash Projections (Attached)</li> </ul> <p>K. Brophy reviewed the Daily Cash Report and the Cash Projections.</p> <p>K. Brophy provided a review of FY18 Year End. He stated that the council ended the year with \$8,200 in available operating cash and will show a year end net income of approximately \$75,000 pending completion of the annual audit.</p>		

	Executive Director credit card statements and timesheets were made available for review.		
Old Business	<p>New OEMS Contract - M. Player reported that the FY19 contract modification was received and the state accepted all of our requests except for vehicles. He reported that we were given funds at 50/50 and were asked to submit a request for the second vehicle next year. He also reported that funds for the EMS Field Coordinator – Mental Health position have been rolled into the contract base.</p> <p>OEMS Contract Special Projects – M. Player discussed the items being funded as special projects under the current State Regional Council Service MOU for FY19. (Attached)</p> <ul style="list-style-type: none"> <li>a. Replace Regional Council Vehicles (1 SUV) \$14,430.00 (50/50)</li> <li>b. Office Computer Equipment \$5,438.00 (80/20)</li> <li>c. CTS Airway Manikins \$2,240.00 (80/20)</li> <li>d. STOP THE BLEED/CPR/AED Training Equipment \$2,669.00 (80/20)</li> </ul> <p>Revised FY19 Budget – M. Player presented a proposed revision to the FY19 operating budget. An additional \$1,000.00 is being added to the office equipment and maintenance and repair line items, and the interest expense line item has been reduced to \$900.</p> <p>Some discussion ensued and the revised budget was approved as submitted without objection.</p> <p>Audit – M. Player stated the annual audit will begin 15 August 2018.</p> <p>Nominating Committee – J. Glover commented that she would like to see the nominating committee bring additional members to the Board and that these new members would become involved, eventually rotating onto the Executive Committee and into other officer positions as they become available.</p> <p>M. Player reviewed the recent changes to the Board membership due to resignations and expiring terms.</p> <p>J. Glover suggested renaming the consumer positions on the Board to At-Large positions to allow for greater diversity and to bring in additional talent.</p> <p>It was decided that if the proposed changes were approved, the EC would suggest that Nichole Knott would continue in the At-Large position until the end of her term.</p> <p>Changes to the By-Laws adding the Executive Director as the Secretary, non-voting, and a representative of the Medical Advisory Committee to the Executive Committee were suggested and discussed.</p> <p>C. Lawson made a motion to make the changes, seconded by D. Barrick and passed without opposition.</p> <p>M. Player will draft the recommended changes and present them to the Executive Committee for approval at the August meeting. They will be shared with the Board for a vote in September.</p>	M. Player to draft proposed changes to Bylaws for discussion and vote at next EC Meeting.	M. Player for the 8/15/18 EC Meeting.
New Business	SESCO Management Contract – M. Player discussed the SESCO Management Contract. He stated that		

	<p>SESCO is a management consultant firm that has contracted with the Regional Directors Group to work through state contract issues. They will provide general services but will not do additional work unless we have a contract with them. They will assist us with a review of our policies and procedures, policy manuals, and administrative procedures and processes. The cost of the contract is \$800.00 and a draft has been requested.</p> <p>USERRA Policy – M. Player presented a suggested change to the current policy that would allow an employee to continue to receive their normal pay for up to fourteen days each fiscal year.</p> <p>Some discussion ensued and the change was approved without objection.</p> <p>Property Policy – M. Player presented a change to the Property Policy that would increase the asset unit cost threshold to \$1,000.00. The change was approved without objection.</p> <p>eVA Dispute – M. Player discussed the recent changes to the eVa system. He stated that when we attempted to log in to the system we could not because the system had changed. We attempted to reapply but could not determine the category we were to use. Assistance from the State General Services Administration was requested. The GSA determined that because Regional Councils were 501(c)3 organizations contracting with the state they do not fit the definition of a public entity nor as a qualifying charitable or non-profit organization, therefore our application to use the eVA system was denied.</p> <p>M. Player presented historical documents from the Virginia Office of EMS and other state agencies that indicated Regional Councils are political sub-divisions of the Commonwealth of Virginia and had the authority to receive and disburse funds. He stated that these documents were presented to GSA and we are awaiting further information.</p> <p>HVAC Services Contract – M. Player discussed the proposed HVAC Service Contract with Phillips Energy. He stated the contract would have an annual cost of \$504 and include one major tune-up per year and two filter changes. The contact also gives the Council a 10% discount on parts and labor.</p>		
Good of the Order	Next meeting is scheduled for August 15 2018 at 5:00 pm		
Adjournment	The meeting was adjourned at 7:15 p.m.		