



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

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**Board of Directors Executive Committee Meeting Minutes**

**Board of Directors Subcommittee**

**Meeting Date:** October 21, 2020

**Meeting Location:** Teleconference

**Chaired By:** Julie Glover

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

**End Time:** 5:45 p.m.

**Minutes Prepared by:** Kevin Brophy

**Draft Approved Date:** November 18, 2020

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Barrick, David, Treasurer (TC)		Brophy, Kevin, Business Manager	
Beasley, Jeff, At-Large (TC)			
Coffman, Greg, At-Large (TC)			
Dent, William, Vice President (TC)			
Glover, Julia, President (TC)			
Louka, Amir, MD, RMD (TC)			
Player, Michael, Secretary/Executive Director (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 5:10 p.m. A motion was made by G. Coffman and seconded by D. Barrick to approve the September 16, 2020 minutes. The motion was passed with changes.		
Financial Report	<p>Financial Statements – K. Brophy made the Council Financial Reports available for review (Attached) including:</p> <ul style="list-style-type: none"> <li>a. Statement of Activity July 1, 2019 – September 30, 2020</li> <li>b. Statement of Financial Position July 1, 2019 – September 30, 2020</li> <li>c. Daily Cash Report</li> <li>d. FY21 Projected Cash Report</li> </ul> <p>K. Brophy reviewed the daily cash report and made it available to the members of the EC, if requested, on a daily or weekly basis. K. Brophy reviewed the Statement of Activity, Statement of Financial Position, FY21</p>		

	<p>YTD Budget vs. Actual and the cash projections for FY21.</p> <p>K. Brophy reported that he met with the Treasurer to review the financials, ED timesheets and credit card statements, and bank reconciliations.</p> <p>K. Brophy reported that the third quarter taxes have been filed and accepted by the IRS and State.</p>		
Old Business	<p>COVID-19 Operations &amp; Regional Response – M. Player reported that the Council is still operating virtually. Staff will go to the office as needed for mail delivery and to meet with individuals. The Bria app is being used to monitor phones. COVID monitoring operations continue; the PECOC meeting meets monthly, VDEM meets every other week, VDH Partners meet every other week. The Health Districts, EVHC, VDEM and VDH continue to send updates and they are forwarded to the Executive Committee and staff. The State meets with the Regional Councils every other week and the Regional Councils meet together on the off weeks.</p> <p>M. Player reported that the Council has received a draft vaccination plan. The EMS Advisory Board Medical Direction Committee is meeting to discuss the plan.</p> <p>The Regional Councils have been discussing with the State the possibility of modifying the contract to assist with budget elements that have been impacted by COVID-19.</p> <p>Dr. Louka reported that the EMS Advisory Board Medical Direction Committee has been meeting with the State to discuss the proposed rule changes for drug box exchanges.</p> <p>Audit – K. Brophy reported that the field work has been completed and the draft audit is being reviewed by the partner. The 990 is in the process of being prepared. A draft audit and 990 should be available for the November Executive Committee meeting.</p> <p>Bathroom Build-Out – M. Player reported that the bathroom construction has been completed and came in under budget. Pictures of the completed bathroom were presented.</p> <p>Line of Credit – K. Brophy reported that the Line of Credit application has been completed and established. Funds are available if needed.</p>		
New Business	<p>Committee Meetings Moving to Big Blue Button – M. Player reported that the Council will be moving to the Big Blue Button meeting platform for all its meetings beginning in November. It is an internet-based platform so no software will be needed. Each meeting will have a recurring call-in number and URL address and all the meeting rooms have been tested for functionality.</p> <p>Policies &amp; Procedures Manual Draft – K. Brophy reported that SESCO has completed the first draft of the document and he is reviewing it. Once it has been reviewed and any changes are made, it will be presented to the Executive Committee for review and comment and then presented for approval.</p>		

Good of the Order	M. Player reported that the State has updated its calendar to add November 3, 2020, November 25, 2020 (half day), and June 19, 2021 as holidays.  The next meeting is scheduled for November 18, 2020 at 5:00 pm.		
Adjournment	The meeting was adjourned at 5:45 pm		