



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: October 17, 2018

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 6:05 p.m.

End Time: 7:18 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: 12/19/2018

Members Present:	Members Absent:	Staff:	Others:
Julia Glover, President (TC)	Chery Lawson, RMD	Michael Player, Secretary/Executive Dir	
Frank Wingfield, Treasurer	J. David Barrick, Vice President	Kevin Brophy, Business Manager	
William Dent			
Greg Coffman			

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 6:05 p.m. Minutes of the August 15, 2018 EC Meeting were approved without changes.		
Financial Report	<p>Financial Statements – M. Player made the Council Financial Reports available for review (Attached) including:</p> <ul style="list-style-type: none"> a. Budget vs. Actual Profit and Loss Statement July 1, 2018 – June 30, 2019 (Attached) b. Balance Sheet July 1, 2018 – September 30, 2018 (Attached) c. Daily Cash Report (Attached) d. Cash Projections (Attached) <p>K. Brophy reviewed the daily Cash report and made it available to the new members of the EC on a daily basis. K. Brophy reviewed the Budget vs Actual Profit & Loss Statement and the cash projections.</p> <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>Executive Director credit card statements and timesheets were made available for review.</p>		

<p>Old Business</p>	<p>New OEMS Contract - M. Player reported that we still did not have a signed FY19 contract from OEMS.</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.</p> <ul style="list-style-type: none"> a. Replace Regional Council Vehicles (1 SUV) \$14,430.00 (50/50) b. Office Computer Equipment \$5,438.00 (80/20) c. CTS Airway Manikins \$2,240.00 (80/20) d. STOP THE BLEED/CPR/AED Training Equipment \$2,669.00 (80/20) <p>M. Player reported that the cash for the purchase of the vehicle is available and should be purchased in the next few weeks.</p> <p>M. Player reported that the remainder of the purchases have been deferred until the cash is available.</p> <p>OEMS CE and Aux Training Program – M. Player reported that due to the length of time that it takes the state to pay the quarterly contract submission it is making it very difficult to find contractors to teach the courses. He reported that qualified staff can teach courses and be compensated. He reported that we still have not received the contract administrative fee and that it is approximately 55 days late.</p> <p>eVA Dispute/Vehicle – M. Player reported that the State Attorney General’s Office determined that the Regional Councils did not qualify as political subdivisions for the purpose of accessing the state purchasing system. He reported that the Regional Council Directors had participated in a conference call to discuss their response to this decision and to develop strategies to regain what had been an important tool in maximizing the impact of the public funds provided to them for their operations and services.</p> <p>Line of Credit Repayment – M. Player reported that \$10,000 has been paid on the line of credit leaving a \$10,000 balance. The balance will be paid upon receipt of the next state quarterly payment.</p> <p>Re-designation – M. Player discussed the process of re-designation. He reported that the Council’s re-designation package was submitted to the state on October 1, 2018 and that the state will begin the on-site visits after January 1, 2019.</p>		
<p>New Business</p>	<p>Quickbooks On Line – M. Player reported that the Council has changed its accounting software to Quickbooks Online. The change was made in order to maintain Business COOP in the event the office is shutdown. It was discovered during the Hurricane Florence shutdown that the Business Manager did not have access to the accounting software from a remote site and could not conduct any Council business. The new package is cloud based and gives up to five users access from anywhere. The Business Manager is currently migrating all the accounting and payroll files to the online version. Once completed he will add the EC officers as view only users. This will give them access to the business and accounting files anytime they would like to review them.</p> <p>Sentara Grants – M. Player reported that the Council has applied for two grants through Sentara. A two-year, \$400,000 grant for Behavioral Health and a two-year, \$400,000 grant for Community Paramedicine. Both grants include a 10% administration fee that would bring \$80,000 into operations over two years.</p>		

	<p>CTS Employees – M. Player reported that during an audit of the payroll records by K. Brophy it was discovered that there were not any payroll files (tax forms, direct deposit forms, I-9s, etc.) for the CTS employees. All current CTS employees have been notified to report to the PEMS office to complete all the necessary payroll forms and sign their job descriptions. They will not be paid until they have completed this process. K. Brophy will attend the next several CTS test sites in order to assist employees in completing all the required documents.</p> <p>Investment Account - M. Player reported that due to the volatility of the stock market the Council has pursued the possibility of moving the investment account to a more stable cash or cash equivalent account to protect the principal. M. Player requested approval to open a Money Market account at Vanguard and move the funds currently in the account at LPL Financial to the Vanguard Money Market Account. G. Coffman made a motion to approve the request, W. Dent seconded and the motion passed.</p>		
		K. Brophy will contact Vanguard and complete the necessary documents to open a Money Market account.	K. Brophy will send the completed documents to M. Player for review and signature by 11/15/19.
Good of the Order	Due to the Thanksgiving holiday there will be no November meeting. K. Brophy will meet as normal with F. Wingfield to review the financials, timesheets, credit card statements, and bank reconciliations. The next meeting is scheduled for December 19, 2018 at 5:00 pm		
Adjournment	The meeting was adjourned at 7:18 p.m.		