



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: December 19, 2018

Meeting Location: PEMS

Chaired By: J. David Barrick

Begin Time: 5:18 p.m.

End Time: 5:55 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: 01/16/2019

Members Present:	Members Absent:	Staff:	Others:
J. David Barrick, Vice President	Julia Glover, President	Paul Hoyle, EMS Planner/Emerg Coord	
Frank Wingfield, Treasurer	William Dent	Amy Ashe, FC-Community Health	
Greg Coffman	Michael Player, Secretary/Executive Director	Kevin Brophy, Business Manager	
Cheryl Lawson, MD			

Item	Discussion	Action Required	By Whom/When
Call to Order	J. David Barrick called the meeting to order at 5:18 p.m. Minutes of the October 17, 2018 EC Meeting were approved without 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"> a. Budget vs. Actual Profit and Loss Statement July 1, 2018 – June 30, 2019 (Attached) b. Balance Sheet July 1, 2018 – November 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 members of the EC on a daily basis. K. Brophy reviewed the Budget vs Actual Profit & Loss Statement and the cash projections.</p> <p>K. Brophy reported that he and the Treasurer had met to review the financials and ED timesheets and credit card statements, and bank reconciliations.</p>		

	Executive Director credit card statements and timesheets were made available for review.		
Old Business	<p>OEMS Contract Special Projects-K. Brophy reported the vehicle and computer equipment had been purchased and the reimbursement from the state had been received.</p> <p>K. Brophy reported that the cash is available for the remainder of the items and they should be purchased in the next few weeks.</p> <p>CTS Employees-K. Brophy reported that of the 51 CTS employees who needed to complete payroll documents, 29 have done so. He also reported that those who have not completed the required documents will not be allowed to work at any CTS sites until the documents are completed.</p> <p>Investment Account-K. Brophy reported that the investment account has been moved from LPL Financial to Vanguard and has been funded. The new account is deposited in a Federal Money Market Fund which will protect 100% of the principle.</p> <p>Sentara Grants-A. Ashe reported that two grants have been received from the Sentara Health Foundation. One grant has been received for Community Paramedicine-Mobile Integrated Healthcare and will be used to fund a seminar on EMS Economics for Community Paramedicine. The other grant is for Regional Behavioral Health study to identify existing and needed regional EMS behavioral health resources and create a gap analysis for the basis of a future regional behavioral health plan.</p> <p>A motion was made by G. Coffman to accept the grants and was seconded by Dr. Lawson and the motion was passed.</p>		
New Business	<p>Local Government Support Requests-K. Brophy reported that the local government support requests have begun to be issued and will continue to be no later than the deadlines established by the locality.</p> <p>Partner Requests-K. Brophy reported that requests for partner support will be sent in early January.</p> <p>2019 Protocol Changes-P. Hoyle reported that the protocol changes have been approved by the Medical Advisory Committee and will be made available to the agencies in January. The agencies will be asked not to distribute them until March</p> <p>FMLA Policy-K. Brophy reported that after a review of our current FMLA policy and consultation with SESCO, it was determined that we are a covered employer and are required to have an FMLA policy. The question centered around our CTS employees and do they count in regards to FMLA. Our CTS employees do count in making the determination even though they may only work 12 times per year. FMLA requires employers who have 50 or more employees in 20 or more weeks in the current and preceding calendar year to have a policy. The 20-week requirement is not that we pay 50 or more employees in 20 or more weeks in the</p>		

	<p>current or proceeding year but that we have 50 or more employees on the payroll records in 20 or more weeks. Not all employees, however, are eligible for FMLA benefits. They must still meet the eligibility requirements. Language in the policy has been changed and updated so we comply with federal law.</p> <p>Dr. Lawson asked if other Regional Councils have an FMLA policy and suggested the Executive Director approach the other councils in regards to their FMLA policies.</p>		
Good of the Order	The next meeting is scheduled for March 20, 2019 at 5:00 pm		
Adjournment	The meeting was adjourned at 5:55 p.m.		