



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

PO Box 1297, 6876 Main Street

Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

**Board of Directors Executive Committee Meeting Minutes**

Board of Directors Subcommittee

**Meeting Date:** January 16, 2019

**Meeting Location:** PEMS

**Chaired By:** Julia Glover

**Begin Time:** 6:08 p.m.

**End Time:** 7:14 p.m.

**Minutes Prepared by:** Kevin Brophy

**Draft Approved Date:** March 20, 2019

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 6:08 p.m. Minutes of the December 19, 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"> <li>a. Statement of Activity July 1, 2018 – December 31, 2018 (Attached)</li> <li>b. Statement of Financial Position July 1, 2018 – December 31, 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 made it available to the members of the EC on a daily basis. K. Brophy reviewed the Statement of Activity, Statement of Financial Position, and the cash projections.</p> <p>K. Brophy reported that he and the Treasurer had not met this month met to review the financials and ED</p>		

	<p>timesheets and credit card statements, and bank reconciliations.</p> <p>K. Brophy reported that all 4<sup>th</sup> QTR and year-end tax forms have been submitted to and accepted by the IRS and State. He also reported that all W-2s have been issued.</p> <p>Executive Director credit card statements and timesheets were made available for review.</p>		
Old Business	<p>OEMS Contract Special Projects-M. Player reported that all special project purchases have been made. Reimbursement for the computer equipment and vehicle have been received by the state. The state has been invoiced for the Stop the Bleed and Aiway Manikin replacement purchases.</p> <p>OEMS CE and Aux Training Program – M. Player reported that all documents for 2<sup>nd</sup> Qtr have been submitted to the State and the State has been invoiced. Payment is expected within three weeks and once payment has been received the Council has ten days to pay the sub-contractors.</p> <p>Re-designation – M. Player reported that there has been no communication from the state indicating when they will be on-site for the re-designation visit. He expects more information at the 7-8 February EMS Advisory Board meeting.</p> <p>FMLA Policy – M. Player reported that FMLA Policy is on the agenda for the February Regional Council Directors Meeting.</p>	M. Player will discuss with other Director's their FMLA policies at the February Regional Council Director's Meeting	M. Player will report to the Executive Committee by 2/20/19 what FMLA policies, if any, the other councils have
New Business	<p>Mid-Year Budget Revisions – K. Brophy reviewed year-to-date budget. He reported that the bottom line has not changed and the council is still operating within the board approved budget. He explained that there were some adjustments to line items within the budget caused by increases in some accounts but with corresponding decreases in others. He reported that as of the end of December there may be a budget pick-up of \$2600.</p> <p>The Chair called the Executive Committee into Executive Session to discuss personnel matters.</p>		
Good of the Order	The next meeting is scheduled for February 20, 2019 at 5:00 pm		
Adjournment	The meeting was adjourned at 7:14 pm		