



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: May 15, 2019

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 6:03 p.m.

End Time: 7:30 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: June 19, 2019

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 6:03 p.m. Minutes of the April 17, 2019 EC Meeting were approved without changes. Minutes of the May 8, 2019 Special Called 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. Statement of Activity July 1, 2018 – April 30, 2019 (Attached) b. Statement of Financial Position July 1, 2018 – April 30, 2019 (Attached) c. Budget vs Actual YTD (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 Statement of Activity, Statement of Financial Position, Budget vs Actual YTD, and the cash projections.</p> <p>K. Brophy reported that he and the Treasurer had met this month to review the financials and ED timesheets and</p>		

	credit card statements, and bank reconciliations. Executive Director credit card statements and timesheets were made available for review.		
Old Business	<p>OEMS Contract Special Projects – M. Player reported that the State has changed the way MOD’s will be done. The maximum amount that can be requested is \$50,000 and any requests must be submitted within 15 days of the start of the fiscal year. At this point the only MOD we will have is for the DICO courses in the amount of \$14,395.</p> <p>OEMS Withdrawal of CE MOU – M. Player updated the committee on the status and discussions concerning the withdrawal of the CE MOU by OEMS and its impact on the FY20 PEMS Operating Budget. The committee discussed options on how to respond to our constituents. The decision was made for staff to monitor and keep the EC aware of the actions of other regional councils toward this development.</p>	Draft response to constituents to be reviewed by EC	M. Player to draft response by 6/19/19
New Business	<p>Proposed FY2020 Budget – M. Player presented the proposed FY2020 budget (Attached)</p> <p>Regional Council Funding – Due to the loss of the CE MOU and decreases in other funding M. Player discussed other possible funding sources and revenue streams. Other sources include passing along finance/admin costs for services to our constituents, increasing the fees charged to localities, and seeking grants and foundation support.</p>		
Good of the Order	The next meeting is scheduled for June 19, 2019 at 5:00 pm		
Adjournment	The meeting was adjourned at 7:30 pm		