



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: July 17, 2019

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 5:05 p.m.

End Time: 6:45 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: August 21, 2019

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 5:05 p.m. A motion was made by D. Barrick, and seconded by F. Wingfield to accept the Minutes of the June 19, 2019 EC Meeting. The minutes 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 – June 30, 2019 (Attached) b. Statement of Financial Position July 1, 2018 – June 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 for FY19 and FY20.</p>		

	<p>K. Brophy reported that the 2nd Qtr Calendar Year federal and state taxes were filed and accepted by the IRS and State.</p> <p>K. Brophy reported that he and the Treasurer had met this month to review the financials and ED timesheets and credit card statements, and bank reconciliations.</p> <p>K. Brophy reported that the auditor’s engagement letter had been signed and the first payment has been made to D. Allen Perkins. The audit will occur in mid-August.</p> <p>Executive Director credit card statements and timesheets were made available for review.</p>		
<p>Old Business</p>	<p>Contract MOU Modifications – M. Player reported that the FY20 MOD request has been sent to the state. The following items have been submitted:</p> <ol style="list-style-type: none"> 1. \$20,512.25 to replace the second of two Ford Explorers 2. \$1,345.40 to replace and update aging computer network systems 3. \$3,092.80 to replace aging office computer equipment 4. \$1,424.00 to purchase and install security cameras at the front and rear office doors 5. \$11,836.00 to provide a series of Designated Infection Control Officer Courses conducted by Katherine West. <p>EVHC – M. Player updated the committee on developments since the last meeting. J. Glover expressed concern about the relationship between PEMS and the Tidewater EMS Council. It was decided that M. Player would prepare a letter from J. Glover to the TEMS BOD President.</p> <p>Employee Benefits – M. Player stated that the staff had searched available plans consistent with the instructions received from the Executive Committee and has recommendations to present. K. Brophy reported that staff was recommending Mutual of America to provide the employee’s 403(b) plan. He stated that he had experience working with them at the free clinic and that non-profit plans constituted the majority of their business. PEMS will match employee contributions made annually up to 3% of their salary. Staff requested the committee approve this action. A motion was made by W. Dent to accept Mutual of America, seconded by F. Wingfield and passed without opposition.</p> <p>K. Brophy then stated that staff was recommending Anthem Healthkeepers Health Insurance, Delta Dental, Companion Life Insurance through a Section 125 Premium Only Plan through Wage Works out of Kansas City, MO. K. Brophy stated that he was familiar with the company, having used them at the free clinic. If approved, established benefits will be offered to employees with coverage begins August 1, 2019. M. Player stated that a BOD resolution is required to initiate the new benefits. A Section 125 Resolution and Plan is provided for review and action under new business.</p>	<p>M. Player to prepare letter for J. Glover signature</p>	

New Business	<p>Section 125 Resolution and Plan – A resolution to establish a Section 125 Premium Only Plan was submitted for approval (Attached). The Section 125 Plans allows any premiums paid by an employee via payroll deduction to be made on a pre-tax basis. This applies to all qualifying benefits offered by the plan regardless if it is actually offered by PEMS. Wage Works is the outside vendor that established and will maintain the plan in accordance with IRS and State tax laws and regulations. A motion was made by F. Wingfield, seconded by D. Barrick to approve the resolution. The resolution passed without opposition.</p> <p>IT Independence – M. Player reported that the Council is researching other available IT solutions for its server. He also stated that he had reserved \$5,000 for the development of a non-jumla web site that would provide more utility and ease of use. M. Player reported that the Regional Council Directors Group is preparing a policy that would define who owns and controls what accounts, etc. on the regional vaems.org domain. He stated that the new policy should provide sufficient protection against an individual unilaterally shutting down or phones, website, emails, etc., such that it should eliminate the need for the Council to move from the vaems.org platform for email, Office 365, or phones.</p>		
Good of the Order	The next meeting is scheduled for August 21, 2019 at 6:00 pm		
Adjournment	The meeting was adjourned at 6:45 pm		