



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: August 21, 2019

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 5:54 p.m.

End Time: 7:27 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: September 18, 2019

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 5:54 p.m. A motion was made by F. Wingfield, and seconded by G. Coffman to accept the Minutes of the July 17, 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, 2019 – July 31, 2019 (Attached) b. Statement of Financial Position July 1, 2019 – July 31, 2019 (Attached) <p>K. Brophy reviewed the daily Cash report and made it available to the members of the EC, if requested, on a daily or weekly basis. K. Brophy reviewed the Statement of Activity, Statement of Financial Position, and the cash projections for FY20.</p> <p>K. Brophy reported that he and the Treasurer had met this month to review the financials, ED timesheets and credit card statements, and bank reconciliations. 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 but no communication has been received from the State regarding our request.</p> <p>EVHC – M. Player updated the committee on developments since the last meeting. The committee again expressed its concern about the relationship between PEMS and the Tidewater EMS Council. M. Player stated that a letter was sent from J. Glover to the TEMS BOD President expressing PEMS support of TEMS and the desire to continue its relationship and support.</p> <p>Employee Benefits – K. Brophy reported that health insurance and life insurance benefits have begun and that dental benefits will begin as employees are enrolled. He also reported that the 403(b) plan is in process and should be available to begin September 1.</p>		
<p>New Business</p>	<p>Protocols – M. Player discussed the protocol policy changes and asked the committee to approve the changes. A motion was made by F. Wingfield to approve the policy, seconded by G. Coffman and passed without opposition. (Attached)</p> <p>CTS Policy & Procedures – M. Player discussed changes to the policy. CTS site coordinators and logistics coordinators will remain employees. Based on changes to the Psychomotor Examination Guide (PEG) PEMS will, effective September 1, 2019, contract for CTS Evaluators, EMT Assistants, Simulated Patients, Table Managers, Moulage Technicians, and Runners. Other administrative changes were discussed. A motion was made by G. Coffman to accept the changes, seconded by F. Wingfield and passed without opposition. (Attached)</p> <p>Financial Management Policy & Procedures - K. Brophy reported on policy changes that reflect the changes to Quick Books Online, CTS policy, updated investment policy, bank changes, and changes to VA law regarding pay stubs. A motion was made by F. Wingfield to accept the changes, seconded by G. Coffman and passed without opposition. (Attached)</p> <p>Audit – K. Brophy reported that Allen Perkins will be on site August 27 to conduct his field work. The audit is expected to be completed by mid-September</p> <p>Revised FY2020 Budget - M. Player presented a revised FY2020 budget. A motion was made by G. Coffman to accept the revised budget, seconded by F. Wingfield and approved without opposition.</p> <p>Staff Changes – M. Player reported that Amy Ashe, the PEMS EMS Field Coordinator – Community Health has taken a position on the faculty of Thomas Nelson Community College’s EMS Program. She has agreed to stay on full time with PEMS until such time as we can split the position into two part time positions, one for Community Mental Health and the other for Community Health. Amy has been offered the part time EMS Field Coordinator – Community Mental Health and will begin in that role when we have hired the other part time person to take on the other half of her current job.</p>		
<p>Good of the Order</p>	<p>The next meeting is scheduled for September 18, 2019 at 5:00 pm</p>		
<p>Adjournment</p>	<p>The meeting was adjourned at 7:27 pm</p>		

