



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

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**Board of Directors Executive Committee Meeting Minutes**

Board of Directors Subcommittee

**Meeting Date:** September 18, 2019

**Meeting Location:** PEMS

**Chaired By:** William Dent

**Begin Time:** 5:10 p.m.

**End Time:** 5:40 p.m.

**Minutes Prepared by:** Kevin Brophy

**Draft Approved Date:** October 16, 2019

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

Item	Discussion	Action Required	By Whom/When
Call to Order	William Dent called the meeting to order at 5:10 p.m. A motion was made by G. Coffman, and seconded by D. Barrick to accept the Minutes of the August 21, 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"> <li>a. Statement of Activity July 1, 2019 – August 31, 2019 (Attached)</li> <li>b. Statement of Financial Position July 1, 2019 – August 31, 2019 (Attached)</li> </ul> <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 on September 17, 2019 to review the financials, ED timesheets and credit card statements, and bank reconciliations.</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 following items were submitted for the FY20 MOD request:</p> <ol style="list-style-type: none"> <li>1. \$20,512.25 to replace the second of two Ford Explorers</li> <li>2. \$1,345.40 to replace and update aging computer network systems</li> <li>3. \$3,092.80 to replace aging office computer equipment</li> <li>4. \$1,424.00 to purchase and install security cameras at the front and rear office doors</li> <li>5. \$11,836.00 to provide a series of Designated Infection Control Officer Courses (DICO) conducted by Katherine West.</li> </ol> <p>M. Player reported that the Council was informed by e-mail on September 9, 2019 that only the Ford Explorer had been funded at 50/50. Because the DICO courses were not funded they have been cancelled and the registrants have been refunded their fees. Katherine West has relieved the council of any financial liability and is offering any individual that was registered the same discounted cost that PEMS offered.</p> <p>EVHC – M. Player updated the committee on developments since the last meeting. The MOU between TEMS and EVHC is in the final stages of completion.</p> <p>CTS Changes – M. Player reported that the conversion of CTS personnel from employees to contractors has been completed.</p> <p>Audit – K. Brophy reported that Allen Perkins has completed his field work and is waiting for contract verifications from other sources to complete the audit.</p>		
<p>New Business</p>	<p>Chesapeake Bank – M. Player reported that Council will be moving bank accounts (Operations, Reserves, and OEMS) from Atlantic Union Bank to Chesapeake Bank. The Line of Credit will be moved when it is up for renewal in May 2020. A resolution for approval was presented. D. Barrick made a motion to approve the resolution; seconded by G. Coffman and passed without opposition. (Attached)</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>EMS Advisory Board Meeting – M. Player reported that he received a call from Greg Woods the Regional Director's Group chairman indicating that he learned from his EMS Advisory Board representative that the EMS Advisory Board had called a special meeting (retreat) in Richmond during which the Regional Councils</p>		

	<p>representation on the Board, and the relevance of the current Regional EMS Councils were discussed. Mr. Woods told M. Player that he had spoken with Dr. Jaber, Assistant Health Commissioner about his concerns and having not been involved and had requested a meeting with Dr. Jaber. PEMS was not aware of the special Advisory Board meeting and does not know whether or not Sadie Thurman attended.</p> <p>M. Player reported that he has no idea where this animosity toward the Regional Councils from OEMS and the EMS Advisory Board is coming from and that he wants to discuss with our representative the need for regular communication with the PEMS BOD.</p> <p>M. Player reported that he will keep the Executive Committee aware of any further developments. He also reported that Mr. Woods recommended that the Regional Council Directors and Council Board representatives meet to share their views on these issues and to develop a plan for a strategic response. The Executive Committee stated they felt it was a good idea and would participate.</p>		
Good of the Order	The next meeting is scheduled for October 16, 2019 at 6:00 pm		
Adjournment	The meeting was adjourned at 5:40 pm		