



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: October 16, 2019

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 6:10 p.m.

End Time: 7:00 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: November 20, 2019

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

Item	Discussion	Action Required	By Whom/When
Call to Order	<p>Julia Glover called the meeting to order at 6:10 p.m. A motion was made by D. Barrick and seconded by F. Wingfield to accept the Minutes of the September 18, 2019 EC Meeting. The minutes were approved with changes.</p> <p>A motion was made by D. Barrick, and seconded by F. Wingfield to accept the Minutes of the September 25, 2019 EC Special Call Meeting. The minutes were approved without changes.</p>		
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 – August 31, 2019 (Attached) b. Statement of Financial Position July 1, 2019 – August 31, 2019 (Attached) c. FY20 YTD Budget vs. Actual (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, FY20 YTD Budget vs. Actual and the cash projections for FY20.</p> <p>K. Brophy reported that the Treasurer and he had met on October 15, 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>Chesapeake Bank Move – K. Brophy reported that the move from Atlantic Union Bank to Chesapeake Bank is almost complete. On-Line banking, payroll, bill pay, and bank debits are all operating out of the Chesapeake Accounts.</p>		
<p>New Business</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. He reported that no applications for the Community Health position were received. The position will be re-advertised.</p> <p>M. Player reported that Paul Hoyle, Program Coordinator, EMS Planning and Emergency Management has accepted the EMS Coordinator position in Grayson County, Virginia. His last day at PEMS will be October 25. Paul will continue to assist PEMS on a per diem basis with managing the web site and the new web site development project, as well as other projects as needed that can be managed remotely.</p> <p>M. Player presented the draft job announcement and updated EMS Planning and Emergency Management Coordinator job description for the Committee’s approval. G. Coffman made a motion to accept both; seconded by D. Barrick and passed without opposition. (Attached)</p> <p>Atlantic Union Bank Close – K. Brophy reported that once the deposit for the service contract is received the OEMS and Reserve accounts will be closed at Atlantic Union. A \$500 balance will be left in the operating account at Atlantic Union in case the Line of Credit needs to be used. The Line of Credit will remain at Atlantic Union until it expires in May 2020 at which time the Council will apply for a new line of credit at Chesapeake Bank and close the operating account at Atlantic Union.</p>		

	<p>Audit/Auditor – K. Brophy reported that the Council auditor, D. Allen Perkins passed away on September 26. He reported that Allen had not completed the audit at the time of his death and that the current status is:</p> <ul style="list-style-type: none"> • D. Perkins has been paid \$4,100 per the engagement letter for services up to and including field work. This was due him for work completed. • He stated he had completed his field work but during K. Brophy’s last conversation with him on September 17 he had not received confirmation from the State for our service contract payments and balances at June 30. • He had given K. Brophy year-end adjusting entries to post. Once posted D. Perkins and K. Brophy agreed on the Net Revenue number (pending any other adjustments) at June 30. • D. Perkins was in the process of preparing the draft 990 and draft financials. • At the time of his death he had the 2018/2019 Bank Reconciliation files in his possession. <p>K. Brophy reported that the next step is to file an extension with the IRS for our 990 which is due November 15, find an auditor to assist us with this and to complete the audit, and obtain the PEMS files D. Perkins had in his position at the time of his death.</p> <p>K. Brophy has contacted the firm of Dehnert and Clarke in Irvington VA. He spoke with Christine Clarke who informed him they no longer do audits. He also contacted the Virginia Board of Accountancy for assistance but has not received any information.</p> <p>Contact was also made with the Virginia Society of CPA’s. K. Brophy spoke with Julie Chamberlain who referred us to Becky Tres of the Richmond firm Wells and Coleman. K. Brophy spoke with B. Tres who stated that she would be able to assist us in filing an extension and completing the audit. What she needs to do and what her fee would be is going to be dependent on what information she can obtain from D. Perkins’ estate. B. Tres requested copies of last year’s 990 and financials which have been provided to her.</p> <p>MIH/CP – M. Player reported that the MIH/CP conference held at the Newport News Marriott was a great success. 39 individuals from jurisdictions and agencies across the state attended and heard national speakers speak on topics including, Overcoming Inertia in Launching Programs, ET3 Overview, Grant Program Liability and Compliance, HIPPA Privacy and Security, and Alternative MIH Compensation Approaches Besides ET3.</p> <p>RDG/Regional Council Board Member Strategic Workshop – M. Player reviewed information received from some of those who attended or were informed of the discussions that occurred at the EMS Advisory Board’s special meeting (retreat) last month. M. Player reported that the Regional Directors Group wants to convene a strategic workshop in the near future that would include the Directors of the Regional Councils as well as Board members from each Regional Council. The purpose of the workshop would be to develop a strategic approach to maintaining the regional council EMS system in Virginia, continuing the statewide partnerships with the EMS Advisory Board and the Virginia Office of EMS, and guaranteeing uninterrupted and secure funding for the Councils. The Executive Committee expressed their support for such a workshop and asked M. Player to keep them advised of developments.</p>		
Good of the Order	The next meeting is scheduled for November 20, 2019 at 6:00 pm		

Adjournment	The meeting was adjourned at 7:00 pm		
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