



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: November 20, 2019

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 6:05 p.m.

End Time: 7:04 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: December 18, 2020

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 6:05 p.m. A motion was made by G. Coffman and seconded by D. Barrick to accept the Minutes of the October 16, 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 – October 31, 2019 (Attached) b. Statement of Financial Position July 1, 2019 –October 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</p>		

	<p>YTD Budget vs. Actual and the cash projections for FY20.</p> <p>K. Brophy reported that he and the Treasurer had not met this month 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>		
Old Business	<p>Chesapeake Bank Move – K. Brophy reported that the move from Atlantic Union Bank to Chesapeake Bank is almost completed. On-Line banking, payroll, bill pay, and bank debits are all operating out of the Chesapeake Accounts. We are waiting for the quarterly payment from the state to be deposited in the Chesapeake Bank account before the Atlantic Union Bank accounts are closed.</p> <p>Audit/Auditor – M. Player reported that the Council has engaged the Richmond based firm Wells Coleman to complete the 2018/2019 audit. Wells Coleman has discounted the fee they will charge and have begun requesting documents. They are comfortable they will have draft audit and draft financials completed by the December BOD meeting. They submitted, and the IRS approved, an extension for the filing of our Form 990.</p>		
New Business	<p>HR Process – M. Player reported that the application process for the EMS FC – Community Health and EM Planning & Emergency Management position have closed. There are several qualified candidates for each position. Background and reference checks have begun and interview appointments are being scheduled. M. Player invited members of the EC to sit on any of the interview panels.</p> <p>New VA Regulation & Territory Map – M. Player presented the new EMS Program Representative Map provided by OEMS (attached). PEMS will now have two program representatives versus one previously.</p> <p>FY21 Budget/Locality Fees – M. Player reported that the Council has received several requests from localities for budget requests that are due in December. He asked the committee to consider increasing the per capita fees charged to localities from 0.13 to 0.16. He reported that the increase is necessary to make up for losses in FY21 resulting from the loss of the CE/AUX contract, decreasing populations, decreased cash reserves, and increasing costs. He reported that the last increase was three years ago and that increasing the fees this year would put us in a good position and give us time to look for other revenue sources. A discussion occurred about what is a reasonable increase that the localities would accept. D. Barrick made a motion to accept the increase to 0.16; seconded by G. Coffman, and passed without opposition.</p>		
Good of the Order	The next meeting is scheduled for December 18, 2019 at 5:00 pm		
Adjournment	The meeting was adjourned at 7:04 pm		