

Peninsulas Emergency Medical Services Council, Inc.

PO Box 1297, 6876 Main Street
 Gloucester, VA 23061
 Office (804) 693-6234 - Fax (804) 693-6277

Board of Directors Executive Committee Meeting Minutes
 Board of Directors Subcommittee

Meeting Date: December 18, 2019

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 5:05 p.m.

End Time: 5:55 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: January 15, 2020

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

Item	Discussion	Action Required	By Whom/When
Call to Order	W. Dent called the meeting to order at 5:05 p.m. A motion was made by D. Barrick and seconded by G. Coffman to accept the minutes of the November 20, 2019 EC Meeting. The minutes were approved without changes.		
Financial Report	Financial Statements – K. Brophy made the Council Financial Reports available for review (Attached) including: <ul style="list-style-type: none"> a. Statement of Activity July 1, 2019 – November 30, 2019 (Attached) b. Statement of Financial Position July 1, 2019 –November 30, 2019 (Attached) c. FY20 YTD Budget vs. Actual (Attached) K. Brophy reviewed the Daily Cash Report, the Statement of Activity, Statement of Financial Position, FY20 YTD Budget vs. Actual and the Cash projections for FY20. The Executive Committee accepted the financials		

	<p>as presented.</p> <p>F. Wingfield reported that he had reviewed the ED timesheets and credit card statements, and bank reconciliations.</p> <p>Executive Director credit card statements and timesheets were made available to the remainder of the EC for review.</p>		
Old Business	<p>Chesapeake Bank Move – K. Brophy reported that the move from Atlantic Union Bank to Chesapeake Bank is completed. The Reserve and OEMS accounts at Atlantic Union Bank have been closed. The Operations account remains open with a \$500 balance in case the line of credit has to be used.</p>		
New Business	<p>HR Process – M. Player reported that Amy Ashe will begin as part-time Field Coordinator - Community Health on December 28, keeping the Mobile Integrated Healthcare/Community Paramedicine and Crisis Intervention/Peer Support portions of the former full-time EMS Field Coordinator Community Health position. M. Player reported that Seth Craig will assume the Behavioral Health portions of the former full-time EMS Field Coordinator Community Health position in place of the Council funded duties he had been performing since he stopped administering the Virginia Department of Health Office of EMS – EMS Continuing Education and Auxiliary Training MOU. These changes will result in a return of matching funds to the Operating Budget.</p> <p>M. Player presented the new job descriptions for the 0.5 FTE EMS Field Coordinator – Community Health, the 1.0 FTE EMS Field Coordinator – Clinical Care, and the 1.0 FTE EMS Planning and Emergency Management Coordinator positions. The new job descriptions have been updated to include changes in responsibilities. A motion was made by G. Coffman to approve the new job descriptions, seconded by F. Wingfield, and approved without changes.</p> <p>M. Player asked the committee for authorization to increase full time staff salaries by \$2000 effective January 1, 2020. He stated that this will move the staff salaries closer to equivalent positions in similar organizations. He also stated that the increase will not come from the increase in the fees charged to localities, but from the savings realized from the reassignment of Behavioral Health contract responsibilities from the former full-time EMS Field Coordinator – Community Health position. G. Coffman made a motion to approve the increase; seconded by D. Barrick and approved without opposition. J. Glover raised a concern that the increase recommended by the Executive Director did not include his own. She asked the Business Manager to provide updated salary numbers to include an increase for the Executive Director.</p> <p>New Hire - M. Player reported that the PEMS Council completed interviews for the EMS Planning and Emergency Management Coordinator position. The interview panel unanimously selected retired Newport</p>	<p>J. Glover asked the Business Manager to provide an updated salary budget to include an increase for the Executive Director</p>	<p>K. Brophy will provide the Executive Committee a new salary budget by 12/19/2019 to include a 5% increase for the Executive Director</p>

	<p>News Fire Department Battalion Chief Stephen Pincus. A thirty-two-year veteran of the Department, Chief Pincus spent his last six years as Chief of Support Services and Public Affairs where he had significant planning and emergency management responsibilities. He has a Master’s Degree in Government and two Graduate Certificates, one in Public Administration and the other in Law and Public Policy from Regent University. He will begin his duties on January 6, 2020.</p> <p>COOP Policy Update – M. Player reported that the COOP Policy has been updated and will be presented to the full Board of Directors for approval.</p> <p>Draft Audit/Financials – Rebecca Tres of Wells Coleman attended the Executive Committee meeting via conference call and presented the draft audit and financials. She reported that her company had not found any problems in the course of the audit she did not anticipate any problems with the audit report. She also reported that she had no issues getting information from staff and that work had begun on the 990. She stated that we should consider providing her with information on program highlights and accomplishments achieved during the audited year that can be included on our 990. She stated that this would help potential donors understand what the Council does. The Executive Committee had no questions for R. Tres. They extended their appreciation for Wells Coleman’s assistance in the unique circumstances of this audit.</p>		
Good of the Order	The next meeting is scheduled for January 15, 2020 at 6:00 pm		
Adjournment	The meeting was adjourned at 5:55 pm		