



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

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**Board of Directors Executive Committee Meeting Minutes**

Board of Directors Subcommittee

**Meeting Date:** January 15, 2020

**Meeting Location:** PEMS

**Chaired By:** Julia Glover

**Begin Time:** 6:11 p.m.

**End Time:** 7:06 p.m.

**Minutes Prepared by:** Kevin Brophy

**Draft Approved Date:** 02-19-2020

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
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			

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	Julia Glover called the meeting to order at 6:11 p.m. A motion was made by D. Barrick and seconded by F. Wingfield to accept the minutes of the December 18, 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 – November 30, 2019 (Attached)</li> <li>b. Statement of Financial Position July 1, 2019 – November 30, 2019 (Attached)</li> <li>c. FY20 YTD Budget vs. Actual (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, FY20 YTD Budget vs. Actual and the cash projections for FY20.</p>		

	<p>K. Brophy reported that the Treasurer and he met on January 15, 2020 to review the financials, ED timesheets and credit card statements, and bank reconciliations.</p> <p>K. Brophy reported that the 4<sup>th</sup> Quarter taxes have been filed and accepted by the IRS and State.</p> <p>K. Brophy requested the Committee add J. Glover and F. Wingfield to on-line banking with access to initiate and approve transfers in the event the Executive Director is deployed or has no access to on-line banking. A motion was made by D. Barrick to approved the request, seconded by G. Coffman, and passed without opposition.</p> <p>Executive Director credit card statements and timesheets were made available for review.</p>		
<p>Old Business</p>	<p>Audit/990 - K. Brophy reported that the audit is complete. The BOD approved the draft audit at the December meeting and there have been no changes. Wells Coleman is in the process of finalizing them and having them printed. He also reported that the draft 990 has been received. There are no changes to the 990 and it has been sent to Wells Coleman to include the Council’s accomplishments and to be finalized. M. Player reported that the Council will need to choose a new auditor for next year.</p> <p>Locality Letters - M. Player reported he has been preparing the FY21 sponsorship and locality support request letters. He reviewed the locality letter and local government contribution worksheet that includes the .03 increase with the Committee. The Council’s W9, 990, Audit, Strategic Plan, and Annual Report are included in the package with the letter and worksheet.</p>		
<p>New Business</p>	<p>Cash Projections/MOD &amp; 2<sup>nd</sup> Qtr Payment – K. Brophy reviewed cash projections through February 15 due to the delay in receiving the MOD and 2<sup>nd</sup> Qtr payment from OEMS. He stated that there will be enough cash available in the operating and reserve accounts to cover payables and payroll so that the line of credit will not have to be used.</p> <p>M. Player reported that the Council asked for a contract MOD at the beginning of the fiscal year. The Council did not find out until sixty days after the first quarter that the MOD was received for the vehicle at 50/50. He stated that the Council could not find a vehicle for the original request but had found a different one and that the dealer would honor the state contract price. M. Player asked OEMS if the Council could purchase the vehicle or if new documentation was required. OEMS gave permission to purchase the vehicle. The state was invoiced for the MOD on December 6, 2019. However, the Council did not receive the MOD to sign until January. The concern was that because the vehicle had been purchased before the MOD was signed the Council would not be reimbursed. M. Player asked OEMS what date should the MOD be signed; the date it was received, or the date the MOD was approved (September 9, 2019). OEMS stated it should be dated the day it was approved, September 9, 2019. All communications with the state have been documented.</p> <p>PEMS Strategic Plan – M. Player reported that the PEMS Strategic Plan is a third quarter contract deliverable and that it is a response to the states strategic plan. Copies of the State Plan, the PEMS Plan, and a SWOT Analysis Worksheet were presented.</p>		

	<p>All PEMS committees are being asked to do this. M. Player asked the Committee to think about anything strategic the committees would like include going forward – financially, programmatic, etc., what needs to be adjusted in our plan, what action steps need to be taken in order to execute whatever the Council has been assigned. He indicated that the Council plan is more detailed than the state’s. PEMS has strategies and action steps that the state plan doesn’t. He reviewed the SWOT Analysis and asked the Committee to review it and to include their ideas. This will be on the February 19 EC agenda and the BOD will see the draft at the March BOD meeting.</p>		
Good of the Order	<p>G. Coffman reported that he will be meeting with the Busch Gardens Community Affairs Director to discuss the 2020 PEMS EMS Day at Busch Gardens and what Busch Gardens would be willing to do in the way of providing tickets.</p> <p>M. Player reported that PEMS held a reception on January 14 for the new Rappahannock Community College President, Dr. Shannon Kennedy. Around 20 people attended including Middle Peninsula and Northern Neck agency heads, County Administrators, one OMD, and the PEMS BOD President. Dr. Kennedy got to hear about how important the EMS Program at RCC is to them. She engaged in conversations with different people, heard their ideas, and asked what she could do to improve the RCC program. She also got to see that PEMS is engaged with the EMS community and the EMS community is engaged with RCC.</p> <p>The next meeting is scheduled for February 19, 2020 at 6:00 pm</p>		
Adjournment	The meeting was adjourned at 7:06 pm		