



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: February 19, 2020

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 6:10 p.m.

End Time: 7:23 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: March 18, 2020

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 6:10 p.m. A motion was made by F. Wingfield and seconded by D. Barrick to accept the minutes of the January 15, 2020 EC Meeting. The minutes were approved with corrections.		
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 – January 31, 2020 (Attached) b. Statement of Financial Position July 1, 2019 – January 31, 2020 (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 met on February 19, 2020 to review the financials, ED timesheets and credit card statements, and bank reconciliations.</p> <p>K. Brophy reported that he had added J. Glover and F. Wingfiled to on-line banking at Chesapeake Bank. Access is restricted to viewing the accounts, statements, and originating/approving transfers. J. Glover asked if more than one person was required to complete transfers. K. Brophy indicated that it is not required. J. Glover expressed concern over the possibility that one person could misappropriate funds from the bank accounts.</p> <p>Executive Director credit card statements and timesheets were made available for review.</p>	<p>K. Brophy to discuss with M. Player bank transfer internal controls and suggest any changes if necessary</p>	<p>K. Brophy to report findings to EC 3/18/2020</p>
<p>Old Business</p>	<p>Locality Letters & Partnership Letters - M. Player reported that all the locality letters for FY21 have been completed and sent. One partnership letter has been sent – Sentara. The council will receive a \$10,000 Gold Partnership payment this month.</p> <p>M. Player also reported that the council is looking at a possible in-kind partnership with Busch Gardens. G. Coffman is working with Busch Gardens on the possibility of EMS personnel getting free admission during EMS weekend. The council would also get 60 free tickets for nominess and VIP’s as well has the half-price tickets we have gotten for past events. If this happens it would be equal to a silver partnership, and would significantly reduce the council’s expenses for EMS Day.</p> <p>J. Glover asked if the council will receive anything from Bon Secours. M. Player reported that hopefully we will receive a silver partnership from Bon Secours Mary Immaculate.</p> <p>MOD & 2nd Qtr OEMS Payments – K. Brophy reported that both the MOD and 2nd Qtr OEMS payments have been received. The MOD was recived at 61 days and the 2nd Qtr payment at 30 days. At this time the state does not owe the council any payments.</p> <p>M. Player reported that at the EMS Advisory Board meetings earlier this month, the Health Commissioner announced that VDH will be adding a Deputy Commissioner for Finance & Administration position. All of the administrative and finance functions will become shared functions from this office. Payments will be out of OEMS control as OEMS finance personnel will be re-assigned to this office. The payment processes are unknown at this time.</p> <p>PEMS Strategic Plan – The committee completed the SWOT anlysis for the 2020-2022 PEMS Strategic Plan.</p>		
<p>New Business</p>	<p>RGH Office and Rural Health Initiative – M. Player reported that Bon Secours Rappahannock General Hospital may be providing office space as they once did. If this moves forward the council will have a rural address that will allow it to seek rural EMS grants for the Rural EMS Education effort and allow the effort to be staffed. Rural hospitals are failing so the council is strategically trying to support RGH as a critical access hospital. If RGH fails, it will have a significant impact on the region. They will also be a key player if anything is done with telemedicine.</p>		

	<p>HEARTSafe Alliance - M. Player reported that the HEARTSafe Alliance is a project that was originally started by Riverside and Sentara hospitals in the greater Williamsburg area. Two years ago both hospitals did a community health assessment and determined that out of hospital care for cardiac arrest patients was a significant issue for both organizations. So much so that they decided to address it together. They contacted HEARTSafe Alliance, an out of hospital cardiac arrest initiative, and looked at that template for the greater Williamsburg area. They became involved with Williamsburg, James City County, York County, the Greater Williamsburg Chamber of Commerce, and the two hospitals.</p> <p>The council was contacted to provide EMS statistics. M. Player reported that he recognized that if this involved out of hospital cardiac arrest care, that all the fire departments needed to get involved since they provide EMS. The 911 systems, the College of William & Mary, and the City of Poquoson were also brought in.</p> <p>With grants from the Williamsburg Health Foundation, in-kind donations from hospitals and other agencies, the HEARTSafe Alliance was created. It has been working as a program of the Greater Williamsburg Chamber of Commerce Foundation. The Chamber is not a 501 (C)(3) organizations which has created problems for HEARTSafe to receive grants. They looked at becoming a 501 (C)(3) themselves, but decided against it.</p> <p>M. Player reported that the hospitals, jurisdictions, and agencies represented, as well as the mission were all in line with the council's mission and the jurisdictions, hospitals, and agencies the council serves. M. Player asked the HEARTSafe oversight committee if he could bring the idea of the council becoming the fiduciary and oversight for HEARTSafe before the council's board. The oversight committee agreed.</p> <p>M. Player reported the process would involve setting up a separate bank account and chart of accounts. HEARTSafe would continue to have an oversight committee, the council would create a resolution that would create HEARTSafe as a program of the council. The council would add the program to its insurance. HEARTSafe would have an Executive Director that would be a contractor to the council and would continue to use the office space it currently does at the Chamber of Commerce. The hospitals will provide IT support and the jurisdictions will continue to provide technical support and assistance with events. The council would provide a link on its web page.</p> <p>M. Player reported that this would bring more in the way of marketing and the hospitals and jurisdictions would see the council as the oversight organization.</p> <p>K. Brophy reptred that the day to day and month to month work would be minimal. The largest amount of work would be on the front end setting up new bank accounts, accounting changes, and the timing of those changes.</p> <p>A motion was made by D. Barrick to have the Executive Director prepare a resolution to add the HEARTSafe Alliance as a program of the council to be presented to the full Board of Directors. F. Wingfield seconded the motion and it was passed without opposition.</p>	<p>M. Player to create resolution to add HEARTSafe Alliance as a program of the council. Present it to the EC 3/18/2020</p>	<p>The EC to submit the resolution, with its recommendation to the Board of Directors 3/18/2020</p>
--	--	---	---

Good of the Order	<p>M. Player reported that Jeff Bendit, Field Coordinator, Hospital Programs has notified him that he will be putting his house on the market in May and will be re-loacting to Florida sometime in July.</p> <p>The next meeting is scheduled for March 18, 2020 at 5:00 pm</p>		
Adjournment	The meeting was adjourned at 7:23 pm		