



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: April 22, 2020

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time 5:11 p.m.

End Time: 5:45 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: May 20, 2020

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

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:11 p.m. A motion was made by D. Barrick and seconded by F. Wingfield to accept the minutes of the April 1, 2020 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 – March 31, 2020 (Attached) b. Statement of Financial Position July 1, 2019 – March 31 (Attached) c. FY20 YTD Budget vs. Actual (Attached) <p>K. Brophy reviewed the daily cash report and makes 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 he met with the Treasurer via telephone to review the financials, ED timesheets and credit card statements, and bank reconciliations.</p>		
<p>Old Business</p>	<p>COVID-19 Operations & Regional Response – M. Player reported that he is continuing to keep the Executive Committee informed and asked if there were any questions on how PEMS is supporting the jurisdictions. The committee had no questions.</p> <p>MS Teams – K. Brophy reported on the progress of the MS Teams migration. The Executive Committee has been added to MS Teams and once S. Pincus and he have become more fully proficient in its use and how it operates, they will provide the Committee with training and conduct Executive Meetings using it. Other committees will be added as well. Since MS Teams is part of our Office 365 subscription there is no additional cost to PEMS.</p>		
<p>New Business</p>	<p>HEARTSafe Alliance MOU – M. Player reported that the HEARTSafe Alliance is a project that was originally started by Riverside and Sentara hospitals in the greater Williamsburg area. The 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 recommended by Dr. McCorry. The alliance will be a coalition of Williamsburg, James City County, York County, the Greater Williamsburg Chamber of Commerce, Williamsburg Health Foundation, Sentara Williamsburg Regional Medical Center, Riverside Doctor’s Hospital, the American Red Cross, the College of William & Mary, and PEMS.</p> <p>HEARTSafe hired an Executive Director in 2017 and began placing AED’s in the communities. The program has been going very well and is well publicized.</p> <p>Part of the process initially was trying to get statistics on cardiac arrest saves and how much time it took to complete certain tasks. 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>The program is being funded by grants, donations, and in-kind services provide by its partners. This will continue. 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.</p> <p>M. Player read the proposed resolution (attached).</p> <p>M. Player stated that if the Executive Committee approved the resolution, both documents, would be sent to the HEARTSafe Alliance Oversight Committee for their approval. Once approved by the Oversight Committee it would be returned to the Executive Committee to be signed.</p>		

	<p>The Executive Committee had no questions for staff.</p> <p>The anticipated start date is July 1, 2020, however, nothing would begin until the MOU is brought back to the Committee.</p> <p>K. Brophy reported 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 a chart of accounts, new bank accounts, new credit cards, accounting changes, and the timing of those changes.</p> <p>J. Glover asked if the resolution needed to be presented to the full Board of Directors. M. Player stated that the Executive Committee can act on behalf of the board and if we waited until the June Board meeting there would not be enough time to start July 1.</p> <p>A motion to adopt the resolution was made by D. Barrick and seconded by F. Wingfield. The motion passed without objection.</p>	<p>M. Player to present the resolution and MOU to the HEARTSafe Alliance Oversight Committee</p>	<p>M. Player to present the approved/signed MOU to the Executive Committee for signature</p>
<p>Good of the Order</p>	<p>M. Player asked the committee if they approved of the way the council was conducting business in regards to all the extra emails, calls, and meetings. The committee expressed unanimous approval.</p> <p>The next meeting is scheduled for May 20, 2020 at 5:00 pm</p>		
<p>Adjournment</p>	<p>The meeting was adjourned at 5:45 pm</p>		