



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: May 20, 2020

Meeting Location: PEMS

Chaired By: Julie Glover

Begin Time 5:05 p.m.

End Time: 6:25 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: June 17, 2020

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

| Item | Discussion | Action Required | By Whom/When |
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| Call to Order | J. Glover called the meeting to order at 5:05 p.m. A motion was made by G. Coffman and seconded by P. Dent to accept the minutes of the April 22, 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 – April 30, 2020 b. Statement of Financial Position July 1, 2019 – April 30, 2020 c. Daily Cash Report d. FY20 Projected Cash Report <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> | | |

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| | <p>K. Brophy reported that he met with the Treasurer 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 the PEMS office has been working virtually since March 16. All Board and Committee meetings have been moved to conference calls. PEMS has received communication from SESCO and VDH regarding resuming normal operations and the liability that comes with it. K. Brophy is researching cleaning services. The biggest issue is that the office uses a public bathroom and it is unknown whether or not the cleaning practices are within CDC guidelines. J. Bendit is obtaining quotes for adding our own bathroom to the office space.</p> <p>Best practices and guidelines from CDC and VDH are being shared with the regional councils and agencies. The regional councils are being utilized to get information out. PEMS has been involved in multiple operational discussions and is being used to disseminate emergency PPE.</p> <p>PEMS is participating in the Peninsula COVID-19 Emergency Operations Center being run by the six jurisdictions of the Peninsula as well as the Middle Peninsula-Northern Neck Operations Committee</p> <p>PEMS is part of the VDH partners conference call, the Region 5 conference call, EVHC & VHHA conference calls, and Regional Councils OEMS conference calls.</p> | | |
| <p>New Business</p> | <p>Board Vacancies, Elections – M. Player reported that there are a number of vacancies on the Board of Directors and Executive Committee. He reported the following: D. Masterson – willing to serve another term representing his hospital. C. Lawson- will not serve as OMD. Advertisement has gone out for a new OMD. F. Wingfield- has been asked if he would be willing to continue. K. Brophy will speak with him again. R. Lee- will be replaced by Bradley Beam G. Coffman-willing to serve another term.</p> <p>D. Barrick and P. Dent will be establishing a nominating committee to determine others who may be willing to serve on the Board.</p> <p>Form 102-K. Brophy reported Form 102 is required by the State to be filed for any non-profit that solicits the public for support. Since the HEARTSafe Alliance will be raising funds, Form 102 is required to be filed for PEMS. The form and supporting documents have been filed with the Virginia Department of Agriculture and Consumer Services. As a designated Regional Council within the Commonwealth, PEMS is not required to pay the annual fee but is required to file the form yearly.</p> <p>Line of Credit – K. Brophy reported that the line of credit with Atlantic Union Bank has expired and requested a new line of credit be established with Chesapeake Bank. M. Player and G. Coffman suggested waiting for the Board of Directors decision regarding new officers. The Executive Committee agreed to wait until the new officers are installed.</p> | <p>K. Brophy will notify Chesapeake Bank.</p> | <p>K. Brophy will report to the EC on 6/17/2020</p> |

Auditor – K. Brophy reported he has received a three-year proposal from Wells Coleman to conduct the financial audit and prepare the tax return. K. Brophy requested the Executive Committee accept the proposal. P. Dent made a motion to accept the proposal as presented. G. Coffman seconded the motion. The motion was passed without opposition.

Section 125 – K. Brophy reported that the Council’s Section 125 plan needs to be renewed for FY21. He presented a resolution for the Executive Committee for their approval. G. Coffman made a motion to accept the Section 125 resolution. P. Dent seconded the motion. The motion was passed without opposition.

EMS Day at Busch Gardens 2020 – M. Player reported that EMS Day at Busch Gardens has been rescheduled for August 22. PEMS has asked Busch Gardens to return the deposit for the original date and to invoice PEMS for the August event if the park is open. G. Coffman reported that there is no projected date for re-opening Busch Gardens. M. Player reported that most of the Regional Councils have cancelled their EMS awards events.

HEARTSafe Alliance – M. Player reported that he and K. Brophy met with the HEARTSafe Executive Committee to discuss the MOA between PEMS and HEARTSafe. He reported that there were a few changes in language made to the MOA and the original resolution and discussed those changes.

The MOA creates a structure for HEARTSafe to become of program of PEMS. HEARTSafe does not conduct any programs without funding for those programs. PEMS will provide fiduciary and administrative support and that the agreement is in line with the mission of PEMS and HEARTSafe. M. Player asked the Executive Committee to approve the MOA and resolution. A motion was made by P. Dent to accept the MOA and resolution as presented. The motion was seconded by G. Coffman and passed without opposition.

FY20 Projections & FY21 Draft Budget – M. Player and K. Brophy presented the FY21 Draft budget and the end of year FY20 projections. M. Player stated that Riverside Hospital will not be providing any support for FY20 and will review it for FY21. There has been no communication from Bon Secours Mary Immaculate Hospital regarding their support for FY20. Sentara and VCU have already provided their support.

M. Player reported that even with the decrease in funding from the hospitals we are still going to end FY20 in a strong cash position.

M. Player reported that the budget that is being presented as an increase from last FY due to increased costs and increases in the local government support requests. Two jurisdictions have already reported that they would not be able to meet the increase request. Localities are looking at decreased revenues due to COVID-19. Because of this he suggested the locality fees should stay at .13 per capita for FY21.

K. Brophy discussed the projected FY21 budget line items.

C. Lawson stated that she did not think the locality fees should be increased and that the Busch Gardens event may have to be cancelled. P. Dent agreed with not increasing the locality fees and that he was concerned how PEMS might appear if we have the Busch Gardens event while so many are suffering. M. Player stated that is

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| | <p>why the other Regional Councils have cancelled their events and the state has cancelled the EMS Symposium for this year.</p> <p>J. Glover stated that recommending the .13 per capita fee to the Board of Director's is appropriate and that if we hold the Busch Gardens event, we may want to ask the community for assistance. She stated that while the event is important and it needs to be supported, she is also concerned about the budget.</p> <p>C. Lawson stated her concern was that if the other Regional Councils were not having their events and PEMS does, would the perception of PEMS be negative.</p> <p>P. Dent expressed concern over the perception of having the event as well while so many localities are struggling.</p> <p>K. Brophy reported that FY20 is the last year of the three-year contract with Busch Gardens.</p> <p>The Executive Committee asked that the locality fees be changed to .13 and remove the Busch Gardens Expenses and that it should be presented it to the Board of Director's for their decision.</p> | <p>K. Brophy to adjust draft budget line items and ask Busch Gardens about the effects of cancelling the event</p> | <p>M. Player to present draft FY21 to EC 6/17/2020. K. Brophy to provide the results of discussing cancelling the event with Busch Gardens</p> |
| <p>Good of the Order</p> | <p>M. Player stated that throughout the COVID-19 emergency PEMS has not been impacted financially and has been able to maintain and increase our operational tempo. The support that is provided to the region, agencies, and hospitals has been increased. \$72,000 in federal Paycheck Protection funds from the Small Business Administration have been received that enabled the loss of \$25,000 in hospital support to not negatively impact the budget.</p> <p>The next meeting is scheduled for June 17, 2020 at 5:00 pm</p> | | |
| <p>Adjournment</p> | <p>The meeting was adjourned at 6:25 pm</p> | | |