



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: July 22, 2020

Meeting Location: Teleconference

Chaired By: Julie Glover

Begin Time 5:00 p.m.

End Time: 6:25 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: September 16, 2020

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

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:00 p.m. A motion was made by D. Barrick and seconded by P. Dent to accept the minutes of the June 17, 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 – June 30, 2020 b. Statement of Financial Position July 1, 2019 – June 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>		

	<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. He is working on an infection control plan for operating from the office.</p> <p>M. Player reported that he has been involved with the CRAFT Team, a federal response team created to assess the Hampton Roads area due to its identification as a hot spot for COVID-19. The team consists of individuals from ASPR, CDC, GMS, FEMA, and VDH. They are meeting and conducting hearings to determine whether or not Virginia is aware of what the team is doing and what they are measuring and how they are using the data to develop their response to COVID-19, as well as what the challenges and needs are. The team has received input from non-profit organizations that help people in crisis and how COVID-19 is affecting them. The team will meet with the Governor’s office and Health Department to discuss the political ramifications of physical openings around the state. The concern is if the spread of COVID-19 is not brought under control the regions could go as high as 35%. The impact on hospitals is already starting to be experienced.</p> <p>SBA Loan Forgiveness – K. Brophy reported that the bank is unable to process any loan forgiveness applications until the process and application details have been processed. SBA is in the process of finalizing the details and when they are completed the bank will begin to collect and process applications.</p>		

New Business	<p>State Strategic Plan – M. Player reported that the strategic plan has been approved by the State Board of Health.</p> <p>DocuSign – K. Brophy reported that PEMS has purchased DocuSign, an electronic signature software package that will be used to sign documents electronically that would normally be signed in person.</p> <p>Closing Atlantic Union Bank Account. – K. B</p>		
Good of the Order	<p>M. Player requested that the Executive Committee recognize Dr. Cheryl Lawson for her service as Regional Medical Director.</p> <p>K. Brophy thanked F. Wingfield for his support and service as Treasurer.</p> <p>The next meeting is scheduled for July 15, 2020 at 5:00 pm</p>		

Adjournment	The meeting was adjourned at 6:20 pm		