



## Peninsulas Emergency Medical Services Council, Inc.

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### Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

**Meeting Date:** August 19, 2020

**Meeting Location:** Teleconference

**Chaired By:** Julie Glover

**Begin Time** 5:03 p.m.

**End Time:** 6:09 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 |         |
| Coffman, Greg, At-Large (TC)                       |                         |                                 |         |
| Dent, William, Vice President (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 5:03 p.m. Approval of the July 22, 2020 minutes was tabled until the September 16, 2020 meeting.  |                 |              |
| 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 – July 31, 2020</li> <li>b. Statement of Financial Position July 1, 2019 – July 31, 2020</li> <li>c. Daily Cash Report</li> <li>d. FY21 Projected Cash Report</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, FY21 YTD Budget vs. Actual and the cash projections for FY21.</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 &amp; Regional Response – M. Player reported that most operations have not changed.</p> <p>There have not been a lot of PPE requests from agencies recently. Gowns and glove stock are low. Most PPE request are now through normal supply chains or through VDEM or VDH. Agencies have not been using the emergency PPE.</p> <p>COVID numbers are starting to go down in the region. Peninsula numbers are still high, around 7%. Concern now is concentrated on schools opening.</p> <p>Vaccine release may be in the December timeframe. How it will be released is still being worked out. Health care providers will receive the initial vaccine.</p> <p>There is concern with numbers peeking in the Fall along with the seasonal flu.</p> <p>The state has released the COVID Wise app and is encouraging individuals to put it on their phones so the exposure tracing will be better.</p> <p>Meetings are less frequent, but at least weekly.</p> <p>VA-1 is on call in September but M. Player will not deploy. VA-1 currently has thirty deployments related to COVID.</p> <p>Dr. Louka reported that there is a bi-weekly State Medical Direction meeting. Discussion has been on using local EMS agencies to provide vaccines to the public once there is one. How that will work is still being considered. Questions centered around providing PPE, compensation, who would manage workers compensation if an individual contracted COVID. Questions about rural agencies and the role of the Regional Councils have been discussed as well.</p> <p>By-Laws – M. Player reported that based on guidance received from SESCO, staff is recommending that the by-laws be changed to make the Regional Medical Director (RMD) a non-voting member of the Executive Committee and Board of Directors. Per Dr. Louka’s request, M. Player asked the other Regional Councils what they do in regard to RMD voting.</p> <p>M. Player stated that it is up to the Executive Committee to decide and that he thought staff has exercised due diligence in gathering information.</p> <p>Dr. Louka asked who the voting members of the Executive Committee and Board of Directors are and how this would change committee structure and the RMD role on each. M. Player explained the structure of the Executive Committee and the other PEMS committees.</p> |  |  |

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|              | <p>After considerable discussion it was determined that sufficient safeguards existed with the COI document to protect the interests of the Council and permit the RMD to have a recorded vote on issues. No action was taken on the staff recommendation.</p> <p>EMS Field Coordinator – Hospital Programs – J. Glover reported that there were three candidates interviewed for the position and none of them were chosen. Two of them were heavily committed to other obligations and the third did not have the experience needed for the position.</p> <p>Line of Credit – K. Brophy reported that Chesapeake Bank has finished the underwriting process for the Line of Credit and has provided a commitment letter. K. Brophy has sent the commitment letter via Docu Sign to the officers for review and signature.</p>  |  |  |
| New Business | <p>Dependent Life Insurance – K. Brophy reported that employees can now purchase a \$10,000 life insurance policy at their cost for their dependents. There is no additional cost to PEMS.</p> <p>Audit – K. Brophy reported that the FY20 audit is scheduled for September 16-18, 2020. There will be no on-site visit by the auditor. All documents will be loaded into a portal for the auditor’s review. Wells Coleman will be the firm conducting the audit again this year. They will need to speak to the Executive Director, a member of the Board of Directors, and a staff member as part of the audit.</p> <p>Department of Labor and Industry Emergency Temporary Standards – M. Player reported the Department of Labor has sent out COVID-19 standards for employers. The document references CDC and FDA guidelines. PEMS is not required to have a plan, however, a policy will be developed that meets the guidelines.</p> <p>Consolidated Testing Sites – M. Player reported that CTS sites have been cancelled for the remainder of FY21. Deborah Akers at VAOEMS has said that the state will probably not return to this type of testing. The CTS Committee has been informed. No revenue or expenses were included in the FY21 budget.</p> <p>Big Blue Button – M. Player reported that the Regional Councils have purchased the meeting platform Big Blue Button. It has more features than Go To Meeting and there is no cost to PEMS. All committee meetings will transition to Big Blue Button in October.</p> |  |  |

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| Good of the Order | The next meeting is scheduled for September 16, 2020 at 5:30 pm followed by the Board of Directors Meeting. |  |  |
| Adjournment       | The meeting was adjourned at 6:09 pm  |  |  |