



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: November 18, 2020

Meeting Location: Teleconference

Chaired By: Julie Glover

Begin Time 5:11 p.m.

End Time: 6:06 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: December 16, 2020

Members Present:	Members Absent:	Staff:	Others:
Barrick, David, Treasurer (TC)	Coffman, Greg, At-Large	Brophy, Kevin, Business Manager (TC)	
Beasley, Jeff, At-Large (TC)	Dent, Willian, Vice President		
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 5:11 p.m. A motion was made by D. Barrick and seconded by J. Beasley to approve the October 21, 2020 minutes. The motion was passed 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 – October 31, 2020 b. Statement of Financial Position July 1, 2019 – October 31, 2020 c. Daily Cash Report d. FY21 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, FY21</p>		

	<p>YTD Budget vs. Actual and the cash projections for FY21. K. Brophy reported that he met with the Treasurer to review the financials, ED timesheets and credit card statements, and bank reconciliations.</p> <p>Draft Audit - K. Brophy reported that the audit has been completed by Wells Coleman and it was a clean audit. Wells Coleman found no fraud, malfeasance, or any other issues that needed to be disclosed. Rebecca Tres of Wells Coleman will present the audit to the Board of Directors at the December 16, 2020 meeting.</p> <p>PPP Loan Forgiveness – K. Brophy reported that the PPP Loan Forgiveness application has been completed and reviewed by Chesapeake Bank. Chesapeake Bank found nor errors or problems with the application and has submitted it to the Small Business Administration for processing. No timeframe for completion was given</p> <p>Rebuild VA Grant – K. Brophy reported that the Governor has opened the Rebuild VA Grant Program to all Virginia businesses, including non-profits. It is similar in scope and purpose to the PPP loan. The grant can be used for payroll, rent, and utility expenses except those covered by any fund received under the federal CARES Act , which includes our PPP loan. An application has been submitted for grant funds in the amount of \$17,259.14 for one payroll in November and one month of rent and utilities expenses.</p>		
<p>Old Business</p>	<p>COVID-19 Operations & Regional Response – M. Player reported that he is preparing a draft document for COVID operations in the office. The document will outline procedures for people that come to the office – what they can do, where they can go, and cleaning procedures. Individuals visiting the office will have to sign in and be screened according to CDC guidelines. Masking and social distancing will be required.</p> <p>M. Player reported that the Council has contracted with Foreman Pro Cleaning of Yorktown to clean and sanitize the office weekly. They will operate in accordance with CDC cleaning guidelines and documenting it.</p> <p>M. Player reported that the bathroom space has been completed.</p> <p>Committee Meetings Moving to Big Blue Button – M. Player reported that all committee meetings have moved to the Big Blue Button Platform beginning November 1. No major issues other than a few user problems have been reported by committees that have already conducted meetings on Big Blue Button,</p> <p>FY22 Local Government Contributions – M. Player reported that the FY22 local contribution requests have begun. Requests will be at the .13 per capita rate.</p>		

<p>New Business</p>	<p>Jeff Beasley move to an At-Large position on the Board of Directors and Executive Committee – J. Beasley has requested that his position on the Board of Directors and Executive Committee be changed from the Northern Neck Government Representative to At-Large. M. Player reported that there is an At-Large position available on the Board of Directors and he would be moved to that position with no changes to his appointment term. This would open up a position on the Board of Directors for a Northern Neck Government representative.</p> <p>Dr. Louka asked what this change would mean for current Council operations. M. Player reported that the position J. Beasley currently holds on the Board of Directors is Government Representative for the Northern Neck. It is usually held by a Fire Chief, Emergency Manager, City Manager, or County Administrator. At the time J. Beasley was appointed to the Board of Directors he was managing the EMS system for Westmoreland County. J. Beasley stated he feels uncomfortable holding the Government Representative position on the Board of Directors since he is no longer managing the EMS system for Westmoreland County. M. Player commented on the possibility of offering the Northern Neck Government Representative position on the Board of Directors to Mitchell Paulette of Richmond County.</p> <p>FY21 Contract Modifications – M. Player reported that he has spoken to VAOEMS and they are willing to discuss a contract modification to include the bathroom build-out and cleaning contract as COVID expenses. The limit of any MOD is \$50,000. The Council is asking for 80% of our bathroom build-out expenses, \$5,744, and 80% of our cleaning contract, \$2,330. In addition, funding has been requested in the amount of \$23,588 for one half-time IT Resource Specialist. This position is needed because of the increase in the reliance on technology and the need for someone who has the systems knowledge that could take the burden off of staff that are currently spending a tremendous amount of time on technology related issues. The individual who fills this position will be responsible for EMS Systems Technology Tools, Grant Applications and Instruction, Computer Instruction and Technology Advancement, Regional Computer Software, On-Line Internet Tools, Regional EMS Information Systems Sharing, and Development and Maintenance.</p> <p>J. Glover asked if we are requiring that position require someone with an EMS background. M. Player commented that we would take someone else if that is all that is available. However, a lot of the technology we are involved with is EMS related and a knowledge of EMS systems would be helpful.</p> <p>Satellite Phone – M. Player reported that the Eastern Virginia Healthcare Coalition has provided, under the ASPR HPP program, the Regional Councils with satellite phones. They are contracted for a certain number of hours. The phones are part of the regional systems resilience and coordination.</p> <p>Staffing Changes – M. Player reported that the Council is having difficulty filling the Field Coordinator-Hospital Programs position as full-time. The position has been divided into two part-time positions; Field Coordinator-Operations and Field Coordinator-Clinical Programs. The job announcements have gone out today and closes December 4.</p> <p>M. Player reported the Amy Ashe has accepted a full-time career position with Abingdon Volunteer Fire and Rescue Inc.. Her position, Field Coordinator-Behavioral Health has also been advertised and closes December 4.</p>		
<p>Good of the Order</p>	<p>M. Player reported that he has been appointed to a DEA Board of Pharmacy/OEMS Pharmacy Task Force. He will be representing the Regional Councils to look at the proposed DEA rule changes.</p>		

	<p>M. Player reported that he and Steve Pincus presented the Regional EMS Awards to the VAOEMS and VA Office of Emergency Preparedness.</p> <p>The next meeting is scheduled for December 16, 2020 at 5:30 pm followed by the Board of Directors meeting at 6:30 pm.</p>		
Adjournment	The meeting was adjourned at 6:06 pm		