



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: December 16, 2020

Meeting Location: Teleconference

Chaired By: Julie Glover

Begin Time 5:33 p.m.

End Time: 6:14 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: January 20, 2021

Members Present:	Members Absent:	Staff:	Others:
Barrick, David, Treasurer (TC)	Beasley, Jeff, At-Large	Brophy, Kevin, Business Manager (TC)	Vernovai, Chris, VAOEMS, (TC)
Coffman, Greg, 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 5:33 p.m. A motion was made by D. Barrick and seconded by G. Coffman to approve the November 18, 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 – November 30, 2020 b. Statement of Financial Position July 1, 2019 – November 30, 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, FY20</p>		

	<p>Year-End Budget, FY21 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>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 and Shelby Robertson of Wells Coleman will present the audit to the Board of Directors at their meeting tonight. The FY20 990 has also been completed and filed with the IRS.</p> <p>PPP Loan Forgiveness – K. Brophy reported that the PPP Loan Forgiveness application has been approved by the Small Business Administration and the loan has been forgiven in its entirety.</p> <p>Rebuild VA Grant – K. Brophy reported that Rebuild VA Grant program has exhausted all available funding before our application could be reviewed. If the General Assembly appropriates more funding our application will be reviewed again.</p>		
<p>Old Business</p>	<p>COVID-19 Operations & Regional Response – M. Player reported that he will be presenting a full COVID operations briefing to the Board of Directors at their meeting tonight.</p> <p>M. Player reported that the Council is involved with the Three Rivers Health District and the Hampton/Peninsula Health District as well as local emergency managers in vaccination planning. Data has been provided to the hospital systems in regards to EMS responders in each of the jurisdictions for their discussions with local EMS agencies regarding the possibility of hospital systems providing vaccinations for EMS providers. Discussions have been had with the Regional Councils, Medical Directors, and VAOEMS concerning moving EMS providers to Category 1A2 and has also been discussed with the VDH Office of Emergency Preparedness. Previously EMS providers were in Category 2 for essential workers.</p> <p>M. Player reported that VAOEMS will be providing 1,520 Abbott Antigen Test Kits to distribute to EMS agencies in the region. All the agencies in the region have been contacted. The test has been placed under our CLIA waiver and has been provided to the agencies for their OMD signature. Once the test kits are received and the signed CLIA waivers are received, distribution will begin. There are 2,307 providers in 45 agencies within the region. The test kits that will be received represent 66% of what is needed. Each agency will receive 66% of their stated strength that is on the OEMS rosters once the CLIA waiver and test kits are received.</p> <p>M. Player reported that the Council is continuing with response coordination and communication with VAOEMS, VDH Partners, VDEM Region 5, PECOC, the Northern Neck/Middle Peninsula Planning Group, EVHC, HRMMRS, the All-Hazards Advisory Committee, and the Commonwealth’s HHS Subpanel.</p> <p>FY21 Contract Modification – M. Player asked C. Vernovai of VAOEMS to update the committee on the status of the contract modification. C. Vernovai reported that the modification has been received and briefly reviewed. He stated no final decision has been made and it would be approximately the second week of January 2021 before a decision is final.</p>		

<p>New Business</p>	<p>Draft Holiday Pay Policy Changes – M. Player reported that in an effort to make part-time employment more attractive the policy will allow part-time employees to receive holiday pay. If a holiday falls within a part-time employee’s work week the employee can now be paid for that holiday. This is a budget neutral item that is being offered as a benefit.</p> <p>Draft PTO Policy Changes – M. Player reported that this is a return to the previous policy where part-time employees can accrue .02 hours of PTO per hour worked up to 40 hours per fiscal year. Holiday pay will not be included in PTO calculations.</p> <p>G. Coffman asked if an employee will be able to bank accrued PTO. M. Player stated that they can accumulated up to 40 hours of PTO per fiscal year and can carry over up to 40 hours of PTO from one fiscal year to the next.</p> <p>Draft COVID-19 Policies for PEMS Operations – M. Player reported that the policy has been vetted against CDC and Department of Labor and Industry standards for appropriate cleaning and operations including policies for masking and social distancing as well as policies that state the Council will comply with all of the Governor’s Executive Orders.</p> <p>Status of Staff Hiring – M. Player reported that Debbie Thomas has returned effective December 14 and has filled the Field Coordinator – Clinical Programs position. Jeff Bendit will continue as the Field Coordinator – Operations until that position is filled. Applications have been received for that position as well as the Field Coordinator – Behavioral Health position and will be reviewed and interviews scheduled for any qualified candidates.</p>		
<p>Good of the Order</p>	<p>J. Glover asked if all staff are associated with an agency and if not, is there a way to get those that are not included in the vaccination plans.</p> <p>M. Player stated that there is a category called Unaffiliated Healthcare. This category is the responsibility of the Health Districts. It includes EMS providers that are not included in the healthcare systems, and individuals such as private doctors’ offices. M. Player has discussed this with the Three Rivers and Hampton/Peninsula Health Districts. Individuals not covered elsewhere could be covered here.</p> <p>The next meeting is scheduled for January 20, 2021 at 5:00 pm.</p>		
<p>Adjournment</p>	<p>The meeting was adjourned at 6:14 pm</p>		