



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: January 20, 2021

Meeting Location: Teleconference

Chaired By: Julie Glover

Begin Time 5:03 p.m.

End Time: 5:50 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: February 17, 2021

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

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:03 p.m. A motion was made by G. Coffman and seconded by J. Beasley to approve the December 16, 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 – December 31, 2020 b. Statement of Financial Position July 1, 2019 – December 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, 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>Fourth Quarter Taxes and 2020 End of Year – K. Brophy reported that the 4th Quarter taxes have been filed with the IRS and State have been accepted. The end of year W2s, and federal and state reports have been completed and filed as well.</p> <p>PPP Loan 2nd Draw – K. Brophy reported that a second round of PPP loans have been approved by Congress. In order to receive a second draw an organization will have to demonstrate a 25% or greater loss in 2020 compared to 2019 or a 25% loss in any quarter in 2020 compared to the same quarter in 2019. The Council is able to demonstrate a 39% loss in revenue in the first quarter of 2020 and a 58% loss in the second quarter and is qualified to apply for a second round of loans. The application has been submitted to and reviewed by Chesapeake Bank and will be forwarded to the Small Business Administration once the portal for doing so is opened.</p>		
<p>Old Business</p>	<p>COVID-19 Operations & Regional Response – M. Player reported that the Council is continuing to operate virtually. K. Brophy is going to the office occasionally to pick up mail and distribute PPE and Antigen Test Kits.</p> <p>The Council is involved with the continuation of COVID response by EMS agencies throughout the region, participating in multiple committee meetings at the local, state, and regional level with agencies, jurisdictions, emergency managers, hospital systems, and the health care coalition.</p> <p>The Council is also involved in two separate Health Department vaccination planning efforts with the Peninsula/Hampton and Three Rivers Health Districts. Council staff has been involved with the administration of vaccines and is working with Riverside Health System to obtain vaccines for individuals that are not affiliated with an agency.</p> <p>Agencies are beginning to get calls from long-term care facilities concerning vaccines. There has been a lag with long-term care facilities that are not affiliated with a health care system. These are those facilities that the state has worked out an agreement with CVS and Walgreens for getting vaccines to long-term care facilities. The process has been very slow.</p> <p>FY21 Contract Modification – M. Player reported that the Council applied for a contract modification for assistance with the bathroom build-out, cleaning contract, and the part-time IT Systems Specialist position. M. Player was notified today that the modification request will be funded as requested.</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. A motion was made by P. Dent to approve the policy changes as presented and was seconded by D. Barrick. The motion was approved without opposition.</p>		

	<p>Status of Staff Hiring – M. Player reported that the only position still open is the EMS Field Coordinator – Operations. J. Bendit is still filling that position. D. Thomas has returned and is filling the EMS Filed Coordinator – Clinical Programs position. A. Ashe has communicated a desire to continue in the EMS Field Coordinator – Community Health position.</p>		
<p>New Business</p>	<p>Annual Report – M. Player asked the committee to approve the Annual Report as submitted. A motion was made by G. Coffman and seconded by P. Dent to approved the Annual Report as written. The motion was approved without opposition.</p> <p>M. Player reported that the region is losing agencies. They are ageing out and not getting younger people to fill positions. The Northern Neck now has three agencies augmented by volunteer support. The Middle Peninsula has a combination of career agencies and volunteer agencies. The Peninsula has career and volunteer agencies as well. The Northern Neck and Peninsula are looking very much alike while the Middle Peninsula is a hybrid.</p> <p>Antigen Test Kits – M. Player reported that VAOEMS has provided 1,520 Abbott Antigen Test Kits to distribute to EMS agencies in the region. All the agencies have been contacted. The test has been placed under our CLIA waiver and has been provided to agencies for OMD signatures. Once the CLIA waivers are received, distribution can begin.</p> <p>The kits that were received were packaged differently than expected so one agency in each jurisdiction has been identified as the holder of the test kits. Some agencies have indicated they do not want to receive the test kits. Those kits will be re-distributed to other agencies.</p> <p>Vaccinations – This was discussed during the COVID-19 Operations and Regional Response Update.</p> <p>Weekly Regional Councils Report – M. Player reported that the Council has been asked to provide a weekly report on EMS systems concerning COVID response, expected needs, and areas of concern. The reports are being sent to the EMS Operations and Executive Committee’s. An EMS Operations Work Group has been established that meets the Monday prior to the report due date to provide input.</p> <p>Chief Mitchell Paulette (Richmond County) Northern Neck City/County Government Representative to the Board of Directors– M. Player reported that there is an opening on the Board of Directors for a Northern Neck City/County Government representative. Chief Mitchell Paulette, Richmond County, has been nominated to fill that position. Chief Paulette has accepted the nomination and will be voted on at the March Board of Directors meeting.</p>	<p>Nomination to BOD 3/17/2021</p>	<p>M. Player to present nomination to BOD 3/17/2021</p>

Good of the Order	The next meeting is scheduled for February 17, 2021 at 5:00 pm.		
Adjournment	The meeting was adjourned at 5:50 pm		