



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

A PEMS Council Standing Committee

Meeting Date: November 22, 2022

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:13 pm

End Time: 6:15 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: January 18, 2023

Members Present:	Members Absent:	Staff:	Others:
Barrick, David (T) (TC)	Dent, William (VP)	Brophy, Kevin (TC)	
Glover, Julie (P)(TC)	Stewart, Sherwin (TC)		
Louka, Amir, MD (RMD) (TC)			
Player, Michael (S) (NV) (TC)			
Samuels, Gary (TC)			

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:13 pm. A motion was made by G. Samuels and seconded by Dr. Louka to approve the October 19, 2022 minutes. The motion was passed without changes.		
Financial Report	<p>Financial Statements – K. Brophy made the Council Financial Reports available for review.</p> <ul style="list-style-type: none"> a. Statement of Activity July 1, 2022 – October 31, 2022 b. Statement of Financial Activity July 1, 2022 – October 31, 2022 c. Budget vs. Actuals July 1, 2022 – October 31, 2022 d. Daily Cash Report e. FY23 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 Cash Position Report, Cash Projection Report, Statement of Activity, Statement of Financial Position, and Budget vs. Actuals.</p>		

Item	Discussion	Action Required	By Whom/When
Old Business	<p>Executive Director’s Report- M. Player reported that he will be attending the National Healthcare Coalition Conference in Anaheim November 28 – December 2. K. Brophy will manage the business operation and S. Pincus will manage programs while he is in California.</p> <p>Audit – K. Brophy presented and discussed the draft FY22 Financials and Audit Report. There were no negative findings, significant deficiencies, or material weaknesses in our business operation or internal controls. Wells Coleman will present the financials and audit report to the Board of Directors at the December Board of Directors meeting.</p> <p>K. Brophy reported that this was the last year of our three-year agreement with Wells Coleman. They will be giving us another three-year proposal.</p> <p>Contract Workplan – M. Player reported that the Regional Councils met with OEMS on November 16 to discuss the new contract. Receipt of the written contract has been pushed back to the beginning of December. Contract items/deliverables will include:</p> <ul style="list-style-type: none"> • A 5% salary increase for staff effective July 1, 2023. • A personnel handbook requirement. • Current funding for the EMS Systems IT Specialist and Field Coordinator – Community Health through December 2023. The IT Specialist position will be absorbed by OEMS with responsibilities including phone systems, IT security and education, capital maintenance, strategic planning and disposal of equipment. The Council will maintain a .5 FTE Field Coordinator – Community Health position. The IT Position being absorbed by OEMS will allow web sites to be updated and the platforms to be updated. Due to the age of the platform and the holes found on them many Councils have been unable to purchase Cybersecurity insurance. • The full funding of the Regional Medical Director contract. • The addition of a Regional STEMI Plan and development of a Transport Destination Plan which will replace the Hospital Diversion Plan. • Grant support beyond RSAF. Assisting jurisdictions with any of their grant needs. More impartial grading of RSAF grant requests, more weight placed on the comments. • BLS psychomotor competency verification for legal recognition, reentry, and challenges to be managed by the Regional Councils. Fifteen minute medical and trauma scenarios with a professional EMT, evaluator, and moulage. • Regional Controlled Substance Registry • Regional Provider Health and Safety. Not just CISM. Establishment of a Provider Mental Health Support Network and Mobile Integrated Healthcare Network. <p>Draft Bylaw Changes – M. Player reported that as a result of a request from the Board of Directors during the last meeting, a position has been added on the Board of Directors for Riverside Behavioral Health Center. The changes have been made and are available for review. The Board of Directors will vote on the changes at the December Board of Directors Meeting.</p>		

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New Business	<p>Workers Compensation Insurance – K. Brophy reported that he is researching new carriers for the Council’s Workers Compensation Insurance policy for better pricing and customer service.</p> <p>Budget – K. Brophy reported that a mid-year budget update will be presented at the January Executive Committee Meeting.</p> <p>Governor’s EMS Advisory Board Meetings – M. Player reported on actions taken by the Governor’s Advisory Board at its meetings last week.</p> <ul style="list-style-type: none"> • Legislation has been proposed to make EMS an essential service in Virginia. Current language in the towns and cities portion of the code says a jurisdiction shall seek to ensure that EMS services are provided to its citizens. • Increasing funding for RSAF Grants by increasing the fees that fund the program. • Increasing funding for EMS. OEMS has contracted with a company to provide an assessment. Once that is complete a bill can be constructed, drafted, and submitted. • The Advisory Board acting on an action item from the Executive Committee recommended to move OEMS to a separate department and make the Advisory Board a policy board rather than an advisory board. G. Samuels commented that could change the composition of the Board. • Due to a delay in reappointments to the Advisory Board the Governor has extended for one year the terms of those who were expiring at the end of this year. 		
Good of the Order	<p>The next Executive Committee meeting is December 14, 2022 at 5:00 pm, followed by the Board of Directors Meeting</p> <p>Important Dates:</p> <p>November 16-18, 2022 – State EMS Advisory Board Meetings November 23 (1200) – 25, 2022, Thanksgiving, PEMS Office Closed November 28 – December 2, 2022 – National Healthcare Coalition Preparedness Conference December 8, 2022 – Joint PEMS/TEMS Medical Advisory Committee & OMD Update</p>		
Adjournment	The meeting was adjourned at 6:23 pm		