



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: June 21, 2023

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:07 pm

End Time: 6:10 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: July 19, 2023

Members Present:	Members Absent:	Staff:	Others:
Barrick, David (T) (TC)	Dent, William (VP)	Brophy, Kevin (TC)	
Glover, Julie (P)(TC)	Stewart, Sherwin		
Louka, Amir, MD (RMD)			
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 5:07 pm. A motion was made by D. Barrick and seconded by G. Samuels to approve the April 19, 2023 draft minutes. The motion was passed without changes.		
Financial Report	<p>Financial Statements – K. Brophy made the Council Financial Reports available for review.</p> <ol style="list-style-type: none"> Statement of Activity July 1, 2022 – May 31, 2023 Statement of Financial Activity July 1, 2022 – May 31, 2023 Budget vs. Actuals July 1, 2022 – May 31, 2023 Daily Cash Report 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 the following:</p> <p>Return to Office – M. Player reported that effective July 1 remote work will cease to be the predominate feature of the Council's office culture and staff will return to work in the office. Flexible schedules with some teleworking will still continue as part of the workplace culture. Working together fosters a more cohesive, empowered and productive workforce. Staff will continue to manage their time and full-time employees will be allowed up to eight hours a week or sixteen hours per pay period of telework. Part-time employees will be allowed up to four hours a week or eight hours per pay period of telework.</p> <p>2023-2025 Strategic Plan – G. Samuels reported that it is his understanding the state plan has not been approved and was deferred until the June EMS Advisory Board Meetings. He has begun working on comparing the current plan with the new plan. M. Player suggested that the various Council committees look at the strategic plan and make suggestions in their areas and make that part of the committee workplans. It was agreed that this should occur in the committee's first or second quarter meeting. The Council's strategic plan is a third quarter deliverable.</p>		
New Business	<p>Audit Reimbursement MOD – K. Brophy reported that as part of the new contract, audit fees will be reimbursed at 100%. An MOD will be done after the audit is completed and billing has been finalized.</p> <p>Web Site Development – M. Player reported that the Tidewater EMS Council has contracted with an IT firm and a marketing firm to redo their website as well as the websites for Virginia 1 DMAT, Hampton Roads Metropolitan Medical Response System, and the Eastern Virginia Healthcare Coalition. He was able to work with each of these groups in the process. Afterwards, the Regional Council Directors IT group was approached and asked if they could help with the Council's website. The Committee agreed and went to the State with it. The State has contracted with Sandbox Creative Agency and MB Projects to support the website design and development of content for the Council and can serve as a model for the other regional councils.</p> <p>The Council will have a new website by the end of the summer and will not have to absorb the cost of it.</p> <p>The marketing firm will assist with branding and what the webs site will look like. Staff will be able to maintain posts within the website and the contractor will maintain the maintenance, design, and the software associated with the site.</p> <p>Section 125 Plan Renewal – K. Brophy presented and discussed the Section 125 Plan renewal and asked the Committee to approve the renewal resolution. A motion was made by G. Samuels to approve the resolution and seconded by D. Barrick. The motion passed without changes.</p> <p>FY24 RMD Contract – M. Player discussed the FY24 RMD contract and that he believed that it did not have to go to the Board of Directors and Medical Advisory Committee. In the language of the contract, it states that the contract can be renewed as long as both parties agree. The Board of Directors and Medical Advisory</p>		

