



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: July 19, 2023

Meeting Location: Teleconference

Chaired By: William Dent

Begin Time: 5:06 pm

End Time: 6:05 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: August 16, 2023

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

Item	Discussion	Action Required	By Whom/When
Call to Order	W. Dent called the meeting to order at 5:06 pm. A motion was made by G. Samuels and seconded by D. Barrick to approve the June 21, 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> <ul style="list-style-type: none"> a. Statement of Activity July 1, 2022 – June 30, 2023 b. Statement of Financial Activity July 1, 2022 – June 30, 2023 c. Budget vs. Actuals July 1, 2022 – June 30, 2023 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
	<p>K. Brophy reported that the 2nd Quarter taxes have been paid and accepted by the IRS and State.</p> <p>K. Brophy reported that the FY24 Locality Support invoices have been sent and three have been paid.</p> <p>K. Brophy reported that the FY23 end of year financials are not final and he will have a report at the August meeting.</p> <p>K. Brophy reported that three assets – security system, HVAC unit replacement, and three Mac Book laptops – were acquired and capitalized in FY23.</p>		
Old Business	<p>Executive Director’s Report- M. Player reported that Greg Bever, EMS Systems – IT Specialist has announced it is his intention to resign his position effective August 2, 2023 for personal reasons. The position will not be filled permanently due to funding for this position ending December 31, 2023.</p> <p>Web Site Development/Marketing – M. Player reported that the Council has been working with Mary Bingham (Marketing) and Sandbox (Development) to develop the Council’s new web site. The site mapping has been completed. EMS agencies, hospitals, and other organizations have been asked for pictures that can be used on the web site to demonstrate the Council’s partnerships with healthcare facilities, agencies, and jurisdictions. The Council has also obtained a marketing plan as well to assist in presenting the website as well as additional marketing services. M. Player suggested the Committee look at the Tidewater EMS Council whole blood program on their website as an example of the marketing work that can be done. There will be no cost to the Council for the web site development and marketing. M. Player will send a copy of the marketing plan to the Committee.</p> <p>Nominating Committee – J. Glover asked for the names of the individuals who have volunteered to serve on the Nominating Committee. K. Brophy will review the June Board of Directors meeting minutes and provide the names.</p> <p>J. Glover stated that everyone she has spoken to so far as expressed interest in continuing to serve in their current positions. S. Stewart indicated he is willing to continue in his position on the Executive Committee.</p> <p>M. Player reported that Chief Matthew Smith has been nominated by the EMS Operations Committee to continue to serve as the Northern Neck Licensed EMS Agencies representative and Chief Betsy Sink, James City County Fire Department, has been nominated by the EMS Operations Committee to replace Chief Christopher Bell as the second Peninsula Licensed EMS Agency representative. Both nominations will be presented to the Board of Directors at the September meeting.</p>	Send names of volunteers for the Nominating Committee to J. Glover	K. Brophy to send names to J. Glover
New Business	<p>Audit Proposals – According to the Council’s Financial Management Policies and Procedures at least two proposals are required to be obtained. K. Brophy presented and discussed proposals from Wells Coleman and PB Mares for the Council’s FY23-FY25 annual audits. Due to the ongoing relationship and their past performance and assistance, staff recommends the Committee accept the proposal from Wells Coleman. A motion was made by S. Stewart, seconded by G. Samuels to accept the Wells Coleman proposal. The motion passed without objection.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Contract Modifications – M. Player reported that the Council has requested a contract modification to the contract with OEMS to cover the costs of retrofitting the remaining medication boxes in the system, the actual cost of the audit, and funds to cover the period January 1, 2024 – June 30, 2024 for the Field Coordinator – Community Health Position. The position was originally funded through December 31, 2023. The modifications are included in the FY24 budget.</p> <p>Financial Management Policy Update (Sole Source Procurement) – K. Brophy presented, reviewed, and discussed a request to add a sole source policy to the procurement section of the Financial Management Policy and Procedures. A motion was made by G. Samuels and seconded by D. Barrick to accept the change as presented. The motion passed without objection.</p>		
Good of the Order	<p>S. Stewart discussed a request he received relating to the Peninsula and Careplex’s ability to deliver nuero services. Discussion followed and M. Player stated he would speak to S. Stewart further.</p> <p>M. Player recognized Dr Louka for his work on the state Medical Direction Committee and his ideas for the creation of a state-wide whole blood provision. M. Player and Dr. Louka will be discussing this further for the region. Dr. Louka discussed background and his ideas for moving forward.</p> <p>The next Executive Committee meeting is August 16, 2023 at 5:00 pm.</p> <p>Important Dates:</p> <p>July 25, 2023 – Statewide Regional PI Coordinators Meeting July 28, 2023 – EVHC Board of Directors Meeting August 2, 2023 – Regional Directors/OEMS Meeting August 3-4, 2023 – EMS Advisory Board Meetings</p>		
Adjournment	The meeting was adjourned at 6:05 pm		