



**Peninsulas Emergency Medical Services Council, Inc.**

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**Board of Directors Executive Committee Meeting Minutes**

**Board of Directors Subcommittee**

**Meeting Date:** March 20, 2019

**Meeting Location:** PEMS

**Chaired By:** Julia Glover

**Begin Time:** 5:28 p.m.

**End Time:** 6:28 p.m.

**Minutes Prepared by:** Kevin Brophy

**Draft Approved Date:** April 17, 2019

Members Present:	Members Absent:	Staff:	Others:
Julia Glover, President	Frank Wingfield, Treasurer	Kevin Brophy, Business Manager	
J. David Barrick, Vice President	Cheryl Lawson, MD		
William Dent			
Greg Coffinan			
Michael Player, Secretary/Executive Dir			

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 5:28 p.m. Minutes of the January 16, 2019 EC Meeting were approved 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"> <li>a. Statement of Activity July 1, 2018 – February 28, 2019 (Attached)</li> <li>b. Statement of Financial Position July 1, 2018 – February 28, 2019 (Attached)</li> <li>c. Budget vs Actual YTD (Attached)</li> <li>d. Cash Projections (Attached)</li> </ul> <p>K. Brophy reviewed the daily Cash report and made it available to the members of the EC on a daily basis. K. Brophy reviewed the Statement of Activity, Statement of Financial Position, Budget vs Actual YTD, and the cash projections.</p>		

	<p>K. Brophy reported that he and the Treasurer had not met this month met to review the financials and ED timesheets and credit card statements, and bank reconciliations.</p> <p>K. Brophy reported that all 4<sup>th</sup> QTR and year-end tax forms have been submitted to and accepted by the IRS and State. He also reported that all W-2s have been issued. He reported that the 1<sup>st</sup> QTR tax reports are due April 30 and will be filed once the quarter has ended and is reconciled.</p> <p>Executive Director credit card statements and timesheets were made available for review.</p>		
Old Business	<p>OEMS Contract Special Projects- K. Brophy reported that all special project purchases have been made and reimbursement for all purchases has been received from the State.</p> <p>OEMS CE and Aux Training Program – K. Brophy reported that all documents for 2<sup>nd</sup> Qtr have been submitted to the State and payment has been received and the contractors have been paid. He reported that 3<sup>rd</sup> Qtr reports are due to the State by April 30. Once the State has been invoiced it will be approximately three weeks for payment to be received. Contractors will be paid as required by MOU once the payment is received.</p> <p>Re-designation – K. Brophy reported that there has been no communication from the state indicating when they will be on-site for the re-designation visit.</p>		
New Business	<p>Changes In Standing Committees – A resolution to change the structure and makeup of the Mass Casualty Incident Committee, to eliminate the Interfacility Critical Care Transport Committee, and add a Behavioral Health Committee was presented for review. The resolution will be presented to the BOD for action.</p> <p>FY2020 Budget Planning - K. Brophy reported that he has begun the FY2020 budget process and a final budget will be available for the June BOD meeting. He reported that it's too early in the process to have any realistic numbers available. The per capita fees, currently .13, that are charged localities were discussed. The possibility of increasing those fess and what localities may be comfortable with for FY21 was discussed.</p> <p>The Chair called the Executive Committee into Executive Session to discuss personnel matters.</p>		
Good of the Order	The next meeting is scheduled for April 17, 2019 at 6:00 pm		
Adjournment	The meeting was adjourned at 6:26 pm		