

## 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**

**Board of Directors Subcommittee** 

Meeting Date: June 19, 2019 Meeting Location: PEMS Chaired By: Julia Glover

Begin Time: 5:16 p.m. End Time: 6:16 p.m. Minutes Prepared by: Kevin Brophy Draft Approved Date: July 17, 2019

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 5:16 p.m. Minutes of the May 15, 2019 EC Meeting were approved		
	without changes.		
	Financial Statements – K. Brophy made the Council Financial Reports available for review (Attached)		
	including:		
	a. Statement of Activity July 1, 2018 – May 31, 2019 (Attached)		
	b. Statement of Financial Position July 1, 2018 – May 31, 2019 (Attached)		
	c. Budget vs Actual YTD (Attached)		
Financial Report			
1	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.		
	K. Brophy reported that he and the Treasurer had not met this month to review the financials and ED timesheets		

	and credit card statements, and bank reconciliations.		
	Executive Director credit card statements and timesheets were made available for review.		
Old Business	Contract MOU Modifications – M. Player reported that the State has changed the way Regional Council Service Contract Modification Requests will be accepted and processed. The maximum amount that can be requested is \$40,000 and any requests must be submitted within 15 days of the start of the fiscal year. M. Player requested MOD requests for an SUV, network replacement/upgrades, computer replacements, security cameras, and Designated Infectious Disease Officer (DICO) courses, and computer equipment be submitted to the BOD for approval. A motion to accept and forward the request to the BOD was made, seconded, and approved without opposition.	To BOD for approval 6/19/19	BOD for approval 6/19/19
	OEMS Withdrawal of CE MOU – M. Player updated the committee on the status and discussions concerning the withdrawal of the CE MOU by OEMS and its impact on the FY20 PEMS Operating Budget. He also reported that the Regional Directors Group has discussed how the Regional Councils should be structured and funded in the future. The committee also discussed options on how to respond to our constituents. Staff will continue to monitor and keep the EC aware of the actions of other regional councils toward this development.	To BOD for approval 6/19/19	BOD for approval 6/19/19
	Proposed FY2020 Budget – M. Player presented the propsed FY2020 budget (Attached). A motion was made to forward the budget as presented to the BOD for approval, seconded, and approved without opposition.		
New Business	EVHC – M. Player presented a proposal made by the EVHC Executive Director for PEMS to consider whether or not it would be willing to enter into an agreement with Virginia Hospital & Healthcare Association (VHHA) to become the fiduciary for Eastern Virginia Healthcare Coalition (EVHC). It was suggested that under such an agreement PEMS would provide EVHC wrap management and fiduciary services on a reimbursement basis. Services could include: auditing, financial reporting, billing, invoicing, reimbursement, payroll, HR, and IT. A portion of the fees received for services would be paid to the Buisness Manager as compensation. EVHC may also wish to use PEMS office space, and if so would provide rent and any required build out. Any agreement would have to be on the basis of a net zero or positive impact on the PEMS Budget. M. Player pointed out that while such an arrangement might provide additional revenue, its importance would lie in its support of the coalition and the increase in PEMS interaction with the regional healthcare system. M. Player requested the committee's permission to investigate the proposal and seek a mutually beneficial agreement if possible. Permission was granted. A motion was made to allow M. Player to move forward in discussions with EVHC, seconded, and approved without opposition.	M. Player to pursue agreement to provide EVHC with fiduciary and management services.	
	Employee Benefits: M. Player reviewed a proposed benefits package for employees. The proposed benefits package includes: health and dental insurance, vision coverage, 403(b) match. Details and PEMS costs will be dependent on available funds. Employees will be offred the option to purchase life and short-term disability insurance at their cost. The package was approved, seconded, and approved without opposition.	M. Player to offer Benefit package to PEMS employees.	
Good of the Order	The next meeting is scheduled for July 17, 2019 at 6:00 pm		
Adjournment	The meeting was adjourned at 6:16 pm		