

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL
EXECUTIVE COMMITTEE**

DRAFT MEETING MINUTES

DATE: June 11, 2019

LOCATION: Virtual Meeting

Directors Present

Stephen Simon, President
Mike Jefferson, Vice President
Jason Ferguson, Secretary
Joe Coyle, Treasurer
Valerie Tweedie, At-large, 4th PD
Matt Rickman, At-large, 5th PD
Kris Shrader, At-large, 12th PD
Rob Logan, Executive Director

Staff Present

Cathy Cockrell
Sandi McGrath
Gene Dalton

Guests Present

Billy Ferguson (Director-Franklin County)
Chris Vernovai (OEMS)

TO ORDER

President Steve Simon called this regular meeting of the Board of Directors to order at 1:30 PM. He announced that we are using a virtual meeting platform for this meeting.

The members of the Executive Committee reviewed the agenda. The Executive Director announced that Gary Meadows had been appointed to represent the Virginia Chapter of the Emergency Nurses Association.

The preliminary plan to reopen the WVEMS main office was discussed. It was decided to begin reopening on Monday, June 22. Staffing will return to normal hours, and normal office presence will be available, but not compelled for those who remain uncomfortable working from the office. (A copy of the email announcing the reopening plan to staff as approved by the board will be attached to these minutes but not made a part thereof.)

The Executive Director advised the committee of a request from the Virginia Department of Health to enter into a memorandum of understanding to provide the services of Morris Reece and possibly others to coordinate the State Medical Assistance Team project, and to serve as its fiscal agent. After discussion, the committee decided to recommend this MOU favorably to the board.

A bylaw amendment to allow virtual meetings was presented by the Executive Director. The committee supports this amendment and will recommend adoption to the full board.

A staff recommendation to replace the administrative assistant who recently resigned was discussed. Because of shifting workloads and responsibilities, staff recommends that we hire a part-time flexible accounting clerk. The Business Manager will schedule this employee as needed, and will assign other duties to current staff members. Personnel matters are the purview of the Executive Committee. A motion was made and seconded to authorize the hiring of a part-time accounting clerk in place of the full-time administrative assistant. **MOTION CARRIED.**

The President brought up discussion of the regional EMS awards. It is the desire of the Executive Committee to provide some type of recognition for the award winners, even though we will not hold a formal awards event. The President announced that he would work with other directors and officers to make a personal presentation for each award winner, and possibly stream the event on the Council's social media platforms.

Being no further business for the Executive Committee, this meeting was adjourned at 1:50 PM.

/s Robert Logan, Executive Director