

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
HEALTH AND WELLNESS CLINIC BOARD OF DIRECTORS MEETING MINUTES
May 22, 2025**

A meeting of the KCEAA Health & Wellness Clinic Board of Directors took place at 10:00a.m on Thursday, May 22, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Board Members:

Mr. Harry Miller Ms. Lillian Morris (zoom) Ms. Gail Pitchford (zoom)

Staff:

Ms. Monica Mason Ms. Jordan VanMeter Mr. Jason Wilson
Mr. John Shaheen (zoom) Mr. Ethan Walker

Call to Order:

Mr. Harry Miller called the meeting to order.

Approval of Minutes:

Motion made by Ms. Lillian Morris, second by Ms. Gail Pitchford, to approve the meeting minutes from April 24, 2025. The motion passed.

New Business:

Workers Compensation/ Modified Duty Program Update- Monica Mason & Jordan VanMeter:

- Monica Mason began the discussion by stating that an update had been prepared on the workers' compensation/modified duty program. She noted that we met with our insurance company to review the program and shared that we are seeing continued positive results from the process at KCEAA, particularly through the collaboration between the clinic and HR.
- Jordan VanMeter reviewed the following documents, which were provided to all Board members: Expenses Billed to Encova from KCEAA vs. Other Medical Providers, Impact of KCEAA's Light Duty Program on Workers' Compensation Premium, and Encova's Stewardship Report.
- Lillian Morris asked about the common tasks employees are assigned to while on light duty. Jordan VanMeter responded that employees have been assigned to the Communications Center as call takers, served as Operations "runners" for the Chiefs, and, more recently, all light duty assignments have been placed in the billing department due to staffing shortages. She noted that these employees have assisted with receptionist duties and some billing functions.
- Lillian Morris asked if there was a report available from other agencies that use the clinic to determine whether they are seeing similar results. Monica Mason responded that we do not have access to their reports but noted that the Sheriff's Office uses the clinic for workers' compensation visits. She also shared that the airport has expressed interest in joining the clinic due to the savings KCEAA has experienced from its workers' compensation and light duty program.

- Monica Mason reported that we received a 10% discount on our workers' compensation premium last year due to the implementation of power loads. She noted that the report shows a decrease in lower back injuries since switching to power loads; however, there has been an increase in shoulder and neck injuries. She stated that the safety committee will be tasked with identifying strategies or training opportunities to address the rise in these types of injuries.

Old Business:

Clinic Volume- Monica Mason:

- Monica reviewed patient volume for the fiscal year to date, comparing 2024 to 2025. In 2024, the clinic saw 503 patients, while in 2025, it has seen 493 patients, indicating a comparable volume.

Elevator Update- Jason Wilson:

- Jason Wilson reported that a local company has been identified to service the clinic elevator. He stated that a technician visited last week and addressed the issue with the door. While the repair may be temporary, the technician can order the necessary part to fix the latching system. For now, Jason noted, replacement of the elevator is not needed.

Budget & Finance:

Financial Report- John Shaheen:

- Gross income for March 2025 was \$34,279, which was approximately \$3,700 over budget and about \$2,300 higher than the same period last year. Payroll for March 2025 was around \$26,000, coming in \$1,700 under budget and nearly identical to last year's figures.
- Gail Pitchford asked if our physician had retired, whether he had been replaced, and if this would affect our budget. Monica Mason responded that his retirement will result in a substantial budget reduction in staffing costs, as his two shifts will be covered by the two nurse practitioners already working in the clinic.

Motion made by Ms. Gail Pitchford, second by Ms. Lillian Morris to approve the financial report as presented. The motion passed.

Adjournment:

There being no further business, a motion was made by Ms. Gail Pitchford, second by Ms. Lillian Morris to adjourn the meeting. The motion passed.

Respectfully Submitted:



Ethan Walker