

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
HEALTH AND WELLNESS CLINIC BOARD OF DIRECTORS MEETING MINUTES
September 2, 2025**

A meeting of the KCEAA Health & Wellness Clinic Board of Directors took place at 10:00a.m on Tuesday, September 2, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Board Members:

Mr. Harry Miller

Mr. Rory Isaac

Staff/Other:

Ms. Monica Mason

Ms. Jordan VanMeter

Mr. Jason Wilson

Mr. John Shaheen(zoom)

Mr. Jack Shaheen

Mr. Ethan Walker

Call to Order:

Mr. Harry Miller called the meeting to order.

Approval of Minutes:

Motion made by Mr. Rory Isaac, second by Mr. Harry Miller, to approve the meeting minutes from June 26, 2025. The motion passed.

New Business:

- No new business.

Old Business:

Clinic Staffing- Monica Mason:

- Monica reported that Dr. Turley retired from the clinic at the end of June. Lindsay and Kellie have been covering his Monday and Thursday shifts and will continue to do so until a replacement is found. It was noted that there is no immediate urgency to fill the position; however, a job posting for the clinic will be released soon.

Elevator Update- Monica Mason & Jason Wilson:

- Monica reviewed ongoing issues with the clinic's elevator and associated costs, noting that a replacement could cost around \$100,000. The possibility of relocating the clinic as a more cost-effective option was discussed. Jason reported two companies are available to work on the elevator but have limited availability and long part wait times. A replacement part has been ordered, and updates will follow once it is installed to determine if the issue is resolved.

Clinic Volume- Monica Mason:

- Reviewed clinic volume for the first 34 weeks of 2024 compared to the same period in 2025: 858 patients in 2024 versus 723 in 2025, noting a slight decrease in volume.

Budget & Finance:

Financial Report- John Shaheen:

- Reported May 2025 outside income at \$29,428, which is \$1,147 under budget for the month. Year-to-date income is approximately \$2,200 over budget, similar to the same month last year. Payroll for May was \$26,300, about \$1,200 under budget and \$800 higher than the same period last year. Year-to-date payroll is under budget by about \$42,000 and approximately \$12,000 less than last year.
- Monica Mason explained the clinic's financial operations and reviewed the savings it provides in relation to workers' compensation.
- John reviewed the clinic's total budget of \$549,000, noting outside revenue through May of \$338,000, with KCEAA contributing \$157,500 to supplement. A shortfall of approximately \$50,000-\$60,000 was noted. Expenses are \$38,000 under budget, suggesting the clinic is likely within \$20,000-\$30,000 of breaking even.
- Rory requested a copy of the budget and will be provided with the workers' compensation report to demonstrate the savings to KCEAA resulting from the clinic.

Motion made by Mr. Rory Isaac, second by Mr. Harry Miller, to accept the financial report as presented. The motion passed.

Adjournment:

There being no further business, a motion was made by Mr. Rory Isaac, second by Mr. Harry Miller, to adjourn the meeting. The motion passed.

Respectfully submitted:



Ethan Walker