KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
HEALTH AND WELLNESS CLINIC BOARD OF DIRECTORS MEETING MINUTES
September 25, 2025

A meeting of the KCEAA Health & Wellness Clinic Board of Directors took place at 10a.m. on Thursday, September 25, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Board Members Present:

Mr. Harry Miller	Ms. Lillian Morris(phone)	Mr. Rory Isaac
Ms. Gail Pitchford		

Board Members Absent:

- All board members were present.

Staff/Other:

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 Mr. Rory Isaac, second by Ms. Gail Pitchford, to approve the meeting minutes from September 2, 2025, with the correction of the spelling of Dr. Turley's name. The motion passed.

New Business:

Flu Vaccine Campaign- Monica Mason:

- Monica Mason reported that KCEAA will begin its flu vaccine campaign on October 13, 2025, noting that the vaccine is mandatory for all employees unless a medical exemption is provided. She also reviewed that KCEAA will hold vaccine clinics for the Commission, Sheriffs' Offices, and Metro, and that the flu vaccine will also be available in the Clinic.

Old Business:

Elevator Update- Jason Wilson:

- Jason Wilson provided an update on the Clinic's elevator. The part needed to repair the elevator has finally arrived, after experiencing delays due to customs. He noted that we are still waiting on a quote for the new door latch, but the elevator is currently functioning properly.

Clinic Volume- Monica Mason:

- It was noted that the report presented at the last meeting covered August 2025, and that an updated report will be provided next month.

<u>Budget & Finance:</u>

Financial Report- John Shaheen:

- John Shaheen reported that, for the last fiscal year, the clinics' outside income was $367,000. Including KCEAA's contribution of $157,500, total income was $524,500. Expenses for the fiscal year were $511,000, resulting in a small profit of approximately $14,000.
- Payroll for the fiscal year totaled $285,000, which is $46,000 under budget and $15,000 less than the prior year.
- Gail Pitchford asked how the $14,000 profit will be used. John Shaheen explained that these are internal numbers and not cash on hand, noting that the amount represents an equity position on the Authority's balance sheet.

Motion made by Ms. Gail Pitchford, second by Mr. Rory Isaac, to accept the financial report as presented. Lillian Morris abstained due to technical issues that prevented her from hearing the report. The motion passed.

<u>Open Forum:</u>

- Gail Pitchford stated that this is a small board that should have five members; however, there are currently only four. Monica Mason noted that she hopes the County Commission appoints another member soon. Gail suggested that, as a public entity, meeting minutes should include a present/absent board member list to ensure there is never a question of quorum. Everyone agreed, and this process will be implemented across all committees and the board.

<u>Adjournment:</u>

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

Respectfully submitted:

Ethan Walker