

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

A meeting of the KCEAA Health & Wellness Clinic Board of Directors took place at 10:00a.m on Wednesday, January 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)
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**Staff:**

Ms. Monica Mason	Mr. Jack Linville	Ms. Jordan VanMeter
Mr. John Shaheen(zoom)	Mr. Matt Vance	

**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 October 25, 2024. The motion passed.**

**New Business:**

**Clinic Volume- Monica Mason:**

- Compared appointment volumes from 2023 to 2024. In 2023, we saw 1,249 appointments versus 1,250 in 2024.

**Old Business:**

- No old business to report.

**Budget & Finance:**

**Financial Report- John Shaheen:**

- November 2024 gross income was \$27,500, which is \$3,000 under budget. Year-to-date, income is approximately \$150,000, coming in \$2,300 under budget. Clinic income for November was about \$4,000 higher than the prior year's figure.
- November 2024 payroll was \$17,500, which is \$10,000 under budget, bringing year-to-date payroll to \$27,000 under budget. This is also about \$10,000 less than the prior year's figure.
- Lillian Morris asked for clarification and noted that while payroll is significantly under, overall, we are slightly over or under budget in income. She then reiterated the department's bottom line. John Shaheen stated that he does not yet have full results for the department but, based on YTD numbers, income is slightly under, and payroll is also under. Given this, the department is in a positive position by \$5,000-\$10,000.
- Gail Pitchford asked whether being under in payroll is a good thing. Monica Mason explained that this happens occasionally, as one of the part-time providers was off for an extended period. She noted that their payroll is higher than the cost of coverage used to fill

their position, which is why payroll is under. Gail then clarified that it's a savings but not an intentional one, to which Monica agreed, adding that the budget is based on the salary of the main provider, who earns more than the other two employees. She also noted that they can adjust their schedules among themselves.

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

- Lillian Morris asked if Harry Miller would assume the role of chairman of the board following Johnny Rutherford's resignation. Harry Miller responded that he has been the president of the Clinic Board of Directors since Jennifer Herrald's resignation and clarified that Johnny Rutherford was the chairman of the personnel committee and vice president of the full board. He stated that he remains in charge unless someone else wishes to take the position. Gail Pitchford then asked about board appointments, specifically whether a new appointment is expected, if recommendations are made, and how the process is handled to replace a board member. Monica Mason explained that appointments are typically handled through the Commission and noted that she has spoken with them, and the process is currently in a holding pattern.
- John Shaheen stated that clinic income year-to-date through November 2024 was \$150,000, while clinic expenses, including payroll, benefits, and other costs, totaled \$206,000. However, this does not include the \$157,500 the county contributes annually to provide services for its employees. With this contribution factored in, income exceeded expenses by \$10,000. Gail Pitchford asked if this was a common trend, to which Shaheen responded that it is close.

**Adjournment:**

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

Respectfully submitted



Ethan Walker