

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
January 22, 2025**

A meeting of the KCEAA Board of Directors took place at 12:00p.m on Wednesday, January 22, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, West Virginia.

Board Members:

Mr. Harry Miller	Mr. Glenn Summers(zoom)	Mr. Tim Morris
Ms. Lillian Morris	Mr. Rory Isaac	Mr. Justin Teel

Staff/Other:

Ms. Monica Mason	Mr. Jack Linville	Ms. Jordan VanMeter
Mr. Jason Wilson	Dr. Dave Seidler	Mr. John Shaheen
Ms. Carrie Dysart	Mr. Matt Vance	Mr. Tom Susman
Ms. Whitney Merrill	Ms. Lisa Bailey(zoom)	Mr. David Hodges (zoom)
Ms. Teresa Howell	Ms. Phyllis Spencer (zoom)	Ms. Cindy Pauline (zoom)
Mr. Mark Strickland (zoom)	Ms. Brenda Alford (zoom)	Ms. McKenzie Wolfe (zoom)

Call to Order:

Mr. Harry Miller called the meeting to order.

Approval of Minutes:

Motion made by Mr. Tim Morris, second by Mr. Rory Isaac to approve the meeting minutes from December 17, 2024. The motion passed.

Annual FY24 Audit Report- Whitney Merrill:

- Whitney Merrill, a representative from Suttle & Stalnaker, reviewed the financial statements and the report to the board that was provided to all board members. She reported the audit resulted in an unqualified opinion which is the usual preferred outcome.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to approve the FY24 Annual Audit Report as presented. The motion passed.

Report of Committees:

Executive Committee- Harry Miller:

- Harry Miller started the conversation by stating that we met today in a joint meeting with the personnel committee and made a number of recommendations for full board approval.
 - **Records retention policy:** Monica Mason stated that we have been working with Carrie Dysart to update our records retention policy, which is almost complete. The intention is to get it to Harry Miller for approval. After his approval, it will be circulated to all Board members for approval.
 - **Update KCEAA's website with Board members, agendas, and meeting minutes:** Harry Miller stated that the Executive Committee recommends that the full board approve this. Monica Mason mentioned that, based on suggestions, we will update our website to include board member names (no pictures), the 2025 meeting calendar, agendas, and meeting minutes, which will be added after approval.

- **Board Meeting Calendar:** The Executive Committee recommends that the tentative 2025 Board meeting calendar be approved and added to the website, noting that meetings will be moved to Thursdays instead of Fridays.

Motion made by Mr. Tim Morris, second by Ms. Lillian Morris, to accept the recommendation of updating the website with Board members, agendas, minutes, notices, and to approve the 2025 Board of Directors meetings calendar. The motion passed.

- **PEIA Update:** Monica Mason reviewed the market survey conducted by McGriff Insurance, which found that PEIA is the most affordable option. Jordan VanMeter stated that we do not have exact numbers for the new PEIA premiums or deductibles, but it is known that premiums will increase by 16% and deductibles will rise by 40%. The Executive Committee discussed waiting for the final numbers to come in before putting together recommendations for moving forward. Harry Miller stated that once the final numbers are received, administration will prepare several options for review, which will be presented to the Executive and Budget & Finance Committees, with the goal of bringing a recommendation to the full board.

Personnel Committee- Harry Miller:

- **Employee Manual 2025 Update:** Harry Miller stated that the personnel committee met in a joint meeting with the executive committee today and reviewed the Employee Manual 2025, which was included in the meeting packet for all board members. Jordan VanMeter mentioned that we have tried to establish a routine of updating the manual every January and noted that there were very few changes, which she then reviewed. Harry Miller stated that the Personnel/Executive Committee heard the recommendations and recommends approval to the full board.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to approve the changes to the Employee Manual as presented. The motion passed.

Budget & Finance Committee- Harry Miller:

- Harry Miller distributed the check register for December 2024 and the statement of account for the WV Money Market Pool for the Board to review.

Approval of Write-Off's- Glenn Summers:

- November 2024- \$135,415.75

Motion made by Mr. Tim Morris, second by Mr. Rory Isaac to approve the Automatic Write-Off's for November 2024. The motion passed.

Financial Report- John Shaheen:

- Collections for November 2024 were \$912,000, which is \$125,000 under budget. YTD collections are \$5,000 over budget.
- Payroll for November 2024 was \$24,000 under budget, which puts us \$353,000 under budget YTD.
- Levy collections for November 2024 were \$12,000 higher than the prior year's figure, which puts us at \$512,000 YTD under the prior year's figure.

- John Shaheen pointed out that we just received \$500,000, which was our share (62%) of the public utility tax that had been withheld, bringing our new year-to-date total very comparable to the prior year's figure.

Motion made by Mr. Glenn Summers, second by Mr. Tim Morris to approve the Financial Report as presented. The motion passed.

Station Project Committee- John Shaheen:

- John Shaheen reviewed the City National loan terms and agreement for the station loan. He stated that the original bond agreement anticipated construction being completed by December 31, 2024. However, he noted that this has not happened, and we are still working with HRSA/USDA to receive funding. He and Monica Mason worked with our bond attorney, the bank, and the building commission to make changes to extend the time frame by two more years, allowing us additional time to complete construction and receive the federal funding. We will continue to pay only interest on the two hundred thousand dollars we have drawn down to cover upfront costs.

Implementation Committee- Harry Miller:

- Harry Miller started the conversation by stating that we have received a scope of work from PWW to assist with the implementation of a few recommendations. He mentioned that this was reviewed in the joint meeting held earlier today and at the last implementation meeting. The recommendation is for the full board to authorize Monica Mason to move forward with accepting the scope of work.
- Monica Mason reviewed the scope of work from PWW that was provided to all board members.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to authorize Monica Mason to execute the PWW scope of work. The motion passed.

- Harry Miller stated that the final item for the implementation committee to cover is the Request for Information (RFI) for billing services. He mentioned that this was reviewed in the earlier joint meeting and the last implementation committee meeting, and the recommendation is to allow Monica Mason to move forward with issuing the RFI for billing services.
- Monica Mason reviewed the RFI for billing services, which was provided to all board members. It was noted that all requests must be submitted by February 25, 2025, by 11:00 a.m.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris, to authorize Monica Mason to issue the RFI, review it with the implementation committee, and issue an RFP if that is the outcome of the information provided. The motion passed.

Executive Director Report- Monica Mason:

- **KCEAA Cost saving measure:** No report at this time.
- **Legislative Update:** Monica Mason stated that KCEAA and the EMS coalition are in the process of creating the legislative agenda for 2025, which will focus on securing permanent funding and addressing reimbursement rates.
- **Capital Expenditures:** Monica Mason stated that due to recent changes, there has been an issue pulling the information over. Once it is sorted, it will be sent out via email for Board review.
- **Partners in Health:** Monica Mason stated that KCEAA has been a part of Partners in Health Network for several years and has had a great working relationship with them. She noted that Partners in Health is being dissolved, and the Board has distributed the remaining funds among its members. KCEAA received a check in the amount of \$7,761.18.
- **Ambulance Responses:**

2023													
2023 On Scene	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Assist Call	36	33	50	42	71	74	53	35	47	51	44	39	575
CCT/NICU/PICU	7		1	1	1	2	8	3	4	6	4	8	45
Emergency	549	473	1125	561	459	480	573	519	485	480	485	498	6687
Emergency-Critical	841	859	624	905	970	858	918	913	883	908	831	908	10418
Emergency-Low	852	795	604	788	856	836	807	845	855	849	804	806	9697
Emergency-Medium	263	213	171	234	227	202	232	221	225	231	232	239	2690
Interfacility/Transport													0
Pending Billing Approval	5	4	6	5	6	20	9	12	13	6	7	16	109
Pre-Scheduled	713	625	793	573	588	580	540	605	568	588	584	687	7444
Ready Now	479	391	321	371	378	393	402	400	379	431	420	429	4794
Routine				2	2			1					5
Sup Approval													0
Chase								88	84	100	95	87	454
Grand Total	3745	3393	3695	3482	3558	3445	3542	3642	3543	3550	3411	3630	42636

2024													
2024 On Scene	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Assist Call	24	35	71	53	51	67	73	63	59	54	74	47	671
CCT/NICU/PICU	6	7	10	4	3	5	3	1	3	4	1	4	51
Emergency	512	501	558	635	677	622	718	665	575	564	542	557	7126
Emergency-Critical	894	880	898	958	967	931	841	878	893	861	801	837	10639
Emergency-Low	782	797	813	729	658	730	688	743	735	683	647	667	8672
Emergency-Medium	235	197	234	231	258	247	239	208	219	198	184	211	2661
Interfacility/Transport													0
Pending Billing Approval	11	10	8	12	6	11	5	13	16	15	24	8	139
Pre-Scheduled	671	704	748	750	697	686	764	731	657	754	824	944	8930
Ready Now	438	460	464	449	422	422	399	440	376	403	393	411	5077
Routine													0
Sup Approval													0
Chase	97	87	71	97	101	110	111	102	70	81	84	49	1060
Grand Total	3573	3591	3804	3821	3739	3721	3730	3742	3533	3536	3490	3686	43966

2023													
Priority	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Assist Call	26	18	18	10	39	26	28	16	25	15	18	23	262
CCT/NICU/PICU	7		1	1	3	2	8	3	3	6	4	7	45
Emergency	449	358	870	431	363	388	441	419	384	391	383	406	5283
Emergency-Critical	593	579	399	614	702	619	640	670	637	653	584	645	7335
Emergency-Low	686	631	477	616	704	670	647	676	675	707	643	645	7777
Emergency-Medium	135	110	73	109	102	113	105	99	119	105	104	117	1291
Interfacility/Transport													0
Pending Billing Approval	5	4	6	5	6	20	9	12	11	6	6	15	105
Pre-Scheduled	693	607	761	558	566	563	516	585	547	568	561	655	7180
Ready Now	470	383	308	368	373	381	397	395	369	425	412	420	4701
Routine				2	2			1					5
Sup Approval													0
Grand Total	3064	2690	2913	2714	2860	2782	2791	2876	2770	2876	2715	2933	33984

2024													
Priority	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Assist Call	12	26	53	8	13	39	28	22	13	8	26	24	272
CCT/NICU/PICU	6	7	9	4	3	4	3	1	3	4	1	4	49
Emergency	421	396	456	521	558	512	575	541	455	456	438	460	5789
Emergency-Critical	656	645	656	682	699	679	585	629	630	605	592	610	7668
Emergency-Low	639	656	650	550	500	585	510	575	575	537	512	519	6808
Emergency-Medium	133	98	119	92	116	110	105	89	125	94	92	105	1278
Interfacility/Transport													0
Pending Billing Approval	11	10	8	12	5	11	4	11	16	15	24	8	135
Pre-Scheduled	655	681	730	718	668	655	743	713	640	639	805	911	8558
Ready Now	431	455	458	437	414	407	390	431	370	371	384	401	4949
Routine													0
Sup Approval													0
Grand Total	2964	2974	3139	3024	2976	3002	2943	3012	2827	2729	2874	3042	35506

- **Staffing-** Jordan VanMeter reviewed the staffing report. In December, a small orientation was held, and KCEAA hired three part-time EMTs and three full-time EMTs. Additionally, two EMTs transitioned from full-time to part-time. There were also several departures, including one EMT, one paramedic, one education personnel, one billing employee, one security employee, and one deputy director. Additionally, one EMT was terminated.
- **Hardship Application:** Monica Mason stated that legal has reviewed and refined the hardship application for 2025. She noted that with the new fee schedule, ongoing evaluation and adjustments will be made as needed. Any necessary updates will be brought back to the Board for review. Harry Miller added that, in the earlier Executive Committee meeting, Monica Mason discussed a few self-pay patients whose insurance does not cover transports. He noted that these individuals are reliable payers but are experiencing a significant increase with the new rates. The Executive Committee authorized Monica Mason to work on a case-by-case basis with these individuals to accept Medicare rates for them. This is the recommendation to the full Board.

Motion made by Mr. Tim Morris, second by Mr. Rory Isaac to authorize Monica Mason to accept Medicare rates for a limited number of self-pay patients on a case-by-case basis. The motion passed.

- Tim Morris asked for an update on the ambulances on order and whether they had all arrived. Monica Mason confirmed that all ambulances have arrived and stated that, in January, KCEAA plans to review the vehicle replacement plan, noting that there have not been significant changes since the last report presented to the Board. Harry Miller added that the replacement plan will be revisited during the next budget cycle.
- Tim Morris recognized the efforts with the job recruitment on Facebook and suggested other Board members check it out. He gave Monica Mason and the team a shout-out for

effectively managing the business within the financial constraints KCEAA is facing. He emphasized that employees should know the Board has KCEAA's best interests at heart and that necessary adjustments are being made to keep the organization afloat.

Adjournment:

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

Respectfully submitted:



Ethan Walker