

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
JOINT EXECUTIVE/ PERSONNEL COMMITTEE MEETING MINUTES
January 22, 2025**

A joint meeting of the KCEAA Executive/ Personnel Committee took place at 11:00a.m on Wednesday, January 22, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, West Virginia.

Committee Members:

Mr. Harry Miller	Mr. Glenn Summers(zoom)	Mr. Rory Isaac
Mr. Tim Morris		

Staff/ Other:

Ms. Monica Mason	Mr. Jack Linville	Ms. Jordan VanMeter
Mr. Jason Wilson	Dr. Dave Seidler	Mr. John Shaheen
Ms. Carrie Dysart	Mr. Tom Susman	Mr. Matt Vance

Call to Order:

Mr. Harry Miller called the meeting to order.

Approval of Minutes:

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris, to approve the meeting minutes from the Executive Committee on December 17, 2024, and the Personnel Committee on February 2, 2024. The motion passed.

New Business:

Employee Manual 2025- Jordan VanMeter:

- Jordan VanMeter reviewed the finalized version of the employee manual that was shared with the committee members. She noted that there were very few changes, most of which were related to grammar, clearer language, and some adjustments based on legal input. She also highlighted the major updates: the cell phone policy on page 19, hours of work on page 27, workplace violence on page 46, the no expectation of privacy policy on page 47, and resignation or dismissal on page 52.
- Harry Miller opened the floor for any questions or discussions. Tim Morris asked if, aside from the changes Jordan reviewed, there were any other updates. Jordan confirmed that there were no other changes, aside from minor grammar corrections as advised by the legal team.
- Monica Mason clarified that this was our annual update, which includes any changes that were implemented throughout the year. Rory Isaac suggested adding a reference to dismissal as part of disciplinary action. Carrie agreed with the idea. Monica noted that we will consult with legal regarding this change and provide an update based on their recommendation. She also mentioned that all of our employee PARs already include termination as a possible outcome.

Motion made by Mr. Rory Isaac, second by Mr. Glenn Summers to recommend to the full board the approval of the 2025 Employee Manual. The motion passed.

Record Retention Policy- Monica Mason & Carrie Dysart:

- Monica Mason opened the discussion by sharing that she has been working with Carrie to update the records retention policy. She emphasized that certain records, including those related to patient data, HIPAA compliance, billing, employment, and education/training, must be retained in accordance with specific regulations with WVOEMS. She also highlighted that there is a timeline for each category of record.

PEIA Insurance Update & Markey Survey- Monica Mason & Jordan VanMeter:

- Monica began the discussion by reviewing the market survey provided by McGriff, which included RFPs sent to several insurance companies, including Blue Cross Blue Shield, Aetna, Highmark, Cigna, United Healthcare, and Stealth. She noted that of the six companies, only three provided quotes, and all were significantly higher than the PEIA rates.
- Jordan VanMeter then reviewed the current information regarding the PEIA rate increases, including a 16% premium increase, which is still significantly lower than the other quotes received.
- Monica requested guidance from the committee on how to move forward. Harry Miller requested that Monica and Jordan create a few options for review and proposed holding a joint Executive & Budget and Finance Committee meeting to review the options and make a recommendation to the full board.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to continue with PEIA as our insurance provider. Jordan VanMeter was tasked with creating a few options for moving forward, which will be reviewed at the next joint Executive/Budget & Finance Committee meeting, with the intent to provide a recommendation to the full board. The motion passed.

Update Website with Board Members, Agendas, & Minutes- Harry Miller & Monica Mason:

- Harry Miller stated our website is missing key information, such as a list of current board members, agendas, meeting schedules, and minutes—details that many other agencies include on their websites. He mentioned that he and Monica had discussed this and agreed that we should update the website and ensure it is consistently maintained.

Motion made by Mr. Tim Morris, second by Mr. Rory Isaac, to recommend to the full board that Monica Mason be authorized to update the website as discussed. The motion passed.

City National Change in Agreement- John Shaheen:

- John Shaheen started the discussion by addressing the significant delays in receiving federal funding. He noted that the original bond agreement specified the loan should be completed, and payments should begin by December 31, 2024. However, since we are still working with the federal government to secure the funding, we are not in a position to meet that deadline. He mentioned that we have been collaborating with Cam Seacrest to amend the documents and extend the loan period by two years, which would allow us to delay the loan disbursement. This extension means we can continue making only interest payments on the several hundred thousand dollars used to cover upfront costs.
- Rory Isaac inquired whether there were any changes to the terms of the loan, and John confirmed that the interest rate is variable, so it fluctuates continuously, but aside from that, there are no other changes.

- Harry Miller clarified that no board approval is required for this change, but he wanted to ensure everyone was informed about the situation.

PWW SOW for Recommendation Implementation- Monica Mason:

- Monica Mason requested board approval to proceed with the Scope of Work, which outlines tasks needing additional support.
- Harry Miller noted that the SOW is included in the packet, which was provided to all committee members.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to recommend to the full board the approval of the Scope of Work and to authorize Monica Mason to execute the agreement and proceed as necessary. The motion passed.

Request for Information for Billing Services- Harry Miller & Monica Mason:

- Monica Mason reviewed the RFI process for billing services, emphasizing the need for timely responses and collaboration with PWW to develop an RFP.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to recommend to the full board that Monica Mason be authorized to issue the RFI for billing services, have staff review the findings, and, if the findings support moving forward, proceed with the RFP for billing services. The motion passed.

Board Meeting Calendar for 2025- Harry Miller & Monica Mason:

- Monica Mason reviewed the board meeting calendar included in the packet, noting that it also covers clinic and executive committee meetings. She explained that the schedule follows a bi-monthly format, with the flexibility to add meetings as needed.
- It was noted that the December meetings will be scheduled for late November to assist HR with the longevity process. After discussion, the committee decided to move the meetings from Fridays to Thursdays. The calendar will be updated to reflect this change, with the understanding that adjustments can be made if necessary.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to recommend to the full board the acceptance of the 2025 meeting calendar, with the caveat that regular meetings be changed to Thursdays. The motion passed.

Hardship Application- Monica Mason:

- Monica Mason reviewed the hardship application included in the packet, noting that the committee had previously seen it in 2022. She explained that the application has been updated to reflect the current fee schedule and that Brock Malcom, the healthcare attorney, has reviewed it, making recommendations to clarify the language. She also mentioned that as the new rate process is implemented, further adjustments may be necessary.
- Monica stated that she had discussed with Harry Miller an issue regarding private pay/self-pay patients whose insurance does not cover non-emergency transport—for example, trips to a cancer center for an injection or dialysis treatments. These patients have been paying KCEAA directly for transport.

- Given that these patients have demonstrated reliability in making payments, the administrative recommendation is to allow them to pay the Medicare rate for these one-off situations. The committee did not express any concerns with this approach.
- Harry Miller suggested making a motion to approve the hardship application as presented and to authorize Monica Mason to accept Medicare rates for private pay patients on a case-by-case basis.

Motion made by Mr. Tim Morris, second by Mr. Rory Isaac to recommend to the full board the approval of the hardship application and to authorize Monica Mason to accept Medicare rates for private pay patients on a case-by-case basis. The motion passed.

Adjournment:

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

Respectfully submitted by:



Ethan Walker