

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
IMPLEMENTATION COMMITTEE MEETING MINUTES
March 4, 2025**

A meeting of the KCEAA Implementation Committee took place at 12:00p.m on Tuesday, March 4, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, West Virginia.

Committee Members:

Mr. Harry Miller	Mr. Glenn Summers	Mr. Tim Morris
Mr. Rory Isaac		

Staff/Other:

Ms. Monica Mason	Mr. Jack Linville	Ms. Jordan VanMeter
Dr. Dave Seidler	Mr. John Shaheen	Mr. Tom Susman
Ms. Carrie Dysart	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. Tim Morris, to approve the meeting minutes from the Implementation Committee meeting on January 7, 2025. The motion passed.

RFI Review:

- The Committee reviewed the 7 RFIs submitted (Medical Claims Assistance, Medicount Management, Inc, JanCare Diversified, Quick Med Claims, Digitech Computer LLC, GoldenHour, and RescueMed Financial). A total of nine responses were received for the billing RFI, with seven included in today’s review. 911 Billing Services and Consultants indicated they would submit an RFI on January 28, 2025; however, they did not. EMSMC submitted an RFI but is not included in the review due to its affiliation with PWW.
- Monica Mason emphasized that KCEAA followed its procurement policy in issuing the RFI, collaborated with relevant parties to review and refine the language, and ensured it was published through multiple channels.
- Glenn Summers raised concerns about potential bias in the report, questioning outsourcing and the current billing department's performance. Harry Miller clarified that the review's goal is to determine if moving forward with an RFP makes sense.
- Discussion included recovery rates, technology, pre-billing processes, and integration with hospitals. Committee members highlighted concerns over current billing inefficiencies and the potential benefits of outsourcing, while others suggested improving internal processes.
- Monica Mason discussed the need for updated software, increased staff, and possible cybersecurity upgrades if the internal billing process remains.
- KCEAA's financial situation was reviewed, noting a deficit and limited available funds.
- The committee ultimately agreed to proceed with the RFP process, emphasizing that issuing it doesn't mean a final decision, and proposed regular meetings to keep the board informed.

Motion made by Mr. Rory Isaac, second by Mr. Tim Morris to authorize staff to move forward with the RFP for billing services. The motion passed.

- The committee discussed concerns over PWW's involvement in the RFI/RFP process, with Carrie Dysart noting legal implications and the need for caution.
- The committee agreed to include a question in the RFP regarding PWW's financial ties with potential new billing companies and scheduled a special meeting on March 10, 2025, to finalize RFP questions. Committee members were asked to review the reports in more detail and bring any additional questions for inclusion in the RFP.
- Rory Isaac requested staff provide a clear understanding of the current internal billing group's success in maximizing potential collections.

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:



Ethan Walker