

# KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY

## Joint Executive & Personnel Committee Amended Agenda

Item of Business	Documents	Action Required	Members Notes
<b>I. Call to Order</b>			President Harry Miller
<b>II. Approval of Minutes</b>	December 17, 2024 & February 2, 2024	Approval	
<b>III. New Business</b>			
<b>A. Employee Manual 2025</b>	To be Distributed	Discussion/Approval	Report by Jordan VanMeter
<b>B. Records Retention Policy</b>	To be Distributed	Discussion/ Approval	Report by Monica Mason & Carrie Dysart
<b>C. PEIA Insurance Update &amp; Market Survey</b>	To be Distributed	Discussion/ Approval	Report by Monica Mason & Jordan VanMeter
<b>D. Update Website with Board Members, Agendas, and Minutes</b>		Discussion/ Approval	Report by Harry Miller & Monica Mason
<b>E. City National Change in Terms Agreement</b>		Update	Report by John Shaheen
<b>F. PWW SOW for Recommendation Implementation</b>	To be Distributed	Discussion/ Approval	Report by Monica Mason
<b>G. Request for Information for Billing Services</b>	To be Distributed	Discussion/ Approval	Report by Harry Miller & Monica Mason
<b>H. Board Meeting Calendar for 2025</b>	To be Distributed	Discussion/ Approval	Report By Harry Miller
<b>I. Hardship Application</b>	To be Distributed	Discussion/ Approval	Report by Monica Mason
<b>IV. Old Business</b>			
<b>VI. Adjournment</b>			

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