

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
HEALTH & WELLNESS CLINIC BOARD OF DIRECTORS MEETING MINUTES
November 20, 2025**

A meeting of the KCEAA Health & Wellness Clinic Board of Directors took place at 10:00a.m. on Thursday, November 20, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Board Members Present:

Mr. Harry Miller	Ms. Lillian Morris (zoom)	Mr. Rory Isaac
Ms. Gail Pitchford (zoom)		

Board Members Absent:

All members were in attendance.

Staff:

Ms. Monica Mason	Ms. Jordan VanMeter	Mr. Jason Wilson
Mr. John Shaheen (zoom)	Mr. Ethan Walker	

Call to Order:

Mr. Harry Miller called the meeting to order.

Approval of Minutes:

Motion made by Ms. Gail Pitchford, second by Mr. Rory Isaac, to approve the meeting minutes from October 23, 2025. The motion passed.

New Business:

Provider Update- Monica Mason:

- Monica reported that we are in the process of scheduling an interview next week for an NP for the Monday/Thursday clinic position and will provide an update at the next meeting.

Old Business:

Clinic Volume- Monica Mason:

- Year-to-date the clinic's volume is down by 113 visits.

Budget & Finance:

Financial Report- John Shaheen:

- Income for August 2025 was \$25,700, which is \$6,000 under budget and \$8,000 less than the same month last year. Year-to-date income through August is under budget by \$9,600 and \$8,200 below the previous year.
- Payroll for August 2025 was \$19,000, which is under budget by \$1,500 and \$8,000 less than the previous year. Year-to-date payroll through August is under budget by \$8,600 and \$12,600 below the previous year.

- Rory Isaac requested that we have more up-to-date financials to review by the next meeting, and Gail Pitchford asked for a financial handout for the clinic moving forward.

Adjournment:

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

Respectfully submitted:



Ethan Walker