

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
HEALTH & WELLNESS CLINIC BOARD OF DIRECTORS MEETING MINUTES
October 23, 2025**

A meeting of the KCEAA Health & Wellness Clinic Board of Directors took place at 10:00a.m. on Thursday, October 23, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Board Members Present:

Mr. Harry Miller

Mr. Rory Isaac

Ms. Gail Pitchford

Board Members Absent:

Ms. Lillian Morris

Staff:

Ms. Monica Mason

Ms. Jordan VanMeter

Mr. John Shaheen

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 September 25, 2025. The motion passed.

New Business:

Provider Update- Monica Mason:

- Monica Mason reviewed that there is a job posting for a part-time Nurse Practitioner position at the clinic for Mondays and Thursdays. She noted that Lindsay and Kellie are currently covering those days but do not wish to continue doing so long term. Lindsay and Kellie are both Nurse Practitioners; Lindsay's regular schedule is Tuesday, Wednesday, and Friday, and Kellie is a per diem employee. Monica reviewed that if there is no interest in the Monday/Thursday position, we will work with Dr. Seidler to determine next steps.

Old Business:

Flu Vaccine Campaign- Monica Mason:

- Monica Mason reviewed that the KCEAA flu campaign began on October 13th and will run for one month. She noted that the flu vaccine is mandatory for all KCEAA employees and that board members are welcome to receive their flu vaccine at the clinic if they wish. She also noted that Dr. Seidler determines the timeframe for administering flu vaccines based on CDC guidance.

Clinic Volume- Monica Mason:

- Monica Mason reviewed clinic volume for the first 42 weeks of 2024 compared to 2025. In 2024, the clinic saw 1,041 patients, and in 2025, the clinic saw 914 patients.

Budget & Finance:**Financial Report- John Shaheen:**

- Income for July 2025 was \$28,200, which is \$3,600 under budget and approximately the same as the figure from a year ago. Payroll for July 2025 was \$16,000, which is \$5,300 under budget and \$4,600 less than the same period last year. It was noted that one clinic employee is currently off and that the clinic no longer has a doctor on staff.

Motion made by Ms. Gail Pitchford, second by Mr. Rory Isaac, to accept the financial report as presented. The motion passed.

Open Forum:

- Gail Pitchford inquired about the process for employees injured on the job and the clinic's role in that process. Monica Mason and Jordan VanMeter reviewed the procedure and addressed any follow-up questions.
- Rory Isaac provided Gail Pitchford with an overview of KCEAA's financial standing and reviewed the steps being taken to address it.
- The board discussed workers' compensation and EMOD. Jordan VanMeter stated that she would send the most recent workers' compensation packet to Rory Isaac for review.
- There was a discussion regarding the EMT pass rate in West Virginia, noting that rates are increasing. Monica Mason added that KCEAA's pass rate exceeds the state average.

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