

**KANAWHA COUNTY EMERGENCY AMBULANCE AUTHORITY
HEALTH AND WELLNESS CLINIC BOARD OF DIRECTORS MEETING MINUTES
March 27, 2025**

A meeting of the KCEAA Health & Wellness Clinic Board of Directors took place at 10:00a.m on Thursday, March 27, 2025, at KCEAA Central Office located at 601 Brooks Street, Charleston, WV.

Board Members:

Mr. Harry Miller

Ms. Lillian Morris(zoom)

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. Lillian Morris, second by Mr. Harry Miller, to approve the meeting minutes from January 22, 2025. The motion passed.

New Business:

Elevator:

- Monica Mason started the conversation by stating that the clinic's elevator was installed in 2016 and has been experiencing issues recently. Through research and discussions with companies that have serviced it in the past, it was discovered that it is a residential elevator rather than a commercial one. She noted that while it is not used frequently, one staff member and a few patients do rely on it. She also emphasized that an elevator is required for ADA compliance.
- Jason Wilson stated that the company that previously serviced the elevator is out of business. The most recent company to inspect it had agreed to order a replacement part but never did. Despite further attempts to contact them, he has not received a response. He has reached out to two other companies, but they are unable to obtain parts due to the elevator's brand. A representative is scheduled to visit tomorrow to provide a quote for a commercial elevator, and Jason noted that he received a rough estimate of \$120,000 for a full replacement.
- It was noted that the current elevator is technically a wheelchair lift, purchased in 2016 for approximately \$38,500, as it was the only available option at the time.
- Lillian Morris asked about contingency plans if someone were to get stuck or if the elevator became unusable. Monica responded that there is a manual override to release individuals if they become trapped. Additionally, patients could be seen in the main building if the elevator goes out of service.
- The Board decided to issue an RFP for a new elevator to gauge interest and obtain pricing. No formal motion was needed, and administration was authorized to proceed. The decision to initiate the RFP now is intended to prevent the need for an emergency purchase.

Old Business:

Clinic Volume:

- Monica Mason provided a comparison of the first 12 weeks of 2024 and 2025. In 2024, the clinic saw 325 patients, while in the same timeframe in 2025, it saw 315 patients, indicating a similar patient volume.

Budget & Finance:

Financial Report- John Shaheen:

- Gross income for January 2025 was \$37,000, which is approximately \$6,300 over budget. Year-to-date, this puts us about \$1,000 over budget and \$11,000 ahead of the same period last year.
- Payroll for January was \$20,300, coming in \$7,200 under budget. Year-to-date payroll is approximately \$33,000 under budget year-to-date, which is consistent with last year's payroll, remaining in the \$20,000 range.
- Lillian Morris asked about the overage mentioned earlier in the presentation. Monica responded that it is due to the flu vaccine campaign.

Motion made by Ms. Lillian Morris, second by Mr. Harry Miller to approve the financial report as presented. The motion passed.

Adjournment:

There being no further business, a motion was made by Ms. Lillian Morris, second by Mr. Harry Miller to adjourn the meeting. The motion passed.

Respectfully submitted:



Ethan Walker