



West Side Health Care District

119 Adkisson Way, Taft, CA 93268 (661) 765-7234

BOARD MEETING MINUTES

Thursday, January 25, 2024, at 2:00 pm

1. CALL TO ORDER

Board Vice President, Adele Ward, called the meeting to order at 2:04 pm. Adele Ward led the Pledge of Allegiance. Those present were:

Adele Ward	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Janice Ashley	Board Member
Ryan Shultz	Executive Director
Mark Bateman	Legal Counsel
Robyn Melton	Clerk of the Board

Board members, Eric Cooper and Darren Walrath were excused. Present at the meeting: Medical Director Dr. Ronald Ostrom, and Doug Keeler from the Midway Driller.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of Thursday, December 21, 2023, were reviewed. After discussion, a motion was made by Ginny Miller to approve the Board Minutes. Jan Ashley seconded. Motion carried.

4. FINANCIAL REVIEW

The December 2023 Financial Statements of were reviewed by CPA, Kelly Hohenbrink via telephone. After discussion, Ginny Miller made a motion to receive and file the unaudited December 2023 Financials as presented. Janice Ashley, seconded, Motion carried.

5. FORM 700, REVIEW AND SIGN FOR SUBMISSION

After review, the Board members signed and dated the 2023 Form 700's. Board Clerk, Robyn Melton will file the documents with the Kern County Election Board.

6. NOMINATIONS FROM THE FLOOR AND BOARD ELECTIONS OF THE 2024 BOARD OFFICERS AND COMMITTEE MEMBERS

After discussion, a Motion was made by Jan Ashley to keep the 2024 Board of Directors and Committee Members in the same positions as the previous year. Adele Ward seconded. Motion carried.

1. Board President, Eric Cooper
2. Board Vice President, Adele Ward
3. Board Secretary/Treasurer, Virginia Miller
4. Finance Committee Members, Eric Cooper and Virginia Miller
5. Facilities Committee Members, Eric Cooper and Darren Walrath
6. Personnel Committee Members, Adele Ward and Janice Ashley
7. Community Outreach Committee Members, Janice Ashley and Darren Walrath

7. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

After review and discussion, Jan Ashley made a Motion to approve the policies and procedures. Ginny Miller seconded. Motion carried. The West Side Family Health Care Policies and Procedures that were approved were: Patient left: Not Seen or Treated, Medical Records Release, Par Levels, Nebulizer Treatments, Non-Discrimination, Motor Vehicle Accident Reporting, and Patient Medical Record Content.

8. ADMINISTRATIVE STAFF REPORT

- A. December 2023, General Information- Attached for informational purposes only. No action.
- B. Discussion-Expanding Weekend Hours at West Side Family Health Care. Discussion Only, No Action.
- C. Discussion/ Approval to Close Clinic at 6:00 pm the night of the Employee Appreciation Event, Friday, March 8, 2024. Ginny Miller made a motion to approve the early closer. Jan Ashley seconded. Motion carried.

7. BOARD COMMITTEE REPORTS

- A. Finance Committee-Nothing further at this time.
- B. Facilities Committee-Nothing further at this time.
- C. Community Outreach Committee- Staff was directed to reach out to the Taft ARC, and set up a patient information meeting with the clients.
- D. Personnel Committee- A meeting has been scheduled for February 5, 2024 at 9:00am
- E. Additional Board Member Input- Nothing further at the time.

8. Closed Session

At 2:46 pm, Board Vice President, Adele Ward asked for a motion to entered into Closed Session. Jan Ashley made a motion, Adele Ward seconded. Motion carried.

Adjourn to session closed to the public as legally permitted. Any reportable action taken will be announced in Open Session.

- A. Public Employee Performance Evaluation (California Government Code Section 54957): Executive Director

9. OPEN SESSION
The Board returned to Open Session at 2:49 Board Vice President, Adele Ward announced that no reportable action was taken.
10. ITEMS FOR FUTURE AGENDA- The Closed Session item, Public Employee Performance Evaluation (California Government Code Section 54957): Executive Director, should be placed on the February 2024 Agenda.
11. ADJOURNMENT
Board Vice President asked for a motion to adjourn. Ginny Miller made a motion, Jan Ashley seconded. Motion carried. At 2:50 pm, the Board Meeting of January 25, 2024, was adjourned.

Respectfully Submitted:


Virginia Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, February 21, 2024, at 2:00 pm