



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, June 27, 2024, at 2:00 pm

1. CALL TO ORDER

Board Vice President, Adele Ward called the meeting to order at 2:01pm. Adele Ward led the Pledge of Allegiance. Those present were:

| | |
|-----------------|---------------------------|
| Adele Ward | Board Vice President |
| Virginia Miller | Board Secretary/Treasurer |
| Janice Ashley | Board Member |
| Darren Walrath | Board Member |
| Ryan Shultz | Executive Director |
| Robyn Melton | Clerk of the Board |

Board President, Eric Cooper was excused. Present at the meeting: District Legal Counsel, Mark Bateman joined the meeting via telephone; Medical Director Dr. Ronald Ostrom; Clinic Director, Summer Wood-Luper.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of Thursday, May 23, 2024, were reviewed. After discussion, a motion was made by Darren Walrath to approve the Board Minutes. Ginny Miller seconded. Motion carried.

4. FINANCIAL REVIEW

- A. The unaudited May 2024 Financial Statement were reviewed by District CPA, Kelly Hohenbrink via telephone. After discussion, Ginny Miller made a motion to receive and file the unaudited May 2024 financials for Audit. Jan Ashley seconded; Motion carried.
- B. Recommended approval from the Finance Committee to review and approve the draft budget for the 2024/2025 Fiscal year. After discussion, Ginny Miller made a motion to approve the 2024/2025 Budget. Jan Ashely seconded. Motion carried. Board Member Darren Walrath abstained from voting on the wage and labor section of the proposed budget in the interest of a conflict of interest.
- C. Review and approve 2024/2025 Capital Outlay Budget. After discussion, Darren Walrath made a motion to approve the 2024/2025 Capital Outlay Budget. Ginny Miller Seconded. Motion carried.

5. 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: Autoclave Spore Testing, Product and Device Recall, Laundry and Linen, Medical Staff Reference Resources, Exposure Control Plan, Kern Health Systems (KHS) Prior Authorization of Services and Procedures, Kern Health Systems Linguistic Services, and Chronic Pain Management.

6. ADMINISTRATIVE STAFF REPORT

A. June 2024, General Information- Attached for informational purposes only. No action.

7. BOARD COMMITTEE REPORTS

- A. Finance Committee- Nothing further at this time.
- B. Facilities Committee-Schedule a committee meeting for the first weeks in July.
- C. Community Outreach Committee- Nothing further at this time.
- D. Personnel Committee- Nothing further at this time.
- E. Additional Board Member Input- Nothing further at the time.

8. CLOSED SESSION

Board Vice President, Adele Ward asked for a Motion to enter into Closed Session. Jan Ashley made The Motion. Darren Walrath Seconded. The Board entered into Closed Session at 3:23

- A. *Public Employee Performance Evaluation (California Government Code Section 54957): Executive Director.*
- B. Conference with Real Property Negotiator (California Government Code Section 54956.8): Conference with the District's real property negotiator (Executive Director, Ryan Shultz) regarding price and terms of payment for the real property located at 109 Adkisson Way, Taft, CA (property owner, Dr. Vibul Tangraphaphorn, MD)

9. OPEN SESSION

The Board returned to Open Session at 4:17 pm. Board Vice President, Adele Ward announced that no reportable action was taken.

10. ITEMS FOR FUTURE AGENDA-

Nothing at this time.

11. ADJOURNMENT

Board Vice President, Adele Ward asked for a motion to adjourn. Darren Walrath made a motion, Jan Ashley seconded. Motion carried. At 4:17 pm, the Board Meeting of June 27, 2024, was adjourned.

Respectfully Submitted:


Virginia Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, August 22 , 2024 at 2:00 pm.