



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, November 21, 2019, at 2:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:03 pm. Eric Cooper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Jan Ashley	Board Member
Gerald Starr	Executive Director
Ryan Shultz	Director of Clinic Operations
Robyn Melton	Clerk of the Board

Board President, Darren Walrath was excused. In attendance, Dr. Ron Ostrom, Medical Director and Clinic Director, Summer Wood Luper

2. PUBLIC INPUT None

3. APPROVAL OF MINUTES

The Board meeting Minutes of Thursday, October 24, 2019, were reviewed. The Minutes were approved by the Board of Directors. The Personnel Committee Meeting Minutes of Friday, November 15, 2019, were reviewed. The Minutes were approved by the Board of Directors.

4. FINANCIAL REVIEW


- A. The Financial Statements of October 2019 were reviewed by Accountant, Kelly Hohenbrink via telephone. After discussion, Virginia Miller made a Motion to approve the October 2019 financials to file for Audit. Adele Ward Seconded. Motion carried.
- B. Review/Approve the JWT and Associates, LLP Fiscal Year 2018/2019 Audit. The audit was reviewed by CPA, Rick Jackson via telephone. After discussion, Virginia Miller made a Motion to approve the 2018/2019 Audit. Adele Ward Seconded. Motion carried.

5. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

- A. West Side Family Health Policies were reviewed, Narcotics, Sensitive Services, Electronic Protected Health Information, Cleaning Duties, Billing Practices, Follow-up Calls, Initial Patient Contact and Medical Emergencies, Intravenous Therapy, Kern Health Systems Specialist Request, Intermuscular Injections, Informed Consent, Radiation Safety and Protection Program, Exam Table and Exam Room Cleaning and Disinfection, Hazardous Waste, Adverse Drug Reaction, Infection Control- Overview, Handwashing, Flu Shots, Fit Testing, Eye Medication-Dispensing, Communication with Persons with Limited English Proficiency, Information Technology Rules of Use, Kaiser Eligibility Verification, Lapse of Consciousness-DMV Reporting, Waived Testing- RVS Rapid Test.
- B. West Side Health Care Policy review: Educational Assistance, with an effective date of January 2020.
Jan Ashley made a Motion to approve the above Policies and Procedures, Adele Ward Seconded. Motion carried.

6. REVIEW/APPROVE PERSONNEL COMMITTEE RECOMMENDATIONS OF EMPLOYER 2% CONTRIBUTION TO THE EMPLOYEE 403 (B) RETIREMENT FUND
After receiving recommendations from the Personnel Committee, the Board of Directors Approved the Employer contribution to the 403(B) retirement fund. Eric Cooper made a motion to approve the contribution. Virginia Miller Seconded. Motion carried.
7. REVIEW/DISCUSS SCHOOL-BASED HEALTH CENTERS
After review and discussion, it was determined that Board Member, Jan Ashley will serve on the planning committee along with District staff. A meeting will be held in December 2019 with the Taft City School District Superintendent and staff.
8. ADMINISTRATIVE UPDATE
 - A. The activities report was reviewed with some additional comments from staff and is attached for informational purposes only.
 - B. The letter to Hall Ambulance regarding the quality of care was reviewed for informational purpose only, no Action.
 - C. Oildorado 2020 Sponsorship Oppunttiites, Discussion/Action.
After discussion, the Board approved sponsoring the pocket guide for Oildorador 2020. As well as a Gold Sponsorship for the Civic Luncheon. Sponsorship not to exceed \$4,000.00. Jan Ashley made the Motion, Viginia Miller Seconded. Motion carried. President Eric Cooper abstained from the vote.
8. BOARD COMMITTEE REPORTS
 1. Finance Committee- No further updates at this time.
 2. Facilities Committee- Power to the building and tree removal is moving forward.
 3. Community Outreach Committee- Christmas Parade participation, December 9, 2019.
 4. Personnel Committee- No further updates at this time.
9. BOARD MEMBER INPUT-
Nothing at this time.
10. CLOSED SESSION-
President, Eric Cooper made a Motion to enter into Closed Session. Adele Ward made the Motion. Jan Ashley Seconded. The Board entered into Closed Session at 2:58 pm.
11. OPEN SESSION
The Board returned to Open Session at 3:24 pm. Board President, Eric Cooper announced that no action was taken during the Closed Session.
12. ITEMS FOR FUTURE AGENDAS – None at this time.
13. ADJOURNMENT
At 3:24 pm, Adele Ward made a motion to Adjourn, Virginia Miller seconded. Motion carried. The Board Meeting of October 24, 2019, was Adjourned.

Respectfully Submitted:


Virginia Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, December 19, 2019, at 12:00 pm
at the West Side Health Care District Office**