

# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, December 19, 2024, at 2:00 pm

1. CALL TO ORDER

Board Vice President, Adele Ward called the meeting to order at 2:03pm. 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 from the meeting. Present at the meeting: District Legal Counsel, Mark Bateman. Mr. Bateman joined the meeting via Zoom; and Medical Director, Ronald Ostrom, DO; Clinic Director Summer Wood-Luper.

2. PUBLIC INPUT- None

3. OATH OF OFFICE FOR BOARD APPOINTMENTS 2025-2028, ADMINISTERED BY BOARD SECRETARY/TREASURER

Oaths of Office were administered for Board Members, Adele Ward and Janice Ashley.

4. APPROVAL OF MINUTES

Board meeting minutes of December 19, 2024, were reviewed. After discussion, a motion was made by Jan Ashley to approve the Board Minutes. Ginny Miller seconded. Motion carried.

5. FINANCIAL REVIEW

The unaudited October 2024 and November 2024 Financial Reports were presented by District CPA, Kelly Hohenbrink, via Zoom. After discussion, Ginny Miller made a motion to receive and file the unaudited October and November 2024 financials for Audit. Jan Ashley seconded; Motion carried.

6. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

After review and discussion, Jan Ashley made a Motion to approve the policies and procedures with one correction. Darren Walrath seconded. Motion carried. The West Side Family Health Care Policies and Procedures that were approved were: Section 504 Notice of Program Accessibility, Difficulty Breathing/Asthma, Follow Up Patients, Conflict of Interest, Business Hours and Clinic Opening Responsibility, Sensitive Services, and Storage, Handling, and Delivery of Medications.

7. DISCUSSION/AUTHORIZATION DONATION TO THE SOROPTIMIST CLUB OF TAFT  
After discussion, Darren Walrath made a motion to donate \$4,000.00 to the Soroptimist Club of Taft to assist with their Critical Care Program. Adele Ward seconded. Motion Carried.
8. ANNUAL REVIEW AND APPROVAL OF BOARD MEETING DATES FOR 2025  
After discussion, Ginny Miller made a motion to approve the Board Meeting Dates for 2025. Jan Ashley seconded. Motion carried.
9. NOMINATIONS FROM THE FLOOR AND BOARD ELECTIONS OF THE 2025 BOARD OFFICERS AND COMMITTEE MEMBERS  
After discussion, a Motion was made by Adele Ward to keep the 2025 Board of Directors and Committee Members in the same positions as the previous year. Jan Ashley 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
10. ADMINISTRATIVE STAFF REPORT
  - A. December 2024, General Information- Attached for informational purposes only. No action.
11. BOARD COMMITTEE REPORTS
  - A. Finance Committee- Nothing further at this time.
  - B. Facilities Committee-Set January Meeting to Discuss Clinic Remodel
  - 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.
12. CLOSED SESSION  
At 2:37 pm, Board Vice President, Adele Ward asked for a motion to entered into Closed Session. Ginny Miller made a motion, Darren Walrath seconded. Motion carried.

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. Tangraphaphorn, MD)

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 811 Center Street, Taft, CA. (property owner, West America Bank)

13. OPEN SESSION

The Board returned to Open Session at 2:52 pm. Board Vice President, Adele Ward announced that no reportable action was taken.

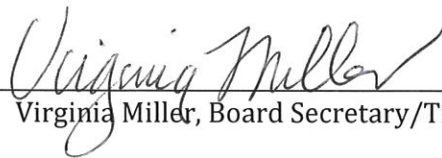
14. ITEMS FOR FUTURE AGENDA-

Nothing at this time.

15. ADJOURNMENT

Board Vice President, Adele Ward asked for a motion to adjourn. Darren Walrath made a motion, Ginny Miller seconded. Motion carried. At 2:53 pm, the Board Meeting of December 19, 2024, was adjourned.

Respectfully Submitted:



Virginia Miller, Board Secretary/Treasurer