



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, March 27, 2025, at 2:00pm

1. CALL TO ORDER

Board President, Eric Cooper called the meeting to order at 2:00pm. Eric Cooper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Janice Ashley	Board Member (via Zoom, Closed Session Only)
Darren Walrath	Board Member
Ryan Shultz	Executive Director
Robyn Melton	Clerk of the Board

Present at the meeting: Dr. Ron Ostrom, Medical Director; Summer Wood-Luper, Clinic Director; District Legal Counsel, Mark Bateman.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of February 27, 2025 were reviewed. After discussion, a motion was made by Darren Walrath to approve the Board Minutes. Adele Ward seconded. Motion carried.

4. FINANCIAL REVIEW

The unaudited February 2025 Financial Reports were presented by District CPA, Kelly Hohenbrink, via Zoom. After discussion, Ginny Miller made a motion to receive and file the unaudited February 2025 financials for Audit. Adele Ward seconded; Motion carried.

5. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

After review and discussion, Adele Ward 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: Standardized Procedures for Pregnancy Testing of Patients on Contraception, Seccion 505 Aviso De Accesibilidad Del Programa, Standardized Procedure for Hemoglobin Assessment, Electronic Protected Health Information (ePHI), Section 504 Grievance, Universal Precautions, Urinary Catheterization, Use of Gloves, Urine Collection-Clean Catch Female, Venipuncture, and Urine Collection-Clean Catch Male.

6. ADMINISTRATIVE STAFF REPORT

- A. March 2025, General Information- Attached for informational purposes only. No action.
- B. Board Discussion/Review of Board Strategic Plan- Information Reviewed, informational purposes only. No Action.

7. BOARD COMMITTEE REPORTS

- A. Finance Committee- Proposed Budget Meeting scheduled for May 13, at 2:00pm.
- B. Facilities Committee-Nothing further at this time.
- 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 this time.

8. CLOSED SESSION

At 2:43 pm, Board President, Eric Cooper asked for a motion to entered into Closed Session. Darren Walrath made a motion, Ginny Miller seconded. Motion carried.

- A. CONFERENCE WITH LEGAL COUNSEL – LITIGATION (Gov. Code section 54956.9(d)(4).): one matter.
- B Public Employee Performance Evaluation (California Government Code Section 54957): Executive Director, Ryan Shultz

9. OPEN SESSION

The Board returned to Open Session at 4:32 pm. Board President, Eric Cooper announced that no reportable action was taken.

10. ITEMS FOR FUTURE AGENDA- None

11. ADJOURNMENT

Board President, Eric Cooper asked for a motion to adjourn. Adele Ward made a motion, Ginny Miller seconded. Motion carried. At 4:33 pm, the Board Meeting of March 27, 2025 was adjourned.

Respectfully Submitted: _____


Virginia Miller, Board Secretary/Treasurer

Next regular Board Meeting is scheduled for April 24, 2025 at 2:00pm