



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, January 22, 2025, at 2:00pm

### 1. CALL TO ORDER

Board President, Eric Cooper called the meeting to order at 2:01pm. Board President, 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
Ryan Shultz	Executive Director
Robyn Melton	Clerk of the Board

Excused from the meeting, Board Member, Darren Walrath. Present at the meeting: District Legal Counsel, Mark Bateman.; Clinic Director, Summer Wood-Luper; and Medical Director, Ron Ostrom;

### APPROVAL OF AGENDA

Board Vice President, Adele Ward made a motion to approve the January 22, 2026 Agenda. Board Secretary/Treasurer, Ginny Miller seconded. Agenda approved.

### 2. PUBLIC INPUT- None

### 3. APPROVAL OF MINUTES

*Board Meeting* minutes of December 18, 2025 were reviewed. After discussion, a motion was made by Board Secretary/Treasurer, Ginny Miller to approve the board minutes. Board Member, Jan Ashley seconded. Motion carried by unanimous vote.

*Facilities Committee Meeting* minutes of January 5, 2026 were reviewed. After discussion, a motion was made by Board Secretary/Treasurer, Ginny Miller to approve the board minutes. Board Member, Jan Ashley seconded. Motion carried by unanimous vote.

*Personnel Committee Meeting* minutes of January 20, 2026 were reviewed. After discussion, a motion was made by Board Secretary/Treasurer, Ginny Miller to approve the board minutes. Board Member, Jan Ashley seconded. Motion carried by unanimous vote.

4. FINANCIAL REVIEW

The unaudited November and December 2025 Financial Reports were presented by CPA, Kelly Hohenbrink via Zoom. After discussion, Board Vice President, Adele Ward made a motion to receive and file the unaudited November and December 2025 financials for audit. Board Secretary/Treasurer, Ginny Miller seconded. Motion carried by unanimous vote.

5. REVIEW/APPROVAL OF DISTRICT 2023/2024 ANNUAL CONTRIBUTION TO THE 403(B) RETIREMENT FUND.

The Personnel Committee recommends to the Board to approve the District contribution of 3% employer match to the 403(B) retirement accounts of qualified, participating staff members. The total amount of the contribution is \$117,206.26. After discussion, Board Member, Jan Ashley made a motion to approve the 3% annual contribution. Board Vice-President, Adele Ward seconded. Motion carried by unanimous vote.

6. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

After review and discussion, Board member Jan Ashley made a motion to approve the policies and procedures. Board Vice-President, Adele Ward seconded. Motion carried by unanimous vote. The West Side Family Health Care Policies and Procedures that were approved were: Emergency Ambulance Transfer, Information Technology Rules of Use. Initial Patient Contact and Medical Emergencies, Blood-Borne Pathogen Exposure, Communication with Persons with Limited English Proficiency, Litigation (Potential), Marketing, List of Services, Medical Record Transfer, Ownership and Governance Statement, and Declaracion de propiedad y gobierno.

7. ADMINISTRATIVE STAFF REPORT

- A. January 2026, General Information- Attached for informational purposes only, no action.
- B. West Side Family Health Care Building A Remodel Construction Schedule

8. BOARD COMMITTEE REPORTS

- A. Finance Committee- Nothing further at this time.
- B. Facilities Committee-Nothing further at this time.
- C. Community Outreach Committee- Health Care Discussion to be scheduled soon.
- D. Personnel Committee- Nothing further at this time.
- E. Additional Board Member Input- Nothing further at this time.

9. ADJOURNMENT

Board President, Eric Cooper asked for a motion to adjourn. Board Secretary/Treasurer Ginny Miller, made a motion. Board Member, Jan Ashley seconded. Motion carried. At 2:46 pm, the Board Meeting of January 22, 2026 was adjourned.

Respectfully Submitted:

  
Ginny Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for February 26, 2026 at 2:00pm**