



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, January 23, 2025, at 9:00am

1. CALL TO ORDER

Board President, Eric Cooper called the meeting to order at 9:01 am. 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
Darren Walrath	Board Member
Ryan Shultz	Executive Director
Robyn Melton	Clerk of the Board

Present at the meeting: District Legal Counsel, Mark Bateman. Mr. Bateman joined the meeting via Zoom.

2. PUBLIC INPUT- None

3. 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. The Personnel Committee Meeting minutes of January 16, 2025 were reviewed. After discussion, a motion was made by Jan Ashley to approve the Personnel Committee Minutes. Adele Ward seconded. Motion carried.

4. FINANCIAL REVIEW

The unaudited December 2024 Financial Reports were presented by Executive Director, Ryan Shultz. District CPA, Kelly Hohenbrink, was unavailable. After discussion, Adele Ward made a motion to receive and file the unaudited December 2024 financials for Audit. Darren Walrath seconded; Motion carried.

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 contribute a 2% employer match to the 403(B) retirement accounts of qualified, participating staff members. The total amount of the contribution is \$66,416.37. After discussion, Jan Ashley made a motion to approve the 2% annual contribution. Ginny Miller seconded. Board Member, Darren Walrath abstained from the vote.

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. Ginny Miller seconded. Motion carried. The West Side Family Health Care Policies and Procedures that were approved were: Ear Irrigation, Eye Medication-Dispensing, Influenza Vaccination, Fit Testing, Handwashing, Narcotics, Lapses of Consciousness-DMV Reporting, On-Call Program, Management of Critical Inbox, Retention of Records, Waived Testing-Urine Pregnancy Testing, and RetinalVue Imager.
7. DISCUSSION/AUTHORIZATION WEST SIDE FAMILY HEALTH CARE TO CLOSE EARLY ON FEBRUARY 28, 2025.
Authorization to close the clinic at 5:00 pm the night of the Employee Appreciation Event. Adele Ward made the motion, Jan Ashley seconded. Motion carried.
8. ADMINISTRATIVE STAFF REPORT
A. January 2025, General Information- Attached for informational purposes only. No action.
9. BOARD COMMITTEE REPORTS
A. Finance Committee- Nothing further at this time.
B. Facilities Committee-Meeting Set for January 27th at 9:30am.
C. Community Outreach Committee- Nothing further at this time.
D. Personnel Committee- Nothing further at this time.
E. Additional Board Member Input- Ginny Miller inquired if the District was prepared for a Disaster, and if we had an emergency plan in case disaster strikes.
10. ITEMS FOR FUTURE AGENDA-
Nothing at this time.
11. ADJOURNMENT
Board President, Eric Cooper asked for a motion to adjourn. Adele Ward made a motion, Jan Ashley seconded. Motion carried. At 10:12am, the Board Meeting of January 23, 2025, was adjourned.

Respectfully Submitted: _____


Virginia Miller, Board Secretary/Treasurer

Next Regular Board Meeting is Scheduled for February 27, 2025 at 2:00pm