



West Side Health Care District

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

BOARD MEETING MINUTES

Tuesday, October 29, 2024, at 2:00 pm

1. **CALL TO ORDER**

Board Vice President, Adele Ward called the meeting to order at 2:01pm. Robyn Melton 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 telephone; and Clinic Director Summer Wood-Luper.

2. **PUBLIC INPUT- None**

3. **APPROVAL OF MINUTES**

Board meeting minutes of August 22, 2024, were reviewed. After discussion, a motion was made by Ginny Miller to approve the Board Minutes. Adele Ward seconded. Motion carried.

Personnel Committee meeting minutes of Monday, September 30, 2024, were reviewed. After discussion, a Motion was made by Janice Ashley to approve the Committee Minutes. Adele Ward seconded. Motion carried.

4. **FINANCIAL REVIEW**

A. The unaudited July, August and September 2024 Financial Reports reviewed by District CPA, Kelly Hohenbrink. After discussion, Ginny Miller made a motion to receive and file the unaudited July, August and September 2024 financials for Audit. Adele Ward, seconded, Motion carried.

5. **ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES**

After review and discussion, Jan Ashley made a Motion to approve the policies and procedures. Darren Walrath seconded. Motion carried. The West Side Family Health Care Policies and Procedures that were approved were: Standardized Procedure for Waived Point of Care FLU A/B+SARS Antigen FIA (COVID-19), Alternate Communications in Emergency Situation, Bioterrorism Threat, Bomb Scare, Disaster- Fire, Disaster-Water Contamination, Disaster Plan,

Earthquake or Weather Emergency, Disruption of Electrical Services, External Hazmat Incident, Mass Casualty Response, Shelter in Place for Patients and Staff, Operation During Internal Disaster, Unscheduled Downtime of Electronic Medical Record, Volunteer Deployment, Kern Health Systems Specialist Request, Age Restriction, Elder or Dependent Adult Abuse Reporting, Adverse Drug Reaction, Late Arriving Unscheduled Patients, Waived Testing- Bilirubin Meter, Preventative Maintenance Inspections, Organization of Nursing Personnel, and the 2024 Emergency Operations Plan.

6. ADMINISTRATIVE STAFF REPORT

- A. October 2024, General Information- Attached for informational purposes only. No action.

7. BOARD COMMITTEE REPORTS

- A. Finance Committee- Nothing further at this time.
- B. Facilities Committee-Nothing further at this time.
- C. Community Outreach Committee- Soroptimist International Club of Taft would like a donation for their Critical Care Program. This program provides gas cards for patients to travel out of town for Chemo, radiation or dialysis appointments. Executive Director, Ryan Shultz will contact the club for further discussion.
- D. Personnel Committee- Nothing further at this time.
- E. Additional Board Member Input- Nothing further at the time.

8. CLOSED SESSION

Board President, Eric Cooper asked for a Motion to enter into Closed Session. Adele Ward made the motion, Darren Walrath seconded. The Board entered into Closed Session at 3:03pm.

- A. 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. Vibul Tangraphaphorn, MD)
- B. 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)

9. OPEN SESSION

The Board returned to Open Session at 3:43 pm. Board President, Eric Cooper announced that no reportable action was taken.

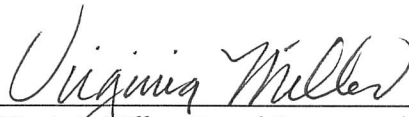
10. ITEMS FOR FUTURE AGENDA-

Nothing at this time.

11. ADJOURNMENT

Board President, Eric Cooper asked for a motion to adjourn. Ginny Miller made a motion, Jan Ashley seconded. Motion carried. At 3:44 pm, the Board Meeting of October 29, 2024, was adjourned

Respectfully Submitted:



Virginia Miller, Board Secretary/Treasurer