

# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, August 22, 2024, at 2:00 pm

1. CALL TO ORDER

Board President, Eric Cooper called the meeting to order at 2:01pm. Robyn Melton led the Pledge of Allegiance. Those present were:

Adele Ward	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Janice Ashley	Board Member
Ryan Shultz	Executive Director
Robyn Melton	Clerk of the Board

Board Vice President, Adele Ward and Board Member Darren Walrath were excused. Present at the meeting: District Legal Counsel, Mark Bateman joined the meeting via telephone; and Medical Director Dr. Ronald Ostrom;

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of Thursday, July 27, 2024, were reviewed. After discussion, a motion was made by Janice Ashley to approve the Board Minutes. Ginny Miller seconded. Motion carried.

Facilities Committee meeting minutes of Monday, August 12, 2024, were reviewed. After discussion, a Motion was made by Janice Ashley to approve the Committee Minutes. Ginny Miller seconded. Motion carried.

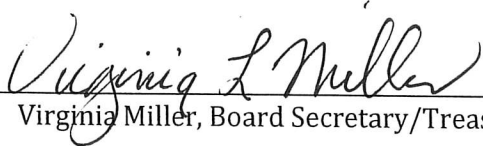
4. FINANCIAL REVIEW

- A. The unaudited July Financial Reports were Tabled until the September Board Meeting, CPA, Kelly Hohenbrink was unable to present the reports during the meeting.

5. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

After review and discussion, Jan Ashley 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 Procedure for Waived Point of Care FLU A/B + SARS Antigen FIA (COVID-10-19), Compliance, Sterile Supplies and Instruments, Domestic Violence Reporting Suspicious Injury Reporting, Standardized Procedure for Strep A-Rapid, Standardized Procedure for Visual Acuity Testing, Sterile Shelf Life, Withdrawal of Care, and Child Abuse-Reporting,

6. DISCUSSION/APPROVAL – UPDATE CONFLICT OF INTEREST CODE, TO BE FILED WITH THE KERN COUNTY BOARD OF SUPERVISORS  
After discussion, Ginny Miller made a motion to approve the updated Conflict of Interest Code and to fill the document with the Kern County Board of Supervisors. Jan Ashley seconded. Motion carried.
7. ADMINISTRATIVE STAFF REPORT
  - A. August 2024, General Information- Attached for informational purposes only. No action.
8. BOARD COMMITTEE REPORTS
  - A. Finance Committee- Nothing further at this time.
  - 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 the time.
9. CLOSED SESSION  
Board Vice President, Adele Ward asked for a Motion to enter into Closed Session. Ginny Miller made the motion, Jan Ashley seconded. The Board entered into Closed Session at 2:28pm
  - 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)
10. OPEN SESSION  
The Board returned to Open Session at 3:40pm. Board Vice President, Adele Ward announced that no reportable action was taken.
11. ITEMS FOR FUTURE AGENDA-  
Nothing at this time.
12. ADJOURNMENT  
Board Vice President, Adele Ward asked for a motion to adjourn. Ginny Miller made a motion, Jan Ashley seconded. Motion carried. At 3:41 pm, the Board Meeting of August 22, 2024, was adjourned

Respectfully Submitted:   
Virginia Miller, Board Secretary/Treasurer

**Next Scheduled Board Meeting is September 25, 2024 at 2:00 pm**