



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, May 28, 2026, at 2:00pm

1. CALL TO ORDER

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

Eric Cooper	Board President
Darren Walrath	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Jan Ashley	Board Member
Adele Ward	Board Member
Ryan Shultz	Executive Director
Robyn Melton	Clerk of the Board

Present at the meeting: District Legal Counsel, Mark Bateman.; Clinic Director, Summer Wood-Luper; Medical Director, Ron Ostrom; and Midway Driller, Doug Keeler.

APPROVAL OF AGENDA

Board Secretary/Treasurer, Ginny Miller made a motion to approve the May 28, 2026 Agenda. Board Vice President, Darren Walrath seconded. Agenda approved.

2. PUBLIC INPUT- None

3. CLOSED SESSION

At 2:01pm Board President, Eric Cooper asked for a motion to enter into Closed Session. Board Member, Jan Ashley made a motion, Board Member, Adele Ward seconded. Motion carried.

- A. *Public Employee Performance Evaluation (California Government Code Section 54957)*  
*Executive Director, Ryan Shultz.*
- B. *Conference with Labor Negotiators (California Government Code Section 54957.6)*  
*Unrepresented Employee: Executive Director, Ryan Shultz.*

4. OPEN SESSION

The Board returned to Open Session at 4:14 pm. Board President, Eric Cooper announced that no reportable action was taken

5. APPROVAL OF MINUTES

*Board Meeting* minutes of March 26, 2026 were reviewed. After discussion, a motion was made by Board Secretary/Treasurer, Ginny Miller to approve the board minutes. Board Vice President, Darren Walrath, seconded. Motion carried by unanimous vote.

*Facilities Committee Meeting* minutes of April 7, 2026 were reviewed. After discussion, a motion was made by Board Secretary/Treasurer, Ginny Miller to approve the board minutes. Board Vice President, Darren Walrath, seconded. Motion carried by unanimous vote.

*Special Board Meeting* minutes of Wednesday, May 13, 2026 were reviewed. After discussion, a motion was made by Board Secretary/Treasurer, Ginny Miller to approve the board minutes. Board Vice President, Darren Walrath, seconded. Motion carried by unanimous vote.

6. POTENTIAL APPROVAL OF NEW EMPLOYMENT AGREEMENT WITH EXECUTIVE DIRECTOR, RYAN SHULTZ, WITH SPECIFIED TERMS.

7. FINANCIAL REVIEW

The unaudited March and April 2026 Financial Reports were tabled until the Finance Meeting to be held on Monday, June 1, 2026

8. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

A. After review and discussion, Board Member, Jan Ashley made a motion to approve the policies and procedures. Board Vice President, Darren Walrath seconded. Motion carried by unanimous vote. The West Side Family Health Care Policies and Procedures that were approved were: Laboratory Electrical Safety, Contagious Patient, Cleaning Duties, Blue Shield Eligibility Verification, Billing Personnel-Organization, Patient with Urgent Complaint or Distress, Registration of an Established Patient, Splints/Ace Wraps, Registering Patient Grievance, Registration of New Patient, Website Patient Portal Information, Standardized Procedure for Administering Antipyretics on Febrile Patients, Infection Control-Overview, Kern Health Systems Linguistic Services, Health Professional Recruitment & Retention Plan, Appointment Scheduling, Autoclave Spore Testing, Laundry and Linen, Medical Staff Reference Resources, Product and Device Recall, Incident Reports, Exposure Control Plan, and New Employee Onboarding and Annual Training.

B. After review and discussion, Board Member, Jan Ashley made a motion to approve the policies and procedures. Board Vice President, Darren Walrath seconded. Motion carried by unanimous vote. The West Side Health Care District Policies and Procedures that were approved were: Mission Statement, Statement of Directors Duties and Responsibilities, Role of Director and Scope of Authority, Term of Office, and District Officers.

9. ADMINISTRATIVE STAFF REPORT

A. April /May 2026, General Information- Attached for informational purposes only, no action.

10. 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 this time.

11. ITEMS FOR FUTURE AGENDAS

Nothing at this time.

13. ADJOURNMENT

At 4:47 pm, the Board Meeting of May 28, 2026 was adjourned.

Respectfully Submitted:

  
Ginny Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for June 25, 2026 at 2:00pm**