



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, November 20, 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
Darren Walrath	Board Member
Ryan Shultz	Executive Director
Robyn Melton	Clerk of the Board

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

### APPROVAL OF AGENDA

Board Secretary/Treasurer Ginny Miller made a motion to approve the November 20, 2025 Agenda. Board Vice President, Jan Ashley seconded. Agenda approved.

### 2. PUBLIC INPUT- None

### 3. CLOSED SESSION

At 2:02 pm, Board President, Eric Cooper asked for a motion to entered into Closed Session. Board Secretary/Treasurer Ginny Miller made a motion, Board President, Adele Ward seconded. Motion carried.

#### A. Conference with Real Property Negotiator

Property: Property located at 109 Adkisson Way, Taft, California, having APN 032-060-06

Agency negotiator: Ryan Shultz, Executive Director of the District

Negotiating parties: The District is the Buyer. The Sellers are VIBUL TANGPRAPHAPHORN and KOMKAI TANGPRAPHAPHORN, Trustees of the Tangpraphaphorn Family Trust dated July 19, 1999, and MUSHTAQ AHMED and REHMAT S. AHMED, husband and wife.

Under negotiation: Potential approval of due diligence items.

4. OPEN SESSION

At 2:26 pm Board Member, Darren Walrath made a motion to return to Open Session. Board Vice President, Adele Ward seconded. Motion Carried. Board President, Eric Cooper announced that, there was no reportable action taken.

5. APPROVAL OF MINUTES

Board meeting minutes of October 23, 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.

6. FINANCIAL REVIEW

The unaudited October 2025 Financial Reports were tabled until the December 2025 Board Meeting.

7. 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: Liquid Nitrogen, Waived Testing-SARS-CoV-2 (COVID-19) -Specimen Collection, Drug Samples, Mass Casualty Response, Mission Statement, Vendor Visitor Management, Influenza A and B Test-Waived, and Waived Testing- Respiratory Panel Test.

8. REVIEW AND DISCUSS A POTENTIAL CONTRACTOR PRE-QUALIFICATION PROCESS FOR WEST SIDE HEALTH CARE DISTRICT PUBLIC WORKS PROJECT.

Informational Item, after discussion, this item will be placed on the December 2025 Agenda for approval

9. POTENTIAL APPROVAL of District's Acquisition of Property Under Purchase and Sale Agreement and Joint Escrow Instructions Dated August 7, 2025, Entered Into as Between the District (as Buyer) and VIBUL TANGPRAPHAPHORN and KOMKAI TANGPRAPHAPHORN, Trustees of the Tangpraphaphorn Family Trust Dated July 19, 1999, and MUSHTAQ AHMED and REHMAT S. AHMED, husband and wife (as Seller), as Previously Amended ("Amended Agreement"), in Accordance with Section 5.2 Thereof; and Potential Authorization for Executive Director, Board President and Board Secretary, as Applicable, to Execute All Documents, Instruments And Escrow Instructions Necessary to Proceed With Closing of the Acquisition Transaction in Accordance with Said Amended Agreement. After discussion, Board Member Darren Walrath made a motion to approve the district acquisition of property, 109 Adkisson Way. Vice President, Adele Ward seconded. Motion carried.

10. ADMINISTRATIVE STAFF REPORT

- A. November 2025, General Information- Attached for informational purposes only, no action.

11. BOARD COMMITTEE REPORTS

- A. Finance Committee- Nothing further at this time.
- B. Facilities Committee-Nothing further at this time.
- C. Community Outreach Committee- A meeting will be scheduled for December 2025 to further discuss the Community Health Fair, Spring 2026.
- D. Personnel Committee-
- E. Additional Board Member Input-

12. ITEMS FOR FUTURE AGENDA- Nothing at this Time.

13. 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 3:27 pm, the Board Meeting of November 20, 2025 was adjourned.

Respectfully Submitted:



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Ginny Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for December 18, 2025 at 2:00pm**