



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, February 27, 2025, at 2:00pm

1. CALL TO ORDER

Board President, Eric Cooper called the meeting to order at 2:00pm. 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: Dr. Ron Ostrom, Medical Director; Summer Wood-Luper, Clinic Director; Carrie Coleman, Assistant Clinic Director. District Legal Counsel, Mark Bateman, and Ashley Beebe, Taft Midway Driller joined the meeting via Zoom.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of January 23, 2025 were reviewed. After discussion, a motion was made by Ginny Miller to approve the Board Minutes. Darren Walrath seconded. Motion carried. The Facilities Committee Meeting minutes of January 27, 2025 were reviewed. After discussion, a motion was made by Ginny Miller to approve the Facilities Committee Minutes. Darren Walrath seconded. Motion carried.

4. FINANCIAL REVIEW

The unaudited January 2025 Financial Reports were presented by District CPA, Kelly Hohenbrink, via Zoom After discussion, Adele Ward made a motion to receive and file the unaudited January 2025 financials for Audit. Ginny Miller seconded; Motion carried.

5. REVIEW AND SIGN 2024 FORM 700, STATEMENT OF ECONOMIC INTERESTS FORMS

After review, the forms were sign and will be forwarded to the Kern County Board of Supervisors Clerk.

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. Darren Walrath seconded. Motion carried. The West Side Family Health Care Policies and Procedures that were approved were: Quality Assurance Guidelines, Autoclave Use and Maintenance, Medication Administration, Quality Assurance & Continued Quality Improvement Plan, Standardized Procedure for Glucose Check for Diabetic Patients, Pulse Oximeter, Hazardous Waste, Supply Outdates Standardized Procedures for Pulse Oximeter, Standardized Procedure for Administering Antipyretics in Fibril Patients, Waived Testing Quality Assurance, and Waived Testing- RSV Rapid Test.

7. ADMINISTRATIVE STAFF REPORT

- A. January 2025, General Information- Attached for informational purposes only. No action.
- B. Emergency Disaster Plan Overview, Summer wood-Luper and Carrie Coleman spoke about the role of West Side Family Health in a community disaster and how the organization plans to actively participate in emergency response efforts if the need arises.
- C. Board Retreat Discussion and Planning, to set date for Special Meeting After discussion, Board Clerk Robyn Melton will email the Board to gather available dates for a special meeting in April or May 2025.

8. BOARD COMMITTEE REPORTS

- A. Finance Committee- Nothing further at this time.
- B. Facilities Committee-Nothing further at this time.
- C. Community Outreach Committee- Several Career Days scheduled for the month of March at local schools.
- D. Personnel Committee- Nothing further at this time.
- E. Additional Board Member Input- Nothing further at this time.

9. CLOSED SESSION

At 2:55 pm, Board President, Eric Cooper asked for a motion to entered into Closed Session. Adele Ward made a motion, Ginny Miller seconded. Motion carried.

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. Tangraphaphorn, MD)

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)

Public Employee Performance Evaluation (California Government Code Section 54957) Executive Director, Ryan Shultz

10. OPEN SESSION

The Board returned to Open Session at 4:35 pm. Board President, Eric Cooper announced that no reportable action was taken.

11. ITEMS FOR FUTURE AGENDA-
The Board requested that the Public Employee Evaluation of Executive Director, Ryan Shultz be added to the March 2025 Agenda.

12. ADJOURNMENT
Board President, Eric Cooper asked for a motion to adjourn. Adele Ward made a motion, Darren Walrath seconded. Motion carried. At 4:36 pm, the Board Meeting of February 27, 2025 was adjourned.

Respectfully Submitted:



Virginia Miller, Board Secretary/Treasurer

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