



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, January 26, 2023, at 2:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:00 pm. Ginny Miller 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	District Manager

Also Present at the meeting were Medical Director, Dr Ron Ostrom, Clinic Director, Summer Wood-Luper, Clinic Care Coordinators, Cristy Guevara and Paige Wagner, LVN Eric Swarts.

2. PUBLIC INPUT- None

3. OATH OF OFFICE TO BE ADMINISTERED FOR A 4 YEAR TERM- The Oath was administered by Clerk of the Board, Robyn Melton to Incumbent Board Members, Eric Cooper, Virginia Miller and Darren Walrath. This term expires in 2026.

4. APPROVAL OF MINUTES

The Board meeting minutes were reviewed. After discussion, the Minutes of Wednesday, December 14, 2022, were approved by the Board of Directors.

The Personnel Committee Minutes were reviewed. After discussion, the Minutes of Tuesday, January 10, 2023 was approved by the Board of Directors.

The Facilities Committee Minutes were reviewed. After discussion, the Minutes of Wednesday, January, 18, 2023 were approved by the Board of Directors.

5. DISCUSSION/APPROVAL, RECOMMENDATION FOR COMMITTEE MEETING OF JANUARY 2023

A. Consideration/Approval- Recommendation from the Personnel Committee on January 10, 2023. All employees participating in the 403 (B) program during Fiscal Year 2021- 2022 would receive a 2% District contribution to their retirement fund. Budgeted cost to the district is \$42,761.85. Virginia Miller made a motion to contribute 2% to the employees 403(B) Retirement fund. Jan Ashley Seconded. Motion Carried.

B. Consideration/Approval-Recommendation from the Facilities Committee, Updated pricing for the HVAC project. Originally Approved at the November 2022 Board Meeting. Darren Walrath made a Motion to approve the updated project. Virginia Miller Seconded. Motion carried.

6. FINANCIAL REVIEW

- A. The December 2022 Financial Statements of were reviewed by CPA, Kelly Hohenbrink via telephone. After discussion, Adele Ward made a motion to receive and file the unaudited December 2022 Financials as presented. Janice Ashley, seconded, Motion carried.
- B. Authorize Executive Director to enter into a settlement agreement with the State of California Department of Public Health concerning the Medical Precomputation Appeal for Fiscal Year ending June 30, 2018, should mutually agreeable terms be reached. The hearing is scheduled for Feb 22, 2023. After discussion, Adele Ward made a motion to Authorize the Executive Director to enter into an agreement if terms can be reached, during the February 22, 2023 hearing. Virginia Miller Seconded, Motion carried.

7. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

After review and discussion, Jan Ashley made a Motion to approve the policies and procedures. Virginia Miller seconded. Motion carried. The West Side Family Health Care Policy and Procedures that were reviewed were: Pulse Oximeter, Fit Testing, Quality Assurance & Continued Quality Improvement Plan, Quality Assurance Guidelines, Hazardous Waste, Supply Outdates, Standardized Procedure for Pulse Oximeter, and Waived Testing Quality Assurance,

District Policies that were reviewed and approved were: Annual Conflict of Interest

8. ADMINISTRATIVE STAFF REPORT

January 2023, General Information- Attached for informational purposes only.  
No action

Presentation by LVN, Eric Swarts and Care Coordinators, Cristy Guevara and Paige Wagner on the Kern Family Health Enhanced Care Management Program and Incentive Payment Program Grant.

9. 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.
- c. Personnel Committee- Nothing Further at this time.
- d. Additional Board Member Input-. Read Across America, March 2, 2023.

10. CLOSED SESSION

Board President, Eric Cooper asked for a motion to go into Closed Session, Darren Walrath made a motion. Ginny Miller Seconded. The Board entered into Closed Session at 3:17 pm.

Adjourn to session closed to the public as legally permitted. Any action taken will be announced in Open Session. Pursuant to Government Code 54957- Executive Director, Yearly Evaluation, Board Discussion.

11. OPEN SESSION

At 4:20 pm the Board President, Eric Cooper announced that no action was taken during Closed Session.

12. ITEMS FOR FUTURE AGENDA  
Nothing at this time.

13. ADJOURNMENT  
At 4:22 pm, the Board made a motion to Adjourn the Board Meeting of January 26, 2023.

Respectfully Submitted:

  
Virginia Miller, Board Secretary/Treasurer

**The next regular Board Meeting is scheduled for Thursday, February 23, 2023 at 2:00 pm**