



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, December 18, 2025, at 4:00pm

1. CALL TO ORDER

Board President, Eric Cooper called the meeting to order at 4:01pm. 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.; and Medical Director, Ron Ostrom;

APPROVAL OF AGENDA

Board member, Darren Walrath made a motion to approve the December 18, 2025 Agenda. Board Secretary/Treasurer, Ginny Miller seconded. Agenda approved.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of November 20, 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.

Outreach Committee Meeting Minutes of November 20, 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.

4. **FINANCIAL REVIEW**
The unaudited October 2025 Financial Reports were presented by CPA, Kelly Hohenbrink via Zoom. After discussion, Board Secretary/Treasurer, Ginny Miller made a motion to receive and file the unaudited October 2025 financials for audit. Board Member, Jan Ashley seconded. Motion carried by unanimous vote.

5. **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 Member, Darren Walrath seconded. Motion carried by unanimous vote. The West Side Family Health Care Policies and Procedures that were approved were: Intramuscular Injections, Emergency Release of Patient Records, Emergency Situation/unresponsive Patient, Chiropractic Flat Rate Fee Program, EKG/ECG, Medical Director Direction of Practitioners in the Clinic, Look-Alike Sound-Alike Medications, Medication Management-Storage of Multi-Use Containers, Medication Reconciliation, Medication Waste Stream, Medication, Supply, and Equipment Recalls/Warnings, and Waived Testing-SARS Antigen FIA (COVID-19)- Point of Care Test.

6. **DISCUSSION/AUTHORIZED EXECUTIVE DIRECTOR TO CAUSE PUBLICATION OF A NOTICE REQUESTING PUBLIC BIDS ON THE WEST SIDE FAMILY HEALTH CARE DENTAL PROJECT.**
Including notification that the bidding process for this project will include both a pre-qualification of potential bidders' phase and a bidding phase.
After discussion, Board Member, Darren Walrath made a motion to authorize the Executive Director, Ryan Shultz to move forward with the release of the Public Bidding Documents for the Dental Project. Board Secretary/Treasurer, Ginny Miller seconded. Motion carried by unanimously vote.

7. **APPROVAL OF 2026 PROPOSED MEETING DATES**
A motion was made by Board Member, Jan Ashley to approve the 2026 Board Meeting and Finance meeting dates. Board Vice President, Adele Ward seconded. Motion carried by unanimous vote.

8. **DISCUSSION/APPROVE WEST SIDE FAMILY HEALTH CARE TO CLOSE EARLY ON APRIL 24, 2026.**
A motion to Close West Side Family Health Care at 5:00pm for the annual Employee Appreciation Event on April 24, 2026 was made by Board Member, Darren Walrath. Board President, Adele Ward seconded. Motion carried by unanimous vote.

9. **DISCUSSION/AUTHORIZE DONATION TO THE SOROPTIMIST CLUB OF TAFT.**
After discussion, Board Vice President, Adele Ward made a motion to donate \$4,000.00 to the Taft Soroptimist Club for their Critical Care Program. Board Member, Darren Walrath seconded. Motion carried by unanimous vote.

10. **REVIEW/APPROVAL FOR PROPOSED CLINIC LOBBY FURNITURE LAYOUT**
After discussion, it was proposed that Board Members Jan Ashley and Darren Walrath will work with Executive Director, Ryan Shultz to explore additional ideas regarding the lobby furniture. Ideas and comments will be brought back to a regular Board Meeting for further discussion.

11. DISCUSSION/APPROVAL WEST SIDE HEALTH FAIR, DATE AND BUDGET
After discussions regarding, vendors, budget, date, location and activities, Board Member, Jan Ashley made a motion to approve the Health Fair to be held on April 11, 2026 from 9:00am -1:00 pm. This event should not exceed a \$20,000.00 budget. Board Member, Darren Walrath seconded. Motion carried by unanimous vote.

12. ADMINISTRATIVE STAFF REPORT
 - A. December 2025, General Information- Attached for informational purposes only, no action.
 - B. West Side Family Health Care Building A Remodel Construction Schedule

13. BOARD COMMITTEE REPORTS
 - A. Finance Committee- Nothing further at this time.
 - B. Facilities Committee-A meeting to be scheduled for January 2026
 - C. Community Outreach Committee- Nothing further at this time.
 - D. Personnel Committee- A meeting to be scheduled January 2026
 - E. Additional Board Member Input-

14. ITEMS FOR FUTURE AGENDA- Nothing at this time.

15. ADJOURNMENT
Board President, Eric Cooper asked for a motion to adjourn. Board Member, Jan Ashley, made a motion. Board Vice-President, Adele Ward seconded.
Motion carried. At 5:24 pm, the Board Meeting of December 18, 2025 was adjourned.

Respectfully Submitted:



Ginny Miller, Board Secretary/Treasurer