



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, February 26, 2026, 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.; Clinic Director, Summer Wood-Luper; Medical Director, Ron Ostrom; Assistant Clinic Director, Carrie Coleman, and Midway Driller, Doug Keeler.

APPROVAL OF AGENDA

A change to the agenda included moving Item 11 to the beginning of the meeting.

Board Vice President Adele Ward made a motion to approve the February 26, 2026 Agenda, with the changes. Board Secretary/Treasurer, Ginny Miller seconded. Agenda approved.

2. CLOSED SESSION

At 2:03pm Board President, Eric Cooper asked for a motion to enter into Closed Session.

Board Member, Jan Ashley made a motion, Secretary/Treasurer Ginny Miller seconded. Motion carried.

A. CONFERENCE WITH LEGAL COUNSEL – LITIGATION (Gov. Code section 54956.9(d)(4).): one matter.

3. OPEN SESSION

The Board returned to Open Session at 2:22 pm. Board President, Eric Cooper announced that no reportable action was taken.

4. PUBLIC INPUT- None

5. APPROVAL OF MINUTES

Board Meeting minutes of January 22, 2026 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.

Facilities Committee Meeting minutes of February 23, 2026 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 January 2026 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 January 2026 financials to file for audit. Board Vice President, Adele Ward seconded. Motion carried by unanimous vote.

7. 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, Adele Ward seconded. Motion carried by unanimous vote. The West Side Family Health Care Policies and Procedures that were approved were: Medical Assistant Scope of Practice, Medi-Cal Eligibility, Medical records Release, Par Levels, Nebulizer Treatments, Monitoring Inspection of Medication Inventory, Primary Authority Over Clinic Operations, Patient Left, Not Seen or Treated (NSOT), Patient Medical Record Content, and Splint/Ace Wraps.

B. After Review and Discussion, Board Vice President, Adele Ward made a motion to table these policies, District Officers and Board Meetings: Time, Date and Quorum for further review. Board Member, Jan Ashley seconded. Policies tabled.

8. REVIEW/ SIGN 2025 Form 700, STATEMENT OF ECONOMIC INTEREST

After review, each Board member signed their Form 700.

9. NOMINATIONS FROM THE FLOOR AND BOARD ELECTIONS OF THE 2026 BOARD OFFICERS AND COMMITTEE MEMBERS

Before nominations began, Vice President, Adele Ward stepped down from her current position. The 2026 officers are as follows;

Board President = Eric Cooper. Nominated by Adele Ward, seconded by Ginny Miller (Ayes: Ward, Miller, Ashley. Noes: Walrath)

Board Vice President = Darren Walrath. Nominated by Adele Ward, seconded by Eric Cooper (Ayes: Miller, Cooper, Ward. Noes: Ashley)

Board Treasurer/Secretary = Ginny Miller

Finance Committee = Eric Cooper and Ginny Miller

Facilities Committee = Eric Cooper and Darren Walrath

Personnel Committee = Adele Ward and Jan Ashley

Community Outreach Committee = Jan Ashley and Darren Walrath

10. **POTENTIAL AWARD OF CONTRACT TO LOWEST PRE-QUALIFIED BIDDER FOR CONSTRUCTION OF THE DENTAL BUILDING PROJECT**
After discussion, Board Secretary/Treasurer, Ginny Miller made a motion to award the Contract for construction of the Dental Building Project to Black Hall Construction, as the lowest pre-qualified Bidder submitting a responsive bid. Darren Walrath seconded. Motion carried by unanimous vote.
11. **ADMINISTRATIVE STAFF REPORT**
 - A. February 2026, General Information- Attached for informational purposes only, no action.
12. **BOARD COMMITTEE REPORTS**
 - A. Finance Committee- Nothing further at this time.
 - B. Facilities Committee-Nothing further at this time.
 - C. Community Outreach Committee- Health Care Discussion to be scheduled soon.
 - D. Personnel Committee- Nothing further at this time.
 - E. Additional Board Member Input- Nothing further at this time.
13. **CLOSED SESSION**

At 3:20pm Board President, Eric Cooper asked for a motion to entered into Closed Session. Board Secretary/Treasurer, Ginny Miller made a motion, Board Member, Jan Ashley seconded. Motion carried.

 - B Public Employee Performance Evaluation (California Government Code Section 54957): Executive Director, Ryan Shultz
14. **OPEN SESSION**

The Board returned to Open Session at 3:44 pm. Board President, Eric Cooper announced that A Special Board meeting will be scheduled for Thursday, March 12, 2026 to appoint Labor Negotiator(s).
15. **ITEMS FOR FUTURE AGENDAS**

Nothing at this time.
16. **ADJOURNMENT**

At 3:46 pm, the Board Meeting of February 26, 2026 was adjourned.

Respectfully Submitted:



Ginny Miller, Board Secretary/Treasurer

Next regular Board Meeting is scheduled for March 26, 2026 at 2:00pm