



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, August 27, 2026, at 2:00pm

1. CALL TO ORDER

Board President, Eric Cooper called the meeting to order at 2:00pm. Board President, Eric Cooper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Darren Walrath	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Jan Ashley	Board Member
Adele Ward	Board Member
Ryan Shultz	Executive Director
Robyn Melton	Clerk of the Board

Present at the meeting; Medical Director, Ron Ostrom; and Midway Driller, Doug Keeler.
Present via Zoom; District Legal Counsel, Mark Bateman.

APPROVAL OF AGENDA

Board Member, Jan Ashley made a motion to approve the August 27, 2026 Agenda. Board Vice President, Darren Walrath seconded. Agenda approved.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board Meeting minutes of Thursday, July 23, 2026, were reviewed. After discussion, a motion was made by Board Secretary/Treasurer, Ginny Miller to approve the board minutes. Board Member, Adele Ward, seconded. Motion carried by unanimous vote.

4. FINANCIAL REVIEW

- A. The unaudited July 2026 Financial Report were presented by the District CPA, Kelly Hohenbrink, via Zoom. After discussion, Board Secretary/Treasurer, Ginny Miller made a motion to receive and file the unaudited July 2026 financials to file for audit. Board Member, Adele Ward seconded. Motion carried by unanimous vote.
- B. The Fiscal Year 2024/2025 Audit was reviewed by CPA, Richard Jackson via Zoom. After discussion, Board Member, Adele Ward made a motion to approve the 2024/2025 Audit. Board Vice President, Darren Walrath Seconded. Motion carried by unanimous vote.

5. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

- A. After review and discussion, Board Member, Jan Ashley made a motion to approve the West Side Family Health Care policies and procedures. Board Secretary Treasurer, Ginny Miller seconded. Motion approved. The Policies and Procedures that were approved were: Communicable Disease Reporting, Correction of Information in the Medical Record, Critical Alert Value Notification, Exam Table and Exam Room Cleaning and Disinfections, Fire safety, Business Hours and Clinic Opening Responsibilities, Kaiser Eligibility Verification, Chat Audit, Formulary, Occupational Health Non-DOT Urine Drug Testing, Processing X-Ray Requisitions, Waived Testing-Urine Drug Testing zRapid Alere iCup Dx Pro 2, Waived Testing-Bilirubin Meter, and Radiation Safety and Protection Program.

6. ADMINISTRATIVE STAFF REPORT

- A. August 2026, General Information- Attached for informational purposes only, no action.
- B. Discussion- Board Retreat, Suggestions Regarding Topics and Potential Dates.
After Discussion, the Board will hold a retreat at 9:00am on Thursday, October 15, 2026 at 115 Adkisson Way.

7. 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.
- D. Personnel Committee- Nothing further at this time.
- E. Additional Board Member Input- Nothing further at this time.

8. ITEMS FOR FUTURE AGENDAS

Nothing at this time.

9. ADJOURNMENT

At 2:48 pm, the Board Meeting of August 27, 2026 was adjourned.

Respectfully Submitted:


Ginny Miller, Board Secretary/Treasurer

Next regular Board Meeting is scheduled for September 24, 2026 at 2:00pm