



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, April 25, 2019, at 3:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 3:00 pm. Darren Walrath 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	Director of Clinical Operations
Gerald Starr	Executive Director
Robyn Melton	Clerk of the Board

In attendance, Clinic Director, Summer Wood-Luper, and Consultant, Cheryl Duncan.

2. PUBLIC INPUT

None

3. APPROVAL OF MINUTES

The Board meeting Minutes of Thursday, March 28, 2019, were reviewed. Having no corrections, the Minutes were Approved by the Board of Directors. The Facilities Committee Meeting Minutes of Tuesday, March 26, 2019, were reviewed, after discussion, the minutes were Approved by the Board of Directors.

4. FINANCIAL REVIEW

Due to personnel changes in the District office, the Financial Statements of March 2019 will be reviewed at the May 23, 2019 Board meeting.

5. REVIEW WEST SIDE FAMILY HEALTH CARE ANNUAL EVALUATION REPORT

After discussion, the 2019 Annual Report was signed by appropriate leadership and Staff.

6. REVIEW/APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES

- A. Policies were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Adele Ward Seconded. Motion carried. The Policy and Procedures approved were: Processing X-Ray Requisition, Marketing, Fire Safety, Exposure Control Plan, Kern Health Systems Member Grievances, Splints/Ace Wraps, Blood-borne Pathogen Exposure, Laboratory Electrical Safety, Radiology Safety, Sensitive Services.
- B. West Side Health Care District By-Laws-Policies were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Adele Ward Seconded. Motion carried. The Policy and Procedures approved were: Appointments to the District Board, Conduct related to Elections, Remuneration and Reimbursement, Board Membership in Associations; Training and Educational Conferences, and Public Bidding of Contracts.

8. DISCUSSION WEST SIDE FAMILY HEALTH CARE PROJECT UPDATE, EXECUTIVE DIRECTOR, GERALD STARR

The construction report was distributed to all Board members for review. Construction meetings will revert back to bi-weekly. Internal framing, ceiling decking, and HVAC systems will be installed in the next few weeks. The cost of approved change orders is not out of line at this point. Under review is the impact/cost of the schedule delays attributed to steel fabrication. The Facilities Committee will meet in the next week to discuss exterior finishes.

9. ADMINISTRATIVE UPDATE

A. The administrative report was reviewed. The report is attached and is for information purposes only.

B. AUTHORIZED AGENT REPORT

Nothing at this time.

10. BOARD COMMITTEE REPORTS

1. Finance Committee- No further updates at this time.
2. Facilities Committee- No further updates at this time.
3. Community Outreach Committee- The District will participate in the Chamber Car Show, May 18, 2019.

Discussion/Approve - Possible Donation to the Transition to Independent Living Program (TIL) Event, Scheduled for September 7, 2019. After discussion staff was asked to meet with TIL Director, Aaron Markovich to discuss other potential donation opportunities to support the TIL program.

4. Personnel Committee-No further updates at this time.

11. BOARD MEMBER INPUT-

Eric Cooper – his picture is in the ACHD Legislative Day brochure.

12. CLOSED SESSION-

President, Eric Cooper asked for a Motion to enter into Closed Session. Jan Ashley made the Motion. Adele Ward Seconded. The Board entered into Closed Session at 4:17 pm.

13. ITEMS FOR FUTURE AGENDAS – None at this time.

14. OPEN SESSION

Jan Ashley made a Motion to return to Open Session at 4:45 pm. Darren Walrath Seconded. Motion carried. Board President, Eric Cooper announced that no action was taken during Closed Session.

15. ADJOURNMENT

At 4:45 pm, Adele Ward made a Motion to adjourn the Board Meeting of April 25, 2019. Virginia Miller Seconded. The Meeting was adjourned.

Respectfully Submitted:


Virginia Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, May 23, at 2:00 pm
at the West Side Health Care District Office**