



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, November 17, 2022, at 2:00 pm

### 1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:04 pm. Adele Ward led the Pledge of Allegiance. Those present were:

Adele Ward	Board Vice President
Ginny Miller	Board Secretary/Treasurer
Jan Ashley	Board Member
Ryan Shultz	Executive Director
Robyn Melton	District Manager

Board President Eric Cooper and Board Member Darren Walrath were excused. In attendance, Medical Director, Dr. Ron Ostrom and Clinic Director, Summer Wood-Luper.

### 2. PUBLIC INPUT- None

### 3. APPROVAL OF MINUTES

The Board meeting minutes were reviewed. After discussion, the Minutes of Thursday, October 27, 2022, were approved by the Board of Directors.

The Facilities Committee minutes of November 3, 2022 were reviewed and discussed. The facilities committee recommended for the discussion/Approval of the following projects:

*HVAC System Repair and Upgrades:* The project is estimated at 105,715.00.

*Fencing for a portion of the District Campus:* The bid was approved from Lamont Fence Company which came in at \$12.50 a foot, with a total estimate of \$6,937.00.

*Landscaping upgrades for District Campus:* The project is estimated at \$26,530.00 with Millan Landscaping.

After discussion of each project, the Board approved the Executive Director, Ryan Shultz to move forward with the above projects

### 4. FINANCIAL REVIEW

The Financial Statements of October 2022 were reviewed by CPA, Kelly Hohenbrink via telephone. After discussion, a motion was made by Jan Ashley to approve the October 2022 financial statements. Ginny Miller seconded. Motion carried.

### 5. DISCUSSION/APPROVAL AUTHORIZATION OF A PROCESS-PUBLIC BIDDING FOR RENOVATIONS TO BUILDING B

This item was Tabled until the full Board can be present. It will be placed on the December 2022 Board Agenda.

6. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

After review and discussion, Jan Ashley made a Motion to approve the policies and procedures. Ginny Miller seconded. Motion carried. The West Side Family Health Care Policy and Procedures that were reviewed were: Appointment Scheduling, Conflict of Interest, Difficult Breathing/Asthma, Business Hours and Clinic Opening Responsibility, COVID-19 Vaccination Policy, Section 504 Notice of Program Accessibility, Electronic Protected Health Information (ePHI). Seccion 504 Aviso De Accesibilidad Del Programma, Ownership and Governance Statement, Declaracion de Propiedad y Gobierno, and Waived Testing-Urine Pregnancy Testing.

7. ADMINISTRATIVE STAFF REPORT

A. Compliance Manager, Carrie Coleman and Clinic Director, Summer Wood-Luper presented an outline to the Board of what it took for the staff to prepare for The Compliance Team audit. The unannounced audit was conducted on Tuesday, November 8, 2022. The Clinic was awarded reaccreditation, and passed with 100%.

B. District Manager, Robyn Melton presented a PowerPoint presentation highlighting the importance of and the services offered in rural health facilities while serving underserved areas. The presentation was created to share on Nation Rural Health Day, November 17, 2022.

8. 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- Nothing further at this time.

9. ITEMS FOR FUTURE AGENDA

Nothing at this time.

10. CLOSED SESSION

The Board did not enter into Closed Session.

11. ADJOURNMENT

At 3:08 pm, the Board made a motion to Adjourn the Board Meeting of November 17, 2022.

Respectfully Submitted:



Adele Ward, Board Vice President