



119 AdkissonWay
Taft, CA 93268 (661) 765-7234

BOARD MEETING MINUTES

Thursday, November 19, 2020, at 9:00 am

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 9:01 am. Virginia Miller led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Virginia Miller	Board Secretary/Treasurer
Jan Ashley	Board Member
Darren Walrath	Board Member
Gerald Starr	Executive Director
Ryan Shultz	Director of Clinic Operations
Robyn Melton	Clerk of the Board

Board Vice President, Adele Ward was excused. In attendance, Clinic Director, Summer Wood-Luper, Medical Director, Dr. Ron Ostrom.

2. **PUBLIC INPUT** None

3. **APPROVAL OF MINUTES**

The meeting minutes were reviewed. After Discussion, the Board Minutes of Thursday, October 24, 2020, and Board Minutes of Monday, November 9, 2020, were approved by the Board of Directors.

4. **FINANCIAL REVIEW**

The motion was made by Virginia Miller to approve the Financials. Jan Ashley Seconded. The September Financial reports were approved and will be filed for Audit.

CPA, Rick Jackson from JWT & Associates, LLP presented the 2019/2020 fiscal year audit. The audit was reviewed and discussed with the Board of Directors.

The Motion to approve the 2019/2020 Fiscal Year Audit was made by Virginia Miller, Jan Ashley Seconded Motion carried.

5. **ANNUAL REVIEW AND APPROVAL OF POLICIES AND PROCEDURES**

A. West Side Family Health. Jan Ashley made a Motion to Approve the Policies and Procedures.

Darren Walrath Seconded. Approved Policies and Procedures: Age Restriction, Adverse Drug Reaction, Autoclave Spore Testing, Correction of Information in the Medical Record, Annual Clinic Evaluation, Emergency Release of Patient Records, Demonstrated Competency, Elder of Dependent Adult Abuse Reporting, Critical Alert Value Notification, Employee Health, EKG, Consents for Treatment- Guidance, Auxiliary Aids and Services for Persons with Disabilities, Waste, Fraud and Abuse, and Emergency Ambulance Transfer.

B. West Side Health Care District- Jan Ashley made a Motion to Approve the District Policies and Procedures. Darren Walrath Seconded. Approved Policies and Procedures: Conflict of Interest, Employee Health Access Benefit, Marketing, and the Mission Statement.

6. **ADMINISTRATIVE STAFF REPORTS AND ACTIVITIES LOG**
 - A. District Activities and Operations Log- Attached for informational purposes only. No action.

7. **DISCUSSION /LEASE AGREEMENT FOR 120 E. CENTER STREET, J.E. BURKE, CONST.**

J. E. Burke Construction will be closing their business and vacating the office property as of February 28, 2021. Another local business has expressed interest in the property and would like to discuss a lease. Discussion of terms and conditions of a new lease will be placed on the January 28, 2021, Board agenda.

8. **BOARD COMMITTEE REPORTS**
 - a. *Finance Committee*- Nothing further to report at this time.
 - b. *Facilities Committee*- Nothing further at this time.
 - c. *Community Outreach Committee*- Requested help with Taft ARC Christmas presents for the students. 25 students are struggling with the changes and isolation during the pandemic. A small gift will be provided for each student at the committees' request.
 - d. *Personnel Committee*- Nothing to report at this time.
 - e. *Additional Board Member Input*- Nothing further at this time.

9. **CLOSED SESSION**

Eric Cooper made a Motion to enter into a Closed Session. Virginia Miller Seconded. The Board entered into the Closed Session at 10:03 am.

11. **ITEMS FOR FUTURE AGENDAS** - Not at this time.

12. **OPEN SESSION**

The Board returned to Open Session at 10:29 am. No action was taken during Closed Session.

13. **ADJOURNMENT**

At 10:30 am, Jan Ashley made a motion to Adjourn, Darren Walrath seconded. Motion carried. The Board Meeting of November 19, 2020, was Adjourned.

Respectfully Submitted: 
Virginia Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, December 17, 2020, at 9:00 am