



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, October 27, 2022, at 2:00 pm

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 2:02 pm. Summer Wood-Luper led the Pledge of Allegiance. Those present were:

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

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, September 22, 2022, were approved by the Board of Directors.

4. **FINANCIAL REVIEW**

The Financial Statements of September 2022 were reviewed by Executive Director, Ryan Shultz. After discussion, a motion was made by Adele Ward to approve the September 2022 financial statements. Ginny Miller seconded. Motion carried.

5. **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: Disaster Plan, Alternate Communication in Emergency Situations, Bomb Scare, Bioterrorism Threat, Disruption of Electrical Services, Exam Table and Exam Room Cleaning and Disinfection, External Hazmat Incident, Earthquake or Weather Emergency, Extreme Temperatures, Fire Safety, Kaiser Eligibility Verification, Medication Management Emergency Response to Power Failure, Sensitive Services, Mass Casualty Response, Storage, Handling, and Delivery of Medications, Volunteer Deployment, Threatening or Hostile Patient, and The Emergency Operations Plan.

7. ADMINISTRATIVE STAFF REPORT

- A. September 2022, General Information- Attached for informational purposes only.  
No action.
- B. Review/Authorize Executive Director, Ryan Shultz to sign the Legal Representation Agreement with Young Wooldridge, LLP.  
After discussion, Jan Ashley made a motion to approve the legal representation agreement. Darren Walrath seconded. Motion carried.
- C. Discuss and Schedule Executive Director Evaluation  
Blank copies of the evaluation were distributed to the Board members. The evaluation will be on the January 2023 Board meeting agenda once it has been completed by the Board of Directors.
- D. Discuss/Update Strategic Plan  
A presentation was viewed and discussed on past, future and completed strategic plan items.  
The Board viewed a concept presentation of a dental clinic that may be added to the offered services within the Clinic. Executive Director, Ryan Shultz was authorized to move forward with seeking dental service proposals.
- E. Discussion, Board Retreat.  
The Board Retreat will be postponed until dental services can be further explored.

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 3:36pm, the Board made a motion to Adjourn the Board Meeting of October 27, 2022.

Respectfully Submitted:



Adele Ward, Board Vice President

**The next regular Board Meeting is scheduled for Thursday, November 17, 2022 at 2:00 pm**