



West Side Health Care District

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

BOARD MEETING MINUTES

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

1. **CALL TO ORDER**

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

Eric Cooper	Board President
Adele Ward	Board Vice President
Virginia Miler	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, Clinic Director was present at the meeting.

2. **PUBLIC INPUT- None**

3. **APPROVAL OF MINUTES**

The meeting minutes were reviewed. After discussion, the Minutes of Thursday, November 18, 2021, were approved by the Board of Directors.

4. **FINANCIAL REVIEW**

The Financial Statements of October 2021- December 2021 were discussed and reviewed by District CPA, Kelly Hohenbrink via telephone. A Motion was made by Ginny Miller to approve the financial reports. Jan Ashley seconded. Motion carried.

5. **NOMINATIONS FROM THE FLOOR/BOARD ELECTIONS OF THE 2022 BOARD OFFICERS AND COMMITTEE MEMBERS**

After discussion, a Motion was mad by Jan Ashley to keep the 2022 Board of Directors and Committee Members in the same positions as listed. Adele Ward seconded. Motion carried.

1. Board President, Eric Cooper
2. Board Vice President, Adele Ward
3. Board Secretary/Treasurer, Ginny Miller
4. Finance Committee Members, Eric Cooper and Ginny Miller
5. Facilities Committee Members, Eric Cooper and Darren Walrath
6. Personnel Committee Members, Adele Ward and Jan Ashley
7. Community Outreach Committee Members, Jan Ashley and Darren Walrath

6. APPROVAL OF PROPOSED DATE FOR THE 2022 FINANCIAL COMMITTEE AND BOARD MEETING DATES
After review, a Motion was made by Adele Ward to approve the proposed 2022 calendar dates from the finance committee and Board meeting dates were approved. Ginny Miller seconded; Motion carried.

7. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES
After review and discussion, Jan Ashley made a Motion to approve the policies and procedures. Adele Ward seconded. Motion carried. The Policy and Procedures that were reviewed were:

Emergency Operation Plan, Medical Staff Reference Resources, Laboratory Electrical Safety, Operation During Internal Disaster, New Employee Onboarding and Annual Training, Laundry and Linen, Product and Device Recall, Unscheduled Downtime of Electronic Medical Records, Biohazard Material Management Storage, Handling, and Delivery of Medications, Cleaning Duties, Contagious Patient, Crash Cart, Exposure Control Plan, Infectious Control-Overview and Infection Control.

8. ADMINISTRATIVE STAFF REPORTS
December 2021, General Information- Attached for informational purposes only.
No action.
Discuss/Approve Proposed Board Meeting Change: Thursday, April 24, 2022 start time from 2:00pm to 4:00pm

9. 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.

10. CLOSED SESSION
The Board entered into Closed Session at 3:10pm to confer with Legal Counsel.

11. OPEN SESSION
The Board returned to Open Session at 3:35pm. Board President, Eric Cooper announced that no action was taken during Closed Session.

12. ITEMS FOR FUTURE AGENDA

13. ADJOURNMENT
At 3:37 pm Darren Walrath made a motion to Adjourn, Adele Ward seconded. Motion carried. The Board Meeting of January 27, 2022 was adjourned.

Respectfully Submitted:



Ginny Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, March 24, at 2:00 pm