



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, February 23, 2023, at 2:00 pm

1. CALL TO ORDER

Board Vice President, Adele Ward, called the meeting to order at 2:13 pm. Adele Ward led the Pledge of Allegiance. Those present were:

Adele Ward	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Janice Ashley	Board Member
Darren Walrath	Board Member
Ryan Shultz	Executive Director
Robyn Melton	District Manager

Board President, Eric Cooper was excused. Present at the meeting were Medical Director, Dr Ron Ostrom, Clinic Director, Summer Wood-Luper, and Doug Keeler from the Midway Driller.

2. PUBLIC INPUT- None

3. 2023 FORM 700

Review and Sign for Submission- Form 700's were reviewed, signed, and will be mailed to the Kern County Board of Elections Department.

4. APPROVAL OF MINUTES

The Board meeting minutes were reviewed. After discussion, the Minutes of Thursday, January 26, 2023 were approved by the Board of Directors.

5. FINANCIAL REVIEW

The January 2023 Financial Statements of were reviewed by CPA, Kelly Hohenbrink via telephone. After discussion, Ginny Miller made a motion to receive and file the unaudited January 2023 Financials as presented. Janice Ashley, seconded. Motion carried.

6. DISCUSSION AND POTENTIAL APPROVAL OF DRAFT REQUEST FOR PROPOSALS

Architectural, Engineering and Construction Management Services for Renovations to Building B. After Discussion, Darren Walrath made a motion to Authorize the Executive Director to move forward under the guidance of Attorney, Mark Bateman with the Request for Proposal process for the Dental program. 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. Virginia Miller seconded. Motion carried. The Policies and Procedures that were approved were:

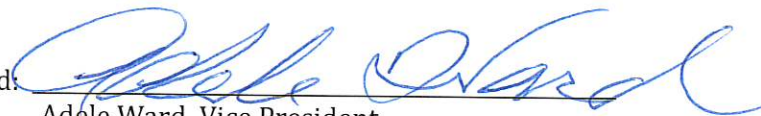
Infection Control, Crash Cart, Medication Administration, Standardized Procedure for Glucose Check for Diabetic Patients, Standardized Procedure for Hemoglobin Assessment, Universal Precautions, Urinary Catheterization, Urine Collection-Clean Catch Female, Urine Collection-Clean Catch Male, Use of Gloves, Vendor Visitor Management, and Venipuncture.

District Policies that were reviewed and approved were: Statements of Directors Duties and Responsibilities, District Officers, Board Meeting Time, Date and Quorum, and Conduct of Meetings.
8. **ADMINISTRATIVE STAFF REPORT**
February 2023, General Information- Attached for informational purposes only.
No action
9. **BOARD COMMITTEE REPORTS**
 - a. Finance Committee-Nothing further at this time.
 - b. Facilities Committee- Weed Abatement was discussed.
 - c. Community Outreach Committee- Read Across America, March 2, 2023.
 - c. Personnel Committee- Meeting to be scheduled soon to approve Employee Handbook Updates.
 - d. Additional Board Member Input-. Nothing Further at this time.
10. **CLOSED SESSION**
Board Vice President, Adele Ward asked for a motion to go into Closed Session, Darren Walrath made a motion. Ginny Miller Seconded. The Board entered into Closed Session at 3:05 pm.
Adjourn to session closed to the public as legally permitted. Any action taken will be announced in Open Session. Pursuant to Government Code 54957- Executive Director, Yearly Evaluation, Board Discussion.
11. **OPEN SESSION**
At 3:19 pm the Board Vice President, Adele Ward announced that the yearly evaluation of the Executive Director will be Tabled until the March 2023 Board Meeting, to allow for full Board participation.
The Executive Director will receive a salary adjustment effective March 1, 2023. Resulting in an annual compensation rate of \$160,000.00. No other discussion items resulted in a formal Board action.
Ginny Miller made a motion for the salary increase. Darren Walrath seconded. Motion carried.

12. ITEMS FOR FUTURE AGENDA
Nothing at this time.

13. ADJOURNMENT
At 3:20 pm, the Board Vice President, Adele Ward made a motion to Adjourn the Board Meeting of February 23, 2023.

Respectfully Submitted:



Adele Ward, Vice President

The next regular Board Meeting is scheduled for Thursday, April 27, 2023 at 2:00 pm