



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, August 22, 2019, at 2:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:01 pm. Eric Cooper led the Pledge of Allegiance. Those present were:

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| Eric Cooper | Board President |
| Adele Ward | Board Vice President |
| Virginia Miller | Board Secretary/ Treasurer |
| Jan Ashley | Board Member |
| Darren Walrath | Board Member |
| Gerald Starr | Executive Director |
| Ryan Shultz | Director of Clinic Operations |
| Ron Ostrom, D.O. | Medical Director |
| Robyn Melton | Clerk of the Board |

In attendance, Summer Wood-Luper, Clinical Director and Doug Keeler, Midway Driller.

2. PUBLIC INPUT

The Director of the Transition to Independent Living, Aaron Markovits from Taft College, was present and expressed appreciation to the District for providing financial assistance to help the TIL program staff receive training to identify potential behavioral health problems in the clients they serve. The 12- hour training program will increase the staff's knowledge of how to better assist the students when they may have a need to seek out appropriate mental health services.

3. APPROVAL OF MINUTES

The Board meeting Minutes of Monday, July 29, 2019, were reviewed. Having no corrections, the Minutes were approved by the Board of Directors. The Special Board Meeting Minutes of Wednesday, August 14, 2019, were reviewed. Having one correction, the Special Board Minutes were approved by the Board of Directors.

4. FINANCIAL REVIEW

- A. The Financial Statements of July 2019 will be reviewed by Accountant, Kelly Hohenbrink via telephone. After discussion, Adele Ward made a Motion to approve the July 2019 financials to file for Audit. Virginia Miller Seconded. Motion carried.

5. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

- A. West Side Family Health Policies were reviewed, Jan Ashley made a Motion to Approve the following; Policy and Procedures: Animal Bite-Reporting, Disruption of Electrical Services, Policy Development and Review, Answering a Phone Call, Antigen Administration, Appointment Notification, Appointment Rescheduling, Appointment Scheduling, Audiogram- Threshold, Aseptic Procedure, After Hours telephone Management, Abnormal Vital Signs, Sliding Fee Scale, PPD Test results, Prescription Refills, Kaiser Specialist Request, John/Jane Doe Registration, Health Net Linguistic Services, Group Billing, Cardiopulmonary Resuscitation/Basic Life Support, HIV Testing, Follow Up Calls, Waived Testing- Gastrointestinal Panel Test, Waived testing- Respiratory Panel Test, Cash on Hand Management, and the Rural Health Organizational Chart Two Policies were retired: Waived Testing GI Panel and Waived Testing Respiratory Panel. Darren Walrath Seconded. Motion carried.

6. **DISCUSSION WEST SIDE FAMILY HEALTH PROJECT UPDATE, EXECUTIVE DIRECTOR, GERALD STARR**
Mr. Starr reviewed the timeline and project activity with the Board. The new completion date is currently set for late October 2019.
7. **ADMINISTRATIVE UPDATE**
 - A. The report was reviewed with some additional comments from staff and is attached for informational purposes only.
8. **BOARD COMMITTEE REPORTS**
 1. Finance Committee- No further updates at this time.
 2. Facilities Committee- No further updates at this time.
 3. Community Outreach Committee- Board Member Ashley is pleased with the partnership with the TIL program at Taft College, very positive benefits for the community.
 4. Personnel Committee- No further updates at this time.
9. **BOARD MEMBER INPUT-**
Board Members Ashley and Ward appreciated the walkthrough tour of the new facility on August 14.
10. **CLOSED SESSION-**
President, Eric Cooper asked for a Motion to enter into Closed Session. Adele Ward made the Motion. Jan Ashley Seconded. The Board entered into Closed Session at 2:55 pm.
11. **OPEN SESSION**
Jan Ashley made a Motion to return to Open Session at 3:35 pm. Virginia Miller Seconded. Motion carried. Board President, Eric Cooper announced that no action was taken during Closed Session.
12. **ITEMS FOR FUTURE AGENDAS – None at this time.**
13. **ADJOURNMENT**
At 3:36 pm, the Board Meeting of August 22, 2019, was Adjourned.

Respectfully Submitted:


Virginia Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, September 26, 2019, at 2:00 pm
at the West Side Health Care District Office**