



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, June 22, 2023, 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:

Eric Cooper	Board President
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

Present at the meeting were Medical Director, Dr Ron Ostrom, Clinic Director, Summer Wood-Luper, and Doug Keeler from the Midway Driller. District Legal Counsel, Mark Bateman joined the meeting via telephone.

### 2. PUBLIC INPUT- None

### 3. APPROVAL OF MINUTES

The Board meeting minutes were reviewed. After discussion, the Minutes of Thursday, May 25, 2023 were approved by the Board of Directors.

After review the Finance Committee Meeting Minutes of Monday, June 12, 2023 was approved by the Board of Directors.

### 4. FINANCIAL REVIEW

The May 2023 Financial Statements of were reviewed by District CPA, Kelly Hohenbrink. After discussion, Adele Ward made a motion to receive and file the unaudited May 2023 Financials as presented. Darren Walrath, seconded. Motion carried.

Recommended by the Finance Committee to review and approve the Draft Budget for Fiscal Year 2023-2024. The proposed budget was reviewed by Executive Director, Ryan Shultz. After discussion Adele Ward made a motion to approve the Wage and Labor portion of the budget.

Board Member Darren Walrath abstained from voting on the wage and labor proposed budget in the interest of conflict of interest.

Virginia Miller seconded. Motion carried. Darren Walrath made a motion to approve all additional sections of the 2023-2024 budget. Virginia Miller seconded. Motion carried.

Review and approve CHW LLP, Engagement Letter for Accounting and Business Consulting Services. After discussion, Adele Ward made a motion to approve the CHW, LLP Engagement Letter. Darren Walrath 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 Policies and Procedures that were approved were: Waived Testing-Fecal Occult Stool, Accounts Payable, Visual Acuity, Waived Testing- Urinalysis Siemens Analyzer, Fluoride Varnish for Pediatric Patients, Uniforms, Waived Testing HemoCue 2012 with Plasma Conversion, Waived Testing DCA Vantage Analyzer Hemoglobin A1C, Waived Testing- Urine Drug Testing Rapid Alere iCup Dx Pro 2, Waived Testing Overview, and X-Ray Orders.

6. ADMINISTRATIVE STAFF REPORT

June 2023, General Information- Attached for informational purposes only. No action

Compliance Manager, Carrie Coleman offered an overview of the Quality Assurance Performance Improvement Program (QAPI) meeting that was held in May 2023.

7. 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.

8. ITEMS FOR FUTURE AGENDA

Nothing at this time.

9. ADJOURNMENT

At 3:28 pm, the Board President, Eric Cooper made a motion to Adjourn the Board Meeting of June 22, 2023. Adele Ward seconded. Motion carried.

Respectfully Submitted:

  
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Virginia Miller, Board Secretary/Treasurer

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