

West Side Health Care District

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

BOARD MEETING MINUTES

Wednesday, December 14, 2022, at 1:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 1:00 pm. Darren Walrath led the Pledge of Allegiance. Those present were:

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

Board Member Virginia Miller was excused. District's General 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, November 17, 2022, were approved by the Board of Directors.

4. FINANCIAL REVIEW

The Financial Statements of November 2022 were reviewed by CPA, Kelly Hohenbrink via telephone. After discussion, Adele Ward made a motion to receive and file the unaudited November 2022 Financials as presented. Darren Walrath, seconded, Motion carried.

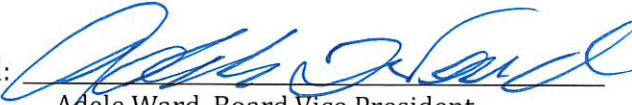
5. NOMINATIONS FROM THE FLOOR AND BOARD ELECTIONS OF THE 2023 BOARD OFFICERS AND COMMITTEE MEMBERS

After discussion, a Motion was made by Jan Ashley to keep the 2023 Board of Directors and Committee Members in the same positions as the previous year. Adele Ward seconded. Motion carried.

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

6. **DISCUSSION/APPROVAL AUTHORIZATION OF PROCESS TO PROCURE PROFESSIONAL SERVICES AND CONTRACTOR FOR RENOVATIONS TO BUILDING B**
District's General Counsel (Mark Bateman of Young Wooldridge, LLP) discussed with the Board different options available to the district for a process to procure professional services of an architect and construction manager, and to hire a general contractor, for renovations to Building B. Following that discussion, and upon motion of Director Walrath, seconded by Director Ward, the Board unanimously approved the following: District will publish a request for proposals, seeking professional architectural and construction management services for the project. District's General Counsel is authorized to prepare a draft of such a request for proposals for Board review and comment at the February 2023 Board Meeting. The draft request for proposals is to describe the selection process and a time-frame for same. Once the architect/construction manager is selected and retained, District will subsequently utilize the public bidding process to hire a general contractor to construct the project.
7. **ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES**
After review and discussion, Jan Ashley made a Motion to approve the policies and procedures. Darren Walrath seconded. Motion carried. The West Side Family Health Care Policy and Procedures that were reviewed were: Handwashing, Lapse of Consciousness Reporting, Eye Medications-Dispensing, Flu Shots Ear Irrigation, Management of Clinical Inbox, Retention of Records, Narcotics, On-Call Program, and Standardized Procedure for Flu Shots.

District Policies that were reviewed and approved were: Request of Public Funds, Reimbursement, and Education Assistance.
8. **ADMINISTRATIVE STAFF REPORT**
December 2022, General Information- Attached for informational purposes only.
No action
9. **BOARD COMMITTEE REPORTS**
 - a. Finance Committee-Nothing further at this time.
 - b. Facilities Committee-More outside lighting to be installed at the parking lot by the Heli pad as well as on 1st Street.
 - c. Community Outreach Committee- Nothing further at this time.
 - c. Personnel Committee- A January 2023 meeting will be set to discuss the 403(B) Retirement Employer Contribution.
 - d. Additional Board Member Input- Nothing further at this time.
10. **APPROVAL OF PROPOSED DATES OF THE 2023 FINANCIAL COMMITTEE AND BOARD MEETING DATES.** The 2023 dates were Approved by the Board of Directors.
11. **ITEMS FOR FUTURE AGENDA**
Nothing at this time.
12. **ADJOURNMENT**
At 2:25 pm, the Board made a motion to Adjourn the Board Meeting of December 14, 2022.

Respectfully Submitted: 
Adele Ward, Board Vice President

The next regular Board Meeting is scheduled for Thursday, January 26, 2023 at 2:00 pm