



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

## BOARD MEETING MINUTES

Monday, July 29, 2019, at 2:00 pm

### 1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:03 pm. Eric Cooper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Jan Ashley	Board Member
Gerald Starr	Executive Director
Ryan Shultz	Director of Clinic Operations
Robyn Melton	Clerk of the Board

Darren Walrath was excused. In attendance, Summer Wood-Luper, Clinical Director and Doug Keeler, Midway Driller.

### 2. PUBLIC INPUT

None

### 3. APPROVAL OF MINUTES

The Board meeting Minutes of Thursday, June 27, 2019, were reviewed. Having no corrections, the Minutes were approved by the Board of Directors.

### 4. FINANCIAL REVIEW

- A. The Financial Statements of June 2019 will be reviewed by Accountant, Kelly Hohenbrink via telephone. After discussion, the Board approved the June 2019 financials to file for Audit.
- B. The Board reviewed the JWT & Associates, LLP Engagement letter to provide the Annual audit June 2019 through June 2021. The Engagement letter was signed by Executive Director, Gerald Starr.

### 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: Communicable Disease Reporting, Disaster -Fire, Disaster Plan, Earthquake or Weather Emergency, Emergency Call Out Compensation, Emergency Situation Unresponsive Patient, External Hazmat Incident, Extreme Temperatures, Mass Casualty Response, Medical Assistant Scope of Practice, Medication Waste Stream, On-Call Program, Operation During Internal Disaster, Patient Portal, Peer Review, Preventative Maintenance Inspections, Registration Patient Complaints, Shelter in Place for Patients and Staff, Statement of Ownership and Governance, Volunteer Deployment, Waived Testing Bilirubin Meter, and Withdraw of Care. Virginia Miller Seconded. Motion carried.

### 6. DISCUSSION WEST SIDE FAMILY HEALTH PROJECT UPDATE, EXECUTIVE DIRECTOR, GERALD STARR

The new completion date is currently set for October 14, 2019. Owner provider equipment was also discussed. Tours and orientation training sessions will soon be scheduled for Staff to become familiar with the new facility.

Staff to become familiar with the new facility.

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7. **ADMINISTRATIVE UPDATE**
  - A. The report was reviewed and is attached for informational purposes only.  
Discussions included Board attendance at the Association of California Healthcare Districts Conference in October
  - B. **AUTHORIZED AGENT REPORT**  
The report was reviewed 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- no further updates at this time.
  4. Personnel Committee- No further updates at this time.
9. **BOARD MEMBER INPUT-**  
None at this time
10. **CLOSED SESSION-**  
President, Eric Cooper asked for a Motion to enter into Closed Session. Jan Ashley made the Motion. Adele Ward Seconded. The Board entered into Closed Session at 2:58 pm.
11. **OPEN SESSION**  
Jan Ashley made a Motion to return to Open Session at 3:29 pm. Adele Ward 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 3:30 pm, the Board Meeting of July 29, 2019, was Adjourned.

Respectfully Submitted:

  
Virginia Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, August 22, 2019, at 2:00 pm  
at the West Side Health Care District Office**