



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, August 26, 2021, at 2:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:00pm. Clinic Director, Summer Wood-Luper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Jan Ashley	Board Member
Darren Walrath	Board Member
Ryan Shultz	Executive Director

District Manager, Robyn Melton was excused. In attendance, Clinic Director, Summer Wood-Luper.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

The meeting minutes were reviewed. After discussion, the Board Minutes of Thursday, June 24, 2021, were approved by the Board of Directors.

4. FINANCIAL REVIEW

The Financial Statements of June and July 2021 were reviewed with the Board by District CPA, Kelly Hohenbrink. After discussion, Adele Ward made a Motion to approve the June and July 2021 Financial statements to file for audit. Jan Ashley Seconded. Motion Carried.

5. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

A. West Side Family Health Care Policies that were reviewed: Animal Bite Reporting, Answering a Phone, Informed Consent, Appointment Notifications, Appointment Rescheduling, Appointment Scheduling, Contagious Patient, Temperature-Axillary Welch Allyn Sure Temp, Temperature-Oral Welch Allyn Sure Temp, Temperature-Rectal Welch Allyn Sure Temp, Transfer of Patient-Chart Information, Transfer of Patient to a Hospital, Universal Precautions, Urinary Catherization, Urine Collection-Clean Catch Female, Urine Collection, Clean Catch Male, Use of Gloves, Vaccine Administration, and Venipuncture.

B. West Side Health Care District Policies that were reviewed: None at this time.

Jan Ashley made a Motion to Approve the Policy and Procedures, Ginny Miller Seconded. Motion carried.

6. **ADMINISTRATIVE STAFF REPORTS**
July 2021, General Information- Attached for informational purposes only.
No action.

7. **BOARD COMMITTEE REPORTS**
 - a. Finance Committee- Nothing further at this time.
 - b. 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 AGENDAS** - Not at this time.

9. **CLOSED SESSION**- The Board entered into Closed Session at 2:50pm.

10. **OPEN SESSION**. The Board returned to Open Session at 3:25 pm. Board President, Eric Cooper announced that no action was taken in Closed Session.

11. **ADJOURNMENT**
At 3:27 pm, Jan Ashley made a motion to Adjourn, Darren Walrath seconded. Motion carried.
The Board Meeting of August 26, 2021, was adjourned.

Respectfully Submitted,



Adele Ward, Board Vice President