



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, December 17, 2020, at 9:00 am

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 9:06 am. Gerald Starr led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Virginia Miller	Board Secretary/Treasurer
Jan Ashley	Board Member, via Zoom
Darren Walrath	Board Member
Gerald Starr	Executive Director
Ryan Shultz	Director of Clinic Operations
Robyn Melton	Clerk of the Board

In attendance, Clinic Director, Summer Wood-Luper, Medical Director, Dr. Ron Ostrom.

2. **PUBLIC INPUT** Aaron Markowitz, Program Director for the Taft Independent Living Program was unable to join us, due to a meeting conflict. He will reschedule for a later meeting. No other public attendance.

3. **APPROVAL OF MINUTES**

The meeting minutes were reviewed. After Discussion, the Board Minutes of Thursday, November 19, 2020, were approved by the Board of Directors.

4. **FINANCIAL REVIEW**

Kelly Hohenbrink joined the meeting via Zoom. The October and November 2020 Financial reports were reviewed and discussed. A motion was made by Adele Ward to approve the Financials. Darren Walrath Seconded. The October and November 2020 Financial reports were approved and will be filed for Audit.

5. **AD HOC COMMITTEE MEETING, DISCUSSION, AND APPROVAL OF COMMITTEE RECOMMENDATIONS**

Board Members, Adele Ward and Jan Ashley participated in an Ad Hoc meeting pertaining to Clinic operating hours. The committee discussed with the Board the change to the Clinic operating hours to Monday-Friday 7:00 am-9:00 pm. Saturday, Sunday and Holiday hours will remain the same 10:00 am - 9:00 pm. The payroll cost to the District for the extended hours will be approximately \$ 81,250.00 annually.

The Board of Directors Tabled this proposal. It will be revisited at a later date when the monthly census increases.

6. **ANNUAL REVIEW AND APPROVAL OF POLICIES AND PROCEDURES**

West Side Family Health. Jan Ashley made a Motion to Approve the Policies and Procedures. Virginia Miller Seconded. Approved Policies and Procedures: COVID-19 Return to Work WSFHC Employees, Waived Testing -SARS-CoV2 (COVID-19) Test, Specimen Collection, and Waived Testing-SARS Antigen FIA (COVID-19) Point of Care Test, Waived Testing Quality Assurance.

7. **ADMINISTRATIVE STAFF REPORTS AND ACTIVITIES LOG**

a. District Activities and Operations Log- Attached for informational purposes only. No action.

8. **BOARD COMMITTEE REPORTS**

a. *Finance Committee*- Nothing further to report at this time.

b. *Facilities Committee*-Meeting scheduled for early January 2021

c. *Community Outreach Committee*- Christmas Parade was a success!

d. *Personnel Committee*- Nothing to report at this time.

e. *Additional Board Member Input*-

Darren Walrath, Thank you to all the staff for the hard work and dedication during these difficult times. Merry Christmas!

Ginny Miller, Thank you for everyone's dedication through the extreme highs and extreme lows of 2020. Merry Christmas!

Eric Cooper, Had the opportunity to sit in the lobby at the clinic, it was a nice, pleasant experience. Staff is thanked for working so hard to maintain our new space, the community is appreciative as well. Thank you!

9. **CLOSED SESSION**

Eric Cooper made a Motion to enter into a Closed Session. Virginia Miller Seconded. The Board entered into the Closed Session at 10:34 am.

10. **ITEMS FOR FUTURE AGENDAS** - Not at this time.


11. **OPEN SESSION**

The Board returned to Open Session at 10:55 am. No action was taken during Closed Session.

12. **ADJOURNMENT**

At 10:56 am, Darren Walrath made a motion to Adjourn, Adele Ward seconded. Motion carried. The Board Meeting of December 17, 2020, was Adjourned.

Respectfully Submitted:

  
Virginia Miller, Board Secretary/Treasurer

**The next regular Board Meeting is scheduled for Thursday, January 28, 2021, at 2:00 pm**