



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

BOARD MEETING MINUTES

Thursday, January 23, 2020, at 12:00 pm

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 12:03 pm. Eric Cooper led the Pledge of Allegiance. Those present were:

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

Secretary/Treasurer, Virginia Miller was excused. In attendance, Dr. Ron Ostrom, Medical Director and Clinic Director, Summer Wood-Luper; Doug Keeler, Midway Driller

2. **PUBLIC INPUT** None

3. **APPROVAL OF MINUTES**

The Board meeting Minutes of Thursday, December 19, 2019, were reviewed. The Minutes were approved with corrections by the Board of Directors.

4. **FINANCIAL REVIEW**

- A. The Financial Statements of December 2019 were reviewed by Accountant, Kelly Hohenbrink via telephone. After discussion, Adele Ward made a Motion to approve the December 2019 financials to file for Audit. Jan Ashley Seconded. Motion carried.

5. **ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES**

- A. Policies were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Darren Walrath Seconded. Motion carried. The Policy and Procedures approved were: Active Shooter, Alternate Communications in Emergency Situations, Biohazard Material Management, Bomb Scare, Cleaning duties, Contagious Patient, Crash Cart, Disaster-Fire, Disruption of Electrical Services, Earthquake or Weather Emergency, Exposure Control Plan, Infection Control-Overview, Laundry and Linen, Mass Casualty Response, Medication Management Emergency Response to Power Failure, Product and Device Recall, Shelter in Place for Patients and Staff, Storage, handling and Delivery of Medications, Threatening or Hostile Patients, and Unscheduled Downtime of Electronic Medical Records.
- B. **District Policies** were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Darren Walrath Seconded. Motion carried. The Policy and Procedures approved were: Paid Holidays, New Employment onboarding and Annual Training.

6. **REVIEW AND SIGN ANNUAL FORM 700, STATEMENT OF ECONOMIC INTEREST FOR 2019.**
After review, the Board completed its Statement of Economic Interest Forms for 2019. The statements will be filed with the Fair Political Practices Commissions.
7. **AUTHORITY TO OBLIGATE DISTRICT FUNDS-RYAN SHULTZ, DIRECTOR OF CLINICAL OPERATIONS; AND, ROBYN MELTON, DISTRICT MANAGER**
After discussion, it was determined that Director of Clinical Operations, Ryan Shultz was given authority by the Board of Directors in April 2019. Jan Ashley made a Motion to give District Manager, Robyn Melton the Authority to obligate District funds and to purchase or procure goods or services necessary to expedite the efficient operation of the District office. Such Authority is limited to goods or services not to exceed \$5,000.00 or an Agreement in excess of one year's duration. Jan Ashley made a Motion to approve. Darren Walrath Seconded. Motion carried.
8. **ADMINISTRATIVE UPDATE**
 - A. The activities report was reviewed with some additional comments from staff and is attached for informational purposes only. No Action
 - B. Authorized Agent Report is attached for informational purposes only. No Action.
 - C. Letter to Zack Scrivner, Board of Supervisors. Attached for informational purposes only. No Action.
9. **BOARD COMMITTEE REPORTS**
 - a. Finance Committee- No further updates at this time.
 - b. Facilities Committee- No further updates at this time.
 - c. Community Outreach Committee-
 - d. Personnel Committee- No further updates at this time.
10. **BOARD MEMBER INPUT**
Nothing at this time.
11. **CLOSED SESSION**
Adele Ward made a Motion to enter into Closed Session. Jan Ashley Seconded. The Board entered into Closed Session at 12:50 pm.
13. **OPEN SESSION**
The Board returned to Open Session at 1:40 pm. Board President, Eric Cooper announced that no action was taken during the Closed Session.
14. **ITEMS FOR FUTURE AGENDAS** None at this time.
15. **ADJOURNMENT**
At 1:42 pm, Adele Ward made a motion to Adjourn, Jan Ashley seconded. Motion carried. The Board Meeting of January 23, 2020, was Adjourned.

Respectfully Submitted:


Adele Ward, Board Vice President

**Next regular Board Meeting is scheduled for Thursday, February 27, 2020, at 2:00 pm
at the West Side Health Care District Office**