

# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, July 28, 2022, at 2:00 pm

### 1. CALL TO ORDER

Board Vice President, Adele Ward, called the meeting to order at 2:02pm. Adele Ward led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President, <b>via telephone</b>
Adele Ward	Board Vice President
Jan Ashley	Board Member
Darren Walrath	Board Member
Ryan Shultz	Executive Director
Robyn Melton	District Manager

Board President, Eric Cooper joined the meeting via telephone. Board Secretary/Treasurer, Ginny Miller was excused from the meeting.

### 2. PUBLIC INPUT- None

### 3. APPROVAL OF MINUTES

The Board meeting minutes were reviewed. After discussion, the Minutes of Thursday, June 23, 2022, were approved by the Board of Directors.

#### PERSONNEL COMMITTEE MINUTES

The personnel Committee Minutes were reviewed. After discussion, a motion was made by Jan Ashley to approve the Committee Minutes of Wednesday, July 6, 2022. Darren Walrath seconded.

After discussion, Darren Walrath made a motion to approve the 7% Cost of Living raises for staff. The raises will go into effect August 1, 2022. Jan Ashley seconded. Motion carried.

#### FACILITIES COMMITTEE MINUTES


The Facilities Committee Minutes were reviewed. After discussion, Darren Walrath made a motion to approve the committee minutes of July 21, 2022. Jan Ashley seconded. Motion carried.

### 4. FINANCIAL REVIEW

A. The Financial Statements of June 2022 were reviewed by CPA, Kelly Hohenbrink.

After discussion, a motion was made Eric Cooper to approve the June 2022 financial statements. Darren Walrath seconded. Motion carried.

5. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES  
After review and discussion, Jan Ashley made a Motion to approve the policies and procedures. Eric Cooper seconded. Motion carried. The West Side Family Health Care Policy and Procedures that were reviewed were:  
Autoclave Use and Maintenance, Child Abuse-Reporting, Standardized Procedure for Strep A-Rapid, Compliance, Domestic Violence Reporting Suspicious Injury Reporting, Sterile Supplies and Instruments, Standardized Procedure for Visual Acuity Testing, Withdrawal of Care, Crash Cart, Sterile Shelf Life,
6. ADMINISTRATIVE STAFF REPORTS  
June 2022, General Information- Attached for informational purposes only.  
No action.
7. BOARD COMMITTEE REPORTS
  - a. Finance Committee-Nothing further at this time.
  - b. Facilities Committee- Nothing further at this time.
  - c. 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 AGENDA  
Nothing at this time.
9. ADJOURNMENT  
At 2:54 pm, the Board made a motion to Adjourn the Board Meeting of July 28, 2022 was adjourned.

Respectfully Submitted:   
Adele Ward, Board Vice President