

# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, October 26, 2023, at 2:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:00 pm. Eric Cooper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Janice Ashley	Board Member
Darren Walrath	Board Member
Ryan Shultz	Executive Director
Robyn Melton	Clerk of the Board

Present at the meeting: Medical Director Dr. Ronald Ostrom, Clinic Director, Summer Wood-Luper; Correctional Nursing Supervisor, Stephanie Lacy; and Midway Driller, Doug Keeler.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of Thursday, September 28, 2023 were reviewed.  
Special Board Meeting minutes of Tuesday, October 10, 2023 were reviewed.  
After discussion, a motion was made by Adele Ward to approve the Board Minutes. Darren Walrath seconded. Motion carried.

4. FINANCIAL REVIEW

The September 2023 Financial Statements of were presented by District CPA, Kelly Hohenbrink via telephone. No board member comments. Virginia Miller made a motion to approve the unaudited financial report. Adele Ward seconded the motion. Motion carried. CFO Hohenbrink signed off from the meeting via phone.

5. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

After review and discussion, Jan Ashley made a Motion to approve the policies and procedures with noted changes. Darren Walrath seconded. Motion carried. The West Side Family Health Care Policies and Procedures that were approved were: Look-Alike Sound-Alike Medications, Chiropractic Flat Rate Fee Program, Medication Reconciliation, Medication Management-Storage of Multi- Use Containers, Radiology Department Safety Guidelines, Medication Waste Stream, Medication, Supply, Equipment Recalls/Warning, Medical Director Direction of Practitioners in the Clinic, Patient Lost and Found; Waived Testing-SARS Antigen FIA (COVID-19)- Point of Care Test.

6. ADMINISTRATIVE STAFF REPORT

- A. October 2023, General Information- Attached for informational purposes only. No action.
- B. Compliance Manager, Carrie Coleman offered an overview of the Quality Assurance Performance Improvement Program (QAPI) meeting that was held in September 2023.

7. BOARD COMMITTEE REPORTS

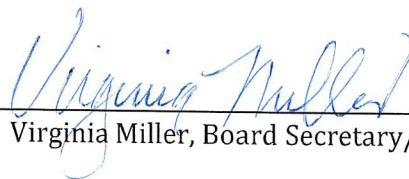
- A. Finance Committee-Nothing further at this time.
- B. Facilities Committee- Nothing further at this time.
- C. Community Outreach Committee- Nothing Further at this time.
- D. Personnel Committee- Nothing further at this time.
- E. Additional Board Member Input- Nothing further at this time.

8. ITEMS FOR FUTURE AGENDA- None at this time.

9. ADJOURNMENT

Board President, Eric Cooper asked for a motion to Adjourn. At 2:45pm, Board member, Darren Walrath made a motion to Adjourn the Board Meeting of October 26, 2023. Board Member, Jan Ashley seconded. Motion carried.

Respectfully Submitted:



Virginia Miller, Board Secretary/Treasurer