



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, March 28, 2019, 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
Jan Ashley	Board Member
Darren Walrath	Board Member
Ryan Shultz	Director of Clinical Operations
Gerald Starr	Executive Director
Robyn Melton	Clerk of the Board

In attendance, Clinic Director, Summer Wood-Luper, Consultant, Cheryl Duncan.

2. PUBLIC INPUT

None

3. APPROVAL OF MINUTES

The Board meeting Minutes of Thursday, February 28, 2019, were reviewed. Having no corrections, the Minutes were Approved by the Board of Directors. The Facilities Committee Meeting Minutes were reviewed, after discussion, the minutes were Approved by the Board of Directors.

4. FINANCIAL REVIEW

The Financial Statements of February 2019 were reviewed by Accountant, Kelly Hohenbrink via telephone. After discussion, Adele Ward made a Motion to approve the February 2019 financials and file for Audit. Virginia Miller Seconded. Motion carried.

5. DISCUSSION/APPROVAL TO AUTHORIZE THE DIRECTOR OF CLINICAL OPERATIONS, RYAN SHULTZ THE AUTHORITY TO ENTER INTO CONTRACTS AND AGREEMENTS ON BEHALF OF THE DISTRICT FOR WEST SIDE FAMILY HEALTH CARE, UNDER THE DIRECTION OF THE EXECUTIVE DIRECTOR.

After discussion, Virginia Miller made a Motion to Authorize the Director of Clinical Operations, Ryan Shultz to enter into contracts and agreements on behalf of the West Side Family Health, under the direction of the Executive Director. Adele Ward Seconded, Motion carried.

6. **REVIEW AND COMPLETION OF BOARD OF DIRECTORS FORM 700, STATEMENT OF ECONOMIC INTEREST FORMS FOR 2019.**
After review, the Form 700s were complete. The forms will be mailed to the County by Board Clerk, Robyn Melton
7. **REVIEW/APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES**
 - A. Policies were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Adele Ward Seconded. Motion carried. The Policy and Procedures approved were: Standardized Procedure for Urinalysis, Standardized Procedure for Pulse Oximeter, Standardized Procedure for Pregnancy Testing for Patients on Contraceptives, Standardized Procedure for Pregnant Patients, Standardized Procedure for Physical Examinations, Standardized Procedure for Childhood Health Screening, Scope of Services, Registration of an Established Patient, Registration of a New Patient, Preventive Services of Adults, Venipuncture, Vaccine Administration, Use of Gloves, Urine Collection Clean Catch Male, Urinary Catheterization, Unscheduled Downtime of Electronic Medical Records, Universal Precautions, Transfer of a Patient to the Hospital, Transfer of a Patient Chart Information, Temperature- Tympanic Thermometer, Temperature- Rectal, Temperature-Welch Allyn SureTemp, Temperature - Axillary, Telephone Request for Medical Advice, Supply Out dates, Sterile Supplies and Instruments, Sterile Shelf Life, and Sterile Field.
 - B. West Side Health Care District By-Laws-Policies were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Adele Ward Seconded. Motion carried. The Policy and Procedures approved were: Topics for Discussion at Board Meeting, Conduct of Meetings, Minutes, Conflict of Interest, Authority and Responsibilities of Administrative Staff, Public Records Act, Reimbursement, and Request of Public Funds.
8. **DISCUSSION WEST SIDE FAMILY HEALTH CARE PROJECT UPDATE, EXECUTIVE DIRECTOR, GERALD STARR**
The construction report was distributed to all Board members for review. Construction meeting will be scheduled once weekly instead of bi-weekly. The Architect renderings were received proposing the finished look of the current clinic and the new building upon completion of the project. Exterior colors and styles will be reviewed. Progress in the next two weeks should include concrete for the link, drywall, and initial framing.
The ADA compliant parking is underway, temporary ADA parking is currently located across the street from the Clinic.
9. **ADMINISTRATIVE UPDATE**
 - A. The administrative report was reviewed. The report attached and is for information purpose only. A preview of the new website was presented by District staff member, Emily Jackson. The website will go live on April 1, 2019.
 - B. **AUTHORIZED AGENT REPORT**
Sewage Line Replacement Contract executed February 27, 2019, with Roto-Rooter Plumbers Division of RotoCo., Inc \$12,746.82.
Subsequent to the photographic evaluation of sewage drainage problems from the District office to City main (approximately 160 ft.) by Roto-Rooter and Taft Plumbing, the decision was made to prevent future blockage secondary to aging cast iron and Orangeburg.
Bids received from both agencies; poly pipe technique evaluated, low bid accepted.

10. BOARD COMMITTEE REPORTS

1. Finance Committee- No further updates at this time.
2. Facilities Committee- A Meeting with Scott Underhill with Newmark Grubb ASU & Associates will be scheduled in the near future.
3. Community Outreach Committee- Rotary Health Fair, April 13th 8:00 am- 12:00 pm.
4. Personnel Committee-No further updates at this time.

11. BOARD MEMBER INPUT-

Darren Walrath – Happy to see the project is moving along, glad to have weekly project meetings.
Jan Ashley- The Special Board planning Session went well, glad she could attend. Jan also really enjoyed the Oil Summit.

12. CLOSED SESSION-

President, Eric Cooper asked for a Motion to enter into Closed Session. Adele Ward made the Motion. Jan Ashley Seconded. The Board entered into Closed Session at 3:10 pm.

13. ITEMS FOR FUTURE AGENDAS – None at this time.

14. OPEN SESSION

Jan Ashley made a Motion to return to Open Session at 3:10 pm. Darren Walrath Seconded. Motion carried. Board President, Eric Cooper announced that no action was taken during Closed Session.

15. ADJOURNMENT

At 3:11 pm, Adele Ward made a Motion to adjourn the Board Meeting of March 28, 2019. Virginia Miller Seconded. The Meeting was adjourned.

Respectfully Submitted:


Virginia Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, April 25, at 2:00 pm
at the West Side Health Care District Office**