



West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, March 28, 2024, at 2:00 pm

1. CALL TO ORDER

Board Vice President, Adele Ward, called the meeting to order at 2:06 pm. Adele Ward led the Pledge of Allegiance. Those present were:

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

Board members, Eric Cooper and Darren Walrath were excused.

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of Thursday, February 22, 2024, were reviewed. After discussion, a motion was made by Ginny Miller to approve the Board Minutes. Jan Ashley seconded. Motion carried.

4. FINANCIAL REVIEW

The February 2024 Financial Statements of were reviewed by CPA, Kelly Hohenbrink via telephone. After discussion, Ginny Miller made a motion to receive and file the unaudited February 2024 Financials as presented. Jan Ashley 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. Ginny Miller seconded. Motion carried. The West Side Family Health Care Policies and Procedures that were approved were: Eye Irrigation, Equipment Management, New Employee Onboarding and Annual Training, Intravenous Therapy, Formulary, Culture Transmittal, and Employee Health Access Benefit.

6. ADMINISTRATIVE STAFF REPORT

A. March 2023, General Information- Attached for informational purposes only. No action.

7. DISCUSSION/APPROVAL DISTRICT OFFICE RELOCATION PROJECT, BUDGET NOT TO EXCEED \$125,000.00 FOR BUILDING RENOVATIONS.

After discussion of the relocation project and time line, Ginny Miller made a motion to approve the Relocation of the District Office, at a cost not to exceed \$125,000.00. Jan Ashley seconded. Motion carried.

8. BOARD COMMITTEE REPORTS

- A. Finance Committee- A meeting will be scheduled for May 2024 to discuss the Fiscal Year 24-25 Budget.
- B. Facilities Committee-Nothing further at this time.
- C. Community Outreach Committee- Nothing further at this time.
- D. Personnel Committee- A meeting was scheduled for May 8 at 9:00 am to discuss mandatory health care minimum wage adjustments.
- E. Additional Board Member Input- Nothing further at the time.

9. ITEMS FOR FUTURE AGENDA-

Move the April 25, 2024 Board Meeting to 4:00 pm, due to the State of the City Luncheon.

10. ADJOURNMENT

Board Vice President, Adele Ward asked for a motion to adjourn. Jan Ashley made a motion, Ginny Miller seconded. Motion carried. At 2:54 pm, the Board Meeting of March 28, 2024, was adjourned.

Respectfully Submitted: _____



Ginny Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, April 25, 2024 at 4:00 pm.