

West Side Health Care District

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

BOARD MEETING MINUTES

Thursday, December 21, 2023, at 5:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 5:00 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
Mark Bateman	Legal Counsel, Via Telephone
Robyn Melton	Clerk of the Board

Present at the meeting: Medical Director Dr. Ronald Ostrom; Compliance Manager, Carrie Coleman

2. PUBLIC INPUT- None

3. APPROVAL OF MINUTES

Board meeting minutes of Thursday, November 16, 2023, were reviewed. After discussion, a motion was made by Ginny Miller to approve the Board Minutes. Jan Ashley seconded. Motion carried.

Facilities Committee Meeting Minutes of Tuesday, November 28, 2023, were reviewed. After Discussion, a motion was made by Darren Walrath to approve the Facilities Committee Minutes. Jan Ashley seconded. Motion carried.

Personnel Committee Meeting Minutes of Tuesday, December 5, 2023, were reviewed. After discussion, a motion was made by Adele Ward to approve the Personnel Committee Minutes. Jan Ashley seconded. Motion carried.

4. FINANCIAL REVIEW

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

5. DISCUSSION/APPROVAL - COST OF LIVING RAISE 2% FOR ALL STAFF

After discussion, Jan Ashley made a motion to approve the 2% raise for all staff as budgeted in the Fiscal Year 2023-2024 budget. Adele Ward seconded. Board Member, Darren Walrath abstained. Motion carried.

6. REVIEW AND APPROVE DISTRICT 2022/2023 ANNUAL CONTRIBUTION TO THE 403(B) RETIREMENT FUND
The Personnel Committee recommends to the Board for approval, the District to contribute a 2 % match to the 403(B)-retirement account of each qualifying participant in the 2022/2023 fiscal year. The total amount of the contribution is approximately \$47,560.64. Ginny Miller made a motion to approve the 403(B) contributions. Jan Ashley seconded. Board member, Darren Walrath abstained. Motion carried.

7. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES
After review and discussion, Jan Ashley made a Motion to approve the policies and procedures. Adele Ward seconded. Motion carried. The West Side Family Health Care Policies and Procedures that were approved were: Litigation (potential), Marketing, Communications with Persons with Limited English Proficiency, Blood-borne Pathogen Exposure, Medical Records Transfer, Monitoring Inspection of Medication Inventory, Medical Assistant Scope of Practice, and Medi-Cal Eligibility Verification.

8. REVIEW AND APPROVAL OF THE 2024 MEETING DATES
After review, Adele Ward made a motion to approve the 2024 Meeting dates as scheduled. Ginny Miller seconded. Motion carried.

9. ADMINISTRATIVE STAFF REPORT
 - A. December 2023, General Information- Attached for informational purposes only. No action.
 - B. Sb 525- 2024 California Mandatory Minimum Wage for Health Care Workers was Reviewed.
 - C. Compliance Manager, Carrie Coleman offered an overview of the Quality Assurance Performance Improvement Program (QAPI) meeting that was held in November 2023.

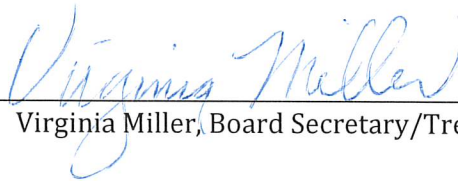
10. BOARD COMMITTEE REPORTS
 - A. Finance Committee-Nothing further at this time.
 - B. Facilities Committee- Nothing further at this time.
 - C. Community Outreach Committee- Nothing Further at this time.
 - D. Personnel Committee- Nothing further at this time.
 - E. Additional Board Member Input- Executive Director, Ryan Shultz' contract is set to expire in March 2024.

11. ITEMS FOR FUTURE AGENDA- Executive Director, Employment Evaluation to be placed on the January 2024 Agenda.

12. ADJOURNMENT

Board President asked for a motion to adjourn. Ginny Miller made a motion, Adele Ward seconded. Motion carried. At 6:14pm, the Board Meeting of December 21, 2023, was adjourned.

Respectfully Submitted:



Virginia Miller

Virginia Miller, Board Secretary/Treasurer