



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

## BOARD MEETING MINUTES

Thursday, September 26, 2019, at 2:00 pm

### 1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:03 pm. Eric Cooper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Jan Ashley	Board Member
Darren Walrath	Board Member
Gerald Starr	Executive Director
Ryan Shultz	Director of Clinic Operations
Robyn Melton	Clerk of the Board

Board Secretary/Treasurer, Virginia Miller was excused. In attendance, Doug Keeler, Midway Driller.

### 2. PUBLIC INPUT None

### 3. APPROVAL OF MINUTES

The Board meeting Minutes of Thursday, August 22, 2019, were reviewed. Having no corrections, the Minutes were approved by the Board of Directors.

### 4. FINANCIAL REVIEW

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

### 5. APPROVAL/SIGNATURE OF AMENDMENT OF THE ARTICLES OF INCORPORATION TO UPDATE BOARD MEMBER INFORMATION AND MAILING ADDRESS.

After the document was reviewed by the Board and signed for submission to the Secretary of State.

### 6. APPROVAL/SIGNATURE OF SECRETARY OF STATE APPLICATION 3500 FOR TAX EXEMPT

The document was discussed and reviewed by the Board and signed for submission to the Franchise Tax Board.

### 7. ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES

- A. West Side Family Health Policies were reviewed, Jan Ashley made a Motion to Approve the following; Policy and Procedures: Uniform, Ownership and Governance Statement, Visual Acuity, Waived Testing -Overview, Waived Testing-Fecal Occult Stool, Waived Testing Hemocue 201 with Plasma Conversion, Waived Testing DCA Vantage Analyzer Hemoglobin A1C, Waived Testing i0Stst blood Chemistry Waived, Influenza A and B Test- waived, Waived Testing- Lead Care II, Waived Testing Quality Assurance, Waived Testing- strep A Direct Rapid Testing, Waived Testing-Urine Pregnancy Testing, Waived Testing- Urine Drug Testing, X-Ray Orders, Waived Testing Hemocue Hb 201 Accounts Payable, Autoclave Use and Maintenance, Fluoride Varnish for Pediatric Patients, Management of Referral Requests, Medication Management- Storage of Multi-Use Containers, Medication Waste Stream, Security, Retention of Medical Records, Sterile Supplies, Instruments,

- Storage, Handling and Delivery of Medications. Darren Walrath Seconded. Motion carried.  
B. Signature of 2019 Policy and Procedure Approval Page- Signed by Board Members.

8. DISCUSSION/APPROVAL FOR THANKSGIVING AND CHRISTMAS CLINIC HOURS OF OPERATION

After Board discussion, it was determined that Thanksgiving hours of operation will remain unchanged. Christmas Day hours of operation will be 11:00 am to 4:00 pm.

Adele Ward made a motion to accept the modified Christmas Day hours of operation. Jan Ashley seconded. Motion carried.

9. DISCUSSION WEST SIDE FAMILY HEALTH PROJECT UPDATE, EXECUTIVE DIRECTOR, GERALD STARR

Mr. Starr reviewed the timeline and project activity with the Board. This project is currently within budget and the new estimated completion date is mid-November 2019. Meetings are currently in process to determine art work and Donor recognition concepts for the new facility.

10. ADMINISTRATIVE UPDATE

- A. The activities report was reviewed with some additional comments from staff and is attached for informational purposes only.

11. BOARD COMMITTEE REPORTS

1. Finance Committee- No further updates at this time.
2. Facilities Committee- Next construction meeting is scheduled for October 2, 2019, at 9:00 am
3. Community Outreach Committee- Spooktacular, October 31st.
4. Personnel Committee- No further updates at this time.

12. BOARD MEMBER INPUT-  
Nothing at this time.

13. 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 3:24 pm.

14. OPEN SESSION

Jan Ashley made a Motion to return to Open Session at 4:07 pm. Adele Ward Seconded. Motion carried. Board President, Eric Cooper announced that no action was taken during Closed Session.

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

13. ADJOURNMENT

At 4:08 pm, the Board Meeting of September 26, 2019, was Adjourned.

Respectfully Submitted:



Adele Ward, Board Vice President

**Next regular Board Meeting is scheduled for Thursday, October 24, 2019, at 2:00 pm  
at the West Side Health Care District Office**