



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

## BOARD MEETING MINUTES

Thursday, October 24, 2019, at 2:00 pm

1. **CALL TO ORDER**

Board Vice President, Adele Ward, called the meeting to order at 2:02 pm. Adele ward led the Pledge of Allegiance. Those present were:

Adele Ward	Board Vice President
Virginia Miller	Board Secretary/Treasurer
Darren Walrath	Board Member
Gerald Starr	Executive Director
Ryan Shultz	Director of Clinic Operations
Robyn Melton	Clerk of the Board

Board President, Eric Cooper and Board Member, Jan Ashley were excused. In attendance, Clinic Director, Summer Wood Luper

2. **PUBLIC INPUT** None

3. **APPROVAL OF MINUTES**

The Board meeting Minutes of Thursday, September 26, 2019, were reviewed. Having no corrections, the Minutes were approved by the Board of Directors.

4. **FINANCIAL REVIEW**

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


5. **ANNUAL REVIEW AND APPROVAL OF POLICY AND PROCEDURES**

- A. West Side Family Health Policies were reviewed, Virginia Miller made a Motion to Approve the following; Policy and Procedures: Disaster- Water Contamination, Waived Testing- Lead Care II, Billing Practices, Auxiliary Aids and Service for Persons with Disabilities, Waived Testing- Strep A, Direct Rapid Testing, Waived Testing Quality Assurance, Influenza A and B Test- Waived, Radiations Safety and Protection Program, Drug Samples, Demonstrated Competency, Critical Alert Value Notification, Crash Cart, Correction of Information in the Medical Record, Contagious Patient, Consent for Treatment -Guidelines, Biohazard Material Management, Autoclave Spore Testing, Age Restriction, Adverse Drug Reaction, Service Animal, Equipment Management, Employee Health, Emergency Release of Patient Records, Emergency Ambulance Transfer, Elder or Dependent Adult Abuse Reporting, EKG, Waste Fraud and Abuse, and Annual Clinic Evaluation. Seconded by Darren Walrath, Motion carried.

6. **REVIEW/DISCUSSION QUALITY ASSURANCE AND PERFORMANCE IMPROVEMENT (QAPI) MEETING.** This item was tabled until the November 2019 Board Meeting.

7. **ADMINISTRATIVE UPDATE**
  - A. The activities report was reviewed with some additional comments from staff and is attached for informational purposes only.
  - B. The letter to Kevin McCarthy regarding the Pending Federal Prison Closure was reviewed for informational purposes only, no Action.
  - C. The letter from the West Kern Resource Center, Financial Support Report was reviewed for informational purposes only, no Action.
  
8. **BOARD COMMITTEE REPORTS**
  1. Finance Committee- No further updates at this time.
  2. Facilities Committee- District tree removal scheduled for November 7, 2019
  3. Community Outreach Committee- No Further updates at this time.
  4. Personnel Committee- No further updates at this time.
  
9. **BOARD MEMBER INPUT-**  
Nothing at this time.
  
10. **CLOSED SESSION-**  
Vice President, Adele ward asked for a Motion to enter into Closed Session. Virginia Miller made the Motion. Darren Walrath Seconded. The Board entered into Closed Session at 2:45 pm.
  
11. **OPEN SESSION**  
Darren Walrath made a Motion to return to Open Session at 3:17 pm. Virginia Miller Seconded. Motion carried. Board President Vice President, Adele Ward announced that no action was taken during Closed Session.
  
12. **ITEMS FOR FUTURE AGENDAS – None at this time.**
  
13. **ADJOURNMENT**  
At 3:17 pm, the Board Meeting of October 24, 2019, was Adjourned.

Respectfully Submitted: \_\_\_\_\_

  
Virginia Miller, Board Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, December 19, 2019, at 2:00 pm  
at the West Side Health Care District Office**