



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

BOARD MEETING MINUTES

Thursday, June 25, 2020, at 2:00 pm

This Meeting was held in person and via a Zoom conference call.

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 2:01 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
Gerald Starr	Executive Director
Ryan Shultz	Director of Clinic Operations
Robyn Melton	Clerk of the Board

In attendance, Clinic Director, Summer Wood-Luper. Attendance via Zoom, Dr. Ron Ostrom, Medical Director, Attorney, Mark Bateman, and Doug Keeler.

2. PUBLIC INPUT None

3. APPROVAL OF MINUTES

The meeting minutes were reviewed. After Discussion, the Minutes were approved by the Board of Directors.

Board Meeting- Thursday, May 28, 2020

Special Board Meeting Minutes of Thursday, June 4, 2020

Finance Committee Minutes of Wednesday, June 17, 2020

4. FINANCIAL REVIEW

- The Financial Statements of May 2020 were reviewed by District CPA Kelly Hohenbrink.
- Review/Approve Fiscal Year 2020/2021 Proposed Budget. Finance Committee recommending Board Approval. Virginia Miller made a Motion to approve the May 2020 Financial statements to file for audit. The Motion also approved the 2020/2021 Fiscal Year budget. Darren Walrath Seconded. Motion carried.

5. DISCUSSION/PROPOSED DATES FOR BOARD STRATEGIC PLANNING MEETING

After discussion, as a suggestion by the administration proposed dates of the strategic planning meeting were discussed. After discussion, the Board asked Clerk Robyn Melton to look into meeting accommodations for September 2020. John Church has agreed to participate as a Moderator.

6. **ANNUAL REVIEW AND APPROVAL OF POLICIES AND PROCEDURES**
 - a. West Side Family Health Care
After review and discussion, Ginny Miller made a motion to Approve the following Policies and Procedures: Billing Personnel- Organization, Chronic Pain Management, Communicable Disease Reporting, Contagious Patient, Extreme Temperatures, Website Patient Portal Information, Patient with Urgent Complaint or Distress, Registered Patient Complaints, Registration of Established Patient, Volunteer Deployment, Withdrawal of Care, and Follow up Patients. Adele Ward Seconded, Motion carried.

7. **DISCUSSION/APPROVE WEST PAC LABORATORY LEASE AGREEMENT**
Effective Dates: September 1, 2020 - August 31, 2025. Motion made by Adele Ward to approve the Rental Agreement with West Pac Labs which will occupy space next to radiology in the clinic. Darren Walrath Seconded. Motion carried.

8. **DISCUSSION/ TERMINATION OF LEASE AT WEST SIDE SENIOR HOME, REFER TO FACILITIES COMMITTEE**
Effective Date: September 1, 2020. West Side Senior Home has terminated the lease as of August 31, 2020. After discussion, the Board approved the District office relocating to that location. Information will be gathered and presented to the Facilities Committee in the coming weeks.

9. **ADMINISTRATIVE UPDATE/CONSTRUCTION PROJECT UPDATE/ADMINISTRATIVE STAFF**
 - a. The activities report was reviewed with some additional comments from staff and is attached for informational purposes only. No Action
 - b. Correspondence- Association of California Healthcare Districts. Informational purposes only. No Action.


10. **BOARD COMMITTEE REPORTS**
 - a. Finance Committee- Nothing further to report at this time.
 - b. Facilities Committee- Nothing to report at this time.
 - c. Community Outreach Committee- Nothing to report at this time.
 - d. Personnel Committee- Nothing to report at this time.
 - e. Additional Board Member Input- No further reports at this time.

11. **CLOSED SESSION**
Eric Cooper made a Motion to enter into Closed Session. Darren Walrath Seconded. The Board entered into the Closed Session at 2:53 pm.

12. **ITEMS FOR FUTURE AGENDAS** - Not at this time.

13. **OPEN SESSION**
The Board returned to Open Session at 3:41 pm. Closed Session was utilized to speak with District legal counsel. No action was taken.

14. **ADJOURNMENT**
At 3:42 pm, Virginia Miller made a motion to Adjourn, Adele Ward seconded. Motion carried. The Board Meeting of June 25, 2020, was Adjourned.

Respectfully Submitted: 
Virginia Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, July 23, 2020, at 2:00 pm.