



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

BOARD MEETING MINUTES

Thursday, February 27, 2020, at 2:00 pm

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 2:05 pm. Virginia Miller 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, Dr. Ron Ostrom, Medical Director and Clinic Director, Summer Wood-Luper.

2. **PUBLIC INPUT** None

3. **APPROVAL OF MINUTES**

The Board meeting Minutes of Thursday, January 23, 2019, were reviewed. The Minutes were approved by the Board of Directors.

4. **FINANCIAL REVIEW**

- A. The Financial Statements of January 2020 were reviewed by Executive Director, Gerald Starr. After discussion, Adele Ward made a Motion to approve the January 2020 financials to file for Audit. Virginia Miller Seconded. Motion carried.

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

- A. Policies were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Virginia Miller Seconded. Motion carried. The Policy and Procedures approved were: The 2020 Emergency Operation Plan, Bioterrorism Threat, Culture Transmittal, Disaster- Water Contamination, Disaster Plan, Emergency Situation/Unresponsive Patient, Extreme Temperatures, Fire Safety, Follow Up Calls, Hazardous Waste, Laboratory Electrical Safety, Operation During Internal Disaster, and Patient Lost and Found.
- B. **District Policies** were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Virginia Miller Seconded. Motion carried. The Policy and Procedures approved were: The Board 2020 Bylaws.

6. **ADMINISTRATIVE UPDATE**

- A. The activities report was reviewed with some additional comments from staff and is attached for informational purposes only. No Action
- B. Authorized Agent Report is attached for informational purposes only. No Action at this time.
- C. Letter to Zack Scrivner, Board of Supervisors. Attached for informational purposes only. No Action.

7. **BOARD COMMITTEE REPORTS**

- a. Finance Committee- No further updates at this time.
- b. Facilities Committee- No further updates at this time.
- c. Community Outreach Committee- Read Across America Event, Monday, March 2, 2020
- d. Personnel Committee- No further updates at this time.

8. **BOARD MEMBER INPUT**

Adele Ward- Honored to have received the Ruby Award from the Soroptimist Club of Taft.
Jan Ashley- Working with the High School, Taft College to create a health care pathways program.
Also, the West Kern Adult School is developing soft skills classes, such as receptionist training.
Darren Walrath-Thank you to staff for all the hard work in preparing to open the new clinic.

11. **CLOSED SESSION**

Adele Ward made a Motion to enter into Closed Session. Jan Ashley Seconded. The Board entered into the Closed Session at 3:08 pm.

13. **OPEN SESSION**

The Board returned to Open Session at 3:40 pm. Board President, Eric Cooper announced that Executive Director, Gerald Starr is authorized to proceed with a new marketing/recruiting agreement to reach local Family Practice Physicians and to engage the 2020 Family Practice Residency program graduates. No other action was taken during the Closed Session.

14. **ITEMS FOR FUTURE AGENDAS** None at this time.

15. **ADJOURNMENT**

At 3:42 pm, Adele Ward made a motion to Adjourn, Jan Ashley seconded. Motion carried. The Board Meeting of February 27, 2020, was Adjourned.

Respectfully Submitted:



Adele Ward, Board Vice President

**Next regular Board Meeting is scheduled for Thursday, March 26, 2020, at 2:00 pm
at the West Side Health Care District Office**