



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

BOARD MEETING MINUTES

Thursday, September 24, 2020, at 2:00 pm

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
Gerald Starr	Executive Director
Ryan Shultz	Director of Clinic Operations
Robyn Melton	Clerk of the Board

Board Member, Darren Walrath was excused. In attendance, Clinic Director, Summer Wood-Luper, Medical Director, Dr. Ron Ostrom.

2. **PUBLIC INPUT** None

3. **APPROVAL OF MINUTES**

The meeting minutes were reviewed. After Discussion, the Board Minutes of Thursday, August 27, 2020, were approved by the Board of Directors.

4. **DISCUSSION/APPROVAL, RECOMMENDATION FOR THE PERSONNEL COMMITTEE- ANNUAL 403(B) CONTRIBUTION.**

After a discussion on the recommendation of the Personnel Committee, the Board approved the annual 4039B) contribution to employees that participated in the retirement fund in 2019. The cost to the District is \$36,947.55. Board Member, Jan Ashley made a Motion. Virginia Miller seconded. Motion passed.

5. **FINANCIAL REVIEW**

A. The Financial Statements of August 2020 were reviewed and discussed by District CPA Kelly Hohenbrink via conference call. Board member, Jan Ashley made a Motion to approve the August 2020 Financial statements to file for audit. Virginia Miller Seconded. Motion carried.

6. **ANNUAL REVIEW AND APPROVAL OF POLICIES AND PROCEDURES**

A. West Side Family Health Care

The Annual Emergency Operation Plan was discussed and reviewed. Board Member, Jan Ashley, made a Motion to approve the policy. Eric Cooper Seconded. Motion carried.

7. **ADMINISTRATIVE STAFF REPORTS AND ACTIVITIES LOG**
 - a. District Activities and Operations Log- Attached for informational purposes only. No action.
 - b. Authorized Agent Report-Attached for informational purposes only. No action.
 - c. Letter to Governor, Gavin Newsom, AB890, Nurse Practitioners: Scope of Practice. Attached for informational purposes only. No action.

8. **BOARD MEMBER ETHICS AND SEXUAL HARRASSMENT TRAINING CERTIFICATES REQUIRED**

Training instructions and information was distributed to the Board members requiring one or both of the training sessions.

9. **BOARD COMMITTEE REPORTS**
 - a. Finance Committee- Nothing further to report at this time.
 - b. Facilities Committee- Nothing further at this time.
 - c. Community Outreach Committee- Breast Cancer Mobile Mammography services will be offered October 30, 2020.
 - d. Personnel Committee- Nothing to report at this time.
 - e. Additional Board Member Input- Nothing further at this time.

10. **CLOSED SESSION**

Adele Ward made a Motion to enter into Closed Session. Virginia Miller Seconded. The Board entered into the Closed Session at 3:22 pm.


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

12. **OPEN SESSION**

The Board returned to Open Session at 4:24 pm. Closed Session was utilized to speak with District legal counsel. No action was taken.

13. **ADJOURNMENT**

At 4:25 pm, Virginia Miller made a motion to Adjourn, Jan Ashley seconded. Motion carried. The Board Meeting of September 24, 2020, was Adjourned.

Respectfully Submitted: 
Virginia Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, October 22, 2020, at 2:00 pm.