

BOARD MEETING MINUTES

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

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

1. **CALL TO ORDER**

Board Vice President, Adele Ward, called the meeting to order at 2:06 pm. Adele Ward led the Pledge of Allegiance. Those present were:

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

Board President, Eric Cooper was excused. In attendance, Clinic Director, Summer Wood-Luper. Attendance via Zoom, CPA, Kelly Hohernbrink, Dr. Ron Ostrom, and attorney, Mark Bateman.

2. **PUBLIC INPUT** Mr. Aaron Markovitz, Program Director from the Taft Independent Living Program updated the Board on the progress of staff training that will increase the competency of the staff that works with the T.I.L. students. Staff and students have been really resilient and creative in communicating with one another during COVID-19.

3. **APPROVAL OF MINUTES**

The meeting minutes were reviewed. After Discussion, the Board Minutes of Thursday, July 23, 2020, Facilities Committee Meeting Minutes of August 12, 2020, and Personnel Committee Minutes of Tuesday, August 18, 2020, were approved by the Board of Directors.

4. **FINANCIAL REVIEW**

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

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

A. West Side Family Health Care

The Annual signature page was signed, attesting to the fact that the clinic policy and procedure manual was reviewed in 2020.

6. **ADMINISTRATIVE UPDATE/CONSTRUCTION PROJECT UPDATE/ADMINISTRATIVE STAFF**

The activities report was reviewed with some additional comments from staff and is attached for informational purposes only. No Action

7. **BOARD COMMITTEE REPORTS**

a. Finance Committee- Nothing further to report at this time.

b. Facilities Committee-

Review/Approve the Radiology Remodel Project. The bid that was accepted from Black Hall Construction and is priced at \$24,695.00, not to exceed \$30,000.00. Virginia Miller made a motion to accept the bid, Darren Walrath Seconded. Motion Carried.

Review/Action Ortiz Melby Architects Proposal, Administrative Office. Darren Walrath made a motion to approve the proposal for \$30,000.00 offering architectural and engineering services. Virginia Miller Seconded. Motion Carried.

Review/ Discuss Dental Project, Executive Director updated the Board on the Project. When cash reserves are increase, the dental project will move forward.

Update of WestPack Labs Lease, Westpac will start their daily operation on Tuesday, September 1, 2020. The new operating hours will be 8:00 am -2:00 pm Monday - Friday.

c. Community Outreach Committee- Breast Cancer Mobile Mammography services will be offered October 30, 2020. If the event is successful more dates will be added in the future.

d. Personnel Committee- Nothing to report at this time.

e. Additional Board Member Input- Nothing further at this time.

8. **CLOSED SESSION**

Jan Ashley made a Motion to enter into Closed Session. Virginia Miller Seconded. The Board entered into the Closed Session at 2:49 pm.

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


10. **OPEN SESSION**

The Board returned to Open Session at 3:25 pm. Closed Session was utilized to speak with District legal counsel. No action was taken.

11. **ADJOURNMENT**

At 3:35 pm, Virginia Miller made a motion to Adjourn, Jan Ashley seconded. Motion carried. The Board Meeting of August 27, 2020, was Adjourned.

Respectfully Submitted: _____


Virginia Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, September 24, 2020, at 2:00 pm.