



119 AdkissonWay
Taft, CA 93268 (661) 765-7234

BOARD MEETING MINUTES

Thursday, July 23, 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 (via Zoom)
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 Daren Walrath was excused. In attendance, Clinic Director, Summer Wood-Luper, Attendance via Zoom, CPA, Kelly Hohernbrink, and attorney, Mark Bateman.

2. **PUBLIC INPUT** None

3. **APPROVAL OF MINUTES**

The meeting minutes were reviewed. After Discussion, the Board Minutes of Thursday, June 25, 2020, were approved by the Board of Directors.

4. **FINANCIAL REVIEW**

A. The Financial Statements of June 2020 were reviewed by District CPA Kelly Hohenbrink.

Virginia Miller made a Motion to approve the June 2020 Financial statements to file for audit.

Jan Ashley Seconded. Motion carried.

B. Executive Director Gerald Starr informed the Board of the Audit process for the fiscal year

2019/2020. Rick Jackson with JWT and Associates will be conducting our Audit through 2021.

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

A. West Side Family Health Care

After review and discussion, Jan Ashley made a motion to Approve the following Policies and Procedures: COVID -19 Return to Work for West Side Health Care Employees, was Approved as Amended. Procedure Time, Compliance, Child-Abuse Reporting, Domestic Violence Reporting Suspicious Injury Reporting, Flat Rate Fee Program, Kern Health Systems Linguistic Services, Kern Health Systems Specialist Requests, Standardized Procedure for Visual Acuity Testing, Standardized Procedure for Step A- Rapid, and Late Arriving Unscheduled Patients. Virginia Miller Seconded, Motion carried.

B. West Side Annual Evaluation Report- the report was reviewed by the Director of Clinical Operations, Ryan Shultz. After discussion, a motion was made by Jan Ashley to approve the Annual Evaluation. Adele Ward seconded. Motion carried.

6. **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. Board discussion and registration for the annual Association of California Healthcare Districts virtual meeting for any Board members wishing to attend.
- C. Association of California Healthcare Districts newsletter 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- Nothing further to report at this time.
- c. Community Outreach Committee- Discussions included a proposed Breast Cancer Awareness Campaign in October 2020.
- d. Personnel Committee- Nothing to report at this time.
- e. Additional Board Member Input- Board members Jan Ashley and Adele Ward have filled paperwork with the County of Kern for their re-election in November.

8. **CLOSED SESSION**

Jan Ashley made a Motion to enter into Closed Session. Virginia Miller Seconded. The Board entered into the Closed Session at 2:43 pm.

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

10. **OPEN SESSION**

The Board returned to Open Session at 3:32 pm. Closed Session was utilized to speak with District legal counsel. No action was taken.

11. **ADJOURNMENT**

At 3:33 pm, Adele Ward made a motion to Adjourn, Eric Cooper seconded. Motion carried. The Board Meeting of July 23, 2020, was Adjourned.

Respectfully Submitted:


Virginia Miller, Board Secretary/Treasurer

The next regular Board Meeting is scheduled for Thursday, August 27, 2020, at 2:00 pm.