

## BOARD MEETING MINUTES

Wednesday, January 27, 2021, at 9:00 am

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 9:06 am. Adele Ward 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, via Zoom
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, and Doug Keller of the Midway Driller attended the meeting.

2. **PUBLIC INPUT** Aaron Markowitz, Program Director for the Taft Independent Living Program joined via ZOOM. Mr. Markowitz presented the online training that his staff participated in to assist them in mental health assessment skills for the students enrolled in the program. Areas of assessment include health and communication, stress, motivation, and loss/ grief. The training is online and was provided to all TIL Staff to assist them in serving the students.

3. **OATH OF OFFICE**

Board Secretary/Treasurer Virginia Miller administered the Oath of Office for Board Members Adele Ward and Janice Ashley. The new term runs until 2026.

4. **APPROVAL OF MINUTES**

The meeting minutes were reviewed. After Discussion, the Board Minutes of Thursday, December 17, 2020, and the Facilities Committee Minutes of Tuesday, January 19, 2021, were approved by the Board of Directors.

5. **FINANCIAL REVIEW**

Kelly Hohenbrink was unable to join the meeting. At the February 2021 regular Board Meeting, the financials will be provided and reviewed for December 2020 and January 2021.

6. **NOMINATIONS FROM THE FLOOR, ELECTIONS OF THE 2021 DISTRICT OFFICERS AND COMMITTEE MEMBERS**

Jan Ashley made a motion to keep positions unchanged, Adele Ward Seconded. Motion carried.  
2021 DISTRICT OFFICERS AND COMMITTEE MEMBERS:

Board President	Eric Cooper
Board Vice President	Adele Ward
Board Secretary/Treasurer	Virginia Miller
Board Member	Jan Ashley
Board Member	Darren Walrath
Finance Committee	Eric Cooper and Virginia Miller
Building Committee	Eric Cooper and Darren Walrath
Personnel Committee	Adele Ward and Jan Ashley
Community Outreach	Jan Ashley and Darren Walrath

7. **APPROVED PROPOSED DATES OF THE 2021 FINANCIAL COMMITTEE AND BOARD MEETING ANNUAL REVIEW AND APPROVAL OF POLICIES AND PROCEDURES**

The Board of Directors approved the 2021 proposed meeting dates, with the start of each meeting set for 2:00 pm.

8. **REVIEW AND SIGN ANNUAL 700, STATEMENT OF ECONOMIC INTEREST FORMS FOR 2020**

All forms were reviewed and signed by the Board of Directors.

9. **DISCUSSION/APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN WEST SIDE RECREATION AND PARKS DISTRICT AND WEST SIDE FAMILY HEALTH CARE.**

After discussion, the memorandum will allow the Parks and Recreation Department to pursue the goal of becoming a Medical Fitness Association Certified Facility. Adele Ward made a Motion to approve the Memorandum of Understanding. Virginia Miller Seconded, Motion Carried. The effective date of the memorandum will be January 27, 2021.

10. **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. Executive Director's Resignation Letter to the Association of California Healthcare Districts Board of Directors. No action. Informational purposes only.

11. **BOARD COMMITTEE REPORTS**

- a. *Finance Committee*- Nothing further to report at this time.
- b. *Facilities Committee*-The new bus shelter project was approved. The proposed Administration Building will undergo additional security enhancements. This project was Tabled by the Committee.
- c. *Community Outreach Committee*- Nothing further at this time.
- d. *Personnel Committee*- Nothing further at this time.
- e. *Additional Board Member Input*- Nothing further at this time.

12. **CLOSED SESSION**

Darren Walrath made a Motion to enter into a Closed Session. Virginia Miller Seconded. The Board entered into the Closed Session at 9:51 am. This time will be used to

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

14. **OPEN SESSION**

The Board returned to Open Session at 10:55 am. No action was taken during Closed Session.

15. **ADJOURNMENT**

At 10:56 am, Darren Walrath made a motion to Adjourn, Adele Ward seconded. Motion carried. The Board Meeting of December 17, 2020, was Adjourned.

Respectfully Submitted:



Virginia Miller, Board Secretary/Treasurer

**The next regular Board Meeting is scheduled for Thursday, February 25, 2021, at 2:00 pm**