



**WEST SIDE COMMUNITY HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
MONDAY, DECEMBER 22, 2025, 7:00 P.M.
CLOSED SESSION WILL START AT 6:30 P.M.
COMMUNITY BUILDING, KERN STREET
NEWMAN, CA 95360**

CALL TO ORDER

ROLL CALL

Board of Directors: DIRECTOR VARGAS, DIRECTOR CASTEEL, DIRECTOR GUAJARDO, VICE PRESIDENT LOPES, PRESIDENT VARNELL

CLOSED SESSION

RECONVENE TO OPEN SESSION-MEETING WILL BE RECORDED

CALL TO ORDER-PLEDGE OF ALLEGIANCE

Please take a moment to silence your cell phones

REPORT FROM CLOSED SESSION

PRESENTATIONS

PUBLIC COMMENTS

Members of the public may bring matters not listed on the agenda before the Board. The Board may refer such a matter to the Board Clerk for consideration, but shall not take action at that time. Comments will be accepted during this time concerning any action items on the agenda. The Board will consider all comments before taking action on the item as listed on the agenda in the Action Item section. (Gov. Sec. 54954.03). Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or non-agenda items.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine and may be approved by one action of the Board of Directors, unless any member of the Board of Directors wishes to remove an item for separate consideration.

Are there any items on the consent calendar that any member of the public would like to comment on?

1. Minutes of November 22, 2025, Regular Meeting

Recommendation: Review and Approve

2. Cash Disbursement Journal

Recommendation: Review and Approve

President Varnell introduced the consent calendar. There was no public comment.

Director Guajardo made the motion to approve the consent calendar. The motion was seconded by Vice President Lopes and carried by vote, 5-0.

ADMINISTRATIVE AGENDA

1. West Side Healthcare Task Force Presentation Regarding Dissolution and Distribution of Funds.

- President Varnell read the letter from the West Side Healthcare Task Force regarding the dissolution of the task force. The task force presented the district with a check for \$3195.00.

2. Action regarding the election of officers for the board of directors

- President Varnell opened the floor for the board of directors' nominations.
- Director Casteel nominated Vice President Lopes for President, motion seconded by Vice President Lopes. The vote was 2 ayes, Director Casteel and Vice President Lopes. 2 nays, President Varnell and Director Guajardo. 1 Abstain by Director Vargas.
- Director Guajardo nominated President Varnell for President and Vice President Lopes as Vice President, motion seconded by President Varnell. The vote was 1 nay, Director Casteel. 3 Ayes, Director Guajardo, Vice President Lopes, and President Varnell. 1 Abstain by Director Vargas.

- President Dave Varnell and Vice President Lopes for 2026.
- Director Vargas asked why the president's seat could not be on an annual rotation. Legal counsel advised that the Bylaws would need to be amended to effect this change. Current bylaws read as nominations.

3. Discussion and possible action regarding salary increase for Administrative Service Manager, Roberta Casteel

- Board to consider a motion to increase the Administrative Service Manager's salary.
- Public comment by Paul Willette, Patterson District Ambulance-He stated if this employee has not had a raise in several years, "Please do so".
- Legal Counsel opened the floor to the board on how they wish to proceed. He stated there was a question that was asked at a prior closed session about whether the increase could be retroactive. An increase in wages cannot be retroactive.
- President Varnell asked the Chief to remind the board of the Administrative Service Manager's current salary and when the last salary increase was. Current salary is \$71630.00 last increase was two (2) years ago.
- Director Guajardo made the motion for a salary increase of six (6) percent for the Administrative Services Manager. The motion was seconded by Vice President Lopes and carried by the following votes: 4 Ayes, 1 Recusal, Director Casteel.

4. Discussion and possible action to ratify the contract between the District and Interim Chief Administrative Officer, Michael Courtney

- Legal Counsel, Nic Cardella, proposed that the Board consider ratifying the contract for Michael Courtney, Chief Administrative Officer, providing for Mr. Courtney to receive an annual salary of \$120,000.00 annually.
- Karin Freese, Chief Executive Officer, Del Puerto Health Care District, stated that according to the Brown Act (from SB 1436), the board must orally report salary details in open session before taking final action to modify the salary of a local executive officer.
- Legal Counsel, Nic Cardella, provided Ms. Freese with a copy Mr. Courtney's contract, stating that he had reviewed SB 1436 and disagreed with Ms. Freese's opinion that the district had failed to comply with SB1436, and invited Ms. Freese to submit a cure-and-correct letter if she believed the District had failed to substantially comply with its obligations under the Brown Act.

- Director Guajardo made a motion to ratify the contract of Michael Courtney as Interim Chief Administrative Officer. The motion was seconded by Director Casteel and carried by the following vote, 4 ayes and 1 Abstain Director Vargas.

FINANCIAL REPORT-

1. PowerPoint presentation on Bank Account Balances/Accounts Receivable Reports and Financial Statements.

AMBULANCE REPORT

1. Receive Staff Report on Ambulance Statistical and Administrative Report.
Michael Courtney presented the November 2025 operations summary report to the board which outlined responses and transport for both Counties.
 - 189 responses. 141 transports
 - Provided mutual aid to Patterson, 6 Responses/3 Transports; Received 6 responses, 5 transport.
 - Provided mutual aid to AMR, 3 responses/1 Transports; Received 0 responses,
 - Provided mutual aid to Riggs, 1 Responses/1 Transports; Received 0 responses, 0 Transport
 - Chief Courtney thanked Patterson for always helping the district out. He also stated that as of December 31st AMR will be dispatching for SEMSA, Med. 9.
 - Chief Courtney advised the board that we received an extension from the Stanislaus County EMS agency for two of our vehicles, covering an additional 100,000 miles. The Chief stated that even though we received the extension, the two vehicles need to be replaced due to torn tires resulting from alignment issues caused by an accident, and an engine replacement was performed on the other vehicles. He is currently looking to purchase used full-bodied vehicles. He feels that the vans are not suited for rural areas but are more suitable for urban areas.

ADMINISTRATIVE SERVICE MANAGER COMMENTS

DISTRICT'S LEGAL COUNSEL COMMENTS

BOARD CORRESPONDANCE/COMMENTS

- Director Guajardo wished everyone a happy holiday and stated that the district is still here, and that is good. She also thanked Patterson for their help.
- Vice President Lopes thanked the board for working together and wished everyone happy holidays.

ADJOURN TO CLOSED SESSION (if needed)

ADJOURNMENT

Director Guajardo made the motion to adjourn the meeting. Vice President Lopes seconded the motion at 7:55 p.m.

- 1. In compliance with the Americans with Disabilities Act, a disabled person is requesting a disability-related modification or accommodation to participate in this meeting, must contact the district office at (209) 862-2951. Requests must be made as early as possible, preferably one-full business day before the state of the meeting.*
- 2. Any document provided to a majority of the Board of Directors regarding any open session item on this agenda is available for public inspection during normal business hours at the front counter of District Office located at 990 Tulare Street Suite C, Newman CA. Documents or writings received after the general distribution of the agenda are also available for inspections.*

Attested by



Debbie Lopes

Vice President/Secretary