



WEST SIDE COMMUNITY HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS
MONDAY, NOVEMBER 24, 2025 7:00 P.M.
CLOSED SESSION WILL START AT 6:00 P.M.
COMMUNITY BUILDING, KERN STREET
NEWMAN, CA 95360

CALL TO ORDER 6:00 P.M.

ROLL CALL

*Board of Directors: DIRECTOR VARGAS, DIRECTOR CASTEEL, (arrived 7:04 p.m.),
DIRECTOR GUAJARDO, VICE PRESIDENT LOPES, PRESIDENT VARNELL*

Legal Counsel-Jessica Vived

CLOSED SESSION

- *Public Employee Performance Evaluation, Administrative Service Manager, Gov. Code § 54957(b)(1)*

RECONVENE TO OPEN SESSION-MEETING 7:00 P.M.

CALL TO ORDER-PLEDGE OF ALLEGIANCE

Please take a moment to silence your cell phones

REPORT FROM CLOSED SESSION

- **To be placed on the agenda, December 2025**

PRESENTATIONS

PUBLIC COMMENTS

Members of the public may bring before the Board matters that are not listed on the agenda. The Board may refer such a matter to the Board Clerk to take it under advisement but shall not take action at that time. Comments will be accepted during this time concerning any action item on the agenda. The Board will consider all comments prior to 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 the October 27, 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 Lopes made the motion to approve the consent calendar. The motion was seconded by Director Guajardo and carried by vote, 5-0.

ADMINISTRATIVE AGENDA

3. Discussion/possible action regarding open letter to government entities, officials, and or/others seeking grant information and/or funding.

Legal Counsel Jessica Vived presented the Staff Report. There was no public comment.

Board members have expressed interest in sending an open letter to government entities, officials, and others for purposes of seeking grant information and/or funding.

Staff and/or to review and revise the open letter to tailor requests for information and calls to action to specific audiences.

Director Casteel said she would work with staff to revise the letter to address specific targets, including a list of needs.

The revised letter will be reviewed and approved by the board.

Director Guajardo made the motion for the letter to be reviewed and revised to specific targets. The motion was seconded by Director Casteel and carried 5-0 vote.

4. Declaration and Disposal of Surplus Property

Administrative Service Manager Casteel presented the Staff Report. There was no public Comment.

Staff deemed items off the asset list dated November 24, 2025, to be surplus; the items are no longer operating and or not used in day-to-day operations.

Staff asking the Board to adopt Resolution 2025-006, which will allow staff to take items off the asset list and deeming them as surplus.

Vice President Lopes made the motion to approve Resolution 2025-006. The motion was seconded by Director Guajardo and carried 5-0 by roll-call vote.

FINANCIAL REPORT-

1. PowerPoint presentation on Bank Account Balances/Accounts Receivable Reports and Financial Statements.
- *No Financial Report given, software program error between Image Trend and Quick Med Claims. Detail report to be given at the December board meeting.*

AMBULANCE REPORT

1. Receive Staff Report on Ambulance Statistical and Administrative Report.
- *No ambulance report. Mike does not yet have access to all the software programs to complete a report. Mike was permitted to join the program late afternoon of the board meeting.*

ADMINISTRATIVE SERVICE MANAGER COMMENTS

DISTRICT'S LEGAL COUNSEL COMMENTS

BOARD CORRESPONDANCE/COMMENTS

- *Director Vargas, has the process of finding a permanent Chief of Operations started or investigated? No answer was given.*

ADJOURN TO CLOSED SESSION (if needed)

ADJOURNMENT

Director Guajardo made the motion to adjourn the meeting. Director Casteel seconded the motion at 7:37 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