



**Regular Board of Directors Meeting
3615 E Las Posas Road, Suite 161
Camarillo, CA 93010
Tuesday, October 24, 2017
12:00 p.m.**

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2017 Board Meeting Calendar

January 24, 2017, 12:00 p.m.

February 28, 2017, 12:00 p.m.

March 28, 2017, 12:00 p.m.

April 25, 2017, 12:00 p.m.

May 23, 2017, 12:00 p.m.

June 6, 2017, 12:00 p.m. (Budget)

June 27, 2017, 12:00 p.m. (If Needed)

July 25, 2017, 12:00 p.m.

August – Dark

September 19, 2017, 12:00 p.m.

October 24, 2017, 12:00 p.m.

November 14, 2017, 12:00 p.m.(Amended)

December 5, 2017, 8:30 a.m. (Board Work Study)

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AGENDA

October 24, 2017 - 12:00 P.M.

Regular Meeting of the Board of Directors
3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors

Rod Brown, MBA, President
Christopher Loh, MD, Vice President
Richard Loft, MD, Director
Mark Hiepler, Esq., Director
Tom Doria, MD, Director

Staff

Kara Ralston, Chief Executive Officer
Sue Tatangelo, Chief Resource Officer
Sonia Amezcua, Chief Administrative Officer
Karen Valentine, Clerk to the Board

Participants

Rick Wood, CSDA Financial Services

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance – Director Loh**
3. **Amendments to the Agenda**
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
4. **Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
5. **Presentations –** Mary Wiggins, Monica Zepeda, and Myka Jose – Boston University, Case Management Certification
6. **Discussion/Action Items-** Consideration, Discussion, and Decision:

Review and **Approve/ Deny/ Amend** District Disbursements and Financial Report for period ending September 30, 2017. **(Please see Section 6)**

Suggested Motion– Vote to approve District Disbursements and Financial Report for period ending September 30, 2017.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

7. **Consent Agenda** –Consent Agenda items are considered routine and are acted upon without discussion, with one motion. If discussion is requested, that item(s) will be removed from the Consent Agenda for discussion, and voted on as a separate item. If no discussion is requested, the Board Chairperson may request a motion to approve as presented.

- A. Approval of Minutes of the Regular Board Meeting of September 19,2017.
(Please see Section 7-A)
- B. Approval of the Minutes of the Finance/Investment Committee Meeting of September 19, 2017.
(Please see Section 7-B)
- C. Approval of the Minutes of the Executive/Agenda Planning Committee Meeting of October 10, 2017.
(Please see Section 7-C)

Suggested Motion – Vote to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

8. **Discussion/Action Items:** Consideration, Discussion, and Decision:

- A. Consideration, Discussion, and Decision on District Resolution 17-09, amending District By-Laws to reflect updated Vision, Mission, and Guiding Principles. **(Please see Section 8-A)**

Suggested Motion: Motion to approve Resolution 17-09, amending District By-Laws to reflect updated Vision, Mission, and Guiding Principles.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

- B. Consideration, Discussion, and Decision on amending District Policy 1020 to reflect the updated Vision, Mission, and Guiding Principles.

Suggested Motion: Motion to approve amendment to District Policy 1020, updating the Vision, Mission, and Guiding Principles.

(Please see Section 8-B)

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

C. Consideration, Discussion, and Decision on District Policy 1091, Credit Card Policy. The purpose of this policy is to prescribe the internal controls for management of District credit cards. **(Please see section 8-C)**

Suggested Motion: Motion to approve District Policy 1091, Credit Card Policy.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

D. Consideration, Discussion, and Decision on Finance Policy amendments. **(Please see Section 8-D)**

Suggested Motion: Motion to approve amended Finance Policy.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

E. Consideration, Discussion, and Decision on District Policy 1150, Reserve Policy. The purpose of this policy is to establish reserve funding. **(Please see Section 8-E)**

Suggested Motion: Motion to approve District Policy 1150, Reserve Policy.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

F. Consideration, Discussion, and Decision on Investment Policy amendments. **(Please see Section 8-F)**

Suggested Motion: Motion to approve amended Investment Policy.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

9. **CEO Report**

10. **Board Reports**

11. **Future Meeting and Events**

Board of Directors Meetings

- Executive Committee (Brown/Loh) Tuesday, November 7, 2018, 10:00 a.m.
- Full Board Tuesday, November 14, 2018, 12:00 p.m.
- Full Board *****Tuesday, December 5, 2017, 8:30 a.m.*****
- Executive Committee Tuesday, January 16, 2018, 12:00 p.m.
- Finance Committee Tuesday, January 23, 2018, 11:00 p.m.
- Full Board Tuesday, January 23, 2018, 12:00 p.m.
- Executive Committee Tuesday, February 20, 2018, 12:00 p.m.
- Full Board Tuesday, February 27, 2018, 12:00 p.m.

Events

- Economic Outlook Luncheon Thursday, November 2, 2017, 11:30 a.m. – 1:30 p.m.
Spanish Hills

12. **Adjournment** - Having no further business, this meeting is adjourned at _____ p.m.

Action Items not appearing on the Agenda may be addressed on an emergency basis by a majority vote of the Board of Directors when need for action arises.

ADA compliance statement; In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk to the Board of Directors, Karen Valentine, at (805) 482-9382. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com, on Friday, October 20, 2017, at 4:00 p.m.

SECTION 6

ACTION ITEMS

**SECTION 6
REVIEW AND APPROVE/DENY/AMEND DISTRICT DISBURSEMENTS AND
FINANCIAL REPORT FOR PERIOD ENDING
SEPTEMBER 30, 2017.**

OCTOBER 24, 2017

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Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

(Report period: September 1, 2017 to September 29, 2017)

Check Number	Date	EFT #/ Vendor	Name	Net Amount
Cash Account #4 [Bank of the West General]				
65587	9/14/2017	ACORN	Acorn Newspapers	295.00
65588	9/14/2017	ACQUA	Acqua Clear, Inc	610.30
65627	9/27/2017	ANDERSON	Anderson Refrigeration dba	205.00
65572	9/6/2017	ANDISITES	AndiSites, Inc	189.00
65592	9/14/2017	CARRERA	Armando Carrera	86.67
65628	9/27/2017	CARRERA	Armando Carrera	124.65
65589	9/14/2017	ASSISTED	Assisted Healthcare Services	935.00
65591	9/14/2017	BOTW	Bankcard Center	9,732.41
65596	9/14/2017	FREIE	Barbara Freie	504.00
65573	9/6/2017	BETA	Beta Healthcare Group	760.16
65615	9/20/2017	BETA WC	Beta Healthcare Group	2,088.00
65578	9/6/2017	CRADDOCK	Blair Craddock	159.97
65574	9/6/2017	C3 INTEL	C3 Intelligence, Inc	358.00
65606	9/14/2017	MORAN	Carmen Moran	215.07
65581	9/6/2017	MASTERPAGES	Carrie Dittmar	95.00
65603	9/14/2017	MASTERPAGES	Carrie Dittmar	65.00
65634	9/27/2017	MASTERPAGES	Carrie Dittmar	50.00
65619	9/20/2017	JOHNSON	Cheryl Johnson	40.00
65617	9/20/2017	CITIZENS	Citizens Business Bank	99,044.22
65576	9/6/2017	CMH	CMH Centers for Family Health	230.00
65593	9/14/2017	CMH	CMH Centers for Family Health	85.00
65577	9/6/2017	COMFORT	Comfort Keepers dba	185.00
65629	9/27/2017	CSDA	CSDA	1,843.05
65590	9/14/2017	BANYAI	Danette Banyai	98.00
65630	9/27/2017	DIAL	Dial Security	1,170.00
65595	9/14/2017	DOS CAMINOS	Dos Caminos Plaza	4,588.38
65579	9/6/2017	FRONTIER	Frontier Communications	126.98
65598	9/14/2017	HARTFORD	Hartford Life	1,117.72
65599	9/14/2017	HELP	Help Unlimited, Inc	483.00
65600	9/14/2017	HOME REMEDIE	Home Remedies dba	235.00
65618	9/20/2017	ITS	Integrated Telemanagement Services, Inc	866.74
65601	9/14/2017	IVEY	Jane Ivey	114.80
65631	9/27/2017	IVEY	Jane Ivey	2.80
65614	9/14/2017	YOUNG	Jennifer Young	64.79
65633	9/27/2017	JORDANO'S	Jordano's Food Service	143.70
65597	9/14/2017	GODINEZ	Jose Godinez	94.50
65620	9/20/2017	JTS	JTS Facility Services	1,851.00

65575	9/6/2017 CAST	Julie Cast	100.00
65602	9/14/2017 LEAF	Leaf	2,025.32
65594	9/14/2017 CRAWFORD L	Lorenzo Crawford	64.40
65580	9/6/2017 HARVEY	Lynette Harvey	80.25
65632	9/27/2017 JONES	Lynn Jones	80.03
65582	9/6/2017 MEDITECH	Meditech Health Services	550.00
65604	9/14/2017 MEDITECH	Meditech Health Services	870.00
65623	9/20/2017 MEDITECH	Meditech Health Services	310.00
65605	9/14/2017 METLIFE	MetLife Small Business	576.69
65583	9/6/2017 MEYERS	Meyers Nave	2,574.60
65635	9/27/2017 MEYERS	Meyers Nave	278.78
65636	9/27/2017 MITCHELL FIR	Mitchell Fire Protection dba	247.09
65621	9/20/2017 KAVALSKY	Neal Kavalsky	100.00
65613	9/14/2017 WYLY	Paulette Wyly	20.33
65624	9/20/2017 PETTY	Petty Cash - Administrat	246.05
65584	9/6/2017 POINDEXTER	Poindexter and Company	5,800.00
65585	9/6/2017 READY	ReadyRefresh	80.09
65622	9/20/2017 LOFT	Richard Loft, MD	100.00
65616	9/20/2017 BROWN	Rodger Brown	100.00
65607	9/14/2017 ROGERS	Rogers & Partners, Inc	224.00
65608	9/14/2017 SAFEWAY	Safeway Inc	161.59
65637	9/27/2017 SAFEWAY	Safeway Inc	120.98
65638	9/27/2017 SO CA EDISON	Southern Ca. Edison Co.	2,950.81
65609	9/14/2017 SO CA GAS	Southern California Gas	237.03
65625	9/20/2017 TNT	TNT Automotive	85.00
65639	9/27/2017 TNT	TNT Automotive	656.83
65626	9/20/2017 TROPICAL	Tropical Car Wash	260.00
65586	9/6/2017 US POST METR	United States Postal Svc	6,560.00
65641	9/27/2017 VCSDA	V C S D A	20.00
65610	9/14/2017 VALIC	VALIC	1,046.67
65640	9/27/2017 VC SHERIFF	VC Sheriff's Office	114.84
65611	9/14/2017 VISION	Vision Services Plan	144.07
65612	9/14/2017 VOYAGER	Voyager Fleet Systems Inc	751.61

Cash account Total

156,394.97

Report Total

156,394.97

Camarillo Health Care District
Statements of Net Assets
Three Months Ending September 30, 2017

ASSETS	<u>Sep 17</u>	<u>July 1, 2017</u>	<u>Variance</u>
<u>Current Assets:</u>			
Cash and Checking Accounts	\$ 206,727	\$ 417,560	\$ (210,832)
Investment Accounts	2,342,180	2,630,565	(288,384)
Accounts and Grants Receivable	667,758	125,449	542,309
Total Current Assets	<u>3,216,665</u>	<u>\$3,173,573</u>	<u>43,092</u>
<u>Noncurrent Assets:</u>			
Property, plant and equipment - net	1,480,951	1,511,144	(30,193)
IS equipment - net	12,651	14,575	(1,924)
Transportation vehicles - net	70,978	77,571	(6,593)
Prepays	30,789	22,592	8,197
Total Noncurrent Assets	<u>1,595,368</u>	<u>1,625,882</u>	<u>(30,514)</u>
Deferred Outflows of Resources	264,803	264,803	-
Total Assets	<u>\$ 5,076,836</u>	<u>\$ 5,064,259</u>	<u>\$ 12,578</u>
 LIABILITIES AND NET ASSETS			
<u>Current Liabilities:</u>			
Accounts Payable	\$ 35,337	\$ 74,884	\$ (39,547)
Construction Loan 2017	-	82,393	(82,393)
Employment costs	87,403	160,926	(73,523)
Accrued OPEB liability GASB 75	434,533	384,083	50,451
Scholarships	3,410	4,783	(1,373)
Deferred Revenue	4,900	5,400	(500)
Total Current Liabilities	<u>565,584</u>	<u>712,469</u>	<u>(146,885)</u>
<u>Noncurrent Liabilities</u>			
Construction Loan to 2021	361,648	361,648	-
Net Pension Liability GASB 68	821,635	821,635	-
Deferred Inflows of Resources	450,825	450,825	-
Total Noncurrent Liabilities	<u>1,634,108</u>	<u>1,634,108</u>	<u>-</u>
<u>Net Assets:</u>			
Unrestricted - prior	2,717,682	2,535,771	181,911
Unrestricted - current	159,463	181,911	(22,448)
Total Net Assets	<u>2,877,145</u>	<u>2,717,682</u>	<u>159,463</u>
Total Liabilities and Net Assets	<u>\$ 5,076,836</u>	<u>\$ 5,064,259</u>	<u>\$ 12,578</u>

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Three Months Ending September 30, 2017**

	Current Year		
REVENUES	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> Fav/(Unfav)
Tax revenue	\$ 636,540	\$ 636,540	\$ -
Program and facilities revenue	89,593	97,323	(7,730)
Grants and agency funding	209,017	78,059	130,958
Community Support and sponsorship	17,094	15,904	1,190
Investment and interest income	4,178	1,425	2,753
Other income	5,774	9,982	(4,208)
Total Revenues	\$ 962,195	\$ 839,232	\$ 122,963
EXPENSES			
Personnel cost			
Wages and salaries	327,284	397,926	70,642
Payroll taxes	30,097	30,441	345
Benefits	74,699	92,036	17,337
OPEB	58,157	50,450	(7,707)
Retirement UAL	50,594	52,456	1,862
Total personnel cost	540,831	623,310	82,479
Other expenses			
Contractors and professional fees	74,360	91,098	16,737
Facilities and related	53,770	65,660	11,890
Depreciation	38,711	39,131	420
Program related expense	15,449	18,666	3,216
Advertising and promotion	21,987	24,938	2,951
Supplies and office expense	29,905	15,902	(14,003)
Board and staff	21,409	27,941	6,532
Community partnerships	1,000	1,000	-
Combined other expenses	5,311	6,088	777
Total other expenses	261,902	290,421	28,520
Total expenses	802,733	913,731	110,998
Net position	\$ 159,463	\$ (74,499)	\$ 233,961



Camarillo Health Care District

Financial Report
For Three Months Ending
September 30, 2017

Current Assets

<u>Statements of Net Assets</u>	SEPTEMBER 2017	JULY 2017	CHANGE
Cash & Checking Accounts	\$206,727	\$417,560	\$(210,832)
Investment Accounts	2,342,180	2,630,565	(288,384)
Accounts & Grants Receivables	667,758	125,449	542,309
TOTAL CURRENT ASSETS	\$3,216,665	\$3,173,573	\$43,092

Non-Current & Total Assets

<u>Statements of Net Assets</u>	SEPTEMBER 2017	JULY 2017	CHANGE
Property, plant and equipment – net	\$1,480,951	\$1,511,144	\$(30,193)
IS equipment – net	12,651	14,575	(1,924)
Transportation vehicles – net	70,978	77,571	(6,593)
Prepaid Expenses	30,789	22,592	8,197
Deferred Outflows of Resources	264,803	264,803	0
TOTAL ASSETS	\$5,076,836	\$5,064,259	\$12,578

Liabilities

<u>Statements of Net Assets</u>	SEPTEMBER 2017	JULY 2017	CHANGE
Accounts payable	\$35,337	\$74,884	\$(39,547)
Construction Loan 2016	0	82,393	(82,393)
Employment costs	87,403	160,926	(73,523)
Accrued OPEB liability	434,533	384,083	50,451
Scholarships	3,410	4,783	(1,373)
Deferred Revenue	4,900	5,400	(500)
TOTAL CURRENT LIABILITIES	\$565,584	\$712,469	\$(146,885)

Liabilities

<u>Statements of Net Assets</u>	SEPTEMBER 2017	JULY 2017	CHANGE
Construction Loan to 2021	\$361,648	\$361,648	0
Net Pension Liability	821,635	821,635	0
Deferred Inflows of Resources	450,825	450,825	0
TOTAL NONCURRENT LIABILITIES	\$1,634,108	\$1,634,108	0

Net Assets & Total Liabilities

<u>Statements of Net Assets</u>	SEPTEMBER 2017	JULY 2017	CHANGE
Unrestricted – prior	\$2,717,682	\$2,535,771	\$181,911
Unrestricted – current	159,463	181,911	(22,448)
TOTAL NET ASSETS	\$2,877,145	\$2,717,682	\$159,463
TOTAL LIABILITIES AND NET ASSETS	\$5,076,836	\$5,064,259	\$12,578

Revenues

<u>Statements of Activities</u>	SEPTEMBER 2017	BUDGET	VARIANCE Fav/(Unfav)
Tax revenue	\$636,540	\$636,540	\$0
Program and Facilities	89,593	97,323	(7,730)
Grants and agency funding	209,017	78,059	130,958
Community Support and sponsorship	17,094	15,904	1,190
Investment and interest	4,178	1,425	2,753
Other income	5,774	9,982	(4,208)
TOTAL REVENUES	\$962,195	\$839,232	\$122,963

Expenditures

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<u>Statements of Activities</u>	SEPTEMBER 2017	BUDGET	VARIANCE Fav/(Unfav)
Wages and salaries	\$327,284	\$397,926	\$70,642
Payroll taxes	30,097	30,441	345
Benefits	74,699	92,036	17,337
OPEB & Retirement UAL	108,751	102,906	(5,845)
Contractors and Professional fees	74,360	91,098	16,737
Facilities and related	53,770	65,660	11,890
Depreciation	38,711	39,131	420
Program related expense	15,449	18,666	3,216

Expenditures

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<u>Statements of Activities</u>	SEPTEMBER 2017	BUDGET	VARIANCE Fav/(Unfav)
Advertising and promotion	\$21,987	24,938	\$2,951
Supplies and office expense	29,905	15,902	(14,003)
Board and staff	21,409	27,941	6,532
Community partnerships	1,000	1,000	0
Combined other expenses	5,311	6,088	777
TOTAL EXPENDITURES	\$802,733	\$913,731	\$110,998

Recap of Activities:

Three Months Ended

<u>Statements of Activities</u>	SEPTEMBER 2017	BUDGET	VARIANCE Fav/(Unfav)
Total Revenue	\$962,195	\$839,232	\$122,963
Total Expenditures	\$802,733	\$913,731	\$110,998
NET POSITION	\$159,463	\$(74,499)	\$233,961

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SECTION 7

CONSENT AGENDA

**APPROVAL OF MINUTES
BOARD MEETING
SEPTEMBER 19, 2017**

SECTION 7-A

OCTOBER 24, 2017

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MINUTES

September 19, 2017

Regular Meeting of the Board of Directors

3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors - Present

Rodger Brown, MBA, Board President
Richard Loft, MD, Clerk of the Board
Mark Hiepler, Esq, Director
Thomas Doria, MD, Director

Staff - Present

Kara Ralston, Chief Executive Officer
Sue Tatangelo, Chief Resource Officer
Sonia Amezcua, Chief Administrative Officer
Karen Valentine, Clerk to the Board

Participants - Present

Michael Velthoen, Esq., *Ferguson Case Orr Paterson, LLP*
Jessica Wan, *Ferguson Case Orr Paterson, LLP*
Rick Wood, *CSDA Financial Services*

1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, September 19, 2017, at 12:12 p.m., by Rodger Brown, President.
2. **Pledge of Allegiance** - Director Doria
3. **Amendments to The Agenda** – There are no amendments to the agenda.
4. **Public Comment** – No Public Comments.
5. **Presentations** – David Maron of the Ventura County Civic Alliance presented the Alliance’s 2017 State of the Region report.
6. **Discussion/Action Item** -
 - A. CEO Ralston and Rick Wood presented the District’s disbursements and Financial Reports for the periods ending July 31, 2017, and August 31, 2017.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Reports for the periods ending July 31, 2017, and August 31, 2017.

Vote to Approve July 31, 2017 and August 31, 2017

Financial Report

Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Aye
Director Doria:	Aye

- 7. **Closed Session – 12:52 p.m.**
 - A. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court, Case No. 56-2016-00487601-CU-MC-VTA.
 - B. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.

8. **Reconvene from Closed Session – 1:53 p.m.**

9. **Announcement of Closed Session**

- A. No Reportable Action
- B. No Reportable Action

Director Hiepler left the meeting at 1:53

- 10. **Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

<u>Vote to Approve Consent Agenda</u>	
Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

Director Hiepler returned to the meeting at 1:54

11. **Discussion/Action Items – Consideration, Discussion, and Vote:**

- A. The Board of Directors reviewed the 2016/2017 Disclosure of Reimbursement Report, California Government Code 53065.5, and District Policy 1120.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the 2016/2017 Disclosure of Reimbursement Report.

<u>Vote to Approve the 2016/2017 Disclosure of Reimbursement Report:</u>	
Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Aye
Director Doria:	Aye

B. The Board of Directors reviewed and discussed District Resolution 17-08, changing the November 28, 2017 Board Meeting date to November 14, 2017, at 12:00 p.m.

It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** to approve resolution 17-08, changing the November 28, 2017 Board of Directors Meeting to November 14, 2017, at 12:00 p.m.

<u>Vote to approve Resolution 17-08, changing the November 28, 2017 Board Meeting to November 14, 2017, at 12:00 p.m.</u>	
Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Aye
Director Doria:	Aye

C. The Board reviewed and discussed the proposed 2018 Board Meeting Calendar.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the proposed 2018 Board Meeting Calendar.

<u>Vote to Approve proposed 2018 Board Meeting Calendar</u>	
Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Aye
Director Doria:	Aye

D. The Board of Directors reviewed and discussed District Resolution 17-07, Authorizing Investment of Monies in the Local Agency Investment Fund.

It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED**, to rescind Resolution 17-03, and to Adopt Resolution 17-07, Authorizing Investment of monies in the Local Agency Investment Fund.

<u>Vote to Approve Resolution 17-07, Investment of Monies in the Local Agency Investment Fund.</u>	
Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Aye
Director Doria:	Aye

12. **CEO Report**

CEO Ralston announced that the Wellness & Caregiver Center of Ventura County has been selected as the national winner of the 2017 **Rosalynn Carter Leadership in Caregiving** Award for outstanding work in public awareness, evidence-based programming, and advocacy. Former First Lady Mrs. Carter will present the \$15,000 award at the 30th Anniversary of the Rosalynn Carter Institute (RCI) Summit and Gala Awards in October. The RCI reimburses travel expenses for two individuals to attend the award ceremony; Kara Ralston, Sue Tatangelo, and Samantha Carnell will attend and represent the District. Prior year's awardee was AARP.

Director Hiepler left the meeting at 2:16 p.m.

Hospital to Home Transitions of Care Program is a partnership with Gold Coast Health Plan, Community Memorial Hospital System, and the Camarillo Health Care District. It provides services designed to reduce avoidable hospital, emergency department and physician visits through the integration of community based interventions that increase patient satisfaction, improve health outcomes, and reduce per capita cost of health care. This program serves Medicare and MediCal beneficiaries within specified diagnosis criteria.

Partnership to Improve Transitions for Cognitively Impaired Individuals is a partnership funded by Dignity Health, and led by the Brain Injury Center of Ventura County and includes the Camarillo Health Care District, four area hospitals, and California State University Channel Islands. This program is designed to create a seamless continuum of care from acute-inpatient treatment to community living using evidence-based effective interventions, for those with brain injuries and their families.

The District has once again has been invited to present at the **Senior Summit** put on by Supervisor Linda Parks. This year's summit will focus on caregiving and staff will participate in a break out session.

13. **Board Reports – None**

14. **Future Meetings**

Board of Directors Meetings

- Executive Committee (Brown, Loh) Tuesday, October 17, 2017, 12:00 p.m.
- Finance Committee (Hiepler) Tuesday, October 24, 2017, 11:00 a.m.
- Full Board Tuesday, October 24, 2017, 12:00 p.m.
- Executive Committee (Brown, Loh) Tuesday, November 07, 2017, 12:00 p.m.
- Full Board Tuesday, November 14, 2017, 12:00 p.m.
- Full Board (Board Work Study) Tuesday, December 5, 2017, 8:30 a.m.

15. Having no further business, this meeting is adjourned at 2:23 p.m.

Richard Loft
Clerk of the Board

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SECTION 7

CONSENT AGENDA

**APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING OF
SEPTEMBER 19, 2017**

SECTION 7-B

OCTOBER 24, 2017

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MINUTES

September 19, 2017

Finance/Investment Committee Meeting

Camarillo Health Care District Board of Directors
3615 E Las Posas Road, Boardroom, Camarillo, CA 93010

Board of Directors

Mark Hiepler, Esq, Director
Tom Doria, MD, Director

Staff

Kara Ralston, Chief Executive Officer
Renee Murphy, Accounting Manager
Karen Valentine, Clerk to the Board

Participants

Rick Wood, CSDA Financial Services

-
1. **Call to Order** – The Finance/Investment Meeting was called to order by Director Mark Hiepler, at 11:03 a.m.
 2. No public comment.
 3. Accounting Manager, Renee Murphy, presented the Investment Results, Tax Revenue, and Capital Purchases for the quarter ending June 30, 2017.
 4. CEO Ralston and Rick Wood of CSDA Financial Services reviewed the Preliminary Operating Results for quarter ending June 30, 2017.
 5. CEO Ralston discussed District disbursements for the quarter ending June 30, 2017. CEO recommends that disbursements be presented alphabetically by vendor; Committee agrees.
 6. CEO Ralston presented the quarterly review of legal fees.
 7. The next Finance/Investment Committee Meeting is scheduled for October 24, 2017, at 11:00 a.m.
 8. The Meeting adjourned at 12:05 p.m.

Mark Hiepler
Director

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SECTION 7

CONSENT AGENDA

**APPROVAL OF THE MINUTES OF THE EXECUTIVE/AGENDA PLANNING
COMMITTEE MEETING OF OCTOBER 10, 2017**

SECTION 7-C

OCTOBER 24, 2017

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MINUTES

October 10, 2017

Executive/Agenda Building Committee Meeting

Camarillo Health Care District Board of Directors

3615 E Las Posas Road, Boardroom, Camarillo, CA 93010

Board Members Present:

Rod Brown, MBA, President

Chris Loh, MD, Vice President

Staff Present:

Kara Ralston, Chief Executive Officer

Karen Valentine, Clerk to the Board

-
1. **Call to Order** – The Executive Committee was called to order by Committee Vice Chair, Christopher Loh, at 12:01 p.m.
 2. **Public Comment** – No Public Comment
 3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, September 19, 2017.
 4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, October 24, 2017.
 5. Reviewed District Disbursements from September 1, 2017 through September 30, 2017.

Reviewed the following Action Items:

11A – Reviewed with recommendation for approval District Policy 1091, Credit Card Policy. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

11B – Annual review of the District’s Finance Policy and Investment Policy.
 7. Discussed and agreed to change the meeting date and/or time for the next Executive Committee Meeting to November 7, 2017, at 10:00 a.m.
 8. Meeting adjourned at 1:25 p.m.

Rod Brown
Vice President

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SECTION 8

ACTION ITEMS

**SECTION 8-A
CONSIDERATION, DISCUSSION, AND DECISION ON DISTRICT
RESOLUTION 17-09, AMENDING DISTRICT BY-LAWS TO REFLECT
UPDATED VISION, MISSION, AND GUIDING PRINCIPLES.**

OCTOBER 24, 2017

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RESOLUTION NO. 17-09
A RESOLUTION OF THE BOARD OF DIRECTORS
CAMARILLO HEALTH CARE DISTRICT
VENTURA COUNTY, CALIFORNIA
ADOPT AMENDED BYLAWS TO REFLECT
UPDATED VISION, MISSION, AND GUIDING PRINCIPLES

WHEREAS, the Camarillo Health Care District (District) was formed pursuant to the terms of the Local Health Care District Law of the State of California (1945, Chapter 932: Health and Safety Code, Division 23, Sections 32000-32492, of the State of California), to promote public health and general welfare; and

WHEREAS, the Board of Directors shall have and exercise all the powers of the District, as set forth in Chapter 2, Article 2, of the Local Health Care District Law, and other provisions of State law including adopting resolutions establishing policies or rules for the operation of the District and any of its facilities; and

WHEREAS, the District Bylaws may be amended, by resolution, at any regular meeting of the Board of Directors upon the affirmative vote of a majority of the full membership of the Board as defined by California law; and

WHEREAS, the District is recognized as a community based organization (CBO) providing a wide range of high-quality, direct client services and supportive programs serving the continuum of health care, including transitional care services, case management, chronic disease management, caregiver education and training, health promotion and disease prevention, health counseling and advocacy, nutrition and exercise, fall prevention and safety, health screenings and support programs, and transportation services; and

WHEREAS, the Board of Directors continues to advocate that community-based care become globally recognized as an essential component of an individual's health care plan;

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Camarillo Health Care District amend the District Bylaws to include the following updated Vision, Mission, and Guiding Principles. The amended Bylaws attached hereto and considered part of this Resolution, are the official Bylaws of the Camarillo Health Care District.

Vision: Ventura County is a model healthy community with seamless access to high quality health and community-based services that optimize well-being, empower healthy lifestyles, and build strong communities.

Mission: The mission of the Camarillo Health Care District is to be a highly respected, preferred partner in Ventura County’s continuum of health care by providing valuable, effective, measurable, and integrated community-based health services that optimize health and wellness.

Guiding Principles:

- Valuing public trust through transparency and integrity in governance.
- Acknowledging the value of resources through accountable stewardship and visionary development of funding opportunities.
- Engaging in Patient-Centered Care to tailor client services based on individual goals, preferences and values.
- Improving patient outcomes, reducing costs, and improving quality of care across a continuum of providers.
- Building core competencies and a knowledge base of emerging research, programs, technologies, policies, and initiatives that improve health outcomes in the community, by recruiting, training, and retaining a professional workforce.
- Recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training, and support.

ADOPTED, SIGNED, AND APPROVED this 24th day of October 2017.

Rod Brown, President
Board of Directors
Camarillo Health Care District

Attest: _____
Richard Loft, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, **Richard Loft**, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 17-09 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 24th day of October 2017, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Richard Loft, Clerk of the Board
Board of Directors
Camarillo Health Care District

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SECTION 8-A

DISTRICT BY-LAWS WITH MARKUP

OCTOBER 24, 2017

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~~CAMARILLO HEALTH CARE DISTRICT~~



CAMARILLO HEALTH CARE DISTRICT

DISTRICT BY-LAWS



~~Adopted and Approved, October 1984~~

~~Amended, March, 1990~~

~~Amended, October, 1990~~

~~Amended, June, 1991~~

~~Amended, December, 1991~~

~~Amended, December, 1992~~

~~Amended, February 27, 1996~~

~~Amended, March 24, 1998~~

~~Amended, April 27, 1999~~

~~Amended, August 22, 2000~~

~~Reviewed, July 24, 2001~~

~~Reviewed, June 24, 2003~~

~~Reviewed, January 27, 2004~~

~~Revised, June 22, 2004~~

~~Amended, June 28, 2005~~

~~Reviewed, August 22, 2006~~
~~Reviewed, August 22, 2007~~
~~Amended, July 22, 2008~~
~~Reviewed, September 15, 2009~~
~~Amended, January 26, 2010~~
~~Reviewed, June 12, 2012~~
~~Reviewed, May 28, 2013~~
~~Reviewed/ Amended, August 13, 2013~~
~~Reviewed, May 27, 2014~~
~~Reviewed/Amended, January 27, 2015~~
~~Reviewed/Amended October 27, 2015~~
Amended October 25, 2015

CAMARILLO HEALTH CARE DISTRICT
3639 E. LAS POSAS ROAD, CAMARILLO, CA 93010
805-388-1952

~~Camarillo Health Care District~~
~~3639 E. Las Posas Road, Camarillo~~
~~CA 93010~~

CAMARILLO HEALTH CARE DISTRICT BY-LAWS
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VISION, MISSION, AND GUIDING PRINCIPLES

~~THE CAMARILLO HEALTH CARE DISTRICT ENSURES THAT QUALITY HEALTH AND WELLNESS SERVICES ARE AVAILABLE TO ALL DISTRICT RESIDENTS.~~

Vision: Ventura County is a model healthy community with seamless access to high quality health and community-based services that optimize well-being, empower healthy lifestyles, and build strong communities.

Mission: The mission of the Camarillo Health Care District is to be a highly respected, preferred partner in Ventura County's continuum of health care by providing valuable, effective, measurable, and integrated community-based health services that optimize health and wellness.

Guiding Principles:

- Valuing public trust through transparency and integrity in governance.
- Acknowledging the value of resources through accountable stewardship and visionary development of funding opportunities.
- Engaging in Patient-Centered Care to tailor client services based on individual goals, preferences and values.
- Improving patient outcomes, reducing costs, and improving quality of care across a continuum of providers.
- Building core competencies and a knowledge base of emerging research, programs, technologies, policies, and initiatives that improve health outcomes in the community, by recruiting, training, and retaining a professional workforce.
- Recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training, and support.

CAMARILLO HEALTH CARE DISTRICT BY-LAWS

PREAMBLE

SECTION 1. NAME

The name of this organization shall be the Camarillo Health Care District (hereinafter “the District”), organized as the Pleasant Valley Hospital District in November 1969, pursuant to the terms of the Local Health Care District Law of the State of California (Statutes 1945, Chapter 932; Health and Safety Code, Division 23, Sections 32000-32492, of the State of California), to promote the public health and general welfare. This organization shall be fully empowered to receive and administer funds for the attainment of these objectives, in accordance with the purposes and powers set forth in the Local Health Care District Law of the State of California.

ARTICLE I

OFFICES

SECTION 1. OFFICES

The principal office for the transaction of business of the District is hereby fixed at 3639 East Las Posas Road, Suite 117, Camarillo, Ventura County, California 93010. Branch offices may at any time be established by the Board of Directors at any place or places within the geographical boundaries of the District, when necessary to conduct the business of the District.

SECTION 2. TITLE TO PROPERTY

The title to all property of the District shall be vested in the District, and the signatures of the President and Clerk of the Board, or other person specifically authorized at any meeting of the Directors, shall constitute the proper authority for the purchase or sale of property, or for the investment or other disposal of trust funds which are subject to the control of the District.

ARTICLE II

PURPOSES AND SCOPE

SECTION 1. SCOPE OF BY-LAWS

These By-laws shall be known as the “District By-laws” and shall govern the District, its Board of Directors, and any affiliated and subordinate organizations, groups, or legislative bodies.

The Board of Directors may in accordance with law delegate certain powers to affiliated and subordinate organizations, groups or legislative bodies, such powers to be exercised in accordance with the respective by-laws of such entities. The by-laws of such subordinate organizations, groups or legislative bodies shall not conflict with these District By-laws or any statute of the State of California. All powers and functions not expressly delegated to such entities are to be considered residual powers vested in the Board of Directors of this District.

In the event the District By-laws are in conflict with any statute of the State of California governing this District, such statute shall prevail.

SECTION 2. PURPOSES

The purposes of this District shall include, but not necessarily be limited to the following:

- (a) To ensure for the provision of quality health and wellness related services to meet the needs of District residents, in accordance with the Vision, Mission, and Guiding Principles Statement contained at the beginning of these District By-laws and regardless of race, religion, national origin, disability and gender.
- (b) To exercise those powers and duties granted to local health care districts by the State of California Health & Safety Code Sections 32000-32492, and other applicable provisions of law, which include:
 - (1) To establish, maintain and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers, health education programs, wellness and preventive programs, and rehabilitation, necessary for the maintenance of good physical and mental health in the communities served by the District;
 - (2) To carry out activities through one or more corporations, joint ventures, or partnerships for the benefit of the health care district;

- (3) To establish, maintain and operate, or provide assistance in the operation of, one or more health facilities or health services including, but not limited to, outpatient programs, services and facilities, retirement programs, services and facilities, chemical dependency programs, services and facilities, or health care programs, services and facilities, and activities at any location within or outside of the District for the benefit of the District and the people served by the District; and
- (4) To exercise those powers and duties of a local health care district pursuant to the Local Health Care District Law.

SECTION 3. DISPOSITION OF SURPLUS

Should the operation of the District result in a surplus of revenue over expenses during any particular period, the use of such surplus shall be determined by the Board of Directors for a public purpose consistent with Local Health Care District Law, other State laws, and these District By-laws.

ARTICLE III

DIRECTORS

SECTION 1. NUMBER, QUALIFICATIONS, AND TERMS OF OFFICE

The Board shall consist of five (5) Directors, each of whom shall be a registered voter residing in the District, and who shall comply with Section 32110 of the Health and Safety Code. Each Director shall serve a term of four (4) years pursuant to the appropriate section of the Local Health Care District Law and the Elections Code of the State of California and otherwise comply with all requirements set forth by the Local Health Care District Law.

SECTION 2. POWERS AND DUTIES

The Board of Directors shall have and exercise all the powers of the District, as set forth in Chapter 2, Article 2, of the Local Health Care District Law, and other provisions of State law, including, but not limited to the following:

- (a) To attend all regular Board meetings, as well as special meetings as required.
- (b) To participate on committee(s), as assigned.

- (c) To employ a Chief Executive Officer (CEO), and to define the powers and duties of said CEO.
- (d) To adopt resolutions establishing policies or rules for the operation of the District and any of its facilities. Such resolutions shall be kept in a separate book or file and shall be available for inspection at all times.
- (e) Ensure that Board policy is carried out by the CEO.
- (f) To carry out the provisions of the District By-laws and the Local Health Care District Law.

SECTION 3. COMPENSATION

The members of the Board of Directors may receive one hundred dollars (\$100) per District meeting attended, not to exceed five (5) meetings per month, defined as regular Board meetings, special Board meetings, and Board standing committee meetings. Each member of the Board of Directors shall be allowed his or her travel and incidental expenses incurred in the performance of official business of the District, as approved by the Board.

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings, or in making any trips on official business of the Board, when so authorized. This shall include, but not be limited to, seminars, meetings, meals and traveling expenses associated with official District business. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Members of the Board of Directors shall receive the current meeting stipend for attendance/representation at the regular meetings of the Ventura County Special District Association and the Dos Caminos Plaza Association, in keeping with the District's fiduciary responsibility regarding legislative advocacy and plant/facilities management. This meeting stipend counts toward the maximum of five meetings per month.

ARTICLE IV

MEETINGS OF DIRECTORS

SECTION 1. REGULAR BOARD MEETINGS

A minimum of ten (10) regular Board meetings per year shall be held at a time and place to be fixed by resolution. The Board may, from time to time, by resolution, change the time and place of such meetings.

SECTION 2. SPECIAL BOARD MEETINGS

Special Board meetings may be called by the President or three (3) Directors, and notice of the holding of such meetings shall be received by each member of the Board of Directors at least twenty-four (24) hours before the meeting in the manner required by law.

SECTION 3. BOARD STANDING COMMITTEE MEETINGS

Standing Committees of the Board are established by the Board, and committee members shall be appointed by the President of the Board of Directors. Meetings are called on an as needed basis, by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. Each committee shall consist of at least two (2) Board members and other members, as deemed necessary. For more information on Committees, refer to Article VI, Committees, of these District By-laws.

SECTION 4. QUORUM

A majority of a legislative body (Board or Standing Committee) shall constitute a quorum for the transaction of any business of the District.

SECTION 5. ADJOURNMENT OF MEETINGS

The legislative body of the District may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Clerk to the Board may declare the meeting adjourned to a stated time and place and he/she shall cause written notice of the adjournment to be given in the same manner as provided in Government Code Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of the adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special was held within 24 hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meeting by ordinance, resolution, by-law or other rule.

SECTION 6. PUBLIC MEETINGS

All meetings of the Board of Directors, whether regular, special, Standing Committee or

adjourned, shall be open to the public. However, the foregoing shall not be construed to prevent the Board from holding closed sessions to consider the appointment, employment, performance evaluation, discipline or dismissal of a public employee, or to hear complaints or charges brought against such officer or employee, to consult with legal counsel concerning litigation to which the District is, or may be, a party, or as otherwise authorized by law.

SECTION 7. ATTENDANCE AT MEETINGS

Notwithstanding any other provisions herein, the office of any Director shall become vacant if he or she ceases to discharge the duties of Director for a period of three (3) consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. A Director's unexcused absence from three (3) consecutive regular meetings shall be prima facie evidence that the Director has abandoned his or her office.

SECTION 8. GOVERNING LAW

All meetings of the Board and any legislative bodies of the District shall be governed by the provisions of the Ralph M. Brown Act, Government Code Section 54950 et seq., and applicable provisions of the Local Health Care District Law.

ARTICLE V

OFFICERS

SECTION 1. OFFICERS

The officers of the Board of Directors shall be a President, Vice President, Clerk of the Board, and any other officer the Board may appoint.

SECTION 2. ELECTION OF OFFICERS

The officers of the Board of Directors may serve terms of one (1) year and may be elected for additional terms. Reorganization of the Board should take place at the last meeting of the calendar year.

SECTION 3. PRESIDENT

The President, or member of the Board acting as such:

- (a) Shall preside over all meetings of the Board of Directors.

- (b) Shall sign all contracts and conveyances and all other instruments which have been authorized by the Board of Directors, except where the Board has specifically authorized another person to sign such contracts, conveyances or other instruments.
- (c) Shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

SECTION 4. VICE PRESIDENT

If, at any time, the President shall be unable to act, the Vice President shall take the President's place and perform the President's duties. If the Vice President shall also be unable to act, the Board may appoint some other member of the Board to do so, and such person shall be vested with all the functions and duties of President until such time as the President or Vice President shall be able to assume such functions and duties.

SECTION 5. CLERK OF THE BOARD

Clerk of the Board shall keep, or cause to be kept, accurate and complete minutes of all meetings, and perform such other duties as ordinarily pertain to this office.

ARTICLE VI

COMMITTEES

SECTION 1. GENERAL PROVISIONS

Committees of the Board shall be as specified in Article VI, Section 2. Appointment of committee members shall be the responsibility of the President with the concurrence of the Board. Appointment of non-board members to committees shall be permitted at the discretion of the Board.

All non-board members appointed to committees shall serve thereon without voting rights unless otherwise provided herein. Committee activity shall only be advisory to the Board. No committee of the Board shall have the power or authority to commit the Board or the District in any manner. Committee members shall serve until replaced.

Notwithstanding any other provisions herein, if a committee member is absent from three (3) consecutive meetings of the committee, the President may declare that a vacancy exists on the committee. Each committee meeting shall have an agenda and shall submit minutes of its meetings to the Board. The President may appoint a chairperson to each committee. All committees shall meet at the call of their chairperson or the Chief Executive Officer, and shall comply with all applicable provisions of the Ralph M. Brown Act.

SECTION 2. STANDING COMMITTEES OF THE BOARD

Standing Committees of the Board shall be appointed, as set forth below, and such committees shall continue in existence until discharged by specific action by the Board of Directors. Standing Committees shall meet on an as needed basis and may be called by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. The Board President shall appoint and publicly announce the members of the Standing Committees for the ensuing year; this shall be done no later than at the Board's regular meeting in January.

- (a) Executive Committee, shall consist of the following two (2) members of the Board of Directors: the President, Vice President, or their designee.

The function of this committee is to review policies and procedures, serve as the personnel committee, and make recommendations to the Board of Directors.

- (b) Finance/Investment Committee, shall consist of two (2) members of the Board of Directors.

The function of this committee is to review the financial operations and policies of the District in an effort to maintain financial stability for the Camarillo Health Care District. The committee shall review any policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in financial practices. The committee reviews and determines a course of action regarding investment decisions (per the District's Investment Policy).

SECTION 3. AD HOC COMMITTEES OF THE BOARD

The President, with the concurrence of the Board, may appoint Ad Hoc committees for the investigation, study and review of specific matters for reports and recommendations to the Board. Ad Hoc committees stand discharged upon completion of the assigned task.

ARTICLE VII

CHIEF EXECUTIVE OFFICER

SECTION 1. RESPONSIBILITIES OF CHIEF EXECUTIVE OFFICER

The Board shall select and appoint a Chief Executive Officer who shall be its representative in the management of the District. The Chief Executive Officer shall be given the authority and responsibility to operate the District in all its activities and departments, subject to policies as may be issued by the Board and applicable law. The Chief Executive Officer shall act as the duly authorized representative of the Board in all matters in which the Board has not formally designated some other person to so act.

SECTION 2. POWERS AND DUTIES

The authority and responsibility of the Chief Executive Officer shall include:

- (a) Carrying out all policies established by the Board and advising the Board with respect to formation of these policies;
- (b) Preparing an annual budget showing the expected revenue and expenditures;
- (c) Selecting, employing, managing and discharging employees and developing and maintaining personnel policies and practices for the District;
- (d) Maintaining physical properties in good and safe state of repair and operating condition.
- (e) Supervising business affairs to ensure that funds are collected and expended to the best possible advantage. The CEO shall have purchasing powers, for any unbudgeted items, not to exceed, in aggregate, 1% of the annual budget;
- (f) Attending all meetings of the Board and serving on committees thereof. In the absence of the Chief Executive Officer, a designated staff member will attend. The Chief Executive Officer (or his/her designee) shall be an ex-officio member of all committees of the Board;

- (g) Serving as the liaison and channel of communications with the Board;
- (h) Representing the District in its relationships with other health and community organizations;
- (i) Positioning the District to effectively and appropriately manage crisis situations, including closure of the District following any federal, state, county, municipal, local or District incident involving or including a natural disaster, facilities disaster, an information crisis, a human tragedy, a human resource issue, or days of mourning, celebration, and/or recognition; and
- (j) Performing other duties that may be necessary.

ARTICLE VIII

EX-OFFICIO

Persons serving under these District By-laws as ex-officio members of a committee shall not be counted in determining the existence of a quorum and shall have no voting privileges.

ARTICLE IX

INDEMNIFICATION OF OFFICERS, DIRECTORS AND EMPLOYEES

To the fullest extent permitted by law, the District shall indemnify and hold harmless its Directors, officers, and employees with respect to acts or omissions made by them in the course of their official duties or employment by the District against all expenses, judgments, fines, settlements and other amounts, including, but not limited to attorney's fees, actually and reasonably incurred in any proceeding to which such persons shall be parties or shall be threatened to be made parties. Notwithstanding the foregoing, and except as may otherwise be required by law, the District shall have no obligation to indemnify or hold harmless any officer, Director or employee of the District unless at the time of such claim there shall be in force a policy of insurance providing the District with reimbursement with respect to such claim.

ARTICLE X

AMENDMENT

The District By-laws may be amended, by resolution, at any regular meeting of the Board upon the affirmative vote of a majority of the full membership of the Board as defined by California law.

ARTICLE XI

SEAL

The Board shall have the power to adopt a formal seal and to alter it.

ADOPTED, SIGNED AND APPROVED this ~~24~~²⁷th day of October, 201~~5~~⁷ at Camarillo, California.

Rod Brown
President, Board of Directors
Camarillo Health Care District

Attest

Dated: _____

~~Mark Hiepler~~Richard Loft
Clerk of the Board, Board of Directors
Camarillo Health Care District

~~Original, October, 1984~~
~~Reviewed/Amended, August, 1987, Resolution 87-10~~
~~Reviewed/Amended, March, 1990~~
~~Reviewed/Amended, October, 1990, Resolution 90-9~~
~~Reviewed/Amended, June, 1991~~
~~Reviewed/Amended, December, 1991, Resolution 91-6~~
~~Reviewed/Amended, December, 1992~~
~~Reviewed/Amended, February 27, 1996, Resolution 96-2~~
~~Reviewed/Amended, March 24, 1998, Resolution 98-5~~
~~Reviewed/Amended, April 27, 1999, Resolution 99-3~~
~~Reviewed/Amended, August 22, 2000, Resolution 00-7~~
~~Reviewed, July 24, 2001~~
~~Reviewed, June 24, 2003~~
~~Reviewed/Amended, January 27, 2004~~
~~Revised, June 22, 2004~~
~~Reviewed/Amended, June 28, 2005, Resolution 05-02~~
~~Reviewed, August 22, 2006~~
~~Reviewed, August 28, 2007~~
~~Reviewed/Amended, July 22, 2008~~
~~Reviewed, September 15, 2009~~
~~Amended, January 26, 2010~~
~~Reviewed, June 12, 2012~~
~~Reviewed, May 28, 2013~~
~~Reviewed/Amended, August 13, 2013~~
~~Reviewed, May 27, 2014~~
~~Reviewed/Amended January 27, 2015~~
~~Reviewed/Amended, October 27, 2015~~

BY-LAWS REVIEW HISTORY

<u>Year of Review</u>	<u>Date of Review</u>	<u>Status</u>
<u>1984</u>	<u>October</u>	<u>Adopted and Approved</u>
<u>1990</u>	<u>March</u>	<u>Amended</u>
<u>1990</u>	<u>October</u>	<u>Amended</u>
<u>1991</u>	<u>June</u>	<u>Amended</u>
<u>1991</u>	<u>December</u>	<u>Amended</u>
<u>1992</u>	<u>December</u>	<u>Amended</u>
<u>1996</u>	<u>February 27</u>	<u>Amended</u>
<u>1998</u>	<u>March 24</u>	<u>Amended</u>
<u>1999</u>	<u>April 27</u>	<u>Amended</u>
<u>2000</u>	<u>August 22</u>	<u>Amended</u>
<u>2001</u>	<u>July 24</u>	<u>Reviewed</u>
<u>2003</u>	<u>June 24</u>	<u>Reviewed</u>
<u>2004</u>	<u>January 27</u>	<u>Reviewed</u>
<u>2004</u>	<u>June 22</u>	<u>Amended</u>
<u>2005</u>	<u>June 28</u>	<u>Amended</u>
<u>2006</u>	<u>August 22</u>	<u>Reviewed</u>
<u>2007</u>	<u>August 22</u>	<u>Reviewed</u>
<u>2008</u>	<u>July 22</u>	<u>Amended</u>
<u>2009</u>	<u>September 15</u>	<u>Reviewed</u>
<u>2010</u>	<u>January 26</u>	<u>Amended</u>
<u>2012</u>	<u>June 12</u>	<u>Reviewed</u>
<u>2013</u>	<u>May 28</u>	<u>Reviewed</u>
<u>2013</u>	<u>August 13</u>	<u>Amended</u>
<u>2014</u>	<u>May 27</u>	<u>Reviewed</u>
<u>2015</u>	<u>January 27</u>	<u>Amended</u>
<u>2015</u>	<u>October 27</u>	<u>Amended</u>
<u>2017</u>	<u>October 24</u>	<u>Amended</u>

CERTIFICATE OF PRESIDENT OF
CAMARILLO HEALTH CARE DISTRICT

I, Rod Brown, do certify as follows:

1. That I am duly elected and acting as President of the Camarillo Health Care District, a California Healthcare District.
2. That the by-laws to which this Certificate is attached comprising pages 1 to 14, inclusive, constitute the By-laws of the Camarillo Health Care District as duly adopted and as amended from time to time.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ~~27~~⁴th day of October 201~~5~~⁷.

Rod Brown
President, Board of Directors
Camarillo Health Care District

Attest:

~~Mark Hiepler~~Richard Loft
Clerk of the Board of Directors
Camarillo Health Care District

Dated: _____

2513016.1

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SECTION 8-A

DISTRICT BY-LAWS WITHOUT MARKUP

OCTOBER 24, 2017

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DISTRICT BY-LAWS

Amended October 25, 2015

**CAMARILLO HEALTH CARE DISTRICT
3639 E. LAS POSAS ROAD, CAMARILLO, CA 93010
805-388-1952**

CAMARILLO HEALTH CARE DISTRICT BY-LAWS
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VISION, MISSION, AND GUIDING PRINCIPLES

Vision: Ventura County is a model healthy community with seamless access to high quality health and community-based services that optimize well-being, empower healthy lifestyles, and build strong communities.

Mission: The mission of the Camarillo Health Care District is to be a highly respected, preferred partner in Ventura County’s continuum of health care by providing valuable, effective, measurable, and integrated community-based health services that optimize health and wellness.

Guiding Principles:

- Valuing public trust through transparency and integrity in governance.
- Acknowledging the value of resources through accountable stewardship and visionary development of funding opportunities.
- Engaging in Patient-Centered Care to tailor client services based on individual goals, preferences and values.
- Improving patient outcomes, reducing costs, and improving quality of care across a continuum of providers.
- Building core competencies and a knowledge base of emerging research, programs, technologies, policies, and initiatives that improve health outcomes in the community, by recruiting, training, and retaining a professional workforce.
- Recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training, and support.

CAMARILLO HEALTH CARE DISTRICT BY-LAWS

PREAMBLE

SECTION 1. NAME

The name of this organization shall be the Camarillo Health Care District (hereinafter “the District”), organized as the Pleasant Valley Hospital District in November 1969, pursuant to the terms of the Local Health Care District Law of the State of California (Statutes 1945, Chapter 932; Health and Safety Code, Division 23, Sections 32000-

32492, of the State of California), to promote the public health and general welfare. This organization shall be fully empowered to receive and administer funds for the attainment of these objectives, in accordance with the purposes and powers set forth in the Local Health Care District Law of the State of California.

ARTICLE I

OFFICES

SECTION 1. OFFICES

The principal office for the transaction of business of the District is hereby fixed at 3639 East Las Posas Road, Suite 117, Camarillo, Ventura County, California 93010. Branch offices may at any time be established by the Board of Directors at any place or places within the geographical boundaries of the District, when necessary to conduct the business of the District.

SECTION 2. TITLE TO PROPERTY

The title to all property of the District shall be vested in the District, and the signatures of the President and Clerk of the Board, or other person specifically authorized at any meeting of the Directors, shall constitute the proper authority for the purchase or sale of property, or for the investment or other disposal of trust funds which are subject to the control of the District.

ARTICLE II

PURPOSES AND SCOPE

SECTION 1. SCOPE OF BY-LAWS

These By-laws shall be known as the “District By-laws” and shall govern the District, its Board of Directors, and any affiliated and subordinate organizations, groups, or legislative bodies.

The Board of Directors may in accordance with law delegate certain powers to affiliated and subordinate organizations, groups or legislative bodies, such powers to be exercised in accordance with the respective by-laws of such entities. The by-laws of such subordinate organizations, groups or legislative bodies shall not conflict with these District By-laws or any statute of the State of California. All powers and functions not expressly delegated to such entities are to be considered residual powers vested in the Board of Directors of this District.

In the event the District By-laws are in conflict with any statute of the State of California governing this District, such statute shall prevail.

SECTION 2. PURPOSES

The purposes of this District shall include, but not necessarily be limited to the following:

- (a) To ensure for the provision of quality health and wellness related services to meet the needs of District residents, in accordance with the Vision, Mission, and Guiding Principles Statement contained at the beginning of these District By-laws and regardless of race, religion, national origin, disability and gender.
- (b) To exercise those powers and duties granted to local health care districts by the State of California Health & Safety Code Sections 32000-32492, and other applicable provisions of law, which include:
 - (1) To establish, maintain and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers, health education programs, wellness and preventive programs, and rehabilitation, necessary for the maintenance of good physical and mental health in the communities served by the District;

- (2) To carry out activities through one or more corporations, joint ventures, or partnerships for the benefit of the health care district;
- (3) To establish, maintain and operate, or provide assistance in the operation of, one or more health facilities or health services including, but not limited to, outpatient programs, services and facilities, retirement programs, services and facilities, chemical dependency programs, services and facilities, or health care programs, services and facilities, and activities at any location within or outside of the District for the benefit of the District and the people served by the District; and
- (4) To exercise those powers and duties of a local health care district pursuant to the Local Health Care District Law.

SECTION 3. DISPOSITION OF SURPLUS

Should the operation of the District result in a surplus of revenue over expenses during any particular period, the use of such surplus shall be determined by the Board of Directors for a public purpose consistent with Local Health Care District Law, other State laws, and these District By-laws.

ARTICLE III

DIRECTORS

SECTION 1. NUMBER, QUALIFICATIONS, AND TERMS OF OFFICE

The Board shall consist of five (5) Directors, each of whom shall be a registered voter residing in the District, and who shall comply with Section 32110 of the Health and Safety Code. Each Director shall serve a term of four (4) years pursuant to the appropriate section of the Local Health Care District Law and the Elections Code of the State of California and otherwise comply with all requirements set forth by the Local Health Care District Law.

SECTION 2. POWERS AND DUTIES

The Board of Directors shall have and exercise all the powers of the District, as set forth in Chapter 2, Article 2, of the Local Health Care District Law, and other provisions of State law, including, but not limited to the following:

- (a) To attend all regular Board meetings, as well as special meetings as required.
- (b) To participate on committee(s), as assigned.
- (c) To employ a Chief Executive Officer (CEO), and to define the powers and duties of said CEO.
- (d) To adopt resolutions establishing policies or rules for the operation of the District and any of its facilities. Such resolutions shall be kept in a separate book or file and shall be available for inspection at all times.
- (e) Ensure that Board policy is carried out by the CEO.
- (f) To carry out the provisions of the District By-laws and the Local Health Care District Law.

SECTION 3. COMPENSATION

The members of the Board of Directors may receive one hundred dollars (\$100) per District meeting attended, not to exceed five (5) meetings per month, defined as regular Board meetings, special Board meetings, and Board standing committee meetings. Each member of the Board of Directors shall be allowed his or her travel and incidental expenses incurred in the performance of official business of the District, as approved by the Board.

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings, or in making any trips on official business of the Board, when so authorized. This shall include, but not be limited to, seminars, meetings, meals and traveling expenses associated with official District business. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Members of the Board of Directors shall receive the current meeting stipend for attendance/representation at the regular meetings of the Ventura County Special District Association and the Dos Caminos Plaza Association, in keeping with the

District's fiduciary responsibility regarding legislative advocacy and plant/facilities management. This meeting stipend counts toward the maximum of five meetings per month.

ARTICLE IV

MEETINGS OF DIRECTORS

SECTION 1. REGULAR BOARD MEETINGS

A minimum of ten (10) regular Board meetings per year shall be held at a time and place to be fixed by resolution. The Board may, from time to time, by resolution, change the time and place of such meetings.

SECTION 2. SPECIAL BOARD MEETINGS

Special Board meetings may be called by the President or three (3) Directors, and notice of the holding of such meetings shall be received by each member of the Board of Directors at least twenty-four (24) hours before the meeting in the manner required by law.

SECTION 3. BOARD STANDING COMMITTEE MEETINGS

Standing Committees of the Board are established by the Board, and committee members shall be appointed by the President of the Board of Directors. Meetings are called on an as needed basis, by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. Each committee shall consist of at least two (2) Board members and other members, as deemed necessary. For more information on Committees, refer to Article VI, Committees, of these District By-laws.

SECTION 4. QUORUM

A majority of a legislative body (Board or Standing Committee) shall constitute a quorum for the transaction of any business of the District.

SECTION 5. ADJOURNMENT OF MEETINGS

The legislative body of the District may adjourn any regular, adjourned regular, special

or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Clerk to the Board may declare the meeting adjourned to a stated time and place and he/she shall cause written notice of the adjournment to be given in the same manner as provided in Government Code Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of the adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special was held within 24 hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meeting by ordinance, resolution, by-law or other rule.

SECTION 6. PUBLIC MEETINGS

All meetings of the Board of Directors, whether regular, special, Standing Committee or adjourned, shall be open to the public. However, the foregoing shall not be construed to prevent the Board from holding closed sessions to consider the appointment, employment, performance evaluation, discipline or dismissal of a public employee, or to hear complaints or charges brought against such officer or employee, to consult with legal counsel concerning litigation to which the District is, or may be, a party, or as otherwise authorized by law.

SECTION 7. ATTENDANCE AT MEETINGS

Notwithstanding any other provisions herein, the office of any Director shall become vacant if he or she ceases to discharge the duties of Director for a period of three (3) consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. A Director's unexcused absence from three (3) consecutive regular meetings shall be prima facie evidence that the Director has abandoned his or her office.

SECTION 8. GOVERNING LAW

All meetings of the Board and any legislative bodies of the District shall be governed by the provisions of the Ralph M. Brown Act, Government Code Section 54950 et seq., and applicable provisions of the Local Health Care District Law.

ARTICLE V

OFFICERS

SECTION 1. OFFICERS

The officers of the Board of Directors shall be a President, Vice President, Clerk of the Board, and any other officer the Board may appoint.

SECTION 2. ELECTION OF OFFICERS

The officers of the Board of Directors may serve terms of one (1) year and may be elected for additional terms. Reorganization of the Board should take place at the last meeting of the calendar year.

SECTION 3. PRESIDENT

The President, or member of the Board acting as such:

- (a) Shall preside over all meetings of the Board of Directors.
- (b) Shall sign all contracts and conveyances and all other instruments which have been authorized by the Board of Directors, except where the Board has specifically authorized another person to sign such contracts, conveyances or other instruments.
- (c) Shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

SECTION 4. VICE PRESIDENT

If, at any time, the President shall be unable to act, the Vice President shall take the President's place and perform the President's duties. If the Vice President shall also be unable to act, the Board may appoint some other member of the Board to do so, and such person shall be vested with all the functions and duties of President until such time as the President or Vice President shall be able to assume such functions and duties.

SECTION 5. CLERK OF THE BOARD

Clerk of the Board shall keep, or cause to be kept, accurate and complete minutes of all meetings, and perform such other duties as ordinarily pertain to this office.

ARTICLE VI

COMMITTEES

SECTION 1. GENERAL PROVISIONS

Committees of the Board shall be as specified in Article VI, Section 2. Appointment of committee members shall be the responsibility of the President with the concurrence of the Board. Appointment of non-board members to committees shall be permitted at the discretion of the Board.

All non-board members appointed to committees shall serve thereon without voting rights unless otherwise provided herein. Committee activity shall only be advisory to the Board. No committee of the Board shall have the power or authority to commit the Board or the District in any manner. Committee members shall serve until replaced.

Notwithstanding any other provisions herein, if a committee member is absent from three (3) consecutive meetings of the committee, the President may declare that a vacancy exists on the committee. Each committee meeting shall have an agenda and shall submit minutes of its meetings to the Board. The President may appoint a chairperson to each committee. All committees shall meet at the call of their chairperson or the Chief Executive Officer, and shall comply with all applicable provisions of the Ralph M. Brown Act.

SECTION 2. STANDING COMMITTEES OF THE BOARD

Standing Committees of the Board shall be appointed, as set forth below, and such committees shall continue in existence until discharged by specific action by the Board of Directors. Standing Committees shall meet on an as needed basis and may be called by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. The Board President shall appoint and publicly announce the members of the Standing Committees for the ensuing year; this shall be done no later than at the Board's regular meeting in January.

- (a) Executive Committee, shall consist of the following two (2) members of

the Board of Directors: the President, Vice President, or their designee.

The function of this committee is to review policies and procedures, serve as the personnel committee, and make recommendations to the Board of Directors.

- (b) Finance/Investment Committee, shall consist of two (2) members of the Board of Directors.

The function of this committee is to review the financial operations and policies of the District in an effort to maintain financial stability for the Camarillo Health Care District. The committee shall review any policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in financial practices. The committee reviews and determines a course of action regarding investment decisions (per the District's Investment Policy).

SECTION 3. AD HOC COMMITTEES OF THE BOARD

The President, with the concurrence of the Board, may appoint Ad Hoc committees for the investigation, study and review of specific matters for reports and recommendations to the Board. Ad Hoc committees stand discharged upon completion of the assigned task.

ARTICLE VII

CHIEF EXECUTIVE OFFICER

SECTION 1. RESPONSIBILITIES OF CHIEF EXECUTIVE OFFICER

The Board shall select and appoint a Chief Executive Officer who shall be its representative in the management of the District. The Chief Executive Officer shall be given the authority and responsibility to operate the District in all its activities and

departments, subject to policies as may be issued by the Board and applicable law. The Chief Executive Officer shall act as the duly authorized representative of the Board in all matters in which the Board has not formally designated some other person to so act.

SECTION 2. POWERS AND DUTIES

The authority and responsibility of the Chief Executive Officer shall include:

- (a) Carrying out all policies established by the Board and advising the Board with respect to formation of these policies;
- (b) Preparing an annual budget showing the expected revenue and expenditures;
- (c) Selecting, employing, managing and discharging employees and developing and maintaining personnel policies and practices for the District;
- (d) Maintaining physical properties in good and safe state of repair and operating condition.
- (e) Supervising business affairs to ensure that funds are collected and expended to the best possible advantage. The CEO shall have purchasing powers, for any unbudgeted items, not to exceed, in aggregate, 1% of the annual budget;
- (f) Attending all meetings of the Board and serving on committees thereof. In the absence of the Chief Executive Officer, a designated staff member will attend. The Chief Executive Officer (or his/her designee) shall be an ex-officio member of all committees of the Board;
- (g) Serving as the liaison and channel of communications with the Board;
- (h) Representing the District in its relationships with other health and community organizations;
- (i) Positioning the District to effectively and appropriately manage crisis situations, including closure of the District following any federal, state, county, municipal, local or District incident involving or including a natural disaster, facilities disaster, an information crisis, a human tragedy, a human resource issue, or days of mourning, celebration, and/or recognition; and

- (j) Performing other duties that may be necessary.

ARTICLE VIII

EX-OFFICIO

Persons serving under these District By-laws as ex-officio members of a committee shall not be counted in determining the existence of a quorum and shall have no voting privileges.

ARTICLE IX

INDEMNIFICATION OF OFFICERS, DIRECTORS AND EMPLOYEES

To the fullest extent permitted by law, the District shall indemnify and hold harmless its Directors, officers, and employees with respect to acts or omissions made by them in the course of their official duties or employment by the District against all expenses, judgments, fines, settlements and other amounts, including, but not limited to attorney's fees, actually and reasonably incurred in any proceeding to which such persons shall be parties or shall be threatened to be made parties. Notwithstanding the foregoing, and except as may otherwise be required by law, the District shall have no obligation to indemnify or hold harmless any officer, Director or employee of the District unless at the time of such claim there shall be in force a policy of insurance providing the District with reimbursement with respect to such claim.

ARTICLE X

AMENDMENT

The District By-laws may be amended, by resolution, at any regular meeting of the

Board upon the affirmative vote of a majority of the full membership of the Board as defined by California law.

ARTICLE XI

SEAL

The Board shall have the power to adopt a formal seal and to alter it.

ADOPTED, SIGNED AND APPROVED this 24th day of October, 2017 at Camarillo, California.

Rod Brown
President, Board of Directors
Camarillo Health Care District

Attest _____ Dated: _____
Richard Loft
Clerk of the Board, Board of Directors
Camarillo Health Care District

BY-LAWS REVIEW HISTORY

Year of Review	Date of Review	Status
1984	October	Adopted and Approved
1990	March	Amended
1990	October	Amended
1991	June	Amended
1991	December	Amended
1992	December	Amended
1996	February 27	Amended
1998	March 24	Amended
1999	April 27	Amended
2000	August 22	Amended
2001	July 24	Reviewed
2003	June 24	Reviewed
2004	January 27	Reviewed
2004	June 22	Amended
2005	June 28	Amended
2006	August 22	Reviewed
2007	August 22	Reviewed
2008	July 22	Amended
2009	September 15	Reviewed
2010	January 26	Amended
2012	June 12	Reviewed
2013	May 28	Reviewed
2013	August 13	Amended
2014	May 27	Reviewed
2015	January 27	Amended
2015	October 27	Amended
2017	October 24	Amended

CERTIFICATE OF PRESIDENT OF
CAMARILLO HEALTH CARE DISTRICT

I, Rod Brown, do certify as follows:

1. That I am duly elected and acting as President of the Camarillo Health Care District, a California Healthcare District.
2. That the by-laws to which this Certificate is attached comprising pages 1 to 14, inclusive, constitute the By-laws of the Camarillo Health Care District as duly adopted and as amended from time to time.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 24th day of October 2017.

Rod Brown
President, Board of Directors
Camarillo Health Care District

Attest:

Richard Loft
Clerk of the Board of Directors
Camarillo Health Care District

Dated: _____

2513016.1

SECTION 8

ACTION ITEMS

**SECTION 8-B
CONSIDERATION, DISCUSSION, AND DECISION ON AMENDING DISTRICT
POLICY 1020 TO REFLECT THE UPDATED
VISION, MISSION, AND GUIDING PRINCIPLES.**

OCTOBER 24, 2017

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Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Vision, Mission, and Guiding Principles

POLICY NUMBER: 1020

1020.1 Vision: Ventura County is a model healthy community with seamless access to high quality health and community-based services that optimize well-being, empower healthy lifestyles, and build strong communities.

1020.2 Mission: The mission of the Camarillo Health Care District is to be a highly respected, preferred partner in Ventura County's continuum of health care by providing valuable, effective, measurable, and integrated community-based health services that optimize health and wellness.

1020.3 Guiding Principles:

1020.3.1 Valuing public trust through transparency and integrity in governance.

1020.3.2 Acknowledging the value of resources through accountable stewardship and visionary development of funding opportunities.

1020.3.3 Engaging in Patient-Centered Care to tailor client services based on individual goals, preferences and values.

1020.3.4 Improving patient outcomes, reducing costs, and improving quality of care across a continuum of providers.

1020.3.5 Building core competencies and a knowledge base of emerging research, programs, technologies, policies, and initiatives that improve health outcomes in the community, by recruiting, training, and retaining a professional workforce.

1020.3.6 Recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training, and support.

Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Mission and Vision
POLICY NUMBER: 1020

1020.1 Mission: The Camarillo Health Care District ensures that quality health and wellness services are available to all District residents.

1020.2 Vision: The Camarillo Health Care District will be the leading organization in understanding and serving our community's health and wellness needs by:

- Developing programs and services to mirror the ongoing and thorough assessment of community needs
- Developing and enhancing services through communication, cooperation and collaboration with our partners
- Utilizing tools and resources that facilitate best practice and prudent investments in our programs and services
- Recruiting and retaining an ethical, motivated, creative, compassionate and qualified workforce
- Being recognized as the community's resource and referral agency of choice
- Exceeding the community's service expectations

SECTION 8

ACTION ITEMS

SECTION 8-C

CONSIDERATION, DISCUSSION, AND DECISION ON DISTRICT POLICY 1091, CREDIT CARD POLICY. THE PURPOSE OF THIS POLICY IS TO PRESCRIBE THE INTERNAL CONTROLS FOR MANAGEMENT OF DISTRICT CREDIT CARDS.

OCTOBER 24, 2017

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Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Credit Card Policy
POLICY NUMBER: 1091

1091.1 – Purpose – The purpose of this policy is to prescribe the internal controls for management of District credit cards.

1091.2 – Scope – This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

1091.3 – Implementation - District credit cards will be issued for the sole purpose of conducting the official business of the District. Credit cards will be provided to select employees for making minor purchases, securing reservations, paying travel expenses, placing orders, and doing District business in the most efficient and cost-effective manner. District Credit Cards shall not be issued or used by members of the Board of Directors; Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

1091.3.1 - All credit cards bills shall be paid timely to avoid late fees and finance charges.

1091.3.2 - All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

1091.3.3 - All credit card transactions shall have a Purchase Request form (PR) and be supported by third-party documents (receipts). The completed PR form will be reviewed by the cardholder, and approved by the appropriate chain of authority, requiring final authorization by an Officer. After the purchase is completed, all receipts are to be attached to the existing Purchase Request (PR) and filed with the Accounting Department.

1091.3.4 - Cardholders must ensure that budgeted funds are available prior to making purchases. The Accounting department can assist the cardholder with any needed budget information.

1091.3.5 – The Chief Administrative Officer and/or the Chief Resource Officer shall review and approve all credit card transactions.

1091.3.6 - The Chief Executive Officer shall review the monthly credit card statement, along with all supporting PR's and documentation before payment is issued.

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SECTION 8

ACTION ITEMS

**SECTION 8-D
CONSIDERATION, DISCUSSION, AND DECISION ON
FINANCE POLICY AMENDMENTS.**

OCTOBER 24, 2017

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SECTION 8-D

DISTRICT FINANCE POLICY WITH MARKUP

OCTOBER 24, 2017

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~~CAMARILLO HEALTH CARE DISTRICT~~

FINANCIAL POLICIES POLICY

Revised April 26, 2016

~~Revised November 1998~~
~~Reviewed October 19, 1999~~
~~Revised October 24, 2000~~
~~Revised May 21, 2002~~
~~Revised May 20, 2003~~
~~Revised February 24, 2004~~
~~Revised January 25, 2005~~
~~Revised July 25, 2006~~
~~Revised January 23, 2007~~
~~Revised November 13, 2007~~
~~Revised May 12, 2009~~
~~Reviewed September 28, 2010~~
~~Reviewed September 20, 2011~~
~~Revised January 24, 2012~~
~~Revised January 22, 2013~~
~~Revised April 26, 2016~~

Camarillo Health Care District
3639 E. Las Posas Road
Camarillo, CA 93010
805-388-1952

CAMARILLO HEALTH CARE DISTRICT
FINANCIAL POLICIES

SECTION 1. PURPOSE

The Camarillo Health Care District will follow generally accepted accounting principles and governmental accounting standards.

SECTION 2. FINANCE/INVESTMENT COMMITTEE

It is the policy of the District that the Finance/Investment Committee is responsible for the fiscal control of District's cash and investments. Thus, the Committee is responsible for monitoring, investing, and reinvesting District funds and for reporting or recommending any action to the Board of Directors. The Finance/Investment Committee shall review the financial plan and report to the Board of Directors

The Finance/Investment Committee is authorized to make investments solely per the Government Code section 53601.5, et. Seq., the Health and Safety Code, Section 32000, et. Seq., and District Investment Policies.

SECTION 3. BUDGET PROCESS

The annual operating budget for the fiscal year will project income and expenses and will provide for programs and support services planned for the year.

The annual capital budget for the fiscal year will project expenses for capital purchases as per the capital expense plan.

The Board of Directors will approve the annual operating budget and the annual capital budget on or before June 30, prior to the ensuing budget period.

Monthly financial statements comparing revenue and expenditures, including a balance sheet, will be provided to the Board of Directors, with significant variances clarified.

During the budget year, ~~any major~~ changes of income or expenditure which would materially or significantly alter the annual plan of operation, will be reflected in a budget revision and approved by the Board of Directors.

SECTION 4. FINANCIAL PRACTICES

The Chief Executive Officer (CEO) will follow standard business practices in payment of District obligations and will maintain adequate liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), ~~the Chief Operations Officer (COO)~~ Chief Resource Officer (CRO), and all members of the Board of Directors.

One signature will be required for checks up to the amount of \$~~105,000~~ \$5,000. Checks for more than that amount will require two (2) signatures, one of which shall be a member of the Board of Directors.

Wire transfers between District accounts shall require only one signature by an authorized signatory. All other wire transfers shall require ~~2~~ two (2) signatures; one of which shall be a member of the Board of Directors.

Gifts of securities will be reviewed by the Finance/Investment Committee at the next scheduled meeting, immediately upon receipt by the CEO, whichever is sooner, and liquidated unless otherwise restricted by the donor.

~~The Committee will make recommendation to the Board of Directors to sell or hold.~~

Funds will be invested according to investment policies approved by the Board of Directors.

The District will comply with the disclosure of reimbursements pursuant to Government Code Section 53065.5, which addresses reimbursement to a member of the Board of Directors for *"charges for services or product received."*

SECTION 5. ANNUAL AUDIT

The District will engage in an annual, independent financial audit by way of contract. Upon ~~the~~ expiration of ~~the a~~ current audit contract, the Board of Directors shall consider ~~the~~ recommendations from the Finance/Investment Committee regarding ~~the a new~~ audit contract and ~~its~~ terms.

Following appropriate audit proposal review, the Finance/Investment Committee President shall will present a recommendations to the Board of Directors ~~for for approval of approval for~~ an independent financial audit firm and ~~the~~ contract terms.

~~to perform an annual audit of financial records.~~

The auditor will present complete audited financial statements, auditor's recommendation letter, and a Management Discussion & Analysis letter ~~letter~~ to the Board of Directors ~~each year~~, for review and approval within six (6) regularly scheduled meetings of the Board of Directors, ~~of r's meetings after~~ the close of the fiscal year.

~~The Board of Directors will review for approval the audited financial statements, auditor's recommendation letter, and management's response.~~

12410.6. (a) An audit for any local agency, including those submitted to the Controller pursuant to subdivision (a) of Section 12410.5, shall be made by a certified public accountant or public accountant, licensed by, and in good standing with, the California Board of Accountancy.

(b) Commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of

calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013-14 fiscal year. The Controller may waive this requirement if he or she finds that another eligible public accounting firm is not available to perform the audit.

SECTION 6. ASSET PROTECTION

Both the Investment Policy and the Financial Policies Policy of the ~~organization~~ District will be reviewed and approved by the Board of Directors annually.

Real estate may be acquired or divested under the CEO's supervision after approval by the Board of Directors and pursuant to Government Code 54956.8.

The CEO is authorized to purchase insurance against casualty and liability losses to the District or its Board members and employees in performance of their duties on behalf of the District.

SECTION 7. RETURNED CHECK SERVICE CHARGE

It is the policy of the Camarillo Health Care District to charge clients a service charge for any payment by check that is not honored by their bank.

According to California Civil Code, Chapter 522, Section 1719 (1983 Statutes), any person who writes a check, or any order for payment of money, which is not honored for lack of funds may be held liable in a court of law for three (3) times the amount of the check or \$100.00, whichever is greater plus the amount of the check and court costs.

The District may charge a fee for each returned check, in addition to any finance charge that develops due to the late payment.

SECTION 8. DISTRICT CREDIT CARDS

The Camarillo Health Care District has established credit card accounts in order to facilitate an ~~more~~ efficient and cost effective manner in ~~of~~ handling ~~its~~ purchasing needs.

The CEO must give prior approval for any use of District credit cards, or in his/her absence, ~~the Fiscal Operating Officer,~~ the Chief Administrative Officer, the Chief Resource Officer, or any Board member.

SECTION 9. CAPITAL EXPENDITURE

The threshold for budgeted capital purchases shall be a value of \$1,000 or greater ~~and with~~ an expected useful life of more than one year.

The Board of Directors approves an annual Capital Budget as part of the fiscal budgeting process. A ~~list of~~ list of capital ~~expenditures items purchased~~ expenditures will be included in the quarterly financial ~~statements~~ review.

SECTION 10. DISTRICT FINANCE CHARGE

It is the policy of the Camarillo Health Care District to charge clients a finance charge for any payment on account not made by the last day of the month.

The District may charge an interest rate of 12 % per year (1% per month) for unpaid balances.

Record of Review History

<u>Year of Review</u>	<u>Date of Review</u>	<u>Status</u>
<u>1998</u>	<u>November</u>	<u>Revised</u>
<u>1999</u>	<u>October 19</u>	<u>Reviewed</u>
<u>2000</u>	<u>October 24</u>	<u>Revised</u>
<u>2002</u>	<u>May 21</u>	<u>Revised</u>
<u>2003</u>	<u>May 20</u>	<u>Revised</u>
<u>2004</u>	<u>February 24</u>	<u>Revised</u>
<u>2005</u>	<u>January 25</u>	<u>Revised</u>
<u>2006</u>	<u>July 25</u>	<u>Revised</u>
<u>2007</u>	<u>January 23</u>	<u>Revised</u>
<u>2007</u>	<u>November 13</u>	<u>Revised</u>
<u>2009</u>	<u>May 12</u>	<u>Revised</u>
<u>2010</u>	<u>September 28</u>	<u>Reviewed</u>
<u>2011</u>	<u>September 20</u>	<u>Reviewed</u>
<u>2012</u>	<u>January 24</u>	<u>Revised</u>
<u>2013</u>	<u>January 22</u>	<u>Revised</u>

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SECTION 8-D

DISTRICT FINANCE POLICY WITHOUT MARKUP

OCTOBER 24, 2017

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FINANCE POLICY

Revised April 26, 2016

**Camarillo Health Care District
3639 E. Las Posas Road, Camarillo, CA 93010
805-388-1952**

CAMARILLO HEALTH CARE DISTRICT FINANCE POLICY

SECTION 1. PURPOSE

The Camarillo Health Care District will follow generally accepted accounting principles and governmental accounting standards.

SECTION 2. FINANCE/INVESTMENT COMMITTEE

It is the policy of the District that the Finance/Investment Committee is responsible for the fiscal control of District's cash and investments. Thus, the Committee is responsible for monitoring, investing, and reinvesting District funds and for reporting or recommending any action to the Board of Directors. The Finance/Investment Committee shall review the financial plan and report to the Board of Directors

The Finance/Investment Committee is authorized to make investments solely per the Government Code section 53601.5, et. Seq., the Health and Safety Code, Section 32000, et. Seq., and District Investment Policies.

SECTION 3. BUDGET PROCESS

The annual operating budget for the fiscal year will project income and expenses and will provide for programs and support services planned for the year.

The annual capital budget for the fiscal year will project expenses for capital purchases as per the capital expense plan.

The Board of Directors will approve the annual operating budget and the annual capital budget on or before June 30, prior to the ensuing budget period.

Monthly financial statements comparing revenue and expenditures, including a balance sheet, will be provided to the Board of Directors, with significant variances clarified.

During the budget year, changes of income or expenditure which would materially or significantly alter the annual plan of operation, will be reflected in a budget revision and approved by the Board of Directors.

SECTION 4. FINANCIAL PRACTICES

The Chief Executive Officer (CEO) will follow standard business practices in payment of District obligations and will maintain adequate liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), Chief Resource Officer (CRO), and all members of the Board of Directors.

One signature will be required for checks up to the amount of \$ \$5,000. Checks for more than that amount will require two (2) signatures, one of which shall be a member of the Board of Directors.

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Gifts of securities will be reviewed by the Finance/Investment Committee at the next scheduled meeting, or by the CEO, whichever is sooner, and liquidated unless otherwise restricted by the donor.

Funds will be invested according to investment policies approved by the Board of Directors.

The District will comply with the disclosure of reimbursements pursuant to Government Code Section 53065.5, which addresses reimbursement to a member of the Board of Directors for "*charges for services or product received.*"

SECTION 5. ANNUAL AUDIT

The District will engage in an annual, independent financial audit by way of contract. Upon expiration of a current audit contract, the Board of Directors shall consider recommendations from the Finance/Investment Committee regarding a new audit contract and terms.

Following appropriate audit proposal review, the Finance/Investment Committee will present a recommendation to the Board of Directors for approval of an independent financial audit firm and contract terms.

The auditor will present complete audited financial statements, auditor's recommendation letter, and a Management Discussion & Analysis letter to the Board of Directors, for review and approval within six (6) regularly scheduled meetings of the Board of Directors, of the close of the fiscal year.

12410.6. (a) An audit for any local agency, including those submitted to the Controller pursuant to subdivision (a) of Section 12410.5, shall be made by a certified public accountant or public accountant, licensed by, and in good standing with, the California Board of Accountancy.

(b) Commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013-14 fiscal year. The Controller may waive this requirement if he or she finds that another eligible public accounting firm is not available to perform the audit.

SECTION 6. ASSET PROTECTION

Both the Investment Policy and the Finance Policy of the District will be reviewed and approved by the Board of Directors annually.

Real estate may be acquired or divested under the CEO's supervision after approval by the Board of Directors and pursuant to Government Code 54956.8.

The CEO is authorized to purchase insurance against casualty and liability losses to the District or its Board members and employees in performance of their duties on behalf of the District.

SECTION 7. RETURNED CHECK SERVICE CHARGE

It is the policy of the Camarillo Health Care District to charge clients a service charge for any payment by check that is not honored by their bank.

According to California Civil Code, Chapter 522, Section 1719 (1983 Statutes), any person who writes a check, or any order for payment of money, which is not honored for lack of funds may be held liable in a court of law for three (3) times the amount of the check or \$100.00, whichever is greater plus the amount of the check and court costs.

The District may charge a fee for each returned check, in addition to any finance charge that develops due to the late payment.

SECTION 8. DISTRICT CREDIT CARDS

The Camarillo Health Care District has established credit card accounts in order to facilitate an efficient and cost effective manner of handling purchasing needs.

The CEO must give prior approval for any use of District credit cards, or in his/her absence, the Chief Administrative Officer, the Chief Resource Officer, or any Board member.

SECTION 9. CAPITAL EXPENDITURE

The threshold for budgeted capital purchases shall be a value of \$1,000 or greater with an expected useful life of more than one year.

The Board of Directors approves an annual Capital Budget as part of the fiscal budgeting process. A list of capital expenditures will be included in the quarterly financial review.

SECTION 10. DISTRICT FINANCE CHARGE

It is the policy of the Camarillo Health Care District to charge clients a finance charge for any payment on account not made by the last day of the month.

The District may charge an interest rate of 12 % per year (1% per month) for unpaid balances.

Record of Review History

Year of Review	Date of Review	Status
1998	November	Revised
1999	October 19	Reviewed
2000	October 24	Revised
2002	May 21	Revised
2003	May 20	Revised
2004	February 24	Revised
2005	January 25	Revised
2006	July 25	Revised
2007	January 23	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2012	January 24	Revised
2013	January 22	Revised

SECTION 8

ACTION ITEMS

**SECTION 8-E
CONSIDERATION, DISCUSSION, AND DECISION ON DISTRICT POLICY 1150,
RESERVE POLICY. THE PURPOSE OF THIS POLICY IS TO
ESTABLISH RESERVE FUNDING.**

OCTOBER 24, 2017

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Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Reserve Policy

POLICY NUMBER: 1150

Purpose: The Camarillo Health Care District (District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund replacement and major repairs for District physical assets
- Fund replacement and upgrades of IT performance systems, hardware and software
- Fund designated projects/programs, or other special uses, requiring additional monetary support
- Fund capital improvements
- Maintain standard operational sustainability in periods of economic uncertainty

2150.1 The District shall account for reserves as required by Governmental Accounting Standards Board (GASB) Statement No. 54.

2150.2 Assignment of District reserves is limited to unrestricted funds available out of a surplus net position, and not otherwise obligated by law, contract or agreement, including donations, interest earned, fees for service or other non-grant earnings. Reserve fund assignment can be designated through the budgeting process, or by approval of the Board of Directors, in order to address needs/opportunities in a timely fashion.

The following list reflects current District reserve funds:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum

amount of Capital Improvement Reserve will be \$100,000. When the annual designation would increase this reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

- **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used to satisfy Section 2.7 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available. The maximum amount of General Operating Reserve will be \$1,760,000, subject to annual adjustment based upon approved budget. When the annual designation would increase this reserve beyond \$1,760,000, only the amount required to reach the maximum will be reserved.

2150.3 Utilization of Reserve Funds: Drawing upon reserve funding requires approval by the Board of Directors. The following describes the intended uses of each fund:

- **Vehicle Fleet Reserve:** for the purchase of new vehicles to support District operations, and/or to make major repairs to existing vehicles.
- **Technology Reserve:** for the purchase of IT performance systems, hardware and software, in support of District operations, with the intent of maintaining appropriate modern technology for efficient and effective employee use, and direct client services.
- **Designated Project/Special Use Reserve:** for the purpose of furthering the District's mission, in alignment with the precepts of the Strategic Plan; special uses will be identified by the CEO and/or the Board of Directors, and approved by the Board of Directors.
- **Capital Improvement Reserve:** Capital Improvement Reserves will be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.
- **General Operating Reserve:** for the purpose of satisfying Section 2.6 of Investment Policy

2150.4 Monitoring Reserve Levels: The CEO will commission a reserve status analysis annually from the financial services vendor, for inclusion in the Board of Directors' annual deliberation/approval of Budgets and Investment & Reserve Funds. Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
- Upon CEO and/or Board request.

SECTION 8

ACTION ITEMS

**SECTION 8-F
CONSIDERATION, DISCUSSION, AND DECISION ON
INVESTMENT POLICY AMENDMENTS.**

OCTOBER 24, 2017

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SECTION 8-F

DISTRICT INVESTMENT POLICY WITH MARKUP

OCTOBER 24, 2017

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~~CAMARILLO HEALTH CARE~~ ~~DISTRICT~~

INVESTMENT ~~POLICIES~~ POLICY

Revised September 27, 2016



~~Adopted and Approved: November 23, 1995~~

~~Revised January 23, 1996~~

~~Revised March 26, 1996~~

~~Revised June 24, 1997~~

~~Revised June 2, 1998~~

~~Revised October 27, 1998~~
~~Revised July 27, 1999~~
~~Revised February 22, 2000~~
~~Revised June 27, 2000~~
~~Reviewed July 25, 2000~~
~~Revised August 28, 2001~~
~~Revised May 21, 2002~~
~~Revised November 12, 2002~~
~~Reviewed August 26, 2003~~
~~Reviewed March 8, 2005~~
~~Revised July 25, 2006~~
~~Revised November 13, 2007~~
~~Revised May 12, 2009~~
~~Reviewed September 28, 2010~~
~~Reviewed September 20, 2011~~
~~Reviewed January 27, 2015~~
~~Revised September 27, 2016~~

Camarillo Health Care District
3639 E. Las Posas Road,
Camarillo, CA 93010
805-388-1952

CAMARILLO HEALTH CARE DISTRICT
INVESTMENT POLICIES

SECTION 1. PURPOSE

To establish overall policies and procedures for the management of investment funds.

SECTION 2. OBJECTIVES

Temporarily unexpended funds of the Camarillo Health Care District shall be invested in accordance with principles of sound treasury management and in accordance with provisions of California Government Code Sections 53600 et seq., the Health and Safety Code, Section 32000 et seq. and these Investment Policies.

2.1 Overall Risk Profile

The basic objectives of the Camarillo Health Care District's investment program are, in order of priority:

- ~~a.~~ Safety of invested funds;
- ~~b.~~ Maintenance of sufficient liquidity to meet cash flow needs; and,
- ~~c.~~ Attainment of a reasonable yield consistent with the first two objectives.

2.2 ~~Achievement of Objectives~~ Safety Objective

~~The Camarillo Health Care District shall insure the safety of its invested funds by limiting credit and interest rate risks. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of portfolio securities will fall due to an increase in general interest rates.~~ The achievement of these objectives shall be accomplished in the manner described below:

a2.2.1. Credit risk will be mitigated by:

~~The Camarillo Health Care District shall insure the safety of its invested funds by limiting credit and interest rate risks. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of portfolio securities will fall due to an increase in general interest rates.~~

- ~~1. Credit risk will be mitigated by:~~

- ~~_____~~ ~~i)~~ Limiting investments to the safest types of securities;
- ~~_____~~ ~~ii)~~ Pre-qualifying with an established procedure of the financial institutions with which it will do business;
- ~~_____~~ ~~iii)~~ Diversifying the investment portfolio so that the failure of any one issuer or backer will not place an undue financial burden on the District; and
- ~~_____~~ ~~iv)~~ Monitoring all of the District's investments to anticipate and respond appropriately to a significant reduction of credit worthiness of any of the issuers. The current financial health of depositories or security dealers with whom the District does business will be evaluated at least annually by staff. The results of the evaluation will be submitted to the Finance/Investment Committee.

~~_____~~ **2.2.2 Interest rate risk will be mitigated by:**

- ~~_____~~ ~~i)~~ Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to their maturation to meet those specific needs;
- ~~_____~~ ~~ii)~~ ~~Investment duration will be as outlined in California Government Code Section 53601ing primarily in short term (two (2) years or less) securities;~~ and
- ~~_____~~ ~~iii)~~ Occasionally restructuring the portfolio to minimize the loss of market value and/or to maintain reasonable cash flows.

~~_____~~ **2.2.3.** The physical security or safekeeping of the District's investments is also an important element of safety; ~~z. (Detailed safekeeping requirements are defined in Section 4 of these this Policyies.)~~

2.3 Liquidity Objective

The District's financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Investment instruments and maturities are described herein.

2.4 Yield Objective

Yield on the District's investment portfolio is of tertiary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low-risk securities in

anticipation of earning a fair return relative to the risk being assumed. While it may occasionally be necessary or strategically prudent for the District to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio, these Policies specifically prohibit trading securities for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates.

Specifically, "when, as and if issued" trading and open-ended portfolio restructuring transactions are prohibited.

No representative of the District is authorized to engage in margin transactions or reverse repurchase agreements on behalf of the District.

2.5 Time Frame for Investment Decisions

The District's investment portfolio shall be structured to provide that sufficient funds from investments are available every month to meet the District's anticipated cash needs. Subject to the safety provisions outlined above, the choice of investment instruments and maturities shall be based upon an analysis of anticipated cash needs, existing and anticipated revenues, interest rate trends and specific market opportunities. ~~Investment duration will be as outlined in California Government Code Section 53601. As a general rule, the average maturity of the investment portfolio will not exceed six (6) months, and no investment will have a maturity of more than two (2) years from its date of purchase.~~

2.6 Definition of Investment & Reserve Funds

~~Investment and reserve funds for the purpose of ~~these this~~ Policyies are all District funds which are available for investment at any one time, excepting those minimum balances required by the District's banks to compensate them for the cost of banking services, and which provide the means by which the District may achieve the objectives described in Reserve Policy 21150.~~

~~REPLACE WITH A FULL (NEW) RESERVE POLICY It has been deemed prudent by the Board of Directors that a sum equal to six (6) months' operating budget be available on a short term basis. Anticipated cash needs shall be projected on a quarterly basis and maturities of individual investments scheduled around this cash projection.~~

SECTION 3 _____ INVESTMENT PARAMETERS

3.1 Types of Investments Authorized

Funds may be invested only in the following:

- _____ a. _____ U.S. Treasury Securities maturing in two (2) years or less;

- ~~_____ b. _____~~ The Local Agency Investment Fund (LAIF);
- ~~_____ c. _____~~ Ventura County Treasury Fund;
- ~~_____ d. _____~~ Collateralized demand and time deposits in Los Angeles County and Ventura County banks and savings and loan associations;
- ~~_____ e. _____~~ Certificates of deposit, preferably of banks and savings and loans headquartered in California, but if not available, any banking/savings and loan institution in the U. S., maturing in two (2) years or less, which shall be insured by each institution at the maximum amount required by regulations of the FDIC. Certificates of deposit may not exceed amount insured by FDIC at any one institution;
- ~~_____ f. _____~~ Money market accounts;
- ~~_____ g. _____~~ CalTRUST.

No more than 30% of the total portfolio shall be invested in any single type of investment.

~~_____~~ (Note: The Local Agency Investment Fund, CalTRUST, and the Ventura County Treasury

~~_____~~ Fund are pooled investments, consisting of a variety of instruments; therefore, they are not subject to the 30% rule.)

The portfolio shall be defined as the average amount, from the prior fiscal year, of investment funds and any “unrestricted cash and cash equivalent funds.”

3.2. Qualification of Brokers, Dealers, and Financial Institutions

United States Treasury issue transactions shall be conducted only with the Federal Reserve, or the bank providing banking services for the District, or security dealers from the list issued by the Federal Reserve Bank of New York.

3.3 Pre-formatted Wire Transfers

Wherever possible, the District will use pre-formatted wire transfers to restrict the transfer of funds to pre-authorized accounts only. When transferring funds to an account, the bank is required to call back a second authorized employee for confirmation that the transfer is authorized. Wire transfers between brokers and/or security dealers are prohibited.

3.4 Notice of Policies

The District shall send a copy of the current edition of ~~these the~~ Investment Policies and enabling resolution upon opening an account and annually to all institutions which are approved to handle Camarillo Health Care District investments. Receipt of ~~these this~~ Policies and

authorizing resolution, including confirmation that it has been reviewed by persons handling the District's account, shall be acknowledged in writing within thirty (30) days.

3.5 Place and Time for Conducting Business

Investment transactions shall not be conducted from any other place other than Camarillo Health Care District offices during normal business hours.

SECTION 4 ~~_____~~ SAFEKEEPING OF SECURITIES

4.1 Safekeeping

The District shall contract with a bank, trust company or broker for the safekeeping of securities which are owned by the District as part of its investment portfolio.

4.2 Security Transfers

The authorization to release District securities will be telephoned to the appropriate bank by an authorized District official other than the person who initiated the transaction.

Authorized District officials are the Chief Executive Officer and designees. A written confirmation outlining details for the transaction and confirming the telephoned instructions will be sent to the bank within five (5) working days.

SECTION 5 RESPONSIBILITIES

5.1 Responsibilities of the Accounting Department

The Accounting Department is charged with the responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District, and for the deposit and investment of those funds in accordance with principles of sound treasury management and with applicable laws and ordinances.

~~**5.2 Responsibilities of the Chief Operations Officer**~~

~~The assigned designee is assigned by the Chief Executive Officer and is subject to his or her direction and supervision. The assigned designee is responsible for the development of procedures to implement these Investment Policies as approved by the Finance/Investment Committee. The assigned designee shall be responsible to carry out all investment actions.~~

5.32 Responsibilities of the Chief Financial Officer, or contracted financial services vendor

The Chief Financial Officer, or contract financial services vendor, shall perform the monthly review and reconciliation of accounting investments as well as be responsible for the conduct of all Accounting Department functions.

5.43 Responsibilities of the Chief Executive Officer

The Chief Executive Officer is responsible for directing and supervising the assigned designee and is responsible further to keep the Board of Directors fully advised as to the financial condition of the District.

5.54 Responsibilities of the District's Auditing Firm

The District's auditing firm's responsibilities shall include but not be limited to the examination and analysis of fiscal procedures and the examination, checking and verification of accounts and expenditures. A review of the District's investment program is a part of the responsibility described above.

5.65 Responsibilities of the Board of Directors

The Board of Directors shall annually review the written Investment Policyies. As provided in the Policyes, the Directors shall receive, review, and accept quarterly investment reports which will be included in the Consent Calendar of the next regularly scheduled meeting of the Board of Directors following the meeting of the Finance/Investment Committee.

5.76 Responsibilities of the Finance/Investment Committee

There shall be a Finance/Investment Committee consisting of two (2) members of the Board of Directors and no more than two (2) citizens having experience in accounting, bankingbanking, or financial investments. Citizen members shall be approved by the Board, and serve one-year terms, commencing in January each year, upon confirmation by the Board. No members of the Finance/Investment Committee shall profit in any way from activities of the Committee. The Chief Executive Officer and assigned designee(s) shall serve as staff liaison to the Committee. The Committee shall meet quarterly to discuss the quarterly investment reports, investment strategy, investment and banking procedures, as well as the anticipated cash flow projection and any other significant investment-related activities being undertaken. The Committee's meetings will be summarized in minutes, which are distributed to the Board of Directors with the quarterly investment report.

SECTION 6 REPORTING

Under the direction of the assigned designee, a quarterly investment report will be prepared, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and all security transactions made over the past quarter. This

management summary will be prepared in a manner which will allow the Chief Executive Officer and Board of Directors to ascertain whether investment activities during the reporting period have deviated from the District's Investment Policies.

The quarterly investment report will include the following:

- ~~_____ a. _____~~ A listing of individual securities and deposits held at the end of the reporting period;
- ~~_____ b. _____~~ The market value of marketable securities at the end of the reporting period;
- ~~_____ c. _____~~ All security transactions occurring during the period whether or not the transaction has been fully settled;
- ~~_____ d. _____~~ Balances at the beginning of the period at market;
- ~~_____ e. _____~~ Additions to the Local Agency Investment Fund, such as transfers of funds from other accounts;
- ~~_____ f. _____~~ Interest or dividend income credited to the account. If interest or dividends are not paid as earned, the interest amounts receivable should be shown;
- ~~_____ g. _____~~ Realized gains or losses on sales of investments;
- ~~_____ h. _____~~ Unrealized gains or losses during the period;
- ~~_____ i. _____~~ The nature of all such investments in the portfolio should be described;
- ~~_____ j. _____~~ With respect to interest bearing investments, the investment report should indicate the face rate of interest and the effective yield to the District based on its cost of the investment; and
- ~~_____ k. _____~~ Shall include the statement: "All District investments are shown above and conform to the District's Investment Policies. All investment transactions during this period are included in this report."

~~These~~This Investment Policy~~ies~~ shall be reviewed annually by the Board of Directors in accordance with State law to ensure its consistency with respect to the overall objectives of safety, liquidity, and yield. Proposed amendments to ~~these Policies~~this policy shall be prepared by the Finance/Investment Committee before submission to the Board of Directors for consideration.

Record of Review History

<u>Year of Review</u>	<u>Date of Review</u>	<u>Status</u>
<u>1995</u>	<u>November 23</u>	<u>Adopted and Approved</u>
<u>1996</u>	<u>January 23</u>	<u>Revised</u>
<u>1996</u>	<u>March 26</u>	<u>Revised</u>
<u>1997</u>	<u>June 24</u>	<u>Revised</u>
<u>1998</u>	<u>June 2</u>	<u>Revised</u>
<u>1998</u>	<u>October 27</u>	<u>Revised</u>
<u>1999</u>	<u>July 27</u>	<u>Revised</u>
<u>2000</u>	<u>February 22</u>	<u>Revised</u>
<u>2000</u>	<u>June 27</u>	<u>Revised</u>
<u>2000</u>	<u>July 25</u>	<u>Reviewed</u>
<u>2001</u>	<u>August 28</u>	<u>Revised</u>
<u>2002</u>	<u>May 21</u>	<u>Revised</u>
<u>2002</u>	<u>November 12</u>	<u>Revised</u>
<u>2003</u>	<u>August 26</u>	<u>Reviewed</u>
<u>2005</u>	<u>March 8</u>	<u>Reviewed</u>
<u>2006</u>	<u>July 25</u>	<u>Revised</u>
<u>2007</u>	<u>November 13</u>	<u>Revised</u>
<u>2009</u>	<u>May 12</u>	<u>Revised</u>
<u>2010</u>	<u>September 28</u>	<u>Reviewed</u>
<u>2011</u>	<u>September 20</u>	<u>Reviewed</u>
<u>2015</u>	<u>January 27</u>	<u>Reviewed</u>

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Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Reserve Policy

POLICY NUMBER: 1150

Purpose: The Camarillo Health Care District (District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund replacement and major repairs for District physical assets
- Fund replacement and upgrades of IT performance systems, hardware and software
- Fund designated projects/programs, or other special uses, requiring additional monetary support
- Fund capital improvements
- Maintain standard operational sustainability in periods of economic uncertainty

2150.1 The District shall account for reserves as required by Governmental Accounting Standards Board (GASB) Statement No. 54.

2150.2 Assignment of District reserves is limited to unrestricted funds available out of a surplus net position, and not otherwise obligated by law, contract or agreement, including donations, interest earned, fees for service or other non-grant earnings. Reserve fund assignment can be designated through the budgeting process, or by approval of the Board of Directors, in order to address needs/opportunities in a timely fashion.

The following list reflects current District reserve funds:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum

amount of Capital Improvement Reserve will be \$100,000. When the annual designation would increase this reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

- **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used to satisfy Section 2.7 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available. The maximum amount of General Operating Reserve will be \$1,760,000, subject to annual adjustment based upon approved budget. When the annual designation would increase this reserve beyond \$1,760,000, only the amount required to reach the maximum will be reserved.

2150.3 Utilization of Reserve Funds: Drawing upon reserve funding requires approval by the Board of Directors. The following describes the intended uses of each fund:

- **Vehicle Fleet Reserve:** for the purchase of new vehicles to support District operations, and/or to make major repairs to existing vehicles.
- **Technology Reserve:** for the purchase of IT performance systems, hardware and software, in support of District operations, with the intent of maintaining appropriate modern technology for efficient and effective employee use, and direct client services.
- **Designated Project/Special Use Reserve:** for the purpose of furthering the District's mission, in alignment with the precepts of the Strategic Plan; special uses will be identified by the CEO and/or the Board of Directors, and approved by the Board of Directors.
- **Capital Improvement Reserve:** Capital Improvement Reserves will be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.
- **General Operating Reserve:** for the purpose of satisfying Section 2.6 of Investment Policy

2150.4 Monitoring Reserve Levels: The CEO will commission a reserve status analysis annually from the financial services vendor, for inclusion in the Board of Directors' annual deliberation/approval of Budgets and Investment & Reserve Funds. Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
- Upon CEO and/or Board request.

SECTION 8-F

DISTRICT INVESTMENT POLICY WITHOUT MARKUP

OCTOBER 24, 2017

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INVESTMENT POLICY

Revised September 27, 2016

CAMARILLO HEALTH CARE DISTRICT INVESTMENT POLICIES

SECTION 1 PURPOSE

To establish overall policies and procedures for the management of investment funds.

SECTION 2 OBJECTIVES

Temporarily unexpended funds of the Camarillo Health Care District shall be invested in accordance with principles of sound treasury management and in accordance with provisions of California Government Code Sections 53600 et seq., the Health and Safety Code, Section 32000 et seq. and these Investment Policies.

2.1 Overall Risk Profile

The basic objectives of the Camarillo Health Care District's investment program are, in order of priority:

- Safety of invested funds;
- Maintenance of sufficient liquidity to meet cash flow needs; and,
- Attainment of a reasonable yield consistent with the first two objectives.

2.2 Safety Objective

The Camarillo Health Care District shall insure the safety of its invested funds by limiting credit and interest rate risks. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of portfolio securities will fall due to an increase in general interest rates. The achievement of these objectives shall be accomplished in the manner described below:

2.2.1. Credit risk will be mitigated by:

- Limiting investments to the safest types of securities;
- Pre-qualifying with an established procedure of the financial institutions with which it will do business;
- Diversifying the investment portfolio so that the failure of any one issuer or backer will not place an undue financial burden on the District; and
- Monitoring all of the District's investments to anticipate and respond appropriately to a significant reduction of credit worthiness of any of the issuers. The current financial health of depositories or security dealers with whom the District does business will be evaluated at least annually by staff.

The results of the evaluation will be submitted to the Finance/Investment Committee.

2.2.2 Interest rate risk will be mitigated by:

- Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to their maturation to meet those specific needs;
- Investment duration will be as outlined in California Government Code Section 53601; and
- Occasionally restructuring the portfolio to minimize the loss of market value and/or to maintain reasonable cash flows.

2.2.3. The physical security or safekeeping of the District's investments is also an important element of safety; safekeeping requirements are defined in Section 4 of this Policy)

2.3 Liquidity Objective

The District's financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Investment instruments and maturities are described herein.

2.4 Yield Objective

Yield on the District's investment portfolio is of tertiary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. While it may occasionally be necessary or strategically prudent for the District to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio, these Policies specifically prohibit trading securities for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates.

Specifically, "when, as and if issued" trading and open-ended portfolio restructuring transactions are prohibited.

No representative of the District is authorized to engage in margin transactions or reverse repurchase agreements on behalf of the District.

2.5 Time Frame for Investment Decisions

The District's investment portfolio shall be structured to provide that sufficient funds from investments are available every month to meet the District's anticipated cash needs. Subject to the safety provisions outlined above, the choice of investment instruments and maturities shall be based upon an analysis of anticipated cash needs, existing and anticipated revenues, interest rate trends and specific market opportunities. Investment duration will be as outlined in California Government Code Section 53601.

2.6 Definition of Investment & Reserve Funds

Investment *and reserve* funds for the purpose of this Policy are all District funds which are available for investment at any one time, excepting those minimum balances required by the District's banks to compensate them for the cost of banking services, and which provide the means by which the District may achieve the objectives described in Reserve Policy 2150.

SECTION 3 INVESTMENT PARAMETERS

3.1 Types of Investments Authorized

Funds may be invested only in the following:

- U.S. Treasury Securities maturing in two (2) years or less;
- The Local Agency Investment Fund (LAIF);
- Ventura County Treasury Fund;
- Collateralized demand and time deposits in Los Angeles County and Ventura County banks and savings and loan associations;
- Certificates of deposit, preferably of banks and savings and loans headquartered in California, but if not available, any banking/savings and loan institution in the U. S., maturing in two (2) years or less, which shall be insured by each institution at the maximum amount required by regulations of the FDIC. Certificates of deposit may not exceed amount insured by FDIC at any one institution;
- Money market accounts;
- CalTRUST.

No more than 30% of the total portfolio shall be invested in any single type of investment. *(Note: The Local Agency Investment Fund, CalTRUST, and the Ventura County Treasury Fund are pooled investments, consisting of a variety of instruments; therefore, they are not subject to the 30% rule.)*

The portfolio shall be defined as the average amount, from the prior fiscal year, of investment funds and any "unrestricted cash and cash equivalent funds."

3.2. Qualification of Brokers, Dealers, and Financial Institutions

United States Treasury issue transactions shall be conducted only with the Federal Reserve, or the bank providing banking services for the District, or security dealers from the list issued by the Federal Reserve Bank of New York.

3.3 Pre-formatted Wire Transfers

Wherever possible, the District will use pre-formatted wire transfers to restrict the transfer of funds to pre-authorized accounts only. When transferring funds to an account, the bank is required to call back a second authorized employee for confirmation that the transfer is authorized. Wire transfers between brokers and/or security dealers are prohibited.

3.4 Notice of Policies

The District shall send a copy of the current edition of the Investment Policy and enabling resolution upon opening an account and annually to all institutions which are approved to handle Camarillo Health Care District investments. Receipt of this Policy and authorizing resolution, including confirmation that it has been reviewed by persons handling the District's account, shall be acknowledged in writing within thirty (30) days.

3.5 Place and Time for Conducting Business

Investment transactions shall not be conducted from any other place other than Camarillo Health Care District offices during normal business hours.

SECTION 4 SAFEKEEPING OF SECURITIES

4.1 Safekeeping

The District shall contract with a bank, trust company or broker for the safekeeping of securities which are owned by the District as part of its investment portfolio.

4.2 Security Transfers

The authorization to release District securities will be telephoned to the appropriate bank by an authorized District official other than the person who initiated the transaction.

Authorized District officials are the Chief Executive Officer and designees. A written confirmation outlining details for the transaction and confirming the telephoned instructions will be sent to the bank within five (5) working days.

SECTION 5 RESPONSIBILITIES

5.1 Responsibilities of the Accounting Department

The Accounting Department is charged with the responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District, and for the deposit and investment of those funds in accordance with principles of sound treasury management and with applicable laws and ordinances.

5.2 Responsibilities of the Chief Financial Officer, or contracted financial services vendor

The Chief Financial Officer, or contract financial services vendor, shall perform the monthly review and reconciliation of accounting investments as well as be responsible for the conduct of all Accounting Department functions.

5.3 Responsibilities of the Chief Executive Officer

The Chief Executive Officer is responsible for directing and supervising the assigned designee and is responsible further to keep the Board of Directors fully advised as to the financial condition of the District.

5.4 Responsibilities of the District's Auditing Firm

The District's auditing firm's responsibilities shall include but not be limited to the examination and analysis of fiscal procedures and the examination, checking and verification of accounts and expenditures. A review of the District's investment program is a part of the responsibility described above.

5.5 Responsibilities of the Board of Directors

The Board of Directors shall annually review the written Investment Policy. As provided in the Policy, the Directors shall receive, review, and accept quarterly investment reports which will be included in the Consent Calendar of the next regularly scheduled meeting of the Board of Directors following the meeting of the Finance/Investment Committee.

5.6 Responsibilities of the Finance/Investment Committee

There shall be a Finance/Investment Committee consisting of two (2) members of the Board of Directors and no more than two (2) citizens having experience in accounting, banking, or financial investments. Citizen members shall be approved by the Board, and serve one-year terms, commencing in January each year, upon confirmation by the Board. No members of the Finance/Investment Committee shall profit in any way from activities of the Committee. The Chief Executive Officer and assigned designee(s) shall serve as staff liaison to the Committee. The Committee shall meet quarterly to discuss the quarterly investment reports, investment strategy, investment and banking procedures, as well as the anticipated cash flow projection and any other significant investment-related activities being undertaken. The Committee's meetings will be

summarized in minutes, which are distributed to the Board of Directors with the quarterly investment report.

SECTION 6 REPORTING

Under the direction of the assigned designee, a quarterly investment report will be prepared, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and all security transactions made over the past quarter. This management summary will be prepared in a manner which will allow the Chief Executive Officer and Board of Directors to ascertain whether investment activities during the reporting period have deviated from the District's Investment Policy.

The quarterly investment report will include the following:

- A listing of individual securities and deposits held at the end of the reporting period;
- The market value of marketable securities at the end of the reporting period;
- All security transactions occurring during the period whether or not the transaction has been fully settled;
- Balances at the beginning of the period at market;
- Additions to the Local Agency Investment Fund, such as transfers of funds from other accounts;
- Interest or dividend income credited to the account. If interest or dividends are not paid as earned, the interest amounts receivable should be shown;
- Realized gains or losses on sales of investments;
- Unrealized gains or losses during the period;
- The nature of all such investments in the portfolio should be described;
- With respect to interest bearing investments, the investment report should indicate the face rate of interest and the effective yield to the District based on its cost of the investment; and
- Shall include the statement: "All District investments are shown above and conform to the District's Investment Policies. All investment transactions during this period are included in this report."

SECTION 7 ANNUAL REVIEW

This Investment Policy shall be reviewed annually by the Board of Directors in accordance with State law to ensure its consistency with respect to the overall objectives of safety, liquidity, and yield. Proposed amendments to this policy shall be prepared by the Finance/Investment Committee before submission to the Board of Directors for consideration.

Record of Review History

Year of Review	Date of Review	Status
1995	November 23	Adopted and Approved
1996	January 23	Revised
1996	March 26	Revised
1997	June 24	Revised
1998	June 2	Revised
1998	October 27	Revised
1999	July 27	Revised
2000	February 22	Revised
2000	June 27	Revised
2000	July 25	Reviewed
2001	August 28	Revised
2002	May 21	Revised
2002	November 12	Revised
2003	August 26	Reviewed
2005	March 8	Reviewed
2006	July 25	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2015	January 27	Reviewed

Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Reserve Policy

POLICY NUMBER: 1150

Purpose: The Camarillo Health Care District (District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund replacement and major repairs for District physical assets
- Fund replacement and upgrades of IT performance systems, hardware and software
- Fund designated projects/programs, or other special uses, requiring additional monetary support
- Fund capital improvements
- Maintain standard operational sustainability in periods of economic uncertainty

2150.1 The District shall account for reserves as required by Governmental Accounting Standards Board (GASB) Statement No. 54.

2150.2 Assignment of District reserves is limited to unrestricted funds available out of a surplus net position, and not otherwise obligated by law, contract or agreement, including donations, interest earned, fees for service or other non-grant earnings. Reserve fund assignment can be designated through the budgeting process, or by approval of the Board of Directors, in order to address needs/opportunities in a timely fashion.

The following list reflects current District reserve funds:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum

amount of Capital Improvement Reserve will be \$100,000. When the annual designation would increase this reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

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2150.3 Utilization of Reserve Funds: Drawing upon reserve funding requires approval by the Board of Directors. The following describes the intended uses of each fund:

- **Vehicle Fleet Reserve:** for the purchase of new vehicles to support District operations, and/or to make major repairs to existing vehicles.
- **Technology Reserve:** for the purchase of IT performance systems, hardware and software, in support of District operations, with the intent of maintaining appropriate modern technology for efficient and effective employee use, and direct client services.
- **Designated Project/Special Use Reserve:** for the purpose of furthering the District's mission, in alignment with the precepts of the Strategic Plan; special uses will be identified by the CEO and/or the Board of Directors, and approved by the Board of Directors.
- **Capital Improvement Reserve:** Capital Improvement Reserves will be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.
- **General Operating Reserve:** for the purpose of satisfying Section 2.6 of Investment Policy

2150.4 Monitoring Reserve Levels: The CEO will commission a reserve status analysis annually from the financial services vendor, for inclusion in the Board of Directors' annual deliberation/approval of Budgets and Investment & Reserve Funds. Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
- Upon CEO and/or Board request.

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SECTION 9

CEO REPORT

OCTOBER 24, 2017

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SECTION 10

BOARD REPORTS

OCTOBER 24, 2017

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FOR YOUR INFORMATION

OCTOBER 24, 2017

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Channel Islands

CALIFORNIA STATE UNIVERSITY

OFFICE OF THE PRESIDENT

October 10, 2017

RECEIVED
OCT 16 2017
BY: _____

Kara Ralston, CEO
Camarillo Health Care District
3639 E. Las Posas Rd. Ste. 117
Camarillo, CA 93010

Dear Kara,

Congratulations! What an honor for the Wellness & Caregiver Center of Ventura County to have been selected as the national winner of the prestigious 2017 Rosalynn Carter Leadership in Care Giving Award.

The Center's dedication to providing compassionate support to those suffering from chronic health conditions and the caregivers who take care of them, along with your work in advocacy, in raising public awareness, and in offering evidence-based programming is to be commended.

On behalf of the entire Cal State Channel Islands community, please accept my enthusiastic congratulations on receiving this outstanding recognition.

Sincerely,

Erika D. Beck, Ph.D.
President

One University Drive • Camarillo, CA 93012-8599 • Tel: (805) 437-8410 • Fax: (805) 437-8414 • www.csuci.edu

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Kara Ralston

From: Karen Valentine
Sent: Monday, October 09, 2017 4:28 PM
To: Kara Ralston
Subject: FW: From Kara Ralston...Important Update (Some of you will thank me!)

From: Barton Stern [mailto:BStern@venturainvestmentco.com]
Sent: Monday, October 9, 2017 4:27 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

Congrats

On Oct 9, 2017, at 3:57 PM, Karen Valentine <karenv@camhealth.com> wrote:

Hi Everyone! I have good news...and then I have FANTASTIC, AWESOME, INCREDIBLE news! You can decide which is which but this is the way I see it:
The good news is that none of us have to get up at the crack of dawn to attend the October 25TH VERY EARLY MORNING meeting, because it is **cancelled**. The fantastic, awesome, incredible news is the reason behind the cancellation!

I am so very proud to announce that our Wellness & Caregiver Center of Ventura County has been selected as the ***national*** winner of the prestigious **2017 Rosalynn Carter Leadership in Caregiving Award** for outstanding work in public awareness, evidence-based programming, and advocacy. Former First Lady Mrs. Carter will present the award at the 30th Anniversary of the Rosalynn Carter Institute (RCI) Summit and Gala Awards in Georgia (the prior year awardee was AARP). My travel day is exactly the day that we would normally meet for the very early morning meeting, and so it is necessarily cancelled.

I wish there was a way to share with each of you the very instant we learned of this award...the cheers, the tears, the high-fives. This sort of recognition and "win" doesn't come by happy accident, and I am constantly left speechless (I know, hard to believe!!) by the dream, drive, dedication, relentless enthusiasm and dogged pursuit of excellence by this incredible Camarillo Health Care District team. To receive national recognition of the work we passionately believe in is humbling and invigorating.

And I thank each of YOU so very much for the role you play in any and all of our successes. Your attendance, your perspective, and your participation help propel the District into innovation in health care! Truly, I appreciate you perhaps more than you know.

And for those of you who really hated getting up that early, you're welcome! Kara

Warm regards,

Kara Ralston, CEO
Camarillo Health Care District
3639 E. Las Posas Rd, Suite 117

From: Diller, Tara [mailto:tara.diller@ventura.org]
Sent: Monday, October 9, 2017 2:47 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

CONGRATULATIONS!!!! Very well deserved!!

Tara Diller
Director and Chief Lifesaving Officer
Ventura County Animal Services
805-388-4355
Tara.Diller@ventura.org
www.VCAS.us

From: Frawley, Nancy [mailto:Nancy.Frawley@asm.ca.gov]
Sent: Monday, October 9, 2017 3:15 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Congratulations to all!!!!!!!!!!

Well deserved ☺

Nancy Frawley
The Office of Assemblymember Jacqui Irwin
2301 Daily Drive #200, Camarillo 93010
805-482-1904
Office: (805) 482-1904
Website: <http://asmdc.org/members/a44/>

Follow Asm. Irwin on Facebook and Twitter!



Kara Ralston

From: Gina Fleming <GFleming@hsag.com>
Sent: Monday, October 09, 2017 3:33 PM
To: Karen Valentine; Kara Ralston; Sue Tatangelo; Monica Teverbaugh; Sonia Amezcua
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

Congrats to the entire team! Hard and dedicated work - recognized and well rewarded!!! I will miss seeing everyone, but I'll enjoy the extra sleep too.

Congrats again on such an amazing accomplishment!

XOXO,

--G

Gina Fleming, MA
Associate Director, Special Projects and Care Coordination
Health Services Advisory Group
O: 818.265.4677
C: 805.304.1554

Kara,

Stupendous News! Congratulations to you and your whole staff and Board. Cheers!

Darren Kettle
Executive Director
Ventura County Transportation Commission
950 County Square Drive, Suite 207
Ventura, California 93003
(805) 642-1591 ext 123
dkettle@goventura.org

Kara Ralston

From: Charles J. Devlin <charlesd@rdtsi.com>
Sent: Monday, October 09, 2017 2:58 PM
To: Kara Ralston
Cc: Karen Valentine
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Congrats, Kara and Kudos to your team, Cd

Kara Ralston

From: Roberto Martinez <roberto@bgccam.org>
Sent: Monday, October 09, 2017 3:40 PM
To: Kara Ralston
Subject: CONGRATS

Hi Kara,

Just got the email about the Rosalyn Carter Award! That is AWESOME!!! Congrats and keep up the great work!

Roberto Martinez
CEO/President

Boys & Girls Club of Camarillo
1500 Temple Ave.
Camarillo, CA 93010

P: 805-482-8113 Ext. 301

F: 805-388-8799

www.bgccam.org

From: T Burgess [mailto:tburgess201160@gmail.com]
Sent: Monday, October 9, 2017 3:40 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

FANTASTIC news, for sure! So very proud to be associated with the Camarillo Health Care District knowing all that you do is for those who need you the most. Hope there is a local celebration planned to recognize the great team that has earned this award! We want to brag on you all from the highest mountains and beyond.

And thanks, Kara, for the extra ZZZZZZZZZZZZs!

Ted Burgess

Kara Ralston

From: Mark Poindexter <mark@poindexterandco.com>
Sent: Monday, October 09, 2017 3:31 PM
To: Kara Ralston
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Congratulations!

From: David Mitchell [mailto:david@mscg.com]
Sent: Monday, October 9, 2017 3:46 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

That's awesome! Congratulations to everybody.

Take care,

David Mitchell
Mitchell & Associates, APC
Certified Public Accountants and Consultants
A Member of Mitchell & Schwartz Consulting Group

333 N. Lantana Street, Suite 265
Camarillo, CA 93010

Office: 805.445.7121

Mobile: 805.797.3384

Fax: 805.445.9071









www.mscg.com

From: Leah [mailto:leahla@aol.com]
Sent: Monday, October 9, 2017 3:45 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

Congratulations to the Camarillo Healthcare District! Please convey to Kara, and the entire staff my Congratulations on such a prestigious award. And....THANK YOU!

Best,
Leah Lacayo

From: Sharon Bick [mailto:sharon@meditechhealth.com]
Sent: Monday, October 9, 2017 3:46 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

       Kudos to you and all at CHCD. Job well done.  Sharon Bick.

Sent from my iPhone

From: Miller, Brian [mailto:Brian.Miller@ventura.org]
Sent: Monday, October 9, 2017 3:51 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Kara-

Outstanding! Congratulations to you and your entire team on winning this prestigious national award!!

Best of luck on your travels and I look forward to seeing you soon-

Brian Miller
Chief of Staff
Supervisor Peter Foy, 4th District

Kara Ralston

From: Jump, Victoria <Victoria.Jump@ventura.org>
Sent: Monday, October 09, 2017 3:54 PM
To: Kara Ralston; Sue Tatangelo
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Yeah! Great news and a well-deserved honor. Congrats.

Kara Ralston

From: Jill Shaffer <jill@habitatventura.org>
Sent: Monday, October 09, 2017 3:47 PM
To: Kara Ralston
Subject: FW: From Kara Ralston...Important Update (Some of you will thank me!)

You are a rock star my friend! Congratulations!! Sounds like you'll be motivated to make our Habitat Advisory Council meeting on the 20th, since you LOVE to get up early ;)

From: McNamee, Todd [mailto:Todd.McNamee@ventura.org]
Sent: Monday, October 9, 2017 3:46 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Congratulations!

From: Eileen Gold [mailto:paraclete@roadrunner.com]
Sent: Monday, October 9, 2017 4:54 PM
To: Karen Valentine <karenv@camhealth.com>; andrea muladore <kcmuladore@hotmail.com>
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Mazel Tov to you Kara and the entire team.
What a great honor.
Can't wait to hear about the festivities.

Eileen

From: Randy Churchill [mailto:hrchurchill@verizon.net]
Sent: Monday, October 9, 2017 4:49 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

OUTSTANDING. Congratulations . Randy

Kara Ralston

From: Levin, Robert <Robert.Levin@ventura.org>
Sent: Monday, October 09, 2017 4:24 PM
To: Karen Valentine; Kara Ralston
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Kara, congratulations. Great job. Enjoy the award ceremony. How exciting to meet Rosemary Carter.

From: Rebecca Riley [mailto:beca104@aol.com]
Sent: Monday, October 9, 2017 3:55 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

Please forward my congratulation to Kara. What a wonderful achievement! You should all be extremely proud and I hope to be able to do some volunteer work for the district in the near future. Yours, Becky Riley

From: June Simmons <jsimmons@picf.org>
Sent: Monday, October 9, 2017 7:40 PM
To: Karen Valentine
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

So wonderful and so deserved! We so proudly partner with you and love to see all the great ways you are winning! Great leadership - great work. We love you guys!

June and Team

June Simmons
President/CEO
Partners in Care Foundation
732 Mott Street, Suite 150 • San Fernando, CA 91340
[818] 837-3775 ext. 102 jsimmons@picf.org
Visit our new website: www.picf.org

From: Limon, Monique <Monique.Limon@asm.ca.gov>
Sent: Tuesday, October 10, 2017 10:12 AM
To: Karen Valentine
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Congratulations on receiving the award!
Monique

From: Charlotte Craven <craven31@verizon.net>
Sent: Monday, October 9, 2017 5:34 PM
To: Karen Valentine
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Congratulations!

Charlotte

From: Petra Lowe <petralowe@icloud.com>
Sent: Tuesday, October 10, 2017 10:35 AM
To: Karen Valentine
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

Dearest Kara,

I AM GIVING YOU ALL A STANDING OVATION!! TRUELY FANTASTIC, AWESOME, INCREDIBLE NEWS!! WELL DONE!!!

Lots of love, hugs and gratitude!!

Petra

P.S. Also, not getting up at the crack of dawn is wonderful news!! LOL!!

From: Jon Light <jlight@lightgablerlaw.com>
Sent: Tuesday, October 10, 2017 6:43 AM
To: Karen Valentine
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

Congratulations. That is outstanding. Jon Light

Jonathan Fraser Light

attorney

jlight@lightgablerlaw.com
Direct Phone/Fax: 805.248.7214

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LightGabler

760 Paseo Camarillo, Suite 300
Camarillo, CA 93010

LightGablerLaw.com

From: Grove, Sally - SJRMC - 002 <Sally.Grove@DignityHealth.org>
Sent: Tuesday, October 10, 2017 8:28 AM
To: Karen Valentine; Kara Ralston; Sue Tatangelo; Lynette Harvey; Blair Craddock
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

The highest praise to you all!

It is a true privilege to work with you in our daily (sometimes hourly) perseverance in caring for our community and setting the tone for other communities!

Deserved Award!

Thank you,
Sally Grove
Post Acute Management
Dignity Health
St. John's Regional Medical Center
St. John's Pleasant Valley Hospital
1600 North Rose Avenue
Oxnard, CA 93030
805 981-7273(O)
805 248-9709 (C)
Sally.grove@dignityhealth.org

From: Sylvia Taylor-Stein <staylor@ombudsmanventura.org>
Sent: Tuesday, October 10, 2017 10:24 AM
To: Karen Valentine
Subject: RE: From Kara Ralston...Important Update (Some of you will thank me!)

That is wonderful!! Congratulations!!!

Kara Ralston

From: McHugh, James <mchugh@callutheran.edu>
Sent: Monday, October 09, 2017 4:09 PM
To: Kara Ralston
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

Kara,

Congratulations! Hard work does pay off. What a great honor for the community as well.

Regards,
Jim

Jim McHugh
Associate Vice President for Athletic Affairs
Title IX Coordinator

California Lutheran University

60 West Olsen Road #1300 | Thousand Oaks, CA 91360
Phone: (805) 493-3684 | Fax: (805) 493-3867
CLUsports.com | www.clusports.com/victoryclub | www.callutheran.edu

From: David Press [mailto:david.press1@gmail.com]
Sent: Monday, October 9, 2017 3:53 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

Dear Kara and the entire illustrious CHCD TEAM...a hearty and enthusiast congratulations on your extraordinary achievements and your National recognition!! The CHCD's programs enormously enhance the Camarillo community and everyone who lives and works here.

Your national commendation is a recognition which is well deserved!

With much admiration and appreciation,

David Press

Sent from my iPhone

From: Barton Stern [mailto:BStern@venturainvestmentco.com]
Sent: Monday, October 9, 2017 4:27 PM
To: Karen Valentine <karenv@camhealth.com>
Subject: Re: From Kara Ralston...Important Update (Some of you will thank me!)

Congrats