



Regular Board Meeting

3615 E Las Posas Road, Sequoia Rooms

Camarillo, CA 93010

Tuesday, June 7, 2022

12:00 PM

Zoom Link

<https://us06web.zoom.us/j/86078439854>

Meeting ID: 860 7843 9854

One tap mobile - +13462487799,,86078439854# US (Houston)

+17207072699,,86078439854# US (Denver)

1 (346) 248-7799 – Audio Only

JUNE 7, 2022

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2022 Board Meeting Calendar

January 25, 2022, 12:00 p.m.

February 22, 2022, 12:00 p.m.

March 22, 2022, 12:00 p.m.

April 26, 2022, 12:00 p.m.

May 24, 2022, 12:00 p.m.

June 7, 2022, 12:00 p.m. (Budget)

June 28, 2022, 12:00 p.m. (Optional)

July 26, 2022, 12:00 p.m.

August – Dark

September 27, 2022, 12:00 p.m.

October 25, 2022, 12:00 p.m.

November 15, 2022, 8:30 a.m. (Board Work Study)

December - Dark

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Agenda

June 7, 2022 – 12:00 p.m.

Regular Meeting of the Board of Directors

Camarillo Health Care District

Join Zoom Meeting

<https://us06web.zoom.us/j/86078439854>

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Board of Directors

Tom Doria, MD, President
Martin Daly, Vice President
Mark Hiepler, Clerk of the Board
Christopher Loh, MD, Director
Neal Dixon, MD, Director

Staff

Kara Ralston, Chief Executive Officer
Sonia Amezcua, Chief Administrative Officer
Karen Valentine, Clerk to the Board
Brandie Thomas, Executive Assistant

Participants

Rick Wood, *CSDA Financial Services*
Shalene Hayman, *Hayman Consulting*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**– Director Daly
4. **DELETIONS/CORRECTIONS TO THE POSTED AGENDA**
5. **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.

- Members of the public can observe or participate in the virtual Meeting during open session by clicking on the following Zoom link to join the virtual meeting:
<https://us06web.zoom.us/j/86078439854> - Meeting ID: 860 7843 9854
Or join by telephone: 1 (346) 248-7799 – Meeting ID: 860 7843 9854
- Public who cannot participate but want to make a public comment can submit your comment via email by 10:00 a.m. on Tuesday, June 7, 2022, to the Clerk to the Board at karenv@camhealth.com. The Clerk to the Board will print your email, distribute copies to all Board Members prior to the meeting, and the Board President or Chief Executive Officer will read the emailed comments aloud during general public comments, or during the specified agenda item. There will be a maximum of three minutes allowed per public comment.

6. **STAFF/COMMUNITY PRESENTATION/ACKNOWLEDGEMENT** – None for this meeting

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 President may request a motion to approve as presented.

A. Approval of the Minutes of the Regular Board Meeting of May 24, 2022.
(Please see Section 7-A)

Suggested Motion: Motion to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____
Doria _____ Daly _____ Hiepler _____ Loh _____ Dixon _____

8. **DISCUSSION AND ACTION OF CONSENT AGENDA ITEMS PULLED, IF NECESSARY**

9. **ACTION ITEMS**

A. **Review/ Discussion /Action** – Consideration, discussion, and staff recommendation that the Board of Directors approve the Fiscal Year 2022/2023 Operating and Capital budgets. (Second reading may be waived.) **(Please see Section 9-A)**

Suggested Motion: Vote to approve Fiscal Year 2022/2023 Operating and Capital budgets.

Motion _____ Second _____ Abstain _____ Pass _____
Doria _____ Daly _____ Hiepler _____ Loh _____ Dixon _____

B. **Review/ Discussion/Action** – It is the recommendation of Administration that the June 28, 2022 Board of Directors meeting be waived if the Operating and Capital budgets for fiscal year 2022/2023 are approved on the first reading, June 07, 2022. **(Please see Section 9-B)**

Suggested Motion: Vote to waive the June 28, 2022 Board of Directors Meeting.

Motion _____ Second _____ Abstain _____ Pass _____
Doria _____ Daly _____ Hiepler _____ Loh _____ Dixon _____

C. Review/ Discussion /Action – Consideration, discussion, and approval of District Resolution 22-09, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool. **(Please see Section 9-C)**

Suggested Motion: Motion to approve Resolution 22-09, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Daly _____ Hiepler _____ Loh _____ Dixon _____

D. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Resolution 22-11, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period, from June 7, 2022 through July 6, 2022.

Suggested Motion – Motion to approve District Resolution 22-11, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period, from June 7, 2022 through July 6, 2022.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Daly _____ Hiepler _____ Loh _____ Dixon _____

10. CLOSED SESSION

Pursuant to California Government Code 54957(b)(1) – Chief Executive Officer, Performance Evaluation.

11. RECONVENE FROM CLOSED SESSION

12. ANNOUNCEMENT OF CLOSED SESSION – Pursuant to Government Code 54957.1 – The legislative body of any local agency shall publicly report any reportable action taken in closed session and the vote or abstention on that action of every member present.

13. ACTION ITEM

Review/Discussion/ Action – Consideration, discussion, and recommendation from the CEO Performance Evaluation Ad Hoc Committee, that the Board of Directors enter into Employment Agreement negotiations with the Chief Executive Officer.

Suggested Motion:

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Daly _____ Hiepler _____ Loh _____ Dixon _____

- 14. **CHIEF EXECUTIVE OFFICER REPORT**
- 15. **BOARD PRESIDENT REPORT**
- 16. **BOARD MEMBERS COMMENTS AND/OR REPORTS**
- 17. **FUTURE MEETING AND EVENTS**

Board of Directors Meetings

• Executive Committee: Doria/Daly	June 21, 2022, 12:00 p.m.- May be cancelled if Budget approved on the First Reading
• Full Board:	June 28, 2022, 12:00 p.m. – Budget Presentation Second Reading – If needed – May be cancelled if Budget approved on the First Reading
• Executive Committee: Doria/Daly	July 19, 2022, 12:00 p.m.
• Finance Committee: Hiepler/Loh	July 26, 2022, 10:30 a.m.
• Full Board:	July 26, 2022, 12:00 p.m.
• Full Board:	August 2022 - Dark
• Executive Committee: Doria/Daly	September 20, 2022, 12:00 p.m.
• Full Board:	September 27, 2022, 12:00 p.m.

- 18. **ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors 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 www.camhealth.com on Friday, June 3, 2022, on or before 4:00 p.m.



SECTION 4

SECTION 4

DELETIONS/CORRECTIONS TO THE POSTED AGENDA

JUNE 7, 2022

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SECTION 5

PUBLIC COMMENTS - 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.

JUNE 7, 2022

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SECTION 7

CONSENT AGENDA

**SECTION 7-A
APPROVAL OF MINUTES OF
THE REGULAR BOARD MEETING OF MAY 24, 2022**

JUNE 7, 2022

Regular Meeting of the Board of Directors

Camarillo Health Care District
3615 E. Las Posas Rd. Camarillo, CA 93010
Sequoia Rooms

Zoom Link

Meeting ID: 852 0394 9356

Board of Directors - Present

Tom Doria, MD, President
Martin T. Daly, Vice President
Mark Hiepler, ESQ, Clerk of the Board

Staff - Present

Kara Ralston, Chief Executive Officer
Karen Valentine, Clerk to the Board
Brandie Thomas, Executive Assistant

Participants:

Neal Dixon, Director Candidate

Participants:

Rick Wood, *Financial Services Vendor, CSDA*
Shalene Hayman, *Hayman Consulting*

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, May 24, 2022, at 12:00 p.m., by Tom Doria, President.

2. **Pledge of Allegiance** – Director Doria

3. **Action Item** –

Review/ Discussion/ Action – Consideration, discussion and recommendation for approval of District Resolution 22-10, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period from May 24, 2022 through June 22, 2022.

It was **MOVED** by Director Doria, **SECONDED** by Director Hiepler, and **MOTION PASSED** to approve District Resolution 22-10, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period from May 24, 2022 through June 22, 2022.

Roll Call Vote: Ayes: Doria, Daly, Hiepler **Nays:** None **Absent:** Loh

4. **Amendments to The Agenda** – On behalf of the Ad Hoc Personnel Committee, CEO Ralston requested items 10-13 be tabled to the Regular Board Meeting of June 7, 2022.

5. **Public Comment** – None

6. **Consent Agenda** – It was **MOVED** by Director Daly, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.
Roll Call Vote: Ayes: Doria, Daly, Hiepler **Nays:** **Absent:** Loh

7. **Action Items**

Neal Dixon joined meeting at 12:07 p.m.

- A. Review/ Discussion /Action** – Consideration, discussion, and action to fill the vacancy on the Camarillo Health Care District Board of Directors, Zone 5. Applicant Neal Dixon and the Board engaged in discussion which included a brief candidate statement.

It was **MOVED** by Director Doria, **SECONDED** by Director Hiepler, and **MOTION PASSED** to nominate Neal Dixon to fill the Zone 5 vacancy on the Board of Directors of the Camarillo Health Care District.

Roll Call Vote: Ayes: Doria, Daly, Hiepler **Nays:** None **Absent:** Loh

- B. Review/ Discussion/ Action** – Consideration, discussion, and recommendation for approval of District Check Register, Check Register Comparison, Financial Reports, and monthly Investment and Designated Reserve Report for period ending April 30, 2022.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Daly, and **MOTION PASSED** that the Board of Directors approve the District Check Register, Check Register Comparison, financial reports, and monthly Investment and Designated Reserve Report for period ending April 30, 2022.

Roll Call Vote: Ayes: Doria, Daly, Hiepler **Nays:** None **Absent:** Loh

- C. Review/ Discussion/ Action** – Consideration, discussion, and recommendation for approval of biennial review of the District’s Conflict of Interest Code. A local agency’s conflict of interest code must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700). To ensure conflict of interest codes remain current, each local agency is required to review its code at least every even numbered year. (Government Code §81000-81016)

It was **MOVED** by Director Doria, **SECONDED** by Director Daly, and **MOTION PASSED** to approve biennial review of the District’s Conflict of Interest Code.

Roll Call Vote: Ayes: Doria, Daly, Hiepler **Nays:** None **Absent:** Loh

- D. Review/ Discussion/ Action** – Consideration, discussion, and recommendation by the Finance Committee to amend Reserve Policy 1150.

It was **MOVED** by Director Doria, **SECONDED** by Director Hiepler, and **MOTION PASSED** to approve recommended amendments to Reserve Policy 1150.

Roll Call Vote: Ayes: Doria, Daly, Hiepler **Nays:** None **Absent:** Loh

- E. Review/ Discussion/ Action** – Consideration, discussion, and approval of District Resolution 22-09, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool tabled to Regular Board Meeting of June 7, 2022.

8. CEO Report

- CEO Ralston reported that the approved procurement of two fleet vehicles, is taking longer than anticipated and is still moving forward.
- The District received notification of funding approval from the City of Camarillo in the amount of \$28,500 as a matching amount to provide transportation services at no charge for three months during FY 2022-23.
- CEO Ralston discussed that due to redistricting, the Camarillo Health Care District is now served by two county supervisors, Supv. Kelly Long and Supv. Linda Parks.
- CEO Ralston reported on District programs and services:
 - Adult Day Center continues to operate under remaining Community Care Licensing COVID-19 protocols and space restrictions which restricts revenue opportunity. The Center is licensed for 40/day; there are currently 18.
 - Senior Nutrition Program anticipates serving 500,000 meals by the end of May 2022. Plans are in order to celebrate this milestone with the community.
 - New employee, Michelle Rogers, Community Outreach & Education Manager, has been busy updating and upgrading the District's social media presence with daily posts on the website, facebook, twitter, tik tok and instagram.
 - Beginning with the July Board meeting, department managers will attend Board meetings and share reports on their programs.

9. Board President's Report- None

11. Board Members Comments – Director Doria expressed eagerness for classes and programs to resume at full capacity at the district.

12. Having no further business this meeting was adjourned at 1:35 p.m.

Mark O. Hiepler, ESQ
Clerk of the Board



SECTION 8

SECTION 8

**DISCUSSION AND ACTION OF CONSENT AGENDA ITEMS PULLED,
IF NECESSARY**

JUNE 7, 2022

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SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-A

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
STAFF RECOMMENDATION THAT THE BOARD OF DIRECTORS APPROVE THE
FISCAL YEAR 2022/2023 OPERATING AND CAPITAL BUDGETS.**

JUNE 7, 2022

Camarillo Health Care District
Statement of Activities
Year-to-Date Performance May 2022
Consolidated All Departments

	11 Months Ended May 31, 2022	2021-22 Annual Budget	2022-23 Annual Budget	Budget vs Budget Variance Fav/(Unfav)	Budget vs Budget % Change
REVENUE					
ADC Fees	107,340	270,720	200,000	(70,720)	-26.12%
City of Cam SNP HDM	0	37,000	0	(37,000)	-100.00%
City of Camarillo-CDBG CV3	41,667	50,000	50,000	0	0.00%
City of Cam Care-a-Van	0	0	28,500	28,500	100.00%
Community Education	1,757	18,220	12,900	(5,320)	-29.20%
Contract-Caregiver Navigation Project	6,400	13,875	4,800	(9,075)	-65.41%
Contract-PICF Anthem	0	1,380	0	(1,380)	-100.00%
Contract-PICF-Blue Shield	0	2,900	843	(2,057)	-70.93%
Contract-PICF-Falls	7,113	19,000	14,000	(5,000)	-26.32%
Contract-VCAAA-Evid Base	2,800	10,800	0	(10,800)	-100.00%
Counseling	0	5,000	0	(5,000)	-100.00%
Donations-Scholarship	10	2,500	2,500	0	0.00%
Facility Use Rental	5,916	5,000	8,000	3,000	60.00%
Facility Use-Lease	5,595	6,370	9,093	2,723	42.75%
Fischer Fund Distribution	148,781	145,000	150,000	5,000	3.45%
General Donations	700	2,000	1,500	(500)	-25.00%
Grant - COVID Relief Fund	330,000	0	0	0	0.00%
Grant-Rupe Found Vet Caregiver	8,874	0	0	0	0.00%
Grant-Rupe Foundation SHARE	0	0	10,000	10,000	100.00%
Grant-SCAN Community	9,641	11,551	9,800	(1,751)	-15.16%
Grant-VCAAA Caregiver Respite	29,414	36,750	36,750	0	0.00%
Grant-VCAAA-Sr Nutrition	75,640	96,058	105,343	9,285	9.67%
Grant-VCAAA-SS Line	40,134	50,000	50,000	0	0.00%
Health Screening Fees	0	200	200	0	0.00%
Healthy Attitude Advertising	4,000	5,000	5,000	0	0.00%
Interest Income	8,619	25,000	10,500	(14,500)	-58.00%
Lifeline Fees	23,936	27,552	20,640	(6,912)	-25.09%
Other Income	117,468	19,082	18,300	(782)	-4.10%
Senior Nutrition Sponsorship	600	1,200	1,200	0	0.00%
Sr Nutrition Home Delivered Donations	27,438	17,000	30,000	13,000	76.47%
Tax Revenue-Admin	2,958,711	3,020,034	3,175,793	155,759	5.16%
Transport Fees ADC	15,917	22,800	25,000	2,200	9.65%
Transportation Fees	16,455	11,350	22,000	10,650	93.83%
TOTAL REVENUE	\$3,994,925	\$3,933,342	\$4,002,662	\$69,320	1.76%
Support Service	239,814	328,337	0		
TOTAL REVENUE PRIOR YEAR PRESENTATION	\$4,234,739	\$4,261,679	\$4,002,662		

EXPENSES					
Salaries	1,089,201	1,646,917	1,708,585	61,668	3.74%
Benefits					
Payroll Taxes	87,067	130,401	134,278	3,877	2.97%
Benefits-PERS-Health	127,596	270,179	241,740	(28,439)	-10.53%
Benefits-PERS-Retirement	84,983	131,103	133,082	1,979	1.51%
Benefits - Workers Comp	24,006	38,257	65,284	27,027	70.65%
Benefits - Life/ADD	24,241	30,555	28,137	(2,418)	-7.91%
Benefits-OPEB	51,810	59,134	66,617	7,483	12.65%
PERS Retirement UAL	131,240	136,000	158,446	22,446	16.50%
Audit Fees	22,831	23,000	24,500	1,500	6.52%

Camarillo Health Care District
Statement of Activities
Year-to-Date Performance May 2022
Consolidated All Departments

	11 Months Ended May 31, 2022	2021-22 Annual Budget	2022-23 Annual Budget	Budget vs Budget Variance Fav/(Unfav)	Budget vs Budget % Change
Advertising & Promotion	14,613	25,000	45,547	20,547	82.19%
Association Fees	59,843	64,277	69,428	5,151	8.01%
Bank & Credit Card Charges	1,622	8,500	6,785	(1,715)	-20.18%
Community/Staff Outreach	3,528	14,227	17,577	3,350	23.55%
Continuing Education-Staff	7,639	29,485	50,403	20,918	70.94%
Continuing Education-Trustee	19,627	29,936	35,074	5,138	17.16%
Contractors-Facilities	0	0	51,891	51,891	100.00%
Contractors-Operations	145,355	283,568	133,512	(150,056)	-52.92%
Depreciation Expense	97,324	124,999	122,158	(2,841)	-2.27%
Dues/Subscriptions	28,446	44,631	40,157	(4,474)	-10.02%
Election Costs	0	0	30,000	30,000	0.00%
Fleet Maintenance	3,383	20,000	20,000	0	0.00%
Gas & Oil	16,724	15,000	15,000	0	0.00%
Instructor Agreement Fees	0	13,000	13,000	0	0.00%
Insurance	82,198	147,329	113,304	(34,025)	-23.09%
Interest Expense	895	7,233	0	(7,233)	0.00%
IT Services	0	0	62,000	62,000	0.00%
LAFCO Assessments	2,447	2,424	2,569	145	5.98%
Legal Fees	21,612	30,000	35,000	5,000	16.67%
Licenses & Fees	13,326	10,214	8,388	(1,826)	-17.88%
Mileage	9,441	28,956	11,875	(17,081)	-58.99%
Minor Equipment	14,412	17,029	27,863	10,834	63.62%
Other Income -Admin	0	0	0	0	0.00%
Partnership Initiatives	0	2,000	2,000	0	0.00%
Postage	31,543	38,742	40,322	1,580	4.08%
Printing	54,033	73,908	91,231	17,323	23.44%
Program Materials/Activities	7,049	31,155	33,368	2,213	7.10%
Refunds	1,286	2,510	2,510	0	0.00%
Repairs & Maintenance	43,759	49,557	7,263	(42,294)	-85.34%
Storage Rent/Equip Lease	24,408	28,022	8,991	(19,031)	-67.91%
Supplies	10,158	21,999	18,424	(3,575)	-16.25%
Telephone	18,676	21,960	25,920	3,960	18.03%
Trustee Stipends	5,200	9,900	9,900	0	0.00%
Utilities	28,738	26,456	34,710	8,254	31.20%
TOTAL EXPENSES	\$2,410,261	\$3,687,563	\$3,746,839	\$59,276	1.61%
Support Services	239,814	328,336	0		
TOTAL EXPENSES PRIOR YEAR PRESENTATION	\$2,650,075	\$4,015,899			
NET POSITION	\$1,584,664	\$245,779	\$255,823	\$10,044	4.09%



Camarillo
HEALTH
CARE DISTRICT

**Proposed Operating & Capital Budget
FY 2022-2023**

2022-23

Board of Directors

<i>President</i>	Tom Doria, MD
<i>Vice President</i>	Martin Daly
<i>Clerk of the Board</i>	Mark Hiepler
<i>Director</i>	Christopher Loh, MD
<i>Director</i>	Neal Dixon, MD

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.

COVID-19 Pandemic Impacts Four Fiscal Years



Pandemic Effect

Closures

- All on-campus services closed
- Agency considered “essential infrastructure in disaster”
- Senior Nutrition and Transportation remained open; emergency services; staff reallocated
- Other services translated to telephonic or virtual services; support services

Recovery

- Open; continued decreased opportunity for revenue
- Special districts excluded from federal emergency relief funds
- Additional amendments eventually included some special districts
- District joined VCSDA County petition for funding
- Eventually secured:
 - *\$57,000: City of Camarillo CDBG Transportation services; 3/26/2021*
 - *\$150,000: City of Camarillo CDBG-CV3, Senior Nutrition support; 11/12/2021*
 - *\$330,000: COVID Community Relief Funding; Assmb. Jacqui Irwin; 11/29/2021*
 - *\$95,000: Insurance claim for revenue and business loss; 3/2/2022*

Departments

Department names are assigned for the purpose of clarity in accounting, reporting and discussion. Through the years, departments have changed, discontinued or merged, creating numerical gaps. This year, staff is recommending changes to Dept 4 and 7.

	Department Name	Building
Dept 1	Administration	F
Dept 2	Adult Day Center	E
Dept 4	<i>Lifeline Services; recommend consolidation with Dept 8</i>	-
Dept 5	Facilities & Community Education	E
Dept 6	Senior Nutrition Program	G, E
Dept 7	<i>Support Services; recommend dissolution</i>	-
Dept 8	Caregiver Center	H
Dept 9	Transportation Services	E
Dept 11	Care Management Services	G

Department 4: Lifeline Services

History

- District took over from PVH ER; 1990s
- Housed in office and warehouse on Flynn Road; 7 staff; 2007
- OneSource contract; 2013
- Staff released; office sold

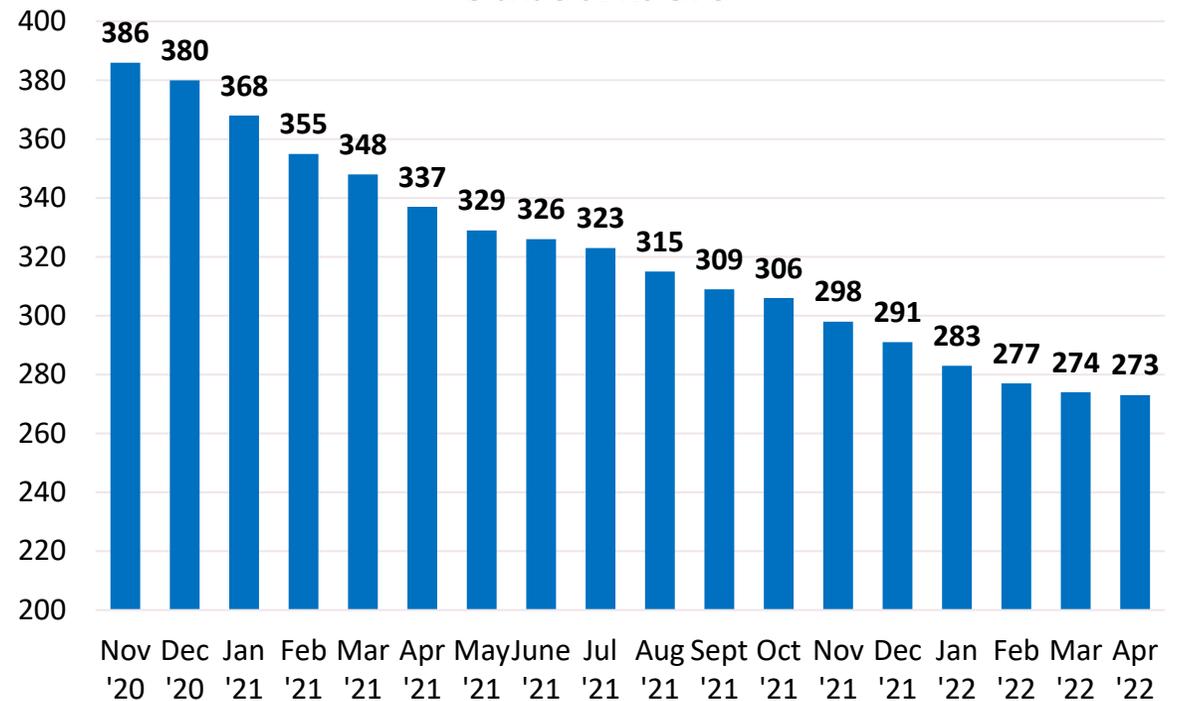
Current

- District markets only; no equipment
- Territorial competition from Philips Lifeline; non-exclusive
- PCPM for clients the District “brings in”
- No current staff
- Dept 8 receives Lifeline calls

Recommendation

- Consolidate Dept 4 into Dept 8

Subscribers



■ Subscribers

Department 7: Support Services

History

- Served as internal allocation center for approx 10 expense line items
- Allocated using personnel and square footage methodology

Recommendation

- Recommend Dept 7 be dissolved
- Expenses be specifically assigned
 - Direct program expense will show true
 - More efficient process with no loss of knowledge to the financials
 - For this purpose, recommend new expense lines: Contractors-Operations; Contractors- Facilities; IT Services
 - With this adjustment, Property Tax would be an operating transfer (subsidy) to offset program/departmental needs after enterprise revenue and direct expense

Revenue Categories

Property Tax Receipts

- 79.34% of proposed revenue
- 3% proposed increase over estimated receipt
- Twice a year (*based on county collection*)
 - ~55% distribution in December
 - ~40% distribution in April
 - True up 5% remainder of fiscal year

Fee for Service

- Adult Day Center
- Lifeline
- Facility Use/Rental
- Community Education/Counseling/Screenings
- Transportation

Grants/Contracts

- City of Camarillo
- Partners In Care
- Rupe Foundation
- The SCAN Foundation
- VCAAA
 - Senior Nutrition
 - Senior Support Line
 - Home Mods/Respite
 - Caregiver Services

Legacies & Bequests

- Russell Fischer Fund

Investment Income

- Interest earned

Other/Misc Donations

- General donations; insurance dividend



Expenditures Categories

Salary

- Workforce is largest expense

Benefits/PERS/OPEB

- Some required by law
- Some affected by factors over which there is minimal or no control
- Some have been strategically developed to recruit/retain excellent staff

Programs & Services

- Contractors/Consultants
- Instructor Fees
- Continuing Education-Staff
- Mileage
- Program Materials
- Gas/Oil
- Fleet Maintenance
- Minor Equipment
- Supplies
- Advertising/Promotion
- Refunds
- Printing

Facilities/Depreciation

- Fully-owned assets
- 13,200 sf/22 units; Dos Caminos Plaza
- Line Items
 - Repairs/Maintenance
 - Association fees; Insurance
 - Storage Rent/Equipment lease
 - Telephone; Utilities
 - Licenses/fees

Oversight

- Audit fees
- Dues/Subscriptions
- Continuing Educ-Trustee
- Trustee Stipend
- LAFCo

Admin/Operations

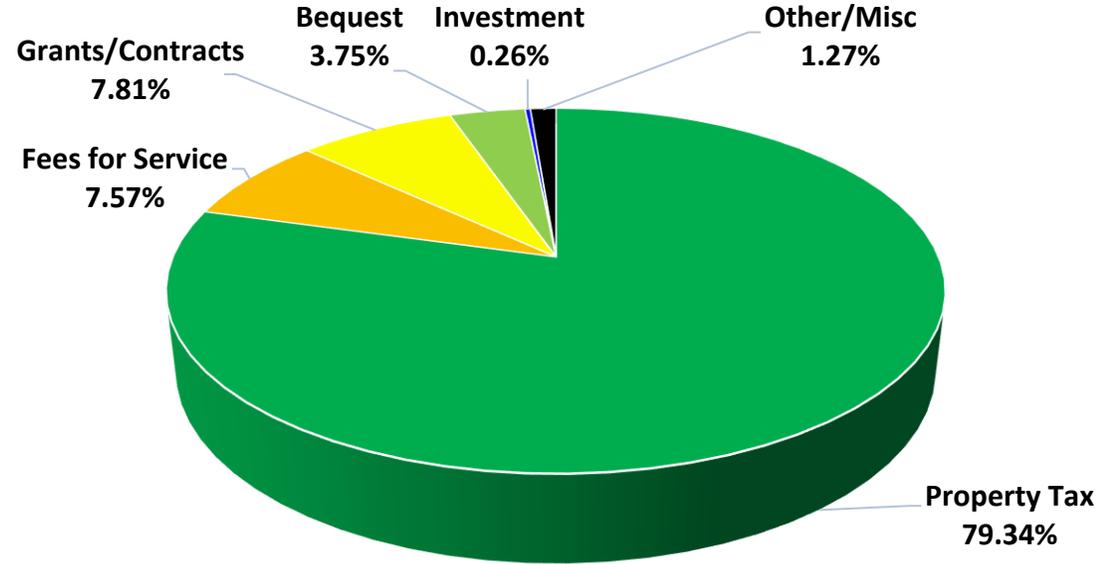
- Community Outreach
- Dues/Subscriptions
- Postage
- Insurance (Facilities, Auto, Workers Comp, Operations)
- Bank/Credit Card Charges

Legal

- General counsel; Personnel

Revenue Categories

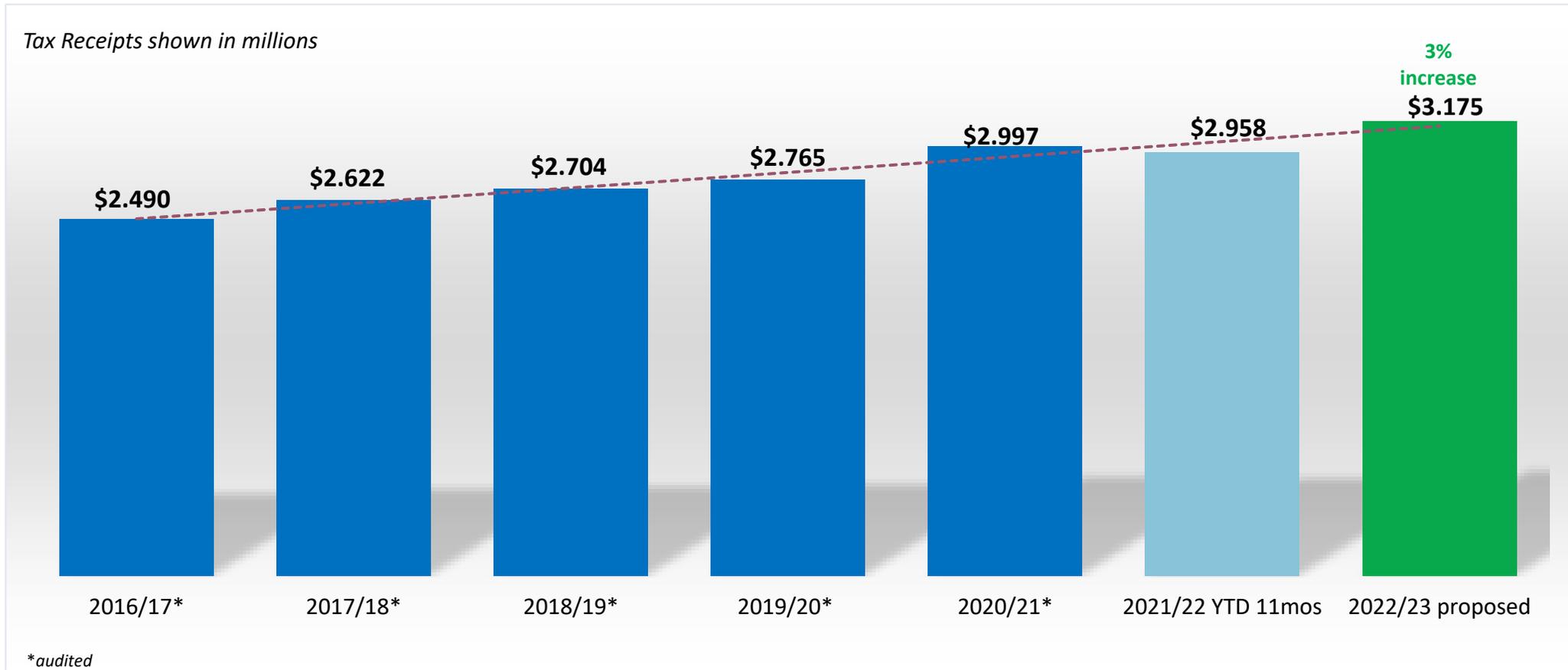
Category	Budgeted 2021/22	Proposed 2022/23	YOY Variance
Property Tax	\$3,020,034	\$3,175,793	+\$155,759
Fees for Service	\$372,212	\$302,833	(\$69,379)
Grants & Contracts	\$329,314	\$312,536	(\$16,779)
Legacies & Bequests	\$145,000	\$150,000	+\$5,000
Investment Income	25,000	\$10,500	(\$14,500)
Support Services	328,337	-	(\$328,337)
Other/Misc	\$41,782	\$51,000	+\$9,218
TOTAL	\$4,261,579	\$4,002,662	(\$259,018)



	2019/20	2020/21	2021/22	2022/23	Variance YOY
Tax Distribution	73%	77%	70.86%	79.34%	+8.48%
Fee for Service	11%	9%	8.73%	7.57%	(1.16%)
Grants & Contracts	10%	9%	7.73%	7.81%	+0.08%
Fischer Bequest	4%	4%	3.40%	3.75%	+0.35%
Other/Misc	2%	1%	.98%	1.27%	+.29%
Investment Inc	-	-	.59%	.26%	(.33%)

Property Tax Receipts

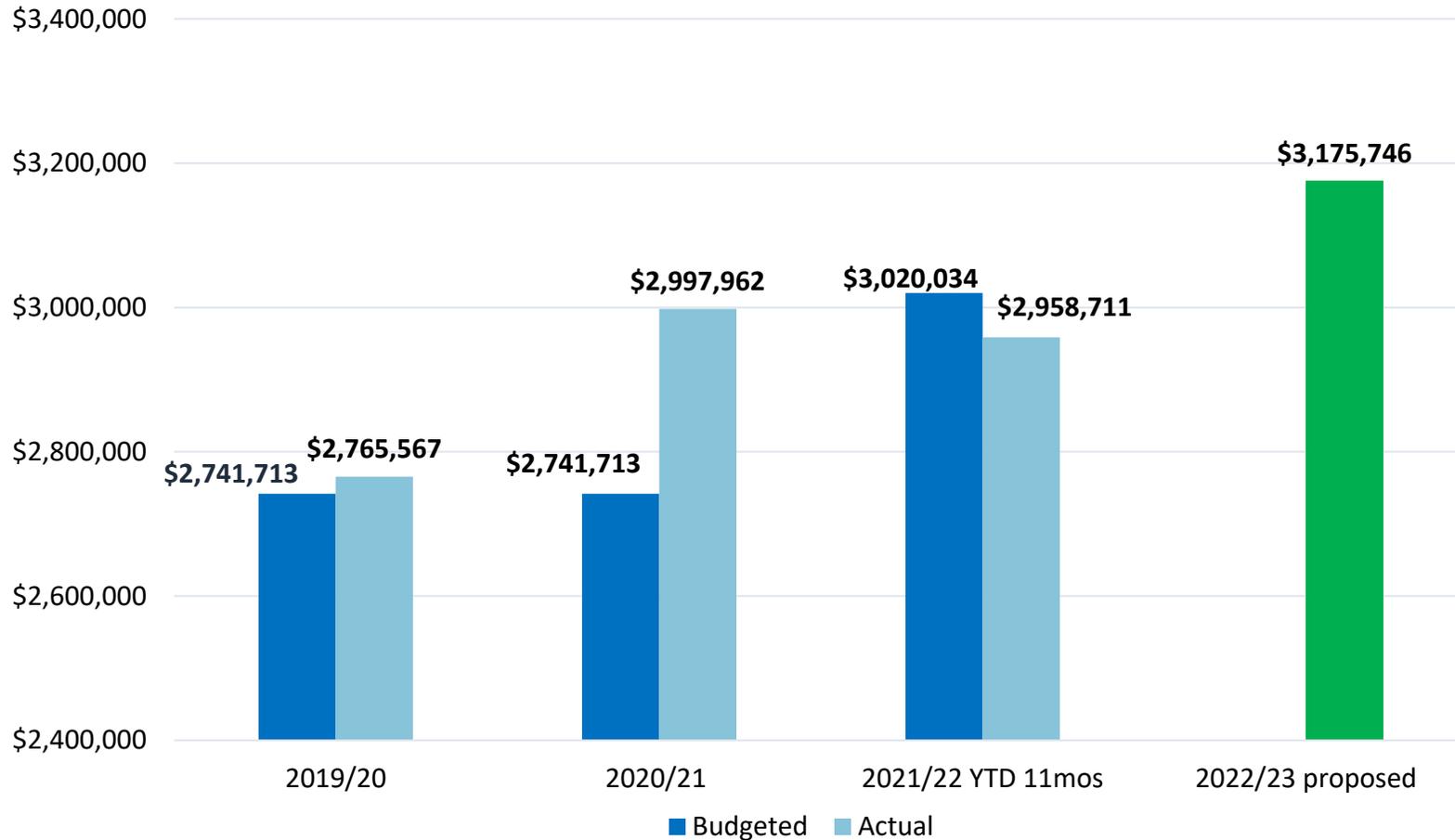
Historical Perspective



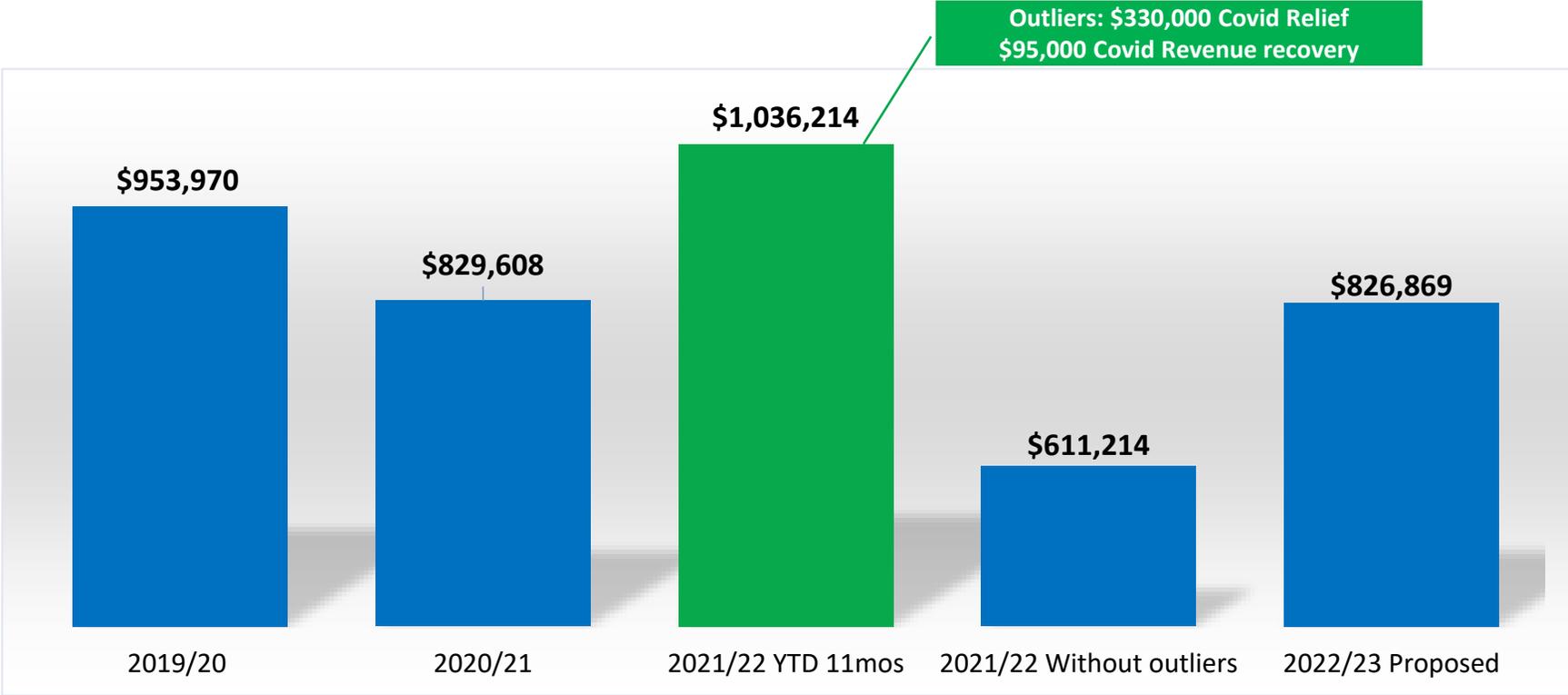
Property Tax Receipts: *Historical Review; Cash Basis*

	Fiscal Year 21-22			Fiscal Year 2020-21			Fiscal Year 2019-20		
	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget
Jul	87,329.27	87,329.27	2.89%	63,219.88	63,219.88	2.31%	67,487.98	67,487.98	2.46%
Aug	0.00	87,329.27	3.19%	0.00	63,219.88	2.31%	0.00	67,487.98	2.46%
Sep	10,745.16	98,074.43	3.58%	19,159.30	82,379.18	3.00%	8,700.85	76,188.83	2.78%
Oct	4,510.32	102,584.75	3.74%	3,588.84	85,968.02	3.14%	6,624.41	82,813.24	3.02%
Nov	52,882.57	155,467.32	5.67%	44,105.30	130,073.32	4.74%	40,912.52	123,725.76	4.51%
Dec	1,674,903.64	1,830,370.96	66.76%	1,474,833.48	1,604,906.80	58.54%	1,452,748.50	1,576,474.26	57.50%
Jan	37,732.82	1,868,103.78	68.14%	159,995.29	1,764,902.09	64.37%	30,242.04	1,606,716.30	58.60%
Feb	0.00	1,868,103.78	68.14%	0.00	1,764,902.09	64.37%	9,531.93	1,616,248.23	58.95%
Mar	12,402.60	1,880,506.38	68.59%	5,801.59	1,770,703.68	64.58%	7,030.61	1,623,278.84	59.21%
Apr	1,165,534.21	3,046,040.59	111.10%	1,142,745.05	2,913,448.73	106.26%	1,090,807.04	2,714,085.88	98.99%
May	27,987.55	3,074,028.14	111.55%	57,605.09	2,971,053.82	108.36%	26,918.30	2,741,004.18	99.97%
Jun	\$30,000	3,104,028.14	113.21%	2,798.96	2,973,852.78	108.47%	28,830.72	2,769,834.90	101.03%
July	\$60,000	3,164,028.14	115.40%						
	Approved Budget	3,020,034.00		Approved Budget	2,741,713.00		Approved Budget	2,741,713.00	

Property Tax Receipts: *3-Yr Review Budget to Actual; Proposed*



Enterprise Revenue



Fee Schedules

Adult Day Center

Session	Resident	Non-Resident
Full Day: 9:00am-3:00pm	\$76	\$78
Half Day-Morning: 9:00am-12:30pm	\$60	\$62
Half Day-Afternoon: 11:30am-3:00pm	\$60	\$62
Extended Hours: 3:00m-5:30pm; flat rate	\$30	\$30

Transportation

Starting Location	Destination	Fare (ea way)
Camarillo	<i>Anywhere in Camarillo</i>	\$20.00/way
Camarillo	<i>Oxnard</i>	\$25.00/way
Camarillo	<i>Thousand Oaks/WLV</i>	\$25.00/way
Camarillo	<i>Ventura</i>	\$30.00/way
Camarillo	<i>West Hills/W Hills</i>	\$50.00/way

Fee Schedules cont.

Facility Use/Rental

Room	Rate/Hour	Minimum
Bldg F, Boardroom (Internet/AV)	\$40	2 hr.
Bldg F, 160 (Internet/AV)	\$45	2 hr.
Bldg F, 161	\$40	2 hr.
Bldg F, 160 + 161	\$80	2 hr.
Bldg E, 115	\$45	2 hr.
Bldg E, 124 with Kitchen Use	\$50	2 hr.
Bldg E, 124 no Kitchen Use	\$40	2 hr.
Bldg H, Classroom (Internet/AV)	\$50	2 hr.
Bldg H, Group Room	\$35	2 hr.
Bldg H, Tranquility Room	\$35	2 hr.
Bldg H, Office 1 or 4	\$20	2 hr.

- Use of Adult Day Center/Commercial Kitchen fees determined upon request/purpose
- AV & Equipment Use: \$30-\$50

Fee Schedules cont.

Senior Nutrition Program

- No fee per funding source
- Partial funding by VCAAA; City of Camarillo; Donor Support
- \$3.00/meal donation recommended by VCAAA (cannot require or track)
- Meals served since inception (2005) = 500,000+
- 100% of total meals served are Home Delivered; congregate remains shuttered

Community Education

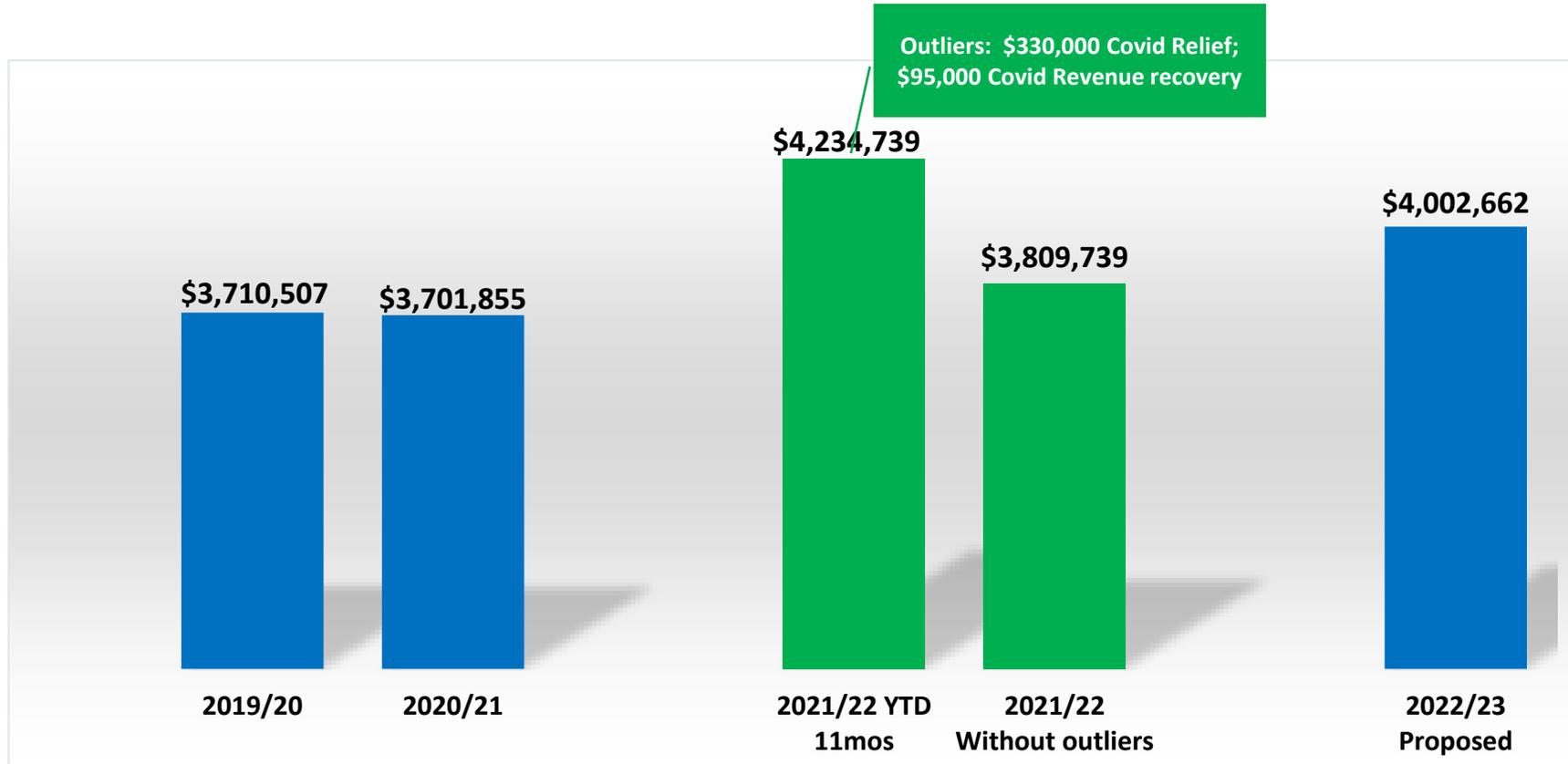
Classes & Series

- Speaker/Instructor mandated fees; vary
- Minimum enrollment requirements
- Cancellations/refunds
- Materials Fee

Room Use/Rentals

- Long-term or series
- Event-specific
- Support Groups

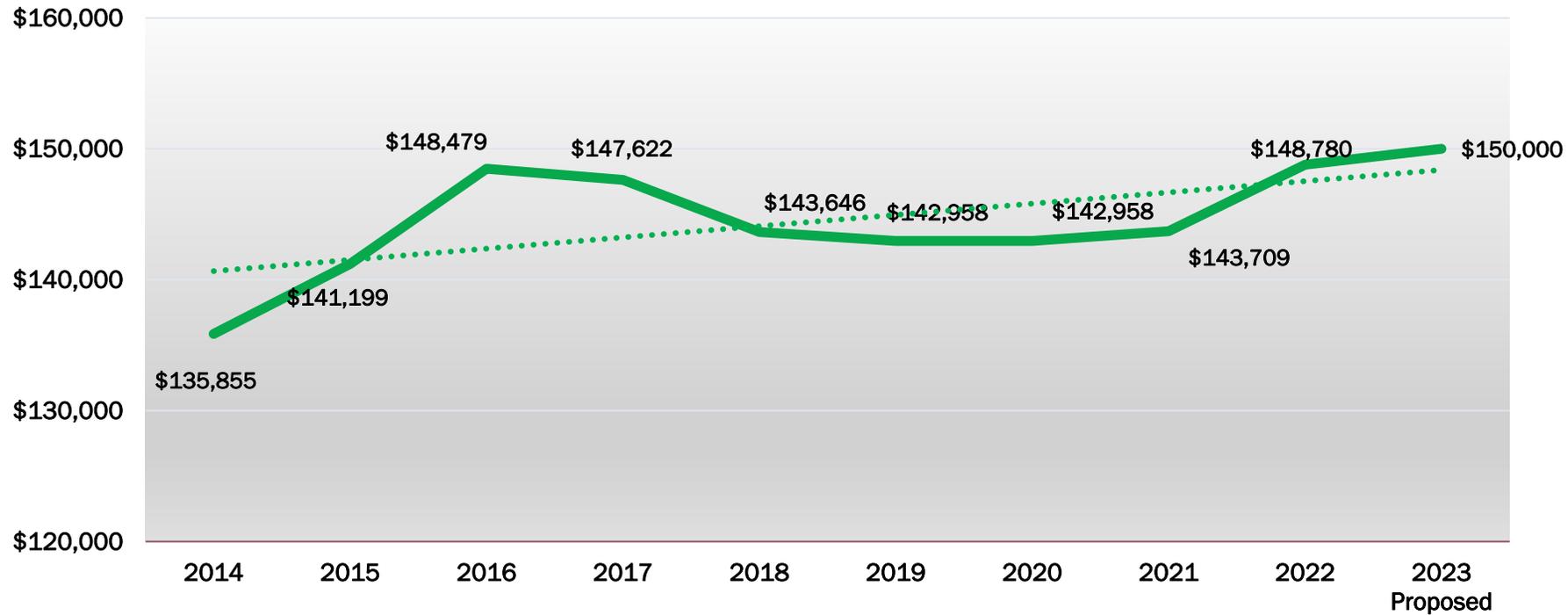
Total Revenue, All Types



Russell Fischer Fund Distribution

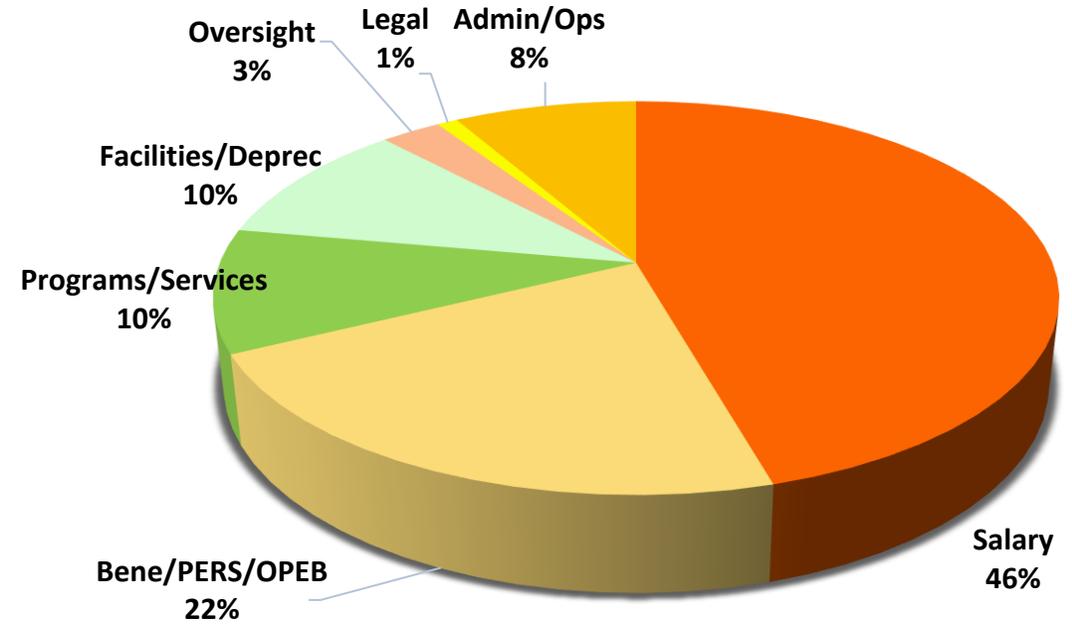
Transportation Services

\$1,771,915 since initial distribution 2008



Expenditure Categories

Category	Budgeted 2021-22	Proposed 2022-23	YOY Variance
Salary	\$1,646,917	\$1,708,585	+\$61,668
Benefit/PERS/OPEB	\$795,630	\$827,584	+\$31,954
Programs/Services	\$563,610	\$397,508	(\$166,102)
Facilities/Deprec.	\$404,271	\$382,361	(\$21,912)
Oversight	\$81,064	\$102,043	+\$20,979
Legal	\$30,000	\$35,000	+\$5,000
Admin/Operations	\$494,407	\$293,758	(\$200,649)
TOTAL	\$4,015,899	\$3,746,839	(\$269,060)

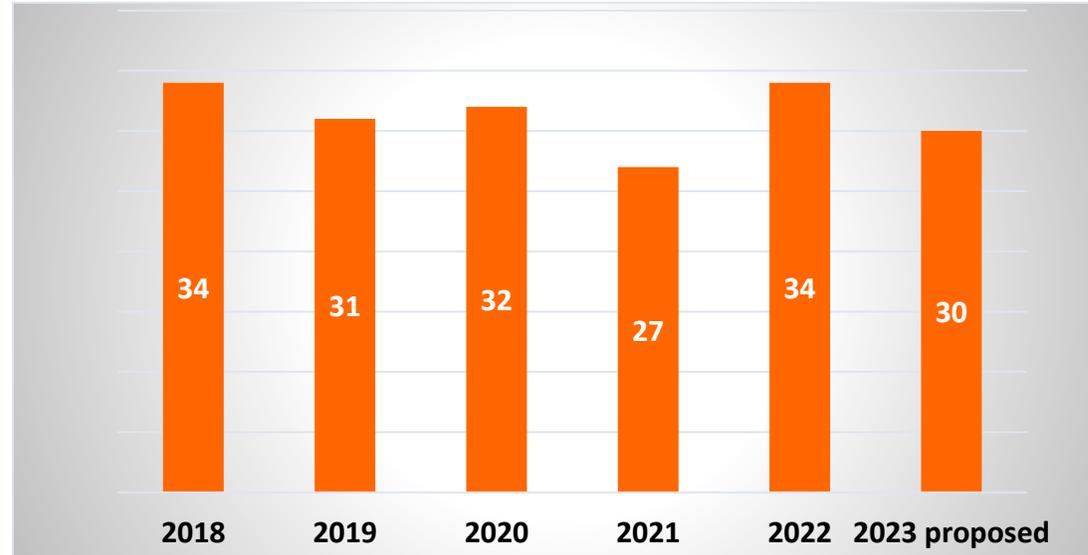


	2019/20	2020/21	2021/22	2022/23	Variance YOY
Facilities/Dep	9%	9%	10%	10%	0
Legal	2%	1%	1%	1%	0
Oversight	1%	2%	2%	3%	+1%
Programs & Services	17%	17%	14%	10%	(4%)
Ops/Offset	-	-	12%	8%	(4%)
Sal/Benefits	70%	68%	61%	68%	+7%

Workforce

As a service agency, the District’s largest expense and most valuable asset is the workforce. One of the Guiding Principles states that the District will:

“Build(ing) 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”.



Hours/week	# of EEs
40 hrs/wk	21
39-30 hrs/wk	6
Less than 30 hrs/wk	3

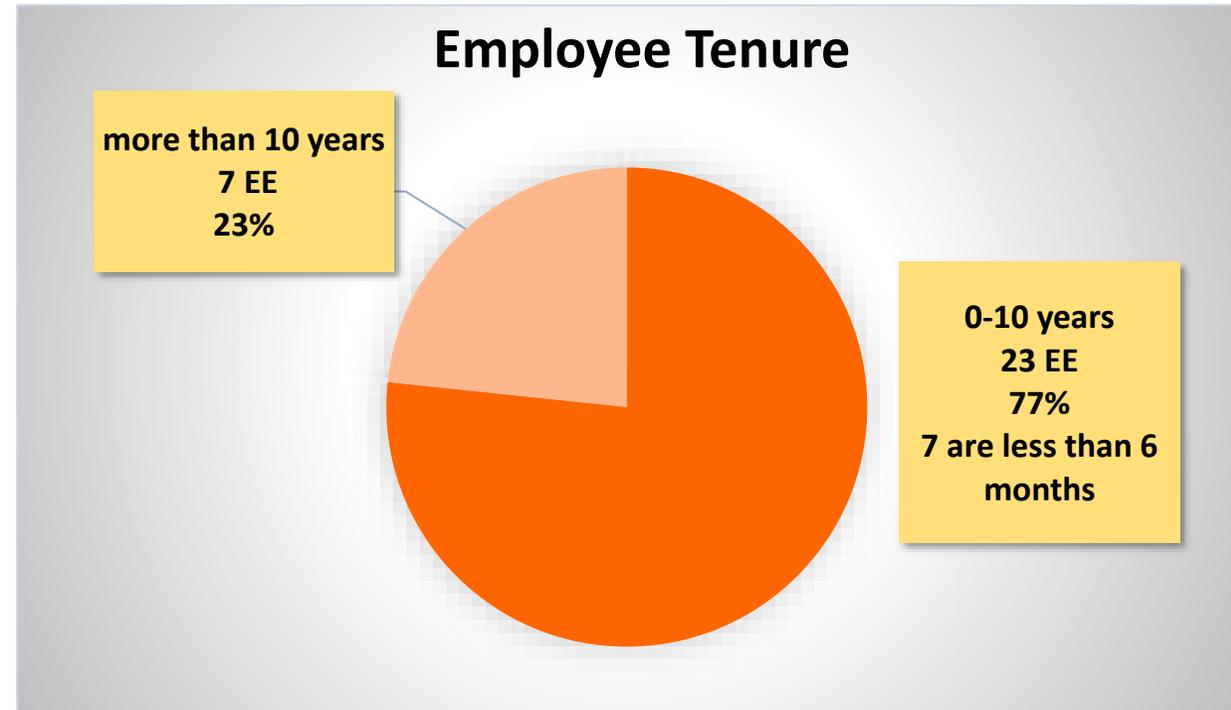
Workforce

This graph shows employee tenure and affirms new growth following COVID-related turnover.

COVID closures caused nearly 25% of the existing workforce to leave their positions, for a variety of reasons:

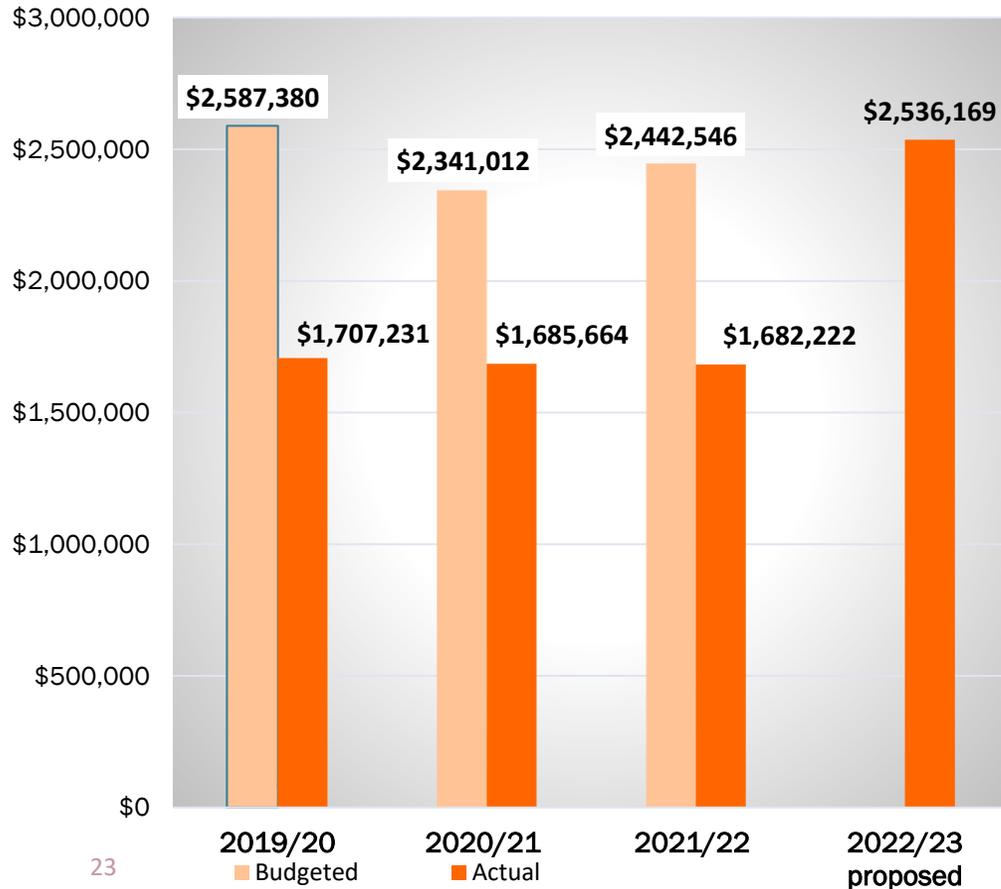
- *childcare issues*
- *family care issues*
- *relocation/new jobs*
- *unwilling/unable to RTW following stimulus programs*

The strong base of new employees is testament that the District remains a desirable and competitive place to work.



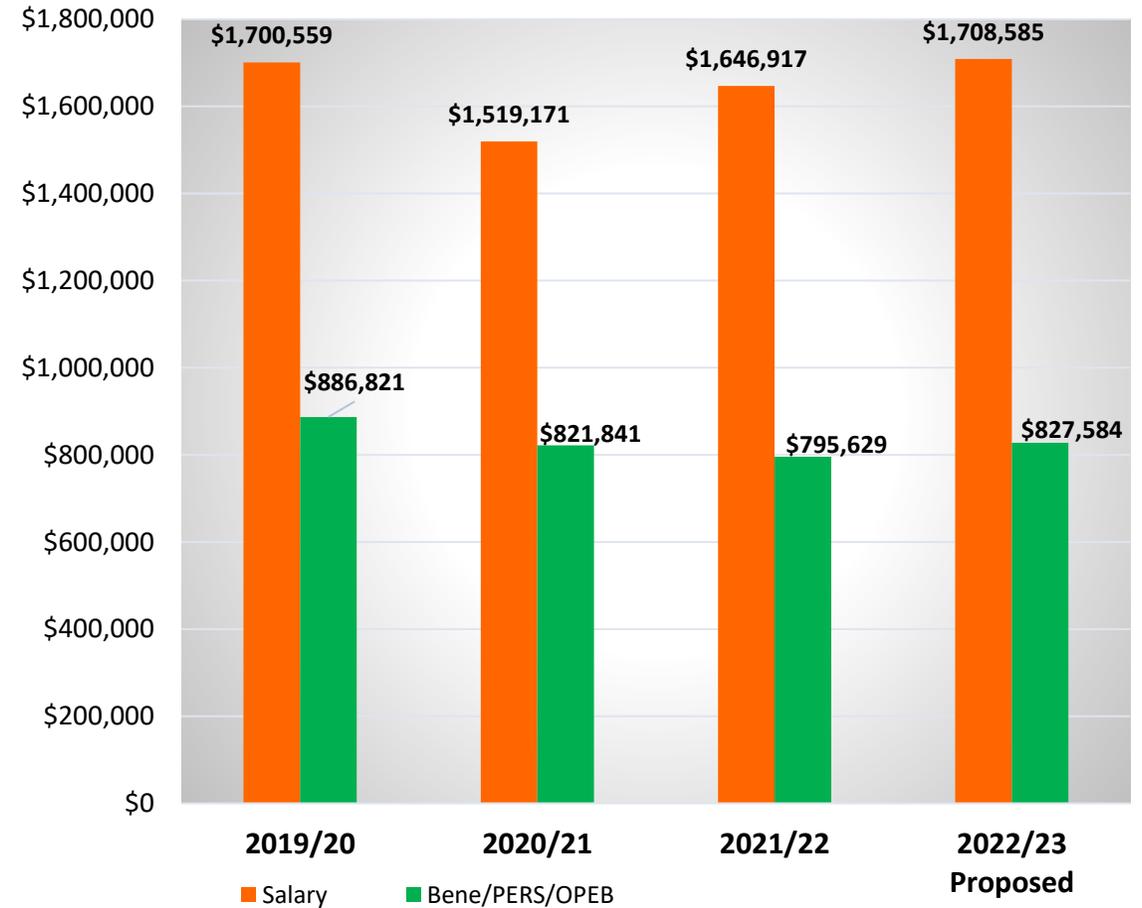
Labor Costs

Salary + Benefits Combined Total

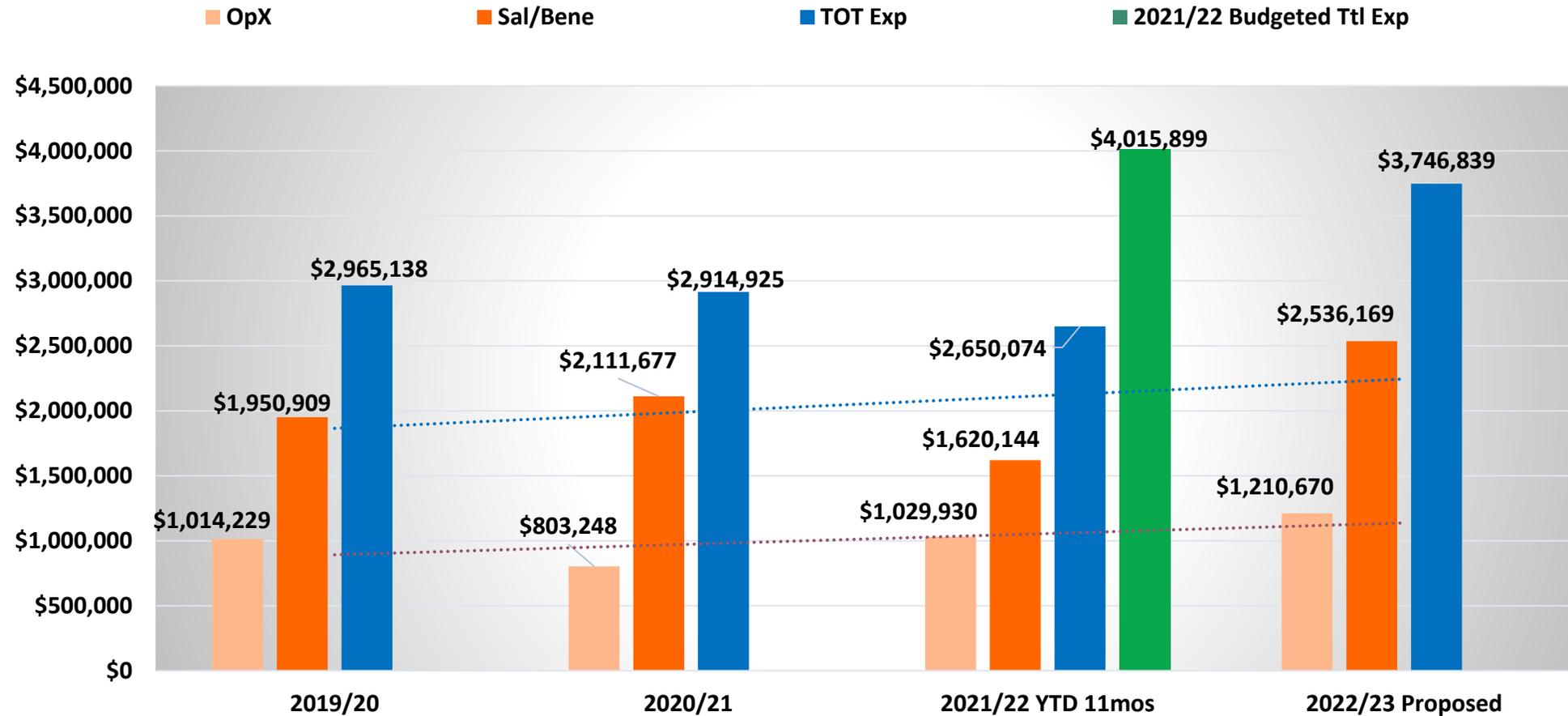


23

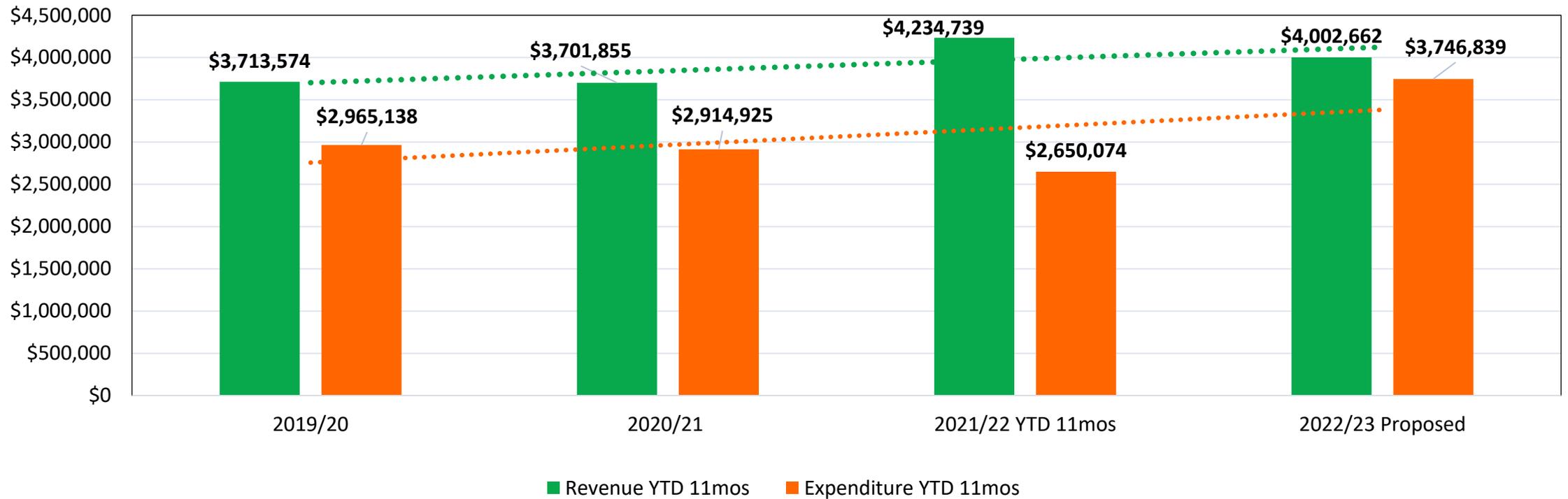
Total Salary to Benefits Comparison



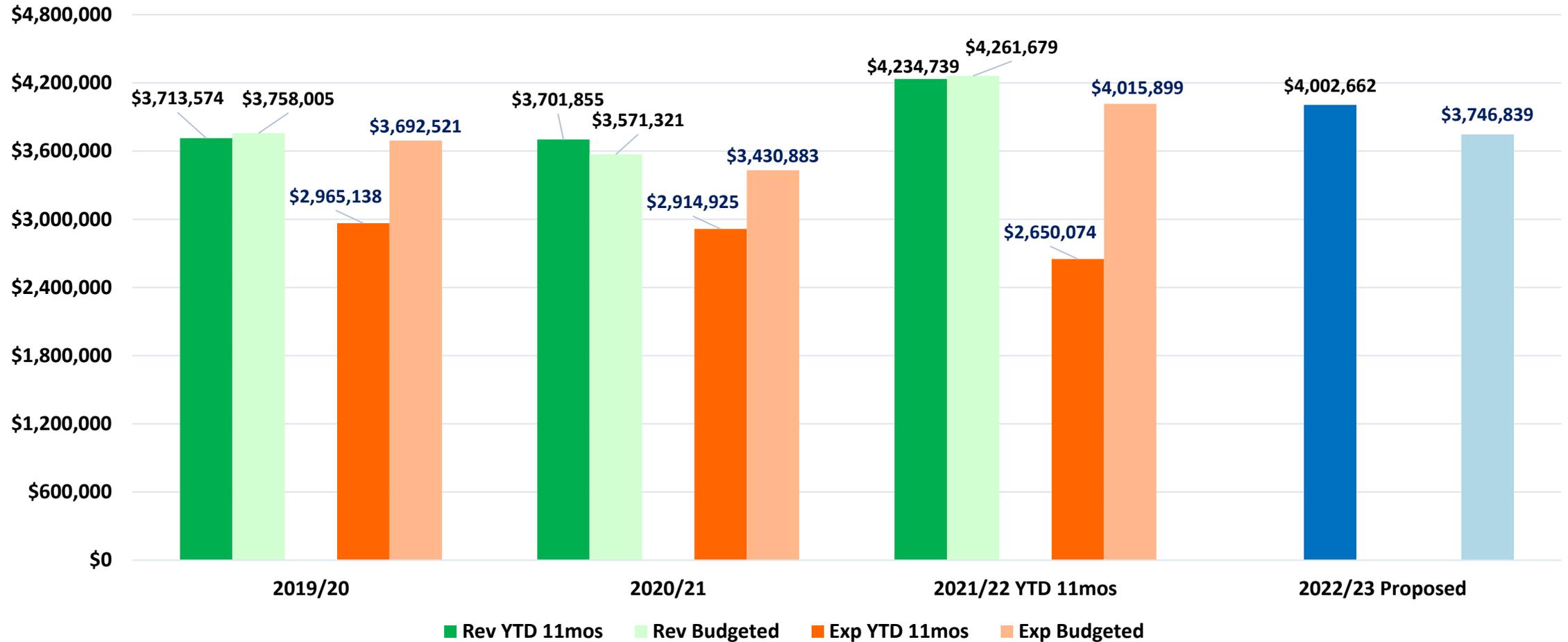
Operating & Labor Cost Comparison



Total Revenue & Expenditure: *all types*



Total Revenue & Expenditure: *Performance to Budget*



Proposed Operating Budget, Consolidated FY 2022-2023

Revenue	Amount
Property Tax	\$3,175,793
Fee for Service	\$302,833
Grants/Contracts	\$312,536
Bequest	\$150,000
Other/Misc	\$51,000
Investment Income	\$10,500

Expense	Amount
Salary	\$1,708,585
Bene/PERS/OPEB	\$827,584
Programs/Services	\$397,508
Facilities/Deprec	\$382,361
Operations	\$293,758
Oversight	\$102,043
Legal	\$35,000

Total Consolidated

Revenue	\$4,002,662
Total Expenses	\$3,746,839
NET POSITION	\$255,823

Proposed Capital Budget: FY 2022-2023

Dept	Description	Quantity	Unit Price	Amt not to exceed
Facilities	HVAC Unit replacement Unit #4: installed approx. 1983; Bldg E117 Unit #11: installed approx. 1998; Bldg G187	2	\$13,000	\$26,000
Facilities	Room Divider Wall Custom folding wall/room divider; Sequoia 1 & 2; installed 2001	1	\$20,000	\$20,000
Software	Website renovation	1	\$75,000	\$75,000
Software	Enterprise-wide database/client management software	1	\$55,000	\$55,000
	Sub-total			\$176,000
	Contingency 3%			\$5,280
	TOTAL			\$181,280

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SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-B

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION OF ADMINISTRATION THAT THE
JUNE 28, 2022 BOARD OF DIRECTORS MEETING BE WAIVED IF THE
OPERATING AND CAPITAL BUDGETS FOR FISCAL YEAR 2022/2023 ARE
APPROVED ON THE FIRST READING, JUNE 07, 2022.**

JUNE 7, 2022

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SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-C

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT RESOLUTION 22-09,
SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION IN THE
VENTURA COUNTY TREASURY POOL.**

JUNE 7, 2022



RESOLUTION NO. 22-09

SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION IN THE VENTURA COUNTY TREASURY POOL

*Resolution of the Board of Directors
Camarillo Health Care District
Ventura County, California*

WHEREAS, Investment Policies of the Camarillo Health Care District (District), revised May 28, 2019, state that temporarily unexpended funds shall only be invested in accordance with principles of sound treasury management, in the order of safety, liquidity and yield; and

WHEREAS, Investment Policies of the District, revised May 28, 2019, state that any such investment shall be in accordance with the provisions of California Government Code Sections §53600 et seq., the Health and Safety Code §32000 et seq.; and

WHEREAS, California Government Code §53684 allows the District, with the consent of the County Treasurer-Tax Collector, to deposit excess funds in the County Treasury for the purpose of investment by the County Treasurer-Tax Collector, pursuant to Section §53601 or §53635; and

WHEREAS, the District has determined that the deposit of temporarily unexpended funds into the Ventura County Treasury Pool in accordance with §53684 of the California Government code, is in the best interest of the Camarillo Health Care District.

NOW, THEREFORE, BE IT RESOLVED, by the Camarillo Health Care District as follows:

Section 1. The deposit and withdrawal of temporarily unexpended District funds in the Ventura County Treasury Pool is authorized, and will be made in accordance with §53684 of the California Government Code for the purpose stated herein.

Section 2. The following members of the Camarillo Health Care District Board of Directors, Chief Executive, or their successors, shall be authorized to order the deposit or withdrawal of temporarily unexpended funds in the Ventura County Treasury Pool:

Thomas Doria	President of the Board of Directors
Martin Daly	Vice President of the Board of Directors
Mark Hiepler	Clerk of the Board of Directors
Christopher Loh	Director
Neal Dixon	Director
Kara Ralston	Chief Executive Officer
Sonia Amezcua	Chief Administrative Officer

ADOPTED, SIGNED, AND APPROVED this 7th day of June 2022.

Thomas Doria, President
Board of Directors
Camarillo Health Care District

Attest: _____
Mark Hiepler, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Mark Hiepler, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 22-09 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 7th day of June 2022, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

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SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-D

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT RESOLUTION 22-11,
RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD
OF DIRECTORS FOR A 30-DAY PERIOD, FROM
JUNE 7, 2022 THROUGH JULY 6, 2022.**

JUNE 7, 2022



RESOLUTION NO. 22-11

RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS FOR A 30-DAY PERIOD

Resolution of the Board of Directors
Camarillo Health Care District
Ventura County, California

WHEREAS, the Camarillo Health Care District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Camarillo Health Care District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution 22-08 on April 26, 2022, finding that the requisite conditions exist for the legislative bodies of Camarillo Health Care District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, the Governor proclaimed a State of Emergency on March 4, 2020 due to COVID-19; and

WHEREAS, on June 11, 2021, the State Public Health Officer ordered all individuals to follow the state guidance on face coverings and its website recommends physical distancing; and

WHEREAS, on October 18, 2021, the Ventura County Health Officer issued an order extending the requirement for all individuals in the county to wear face coverings in all indoor public settings and its website recommends physical distancing; and

WHEREAS, as a consequence of the state of emergency and the state and local public health guidance, the Board of Directors does hereby find that the Camarillo Health Care District shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, members of the public will be able to participate remotely through the digital means listed on the meeting agenda.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. Remote Teleconference Meetings. The Chief Executive Officer is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

SECTION 3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days, from June 7, 2022 through July 6, 2022 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

SECTION 4: Certification. The Clerk of the Board shall certify to the passage and adoption of this Resolution and cause it to be maintained in the records of the District.

ADOPTED, SIGNED, AND APPROVED this 7th day of June 2022.

Thomas Doria, President
Board of Directors
Camarillo Health Care District

Attest: _____
Mark Hiepler, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Mark Hiepler, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution No. 22-11 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 7th day of June 2022 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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



SECTION 10

CLOSED SESSION

JUNE 7, 2022

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SECTION 11

RECONVENE FROM CLOSED SESSION

JUNE 7, 2022

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SECTION 12

ANNOUNCEMENT OF CLOSED SESSION

JUNE 7, 2022

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SECTION 13

ITEMS FOR BOARD ACTION

**REVIEW/DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FROM THE CEO PERFORMANCE EVALUATION AD
HOC COMMITTEE, THAT THE BOARD OF DIRECTORS ENTER INTO
EMPLOYMENT AGREEMENT NEGOTIATIONS WITH
THE CHIEF EXECUTIVE OFFICER.**

JUNE 7, 2022

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SECTION 14

CHIEF EXECUTIVE OFFICER REPORT

JUNE 7, 2022

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SECTION 15

BOARD PRESIDENT REPORT

JUNE 7, 2022

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SECTION 16

BOARD MEMBERS COMMENTS AND/OR REPORTS

JUNE 7, 2022

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SECTION 17

FUTURE MEETING AND EVENTS

Board of Directors Meetings	
• Executive Committee: Doria/Daly	June 21, 2022, 12:00 p.m.- May be cancelled if Budget approved on the First Reading
• Full Board:	June 28, 2022, 12:00 p.m. – Budget Presentation Second Reading – If needed – May be cancelled if Budget approved on the First Reading
• Executive Committee: Doria/Daly	July 19, 2022, 12:00 p.m.
• Finance Committee: Hiepler/Loh	July 26, 2022, 10:30 a.m.
• Full Board:	July 26, 2022, 12:00 p.m.
• Full Board:	August 2022 - Dark
• Executive Committee: Doria/Daly	September 20, 2022, 12:00 p.m.
• Full Board:	September 27, 2022, 12:00 p.m.

JUNE 7, 2022