



**REGULAR BOARD MEETING**  
**OCTOBER 26, 2023 - 11:30 AM**

**CAMARILLO HEALTH CARE DISTRICT**  
**3615 E LAS POSAS ROAD, SEQUOIA ROOMS**  
**CAMARILLO, CA 93010**





## **2023 Board Meeting Calendar**

January 26, 2023, 11:30 a.m.

February 23, 2023, 11:30 a.m.

March 23, 2023, 11:30 a.m.

April 27, 2023, 11:30 a.m.

May 25, 2023, 11:30 a.m.

June 8, 2023, 11:30 a.m. (Budget)

June 29, 2023, 11:30 a.m. (Optional)

July 27, 2023, 11:30 a.m.

August – Dark

September 28, 2023, 11:30 a.m.

October 26, 2023, 11:30 a.m.

November 16, 2023, 8:30 a.m. (Annual Board Leadership and Education)

December - Dark



**Camarillo Health Care District  
Procedures for Communication With  
The Board of Directors**

Meetings with the Board of Directors are conducted for the purpose of accomplishing District business. As a matter of District policy and state law, meetings shall ordinarily be held in public. Pursuant to state law, the Board of Directors may conduct closed meeting sessions to discuss certain matters which are confidential.

Community involvement in the District is an essential element of an effective health care district.

Communications with the Board of Directors as a unit may be either in writing or by personal appearance at a meeting of the Board.

**Written Communication** – In order that the subject of the communication may be placed on the agenda, it must be requested in correspondence to the Board. Written communication addressed to the Board of Directors should reach the Administration office of the District no later than ten (10) business days prior to the date of the meeting at which the matter concerned is to be discussed.

**Oral Presentations by Members of the Public to the Board of Directors and Requests by the Public to Place a Matter Directly Related to District Business on a Board Agenda** – When an individual or group expects to communicate with the Board of Directors by means of personal appearance at a meeting of the Board or requests that a matter relating to District business be added to the Board’s agenda, the District’s Chief Executive Officer must be notified no later than ten (10) days before the Board meeting at which the matter concerned is to be discussed by the Board and those submitting the request.

Individuals wishing to comment on an agenda item when an item appears on the agenda for discussion or at the designated time for Public Comments, during the Board meeting, shall complete a Speakers Card and submit it to the Clerk of the Board.

It is desirable that when a statement presented to the Board is extensive or is formally requesting consideration of specific items the statement should be written and a copy filed with the Board of Directors.

Public comments at Board Meetings – The Board may receive comments or testimony at regularly scheduled meetings on matters **not on the agenda** which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which such testimony is taken.

**In addressing the Board, the following rules of courtesy will be observed:**

- **All remarks will be addressed to the President of the Board.**
- **Individuals will speak on a specific item of concern.**
- **Three (3) minutes will be allowed individuals, or in the case of a group of people speaking on a specific item, ten (10) minutes will be permitted for the presentation.**
- **Members of the Board of Directors reserve the right to waive time limitations.**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared, and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

The Board may discuss and take action on any agenda item properly submitted by a member of the public and published in an agenda. The Board President reserves the right to limit discussion and/or defer further deliberations on an agenda topic to a subsequent meeting if additional information is needed to render a decision or appropriate action. Matters involving legal procedure will be referred to Administration for study or further referral.



**AGENDA**

**Regular Meeting of the Board of Directors**

**October 26, 2023 – 11:30 a.m.**

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

**Board of Directors**

Thomas Doria, MD, President  
Neal Dixon, MD, Vice President  
Paula Feinberg, Clerk of the Board  
Christopher Loh, MD, Director  
Louanne Kroell, PT, Director

**Staff**

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

**Participants**

Aleks Giragosian, Esq., *Colantuono Highsmith  
Whatley, PC*

**Participants**

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

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE – Director Doria**

**4. AMENDMENT(S) TO THE POSTED AGENDA: *Motion to approve* Agenda as amended.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**5. PUBLIC COMMENT – Ca. GC Section 54954.3**

The Board reserves this time to hear from the public. Speakers are requested to 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.

**6. PRESENTATIONS/ACKNOWLEDGEMENTS**

- *Certificate of Recognition honoring CEO Kara Ralston for 25 years of distinguished service with the Camarillo Health Care District. Ms. Ralston is the longest-serving employee in the district's history.*

**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; Regular Board Meeting of September 28, 2023. **(Section 7-A)**
- B. Approval of the Minutes; Executive Committee Meeting of October 16, 2023. **(Section 7-B)**
- C. Approval of District Financial Reports; Period ending September 30, 2023. **(Section 7-C)**

**Motion to approve** Consent Agenda as presented.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

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

**AGENDA ITEMS-ACTION**

9. **A. Review/ Discussion /Action** - Consideration, discussion, and recommendation for approval of the Disclosure of Reimbursement Report for fiscal year 2022/2023, District Policy 1120. **(Section 9-A)**

**Motion to approve** Disclosure of Reimbursement Report for fiscal year 2022/2023, District Policy 1120.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

- B. Review/ Discussion /Action** - Consideration, discussion, and recommendation for approval of District Resolution 23-11, Amending District Bylaws, Article III, Section 3, Compensation; and Article VI, Section 2, Standing Committees of the Board. **(Section 9-B)**

**Motion to approve** District Resolution 23-11, Amending District Bylaws, Article III, Section 3, Compensation; and Article VI, Section 2, Standing Committees of the Board.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**C. Review/ Discussion /Action** - Consideration, discussion, and recommendation for approval of District Resolution 23-10, Recognizing November 2023 as National Family Caregivers Month. **(Section 9-C)**

**Motion to approve** District Resolution 23-10, Recognizing November 2023 as National Family Caregivers Month.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**AGENDA ITEMS-DISCUSSION**

**10. EMERGING OPPORTUNITIES** *GC 54954.2,(a)(1)*

- Discussion and consideration of emerging initiatives based on community need
- Discussion of City of Camarillo collaborative regarding Healthy Camarillo (Doria, Dixon)

**11. REPORTS**

- Board President Comments
- Board Member Comments
- Board Committee Report(s)
  - Finance/Investment Committee (Loh, Feinberg)
  - Health Insurance Premiums Ad Hoc Committee (Dixon, Kroell)
  - Program & Emerging Opportunities Committee (Doria, Feinberg)
- Chief Executive Officer Report

**12. FUTURE MEETING AND EVENTS**

**Board of Directors Meetings**

<b>Executive Committee: Doria/Dixon</b>	November 6, 2023 – 12:30 p.m.
<b>Regular Full Board: Annual Board Leadership and Education</b>	November 16, 2023 – 8:30 a.m.
<b>Regular Full Board</b>	December 2023 – Dark/NO MEETING
<b>Executive Committee: TBD</b>	January 16, 2024 – 12:30 p.m.
<b>Finance Committee: TBD</b>	January 25, 2024 – 10:00 a.m.
<b>Regular Full Board</b>	January 25, 2024 – 11:30 a.m.

**13. 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 a 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, Brandie Thomas, 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 on [www.camhealth.com](http://www.camhealth.com) and the Camarillo Health Care District Administration Office, on or before, October 23, 2023, at 11:30 a.m.





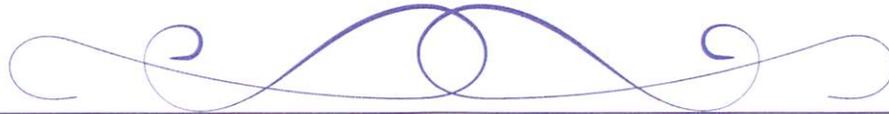
**SECTION 6**

**PRESENTATIONS/ACKNOWLEDGEMENTS**

**OCTOBER 26, 2023**



# District



## CERTIFICATE OF RECOGNITION

PRESENTED TO

*Kara Ralston*

in grateful recognition of your 25 years of distinguished service to the Camarillo Health Care District and ongoing commitment to excellence.

\_\_\_\_\_  
Thomas Doria, MD, President

\_\_\_\_\_  
Neal Dixon, MD, Vice President

\_\_\_\_\_  
Paula Feinberg, Clerk of the Board

\_\_\_\_\_  
Christopher Loh, MD, Director

\_\_\_\_\_  
Louanne Kroell, PT, Director





**SECTION 7**

**CONSENT AGENDA 7-A**

**APPROVAL OF THE MINUTES  
REGULAR BOARD MEETING OF SEPTEMBER 28, 2023**

**OCTOBER 26, 2023**





## MINUTES

September 28, 2023

### Regular Meeting of the Board of Directors

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

#### Board of Directors - Present

Thomas Doria, MD, President  
Neal Dixon, MD, Vice President  
Paula Feinberg, Clerk of the Board  
Louanne Kroell, PT, Director

#### Staff - Present

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

#### Participants

Aleks Giragosian, Esq., *Colantuono Highsmith  
Whatley, PC*

#### Participants

Rick Wood, *CSDA Financial Services*  
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 Thursday, September 28, 2023, at 11:30 a.m., by Thomas Doria, President.
2. **Pledge of Allegiance** – Director Kroell
3. **Amendments to the Agenda** - None
4. **Public Comment** – None

*Director Dixon arrived at the meeting at 11:32 a.m.*

5. **Consent Agenda**

It was **MOVED** by Director Feinberg, **SECONDED** by Director Dixon, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

**ROLL CALL VOTE:** **Ayes:** Doria, Dixon, Feinberg, Kroell **Nays:** **Absent:** Loh

6. **Action Items**

**8-A. Review/ Discussion /Action:** Consideration, discussion, and recommendation for approval of District Financial Reports for period ending August 31, 2023.

It was **MOVED** by Director Doria, **SECONDED** by Director Feinberg, and **MOTION PASSED** that the Board of Directors approve District Financial Reports for period ending August 31, 2023.

**ROLL CALL VOTE:** **Ayes:** Doria, Dixon, Feinberg, Kroell **Nays:** **Absent:** Loh

**8-B. Review/Discussion/Action:** Consideration, discussion, and recommendation for approval of District Resolution 23-08, Adopting the 2024 Regular Board Meeting Calendar.

It was **MOVED** by Director Doria, **SECONDED** by Director Dixon, and **MOTION PASSED** that the Board of Directors approve District Resolution 23-08, Adopting the 2024 Regular Board Meeting Calendar.

**ROLL CALL VOTE:** **Ayes:** Doria, Dixon, Feinberg, Kroell **Nays:** **Absent:** Loh

**8-C. Review/Discussion/Action:** Consideration, discussion, and recommendation for approval of District Resolution 23-09, Amending District Bylaws, Article VI, Section 2, Committees, Standing Committees of the Board.

It was **MOVED** by Director Dixon, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District Resolution 23-09, Amending District Bylaws, Article VI, Section 2, Committees, Standing Committees of the Board.

**ROLL CALL VOTE:** **Ayes:** Doria, Dixon, Feinberg, Kroell **Nays:** **Absent:** Loh

**7. Emerging Opportunities GC 54954.2, (a)(1)**

- Board and staff discussed process and development of form for submitting ideas from the board and public to review suggested topics, engage public, and invite feedback on areas of potential community need.

*Director Feinberg left the meeting at 1:15 p.m.*

**8. Reports**

- Board President Comments – None
- Board Member Comments – None
- Health Insurance Premium Ad Hoc Committee – Director Dixon reported that the committee met and will be able to make a recommendation on updating the health premium contribution after the required actuary report on October 9, 2023.
- Program & Opportunity Committee – Previously discussed form for submitting ideas during Emerging Opportunities section. Nothing additional to report at this time.
- CEO Report
  - The district has been involved in conversation with a task force contemplating a city-wide initiative toward health and will continue those conversations with the city and other community members on Oct 12. Director Dixon is confirmed to attend with CEO Ralston.
  - The district is very honored to have received the CSDA Innovative Program of the Year-Small District award for the Adventures in VR program to combat isolation, depression and loneliness through new and shared experiences. This is the third innovation award the district has received in the last eight years. The conference was the largest in its history with 950 attendees. This program's success and innovation led to further funding from the City of Camarillo CDBG program to mobilize into skilled nursing facilities and other residential care facilities.
  - CEO Ralston was the featured speaker at the recent ACHD annual conference's General Session. Having heard of the CSDA award, the ACHD wanted us to share the program with the health care district members in attendance. There were 120 attendees.

- In ongoing efforts to serve all of our demographics, the District was welcomed to the Camarillo Boys and Girls Club to demonstrate the VR program. The program was well received by the children; got multiple “thumbs up”; and even got a “cool” mention.
- Adult Day Program has reached its monthly budget target for the first time since the COVID-19 pandemic.
- Assemblymember Jacqui Irwin toured the District and experienced the SMARTfit and VR programs. Her COVID Community Relief funding appropriation was the foundation for these programs. She and her staff member thoroughly enjoyed their experience.
- The District’s community presence has expanded exponentially in the past year, due to the skilled efforts of Michelle Rogers, the Community Education & Outreach Manager. August reflected 36,000 views to our website and 35,000 visits on NextDoor; the e-newsletter open rate remains in the high 40% (average open rate is 15-25%); our YouTube channel video showing a virtual tour of the Adult Day Center has 1,400 views.

9. Having no further business this meeting was adjourned at 1:24 p.m.

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Thomas Doria, MD  
President





**SECTION 7**

**CONSENT AGENDA 7-B**

**APPROVAL OF THE MINUTES  
EXECUTIVE COMMITTEE MEETING OF  
OCTOBER 16, 2023**

**OCTOBER 26, 2023**





## MINUTES

October 16, 2023

### Executive Committee Meeting

Camarillo Health Care District  
3615 E Las Posas Road, Camarillo, CA 93010  
Oak Room

#### **Board of Directors - Present**

Neal Dixon, MD, Vice President

#### **Staff - Present**

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

- 
1. **Call to Order** – The Executive Committee Meeting was called to order by Vice President Neal Dixon, at 12:30 p.m.
  2. **Roll Call** – Dixon
  3. **Public Comment** - None
  4. Reviewed the proposed Agenda for the Regular Board Meeting of October 26, 2023.
  5. **Board President Report**
  6. Next Executive Committee Meeting will be held on November 6, 2023, at 12:30 p.m.
  7. Meeting adjourned at 1:27 p.m.

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Neal Dixon, MD  
Vice President





**SECTION 7**

**CONSENT AGENDA 7-C**

**APPROVAL OF DISTRICT FINANCIAL REPORTS  
FOR PERIOD ENDING SEPTEMBER 30, 2023**

**OCTOBER 26, 2023**



# Camarillo Health Care District

## Check Register (Checks and EFTs of All Types)

12:19 PM  
10-Oct-23

Sorted by Alphabetical  
September 2023 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #1 [Five Star - General]						
80465	9/20/2023	ACCESS	Access TLC Caregivers DBA	1,536.00	V - VCAAA grant	MO
80450	9/13/2023	ACQUA	Acqua Clear, Inc	790.54	V - water vendor	MO
80454	9/13/2023	CRUZ	Adrienne Cruz	289.00	V- ADC refund	
80475	9/27/2023	AFLAC	Aflac	1,071.74	V - benefits/ins	MO
80451	9/13/2023	ALEXOS MAINT	Alexos Maintenance, LLC	1,110.00	V - maintenance	
80468	9/20/2023	COLBERT	April Colbert	91.40	EE - SNP mileage	
80466	9/20/2023	ASSISTED	Assisted Healthcare Services	512.00	V - VCAAA grant	
80452	9/13/2023	BAY ALARM	Bay Alarm Company	411.15	V - security vendor	MO
80467	9/20/2023	BARKER	Blair Barker	466.01	EE - reimb conference exp	
80458	9/13/2023	KNOX	Carrie Knox	175.00	V - graphic design	
80476	9/27/2023	CENTRAL	Central Plaza Auto Service	378.00	V - fleet maintenance	
80459	9/13/2023	LOH	Christopher Loh, MD	40.38	BOD - reimb conference exp	
80453	9/13/2023	CMH	CMH Centers for Family Health	110.00	V-new hire physical	
80477	9/27/2023	COLANTUONO	Colantuono, Highsmith, Whatley, PC	2,033.50	V - Legal	Ongoing
80437	9/6/2023	CONEJOVALLEY	Conejo Valley Senior Concern, INC	5,869.95	V - OARR Grant	
80438	9/6/2023	DOS CAMINOS	Dos Caminos Plaza	5,962.00	V - COA Dues	MO
80439	9/6/2023	FRONTIER	Frontier Communications	235.98	V - cable service	MO
80469	9/20/2023	HABITAT	Habitat for Humanity of Ventura County	246.51	V - VCAAA grant	
80440	9/6/2023	HARTFORD	Hartford Life	1,283.93	V - benefits/ins	MO
80456	9/13/2023	HAYMAN	Hayman Consulting dba	4,161.00	V-financial vendor	MO
80470	9/20/2023	HAYMAN	Hayman Consulting dba	515.57	V - reimb conference exp	
80457	9/13/2023	ITS	Integrated Telemanagement Services, Inc	1,193.05	V - telephone vendor	MO
80441	9/6/2023	JTS	JTS Facility Services	2,310.00	V - janitorial vendor	MO
80462	9/13/2023	RALSTON	Kara Ralston	93.20	EE - reimb conference exp	
80442	9/6/2023	KEARNS	Kearns Electric Company	1,190.00	V - Bldg E & F Fan repair	
80478	9/27/2023	GUTIERREZ	Mariana Gutierrez	190.68	EE -reimb conference exp	
80443	9/6/2023	MERIPLEX/CPI	Meriplex Solutions	4,906.60	V - IT vendor	MO
80479	9/27/2023	MERIPLEX/CPI	Meriplex Solutions	1,937.25	V - 2 Optiplex Micro computers	

80482	9/27/2023	ROGERS, M	Michelle Rogers	176.09	EE reimb		
80481	9/27/2023	ROGERS	Mikal P Rogers	1,208.90	V - Yoga Instructor/vendor		Annual
80460	9/13/2023	MITCHELL FIR	Mitchell Fire Protection dba	225.00	V - Fire extinguisher vendor		MO
80480	9/27/2023	NICKS WINDOW	Nicolas L. Benitz	300.00	V - window washing vendor		MO
80471	9/20/2023	PETTY	Petty Cash - Administrat	202.17	V		
80461	9/13/2023	PITNEYBOWES	Pitney Bowes	200.36	V - service on meter		MO
80444	9/6/2023	SAFEWAY	Safeway Inc	182.31	V - ADC nutrition		MO
80472	9/20/2023	SAFEWAY	Safeway Inc	243.30	V - ADC nutrition		MO
80455	9/13/2023	DAY	Sommer Day	25.00	V - VR refund		
80483	9/27/2023	SO CA EDISON	Southern California Edison	4,753.80	V		MO
80463	9/13/2023	SO CA GAS	Southern California Gas	443.18	V		MO
80445	9/6/2023	STAPLES	Staples Business Advantage	691.07	V - office supplies		MO
80473	9/20/2023	TROPICAL	Tropical Car Wash	520.00	V - fleet maintenance		MO
80464	9/13/2023	UMPQUA	Umpqua Bank	7,204.59	V - credit card		MO
80484	9/27/2023	US POST METR	United States Postal Svc	500.00	V - refill postage meter		
80474	9/20/2023	VALIC	VALIC	1,413.05	V - benefits/ins		MO
80446	9/6/2023	VC LEGAL	Ventura County Legal Aid, INC	14,214.51	V - OARR Grant		
80447	9/6/2023	VOYAGER	Voyager Fleet Systems Inc	1,686.27	V - fleet gas		MO
80448	9/6/2023	WEST VENTURA	West Ventura County Business Alliance	575.00	V - annual membership		Annual
80449	9/6/2023	XEROX	Xerox Financial Services	1,948.74	V - copier lease		MO

Report Total -----  
75,823.78  
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Legend of Payment Type	
BOD =	Board of Director
EE =	Employee
V =	Vendor

# Camarillo Health Care District

## Check Register (Checks and EFTs of All Types)

12:19 PM  
10-Oct-23

Sorted by Check Number  
September 2023 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Amount	Type	Timing
Cash Account #1 [Five Star - General]						
80437	9/6/2023	CONEJO VALLEY	Conejo Valley Senior Concern, INC	5,869.95	V - OARR Grant	MO
80438	9/6/2023	DOS CAMINOS	Dos Caminos Plaza	5,962.00	V - COA Dues	MO
80439	9/6/2023	FRONTIER	Frontier Communications	235.98	V - cable service	MO
80440	9/6/2023	HARTFORD	Hartford Life	1,283.93	V - benefits/ins	MO
80441	9/6/2023	JTS	JTS Facility Services	2,310.00	V - janitorial vendor	MO
80442	9/6/2023	KEARNS	Kearns Electric Company	1,190.00	V - Bldg E & F Fan repair	MO
80443	9/6/2023	MERIPLEX/CPI	Meriplex Solutions	4,906.60	V - IT vendor	MO
80444	9/6/2023	SAFEWAY	Safeway Inc	182.31	V - ADC nutrition	MO
80445	9/6/2023	STAPLES	Staples Business Advantage	691.07	V - office supplies	MO
80446	9/6/2023	VC LEGAL	Ventura County Legal Aid, INC	14,214.51	V - OARR Grant	MO
80447	9/6/2023	VOYAGER	Voyager Fleet Systems Inc	1,686.27	V - fleet gas	MO
80448	9/6/2023	WEST VENTURA	West Ventura County Business Alliance	575.00	V - annual membership	Annual
80449	9/6/2023	XEROX	Xerox Financial Services	1,948.74	V - copier lease	MO
80450	9/13/2023	ACQUA	Acqua Clear, Inc	790.54	V - water vendor	MO
80451	9/13/2023	ALEXOS MAINT	Alexos Maintenance, LLC	1,110.00	V - maintenance	MO
80452	9/13/2023	BAY ALARM	Bay Alarm Company	411.15	V - security vendor	MO
80453	9/13/2023	CMH	CMH Centers for Family Health	110.00	V-new hire physical	MO
80454	9/13/2023	CRUZ	Adrienne Cruz	289.00	V- ADC refund	MO
80455	9/13/2023	DAY	Sommer Day	25.00	V - VR refund	MO
80456	9/13/2023	HAYMAN	Hayman Consulting dba	4,161.00	V-financial vendor	MO
80457	9/13/2023	ITS	Integrated Telemanagement Services, Inc	1,193.05	V - telephone vendor	MO
80458	9/13/2023	KNOX	Carrie Knox	175.00	V - graphic design	MO
80459	9/13/2023	LOH	Christopher Loh, MD	40.38	BOD - reimb conference exp	MO
80460	9/13/2023	MITCHELL FIR	Mitchell Fire Protection dba	225.00	V - Fire extinguisher vendor	Annual
80461	9/13/2023	PITNEYBOWES	Pitney Bowes	200.36	V - service on meter	MO
80462	9/13/2023	RALSTON	Kara Ralston	93.20	EE - reimb conference exp	MO
80463	9/13/2023	SO CA GAS	Southern California Gas	443.18	V	MO
80464	9/13/2023	UMPQUA	Umpqua Bank	7,204.59	V - credit card	MO
80465	9/20/2023	ACCESS	Access TLC Caregivers DBA	1,536.00	V - VCAAA grant	MO

Account Number	Date	Assisted Healthcare Services	Payment Type	Amount	Notes
80466	9/20/2023	Assisted Healthcare Services	V - VCAAA grant	512.00	
80467	9/20/2023	Blair Barker	EE - reimb conference exp	466.01	
80468	9/20/2023	April Colbert	EE - SNP mileage	91.40	
80469	9/20/2023	Habitat for Humanity of Ventura County	V - VCAAA grant	246.51	
80470	9/20/2023	Hayman Consulting dba	V - reimb conference exp	515.57	MO
80471	9/20/2023	Petty Cash - Administrat	V	202.17	MO
80472	9/20/2023	Safeway Inc	V - ADC nutrition	243.30	MO
80473	9/20/2023	Tropical Car Wash	V - fleet maintenance	520.00	MO
80474	9/20/2023	VALIC	V - benefits/ins	1,413.05	MO
80475	9/27/2023	Aflac	V - benefits/ins	1,071.74	MO
80476	9/27/2023	Central Plaza Auto Service	V - fleet maintenance	378.00	
80477	9/27/2023	Colantuono, Highsmith, Whatley, PC	V - Legal	2,033.50	Ongoing
80478	9/27/2023	Mariana Gutierrez	EE -reimb conference exp	190.68	
80479	9/27/2023	Meriplex Solutions	V - 2 Optiplex Micro computers	1,937.25	
80480	9/27/2023	NICKS WINDOW	V - window washing vendor	300.00	MO
80481	9/27/2023	ROGERS	V - Yoga Instructor/vendor	1,208.90	
80482	9/27/2023	ROGERS, M	EE reimb	176.09	
80483	9/27/2023	SO CA EDISON	V	4,753.80	MO
80484	9/27/2023	US POST METR	V - refill postage meter	500.00	

Report Total  
 -----  
 75,823.78  
 =====

Legend of Payment Type	
BOD =	Board of Director
EE =	Employee
V =	Vendor

## Check Register Monthly Comparison

### FY 2023/24

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
\$118,020	\$111,879	\$75,824	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>YTD Total</b>												<b>\$305,722</b>
<i>Mo. Avg (varies through year as amts added)</i>												<b>\$101,907</b>
w/out transfer												<b>\$0</b>

Notes FY 23/24:

- Aug '23 OARR Grant \$48k
- Sept '23 OARR Grant \$20k

### FY 2022/23

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
\$169,824	\$59,053	\$123,545	\$3,146,143	\$96,299	\$71,201	\$2,222,982	\$79,747	\$69,296	\$104,044	\$81,193	\$306,713	
<b>YTD Total</b>												<b>\$6,530,040</b>
<i>Mo. Avg (varies through year as amts added)</i>												<b>\$117,474</b>
w/out transfer												<b>\$0</b>

Notes FY 22/23:

- Sept '22 Purchased new Ford Escape vehicle \$46,572.46
- Oct '22 Purchased new Ford Escape vehicle \$42,541.59
- Oct '22 Transfer cash to open California Class account \$3,000,000 from LAIF
- Oct '22 Transfer cash to open 3 Five Star accounts \$4,500.00
- Oct '22 Purchase new computer equipment \$9,525.85
- Oct '22 Purchase new AC Units \$13,448.00
- Nov-22 Purchase new AC units Bldg E & G \$22,541
- Nov-22 Purchase new Refrigerator for Sr. Meals \$9,813
- Jan '23 Transfer cash to into Five Star Accounts \$2,150,000
- Feb-23 Payment to auditor \$15,000
- Apr-23 Purchase new SmartFit machine \$13,590
- May-23 Plumbing repairs - Bldg E, F \$7,85.00
- May-23 New computer equipment \$13,582.54 (1 Noteook & 12 Optiplex 3000's)
- Jun-23 Insurance policy renewals \$143,975
- Jun-23 Redistricting Fees \$21,000
- Jun-23 Trench repair Admin bldg \$19,700

**NOTE: this is a comparison of checks only; does not include expenses such as OPEB accrual, salary/benefit expenses, UAL expense, depreciation; July and Aug of each year may or may not include month prior June expenses.**

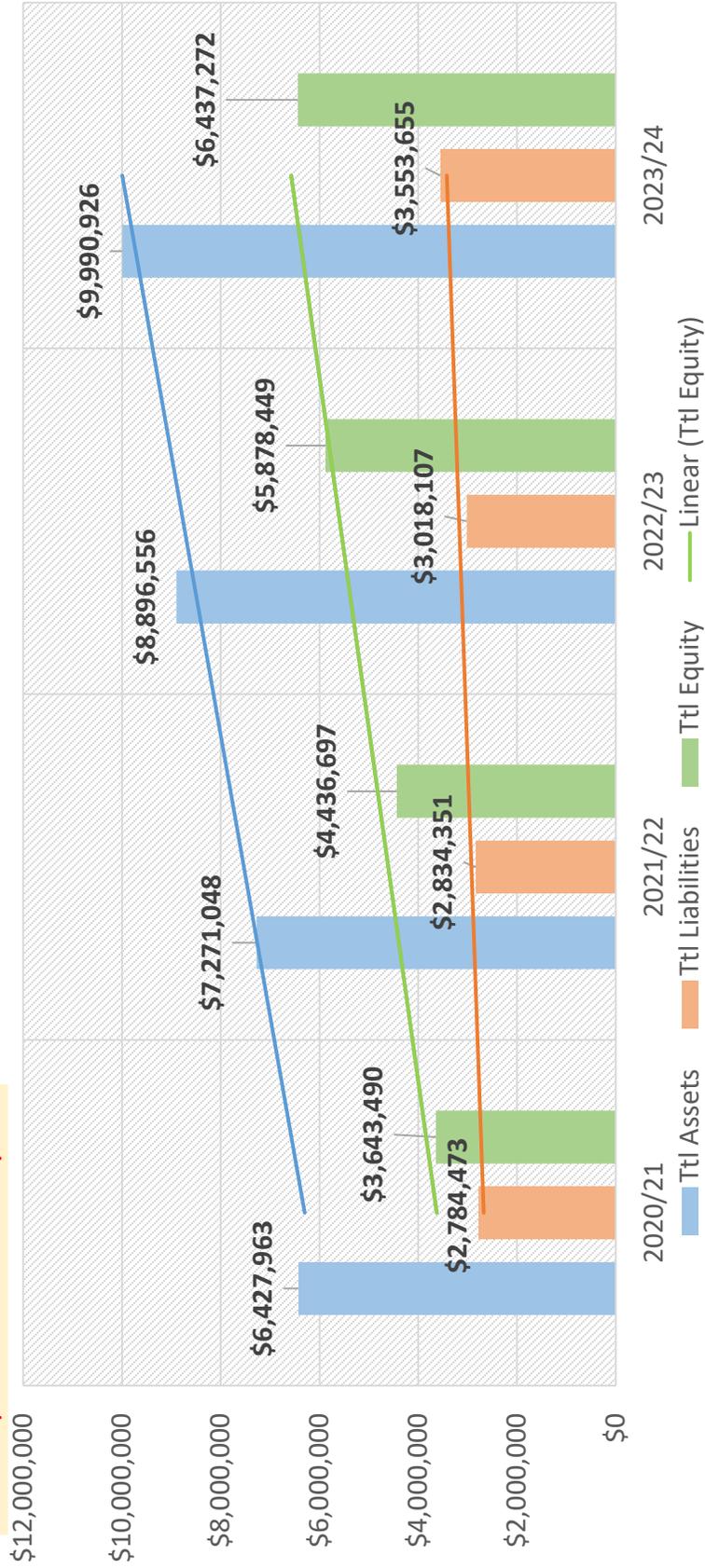
# Camarillo Health Care District

## Statement of Net Assets

	<u>September 2023</u>	<u>September 2022</u>	<u>\$</u> <u>Variance</u>	<u>%</u> <u>Variance</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>CASH ACCOUNTS</b>				
Bank of the West General	0.00	1,184,802.13	(1,184,802.13)	-100.0%
Cash in General- Five Star	422,978.86	0.00	422,978.86	100.0%
Cash in Money Market-Five Star	885,255.84	0.00	885,255.84	100.0%
Petty Cash-Administration	1,000.00	1,000.00	0.00	0.0%
Cash Drawer-Community Educ	50.00	50.00	0.00	0.0%
Cash Drawers- Senior Nutrition	85.00	85.00	0.00	0.0%
California Class	3,644,649.26	0.00	3,644,649.26	100.0%
Cash-Local Agency Investment	318,934.34	4,000,767.80	(3,681,833.46)	-92.0%
Cash - County Treasury Invstmn	6,180.19	5,693.52	486.67	8.5%
Mechanics, Rabo Savings	643,150.60	630,986.31	12,164.29	1.9%
Cash-Restricted-Scholarship	7,203.75	7,443.75	(240.00)	-3.2%
<b>TOTAL CASH ACCOUNTS</b>	<b>5,929,487.84</b>	<b>5,830,828.51</b>	<b>98,659.33</b>	<b>1.7%</b>
Accounts Receivable	2,912.00	9,095.00	(6,183.00)	-68.0%
Accrued Interest Receivable	152.97	0.00	152.97	100.0%
City of Cam CDBG CV3 Rec	12,500.01	12,500.01	0.00	0.0%
City of Cam Care-A-Van	28,500.00	7,125.00	21,375.00	300.0%
City of Cam CDBG VR	1,500.00	0.00	1,500.00	100.0%
Grant-VCAAA -Sr Nutrition Recl (3C)	51,797.78	24,590.75	27,207.03	110.6%
Grant-VCAAA Caregiver Rec (3E)	26,182.29	7,177.52	19,004.77	264.8%
Grant-VCAAA SS Line Rec (3B)	16,379.14	5,724.58	10,654.56	186.1%
Grant - VCAAA OARR Legal	65,288.01	0.00	65,288.01	100.0%
Grant - CDA Cal Grows	25,301.26	0.00	25,301.26	100.0%
Contract-PICF-Falls	10,019.88	4,128.40	5,891.48	142.7%
Due Fr County-Property Tax	1,004,059.80	777,632.53	226,427.27	29.1%
<b>TOTAL Current Assets</b>	<b>7,174,080.98</b>	<b>6,678,802.30</b>	<b>495,278.68</b>	<b>7.4%</b>
<b>Fixed Assets</b>				
Buildings & Improvements	3,188,100.36	3,153,671.36	34,429.00	1.1%
IS Equip	109,925.62	109,925.62	0.00	0.0%
Equipment & Furnishings	266,189.76	257,831.73	8,358.03	3.2%
Transportation Vehicles	265,629.00	260,786.83	4,842.17	1.9%
Accum Depreciation-Buildings	(2,236,980.19)	(2,133,275.77)	(103,704.42)	-4.9%
Accum Depreciation-IS Equip	(102,537.75)	(97,627.53)	(4,910.22)	-5.0%
Accum Depreciation-Equip&Furn	(206,088.67)	(198,948.88)	(7,139.79)	-3.6%
Accum Depreciation-Vehicles	(212,060.04)	(211,472.52)	(587.52)	-0.3%
<b>TOTAL Fixed Assets</b>	<b>1,072,178.09</b>	<b>1,140,890.84</b>	<b>(68,712.75)</b>	<b>-6.0%</b>
<b>Other Assets</b>				
Prepaid Insurance	94,726.27	62,245.06	32,481.21	52.2%
Prepaid Workers Comp	(15,619.29)	(8,114.52)	(7,504.77)	-92.5%
Prepaid Other	822.30	0.00	822.30	100.0%
Prepaid Postage	553.09	537.82	15.27	2.8%

	<b>September 2023</b>	<b>September 2022</b>	<b>\$ Variance</b>	<b>% Variance</b>
Pre Paid Rental/Lease	1,451.00	1,287.00	164.00	12.7%
Deferred Outflows of Resources GASB 68	1,079,324.00	437,497.00	641,827.00	146.7%
Overfunded GASB 75	423,617.00	423,617.00	0.00	0.0%
Deferred Outflows of Resources GASB 75	159,793.00	159,793.00	0.00	0.0%
<b>TOTAL Other Assets</b>	<b>1,744,667.37</b>	<b>1,076,862.36</b>	<b>667,805.01</b>	<b>62.0%</b>
<b>TOTAL ASSETS</b>	<b>9,990,926.44</b>	<b>8,896,555.50</b>	<b>1,094,370.94</b>	<b>12.3%</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	32,870.16	47,927.84	(15,057.68)	-31.4%
Medical Premium Payable-Emp	(102.32)	0.00	(102.32)	100.0%
Accrued Vacation	105,681.30	101,469.12	4,212.18	4.2%
Scholarships-Volunteer Expense	1,595.97	1,595.97	0.00	0.0%
Scholarships-Senior Services	5,607.78	5,847.78	(240.00)	-4.1%
Deferred Revenue	1,637.99	23,782.91	(22,144.92)	-93.1%
<b>TOTAL Current Liabilities</b>	<b>147,290.88</b>	<b>180,623.62</b>	<b>(33,332.74)</b>	<b>-18.5%</b>
<b>Long-Term Liabilities</b>				
Net Pension Liability GASB 68	2,171,170.00	884,490.00	1,286,680.00	145.5%
Deferred Inflows of Resources GASB 68	161,022.00	878,821.00	(717,799.00)	-81.7%
Deferred Inflows of Resources GASB 75	1,074,172.00	1,074,172.00	0.00	0.0%
<b>TOTAL Long-Term Liabilities</b>	<b>3,406,364.00</b>	<b>2,837,483.00</b>	<b>568,881.00</b>	<b>20.0%</b>
<b>TOTAL LIABILITIES</b>	<b>3,553,654.88</b>	<b>3,018,106.62</b>	<b>535,548.26</b>	<b>17.7%</b>
<b>EQUITY</b>				
Designated Reserves	2,999,201.22	2,999,201.22	0.00	0.0%
Retained Earnings	2,940,692.10	2,843,685.40	97,006.70	3.4%
Year-to-Date Earnings	497,378.24	35,562.26	461,815.98	1298.6%
<b>TOTAL EQUITY</b>	<b>6,437,271.56</b>	<b>5,878,448.88</b>	<b>558,822.68</b>	<b>9.5%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,990,926.44</b>	<b>8,896,555.50</b>	<b>1,094,370.94</b>	<b>12.3%</b>

**a.o. September 2023...all years**



**Camarillo Health Care District  
Investment & Reserves Report  
30-Sep-23**

2023 - 2024	Quick Ratio	Current Ratio
Interest Earned	40.26	48.71

LAIF & CLASS	9/30/2023	Interest Earned	2023 - 2024
Vehicle Fleet Reserve	79,070	982	
Technology Reserve	159,144	1,975	
Project/Special Use Reserve	158,176	1,963	
Capital Improvement Reserve	527,251	6,545	
General Operating Reserve	1,068,488	13,263	
Undesignated - General Operating	1,971,455	24,472	
<b>Total LAIF &amp; CLASS</b>	<b>3,963,584</b>	<b>49,200</b>	
<b>Five Star Bank</b>			
General Operating Fund - Five Star	422,979		
Payroll - Five Star	0		
Money Market Fund - Five Star	885,256	9,731	
<b>Total Five Star Bank</b>	<b>1,308,235</b>	<b>9,731.40</b>	
<b>Mechanics Bank</b>			
Checking	0	0.00	
Savings	643,151	64	
<b>Total Savings &amp; CD's</b>	<b>643,151</b>	<b>63.97</b>	
<b>Scholarships &amp; Petty Cash Funds</b>			
<b>Ventura County Treasurer Pool</b>	<b>6,180</b>	<b>0</b>	
<b>Total in interest earning accounts</b>	<b>5,929,488</b>	<b>58,996</b>	

	Minimum Target	6/30/2023 Balance	2023 Allocated	2023/2024 Interest	9/30/2023 Balance	Annual Funding Goal
<b>Reserve Funds</b>						
Vehicle Fleet Reserve	75,000	78,089	0	982	79,070	5,000
Technology Reserve	150,000	157,168	0	1,975	159,144	5,000
Project/Special Use Reserve	150,000	156,212	0	1,963	158,176	5,000
Capital Improvement Reserve	500,000	520,706	0	6,545	527,251	10,000
General Operating Reserve	1,941,834	1,055,225	0	13,263	1,068,488	100,000
<b>Reserves &amp; Contingencies</b>	<b>2,816,834</b>	<b>1,967,400</b>	<b>0</b>	<b>24,729</b>	<b>1,992,129</b>	<b>125,000</b>

Per California Government Code Section 53600 et. Seq., specifically section 53646 and section 53607, the attached investment report details all investment related activity in the current period. Camarillo Health Care District's (CHCD) investable funds are currently invested in California CLASS, LAIF, and the Ventura County Treasurer's Investment pool, and their individual investment transactions are not reportable under the Government code. That said, CHCD's investment policy has taken a prudent investment course, in compliance with the "Prudent Investor's Policy" designed to protect public funds.

# Camarillo Health Care District

## Statements of Activities

**Year-to-Date Variance, September 2023 - current month, Consolidated by department**

	<i>3 Months Ended</i> <i>September 30, 2023</i>	<i>3 Months Ended</i> <i>September 30, 2023</i> <i>Budget</i>	<i>Variance</i> <i>Fav/&lt;Unf&gt;</i>	<i>% Var</i>
<b>REVENUE</b>				
Tax Revenue-Admin	1,004,059.80	1,004,059.80	0.00	
Community Education	3,089.00	4,641.75	(1,552.75)	-33.5 %
Transportation Fees	1,900.00	4,524.99	(2,624.99)	-58.0 %
Transport Fees ADC	8,256.00	6,624.99	1,631.01	24.6 %
Sr Nutrition Home Delivered	7,876.76	8,032.50	(155.74)	-1.9 %
Contract-PICF-Falls	2,712.96	5,432.01	(2,719.05)	-50.1 %
ADC Fees	46,581.00	50,000.01	(3,419.01)	-6.8 %
Grant-VCAAA Caregiver Respite	5,653.19	9,999.99	(4,346.80)	-43.5 %
Grant - AAA OARR Legal	65,288.01	50,986.50	14,301.51	28.0 %
Grant - CDA Cal Grows	4,717.25	13,644.99	(8,927.74)	-65.4 %
Donations-Scholarship	50.00	624.99	(574.99)	-92.0 %
Sponsorship	0.00	200.00	(200.00)	-100.0 %
Healthy Attitude Advertising	0.00	1,000.00	(1,000.00)	-100.0 %
Interest Income	58,995.70	31,250.01	27,745.69	88.8 %
Facility Use Rental	1,792.00	3,320.01	(1,528.01)	-46.0 %
Facility Use-Lease	2,126.25	2,399.25	(273.00)	-11.4 %
Grant-VCAAA-Sr Nutrition	39,323.80	46,665.00	(7,341.20)	-15.7 %
Grant -City of Cam-CDBG CV3	12,500.01	12,500.01	0.00	
Grant- City of Cam CDBG VR	1,500.00	1,500.00	0.00	
Grant-VCAAA-SS Line	11,290.02	12,500.01	(1,209.99)	-9.7 %
Grant-SCAN Community	0.00	625.00	(625.00)	-100.0 %
<b>TOTAL REVENUE</b>	<b>1,277,711.75</b>	<b>1,270,531.81</b>	<b>7,179.94</b>	<b>0.6 %</b>
	1,277,711.75	1,270,531.81	7,179.94	0.6 %
	1,277,711.75	1,270,531.81	7,179.94	0.6 %
<b>EXPENSES</b>				
Salaries	271,767.36	451,617.47	179,850.11	39.8 %
Payroll Taxes	28,094.81	38,408.31	10,313.50	26.9 %
Benefits-PERS-Health	53,770.80	91,999.98	38,229.18	41.6 %
Benefits-PERS-Retirement	23,385.73	40,725.48	17,339.75	42.6 %
Benefits - Workers Comp	5,513.01	7,810.50	2,297.49	29.4 %
Benefits - Life/ADD	8,114.59	7,985.25	(129.34)	-1.6 %
Benefits-OPEB	19,085.93	16,654.26	(2,431.67)	-14.6 %

	<i>3 Months Ended</i> <i>September 30, 2023</i>	<i>3 Months Ended</i> <i>September 30, 2023</i>	<i>Variance</i>	<i>% Var</i>
		<i>Budget</i>	<i>Fav/&lt;Unf&gt;</i>	
PERS Retirement UAL	92,624.00	92,624.00	0.00	
Audit Fees	0.00	10,000.00	10,000.00	100.0 %
Partnershp Initiatives	0.00	500.01	500.01	100.0 %
Legal Fees	5,215.04	5,000.00	(215.04)	-4.3 %
Contractors-Operations	22,798.00	31,368.76	8,570.76	27.3 %
Contractors Facilities	8,652.30	11,358.21	2,705.91	23.8 %
Contractors - Grants (Legal)	10,800.00	37,099.26	26,299.26	70.9 %
Instructor Agreement Fees	1,208.90	1,044.75	(164.15)	-15.7 %
Community/Staff Outreach	1,003.66	3,539.25	2,535.59	71.6 %
Dues/Subscriptions	20,062.15	25,857.75	5,795.60	22.4 %
Continuing Education-Trustee	7,497.91	7,500.00	2.09	0.0 %
Continuing Education-Staff	14,112.45	14,672.49	560.04	3.8 %
Board Stipend/Costs	1,300.00	8,432.01	7,132.01	84.6 %
Emerging Community Opportunities	0.00	25,000.00	25,000.00	100.0 %
LAFCO Assessments	2,535.00	2,535.00	0.00	
Mileage	2,208.02	3,776.52	1,568.50	41.5 %
Program Matls/Activities	3,156.66	10,412.76	7,256.10	69.7 %
Gas & Oil	5,179.43	5,400.00	220.57	4.1 %
Fleet Maintenance	5,860.07	6,902.01	1,041.94	15.1 %
Minor Equipment	5,570.24	7,889.77	2,319.53	29.4 %
Supplies	3,720.14	3,673.50	(46.64)	-1.3 %
Postage	11,114.04	10,584.99	(529.05)	-5.0 %
Advertising & Promotion	2,294.74	9,759.99	7,465.25	76.5 %
Refunds	795.00	324.99	(470.01)	-144.6 %
Printing	25,302.45	25,993.03	690.58	2.7 %
Repairs & Maintenance	9,938.78	5,234.71	(4,704.07)	-89.9 %
Association Fees	11,924.00	17,886.51	5,962.51	33.3 %
Insurance	25,643.46	26,620.26	976.80	3.7 %
Storage Rent/Equip Lease	2,391.86	2,298.21	(93.65)	-4.1 %
Telephone	7,077.12	6,240.03	(837.09)	-13.4 %
IT Services	16,657.05	16,719.75	62.70	0.4 %
Utilities	15,550.10	10,500.00	(5,050.10)	-48.1 %
Licenses & Fees	308.10	1,414.98	1,106.88	78.2 %
Bank & Credit Card Charges	220.62	300.00	79.38	26.5 %
<b>TOTAL EXPENSES</b>	<b>752,453.52</b>	<b>1,103,664.75</b>	<b>351,211.23</b>	<b>31.8 %</b>
<b>OPERATING RESULTS</b>	<b>525,258.23</b>	<b>166,867.06</b>	<b>358,391.17</b>	<b>214.8 %</b>
<b>OTHER INCOME &amp; EXPENSE</b>				
Other Income -Administration	870.00	150.00	720.00	480.0 %
Depreciation Expense	(28,749.99)	(28,749.99)	0.00	
<b>TOTAL OTHER INCOME &amp; EXPENSE</b>	<b>(27,879.99)</b>	<b>(28,599.99)</b>	<b>720.00</b>	<b>2.5 %</b>
<b>AFTER OTHER INCOME &amp; EXPENSE</b>	<b>497,378.24</b>	<b>138,267.07</b>	<b>359,111.17</b>	<b>259.7 %</b>

	<i>3 Months Ended September 30, 2023</i>	<i>3 Months Ended September 30, 2023 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
NET RESULTS	497,378.24	138,267.07	359,111.17	259.7 %

# Camarillo Health Care District

## Statements of Activities

**Year-to-Date Only, September 2023 - current month, September 2022 - 12 months back, Consolidated by department**

	<i>3 Months Ended</i> <i>September 30, 2023</i>	<i>3 Months Ended</i> <i>September 30, 2022</i>	<i>Variance</i> <i>Fav/&lt;Unf&gt;</i>	<i>% Var</i>
<b>REVENUE</b>				
Tax Revenue-Admin	1,004,059.80	793,948.26	210,111.54	26.5 %
Community Education	3,089.00	612.00	2,477.00	404.7 %
Transportation Fees	1,900.00	4,225.00	(2,325.00)	-55.0 %
Transport Fees ADC	8,256.00	5,792.50	2,463.50	42.5 %
Lifeline Fees	0.00	4,189.00	(4,189.00)	-100.0 %
Sr Nutrition Home Delivered	7,876.76	8,098.00	(221.24)	-2.7 %
Contract-PICF-Falls	2,712.96	7,015.16	(4,302.20)	-61.3 %
ADC Fees	46,581.00	29,114.00	17,467.00	60.0 %
Grant-VCAAA Caregiver Respite	5,653.19	7,177.52	(1,524.33)	-21.2 %
Grant - AAA OARR Legal	65,288.01	0.00	65,288.01	
Grant - CDA Cal Grows	4,717.25	0.00	4,717.25	
Donations-Scholarship	50.00	180.00	(130.00)	-72.2 %
Sponsorship	0.00	200.00	(200.00)	-100.0 %
Healthy Attitude Advertising	0.00	4,000.00	(4,000.00)	-100.0 %
Interest Income	58,995.70	68.06	58,927.64	86581.9 %
Facility Use Rental	1,792.00	1,758.00	34.00	1.9 %
Facility Use-Lease	2,126.25	965.50	1,160.75	120.2 %
Grant-VCAAA-Sr Nutrition	39,323.80	24,590.75	14,733.05	59.9 %
Grant -City of Cam-CDBG CV3	12,500.01	12,500.01	0.00	
Grant - City of Cam Care-A-Van	0.00	7,125.00	(7,125.00)	-100.0 %
Grant-Rupe Foundation-SHARE	0.00	624.99	(624.99)	-100.0 %
Grant- City of Cam CDBG VR	1,500.00	0.00	1,500.00	
Grant-VCAAA-SS Line	11,290.02	5,724.58	5,565.44	97.2 %
Grant-SCAN Community	0.00	2,584.93	(2,584.93)	-100.0 %
<b>TOTAL REVENUE</b>	<b>1,277,711.75</b>	<b>920,493.26</b>	<b>357,218.49</b>	<b>38.8 %</b>
	<b>1,277,711.75</b>	<b>920,493.26</b>	<b>357,218.49</b>	<b>38.8 %</b>
	<b>1,277,711.75</b>	<b>920,493.26</b>	<b>357,218.49</b>	<b>38.8 %</b>
<b>EXPENSES</b>				
Salaries	271,767.36	332,562.47	60,795.11	18.3 %
Payroll Taxes	28,094.81	31,859.96	3,765.15	11.8 %
Benefits-PERS-Health	53,770.80	42,865.13	(10,905.67)	-25.4 %
Benefits-PERS-Retirement	23,385.73	25,704.66	2,318.93	9.0 %
Benefits - Workers Comp	5,513.01	12,678.69	7,165.68	56.5 %
Benefits - Life/ADD	8,114.59	7,291.98	(822.61)	-11.3 %

	<i>3 Months Ended September 30, 2023</i>	<i>3 Months Ended September 30, 2022</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Benefits-OPEB	19,085.93	17,574.46	(1,511.47)	-8.6 %
PERS Retirement UAL	92,624.00	153,175.00	60,551.00	39.5 %
Legal Fees	5,215.04	2,371.00	(2,844.04)	-120.0 %
Contractors-Operations	22,798.00	26,429.51	3,631.51	13.7 %
Contractors Facilities	8,652.30	9,148.42	496.12	5.4 %
Contractors - Grants (Legal)	10,800.00	0.00	(10,800.00)	
Instructor Agreement Fees	1,208.90	0.00	(1,208.90)	
Community/Staff Outreach	1,003.66	591.77	(411.89)	-69.6 %
Dues/Subscriptions	20,062.15	21,850.16	1,788.01	8.2 %
Continuing Education-Trustee	7,497.91	6,263.87	(1,234.04)	-19.7 %
Continuing Education-Staff	14,112.45	10,339.74	(3,772.71)	-36.5 %
Board Stipend/Costs	1,300.00	1,000.00	(300.00)	-30.0 %
LAFCO Assessments	2,535.00	2,413.00	(122.00)	-5.1 %
Mileage	2,208.02	2,640.10	432.08	16.4 %
Program Matls/Activities	3,156.66	3,319.81	163.15	4.9 %
Gas & Oil	5,179.43	6,165.07	985.64	16.0 %
Fleet Maintenance	5,860.07	2,678.15	(3,181.92)	-118.8 %
Minor Equipment	5,570.24	2,216.96	(3,353.28)	-151.3 %
Supplies	3,720.14	784.24	(2,935.90)	-374.4 %
Postage	11,114.04	12,037.22	923.18	7.7 %
Advertising & Promotion	2,294.74	3,154.06	859.32	27.2 %
Refunds	795.00	150.00	(645.00)	-430.0 %
Printing	25,302.45	39,372.47	14,070.02	35.7 %
Repairs & Maintenance	9,938.78	1,571.62	(8,367.16)	-532.4 %
Association Fees	11,924.00	17,622.21	5,698.21	32.3 %
Insurance	25,643.46	21,282.70	(4,360.76)	-20.5 %
Storage Rent/Equip Lease	2,391.86	2,127.38	(264.48)	-12.4 %
Telephone	7,077.12	5,433.78	(1,643.34)	-30.2 %
IT Services	16,657.05	16,966.93	309.88	1.8 %
Utilities	15,550.10	13,912.01	(1,638.09)	-11.8 %
Licenses & Fees	308.10	663.00	354.90	53.5 %
Bank & Credit Card Charges	220.62	66.15	(154.47)	-233.5 %
<b>TOTAL EXPENSES</b>	<b>752,453.52</b>	<b>856,283.68</b>	<b>103,830.16</b>	<b>12.1 %</b>
<b>OPERATING RESULTS</b>	<b>525,258.23</b>	<b>64,209.58</b>	<b>461,048.65</b>	<b>718.0 %</b>
<b>OTHER INCOME &amp; EXPENSE</b>				
Other Income -Administration	870.00	550.00	320.00	58.2 %
Depreciation Expense	(28,749.99)	(29,197.32)	447.33	1.5 %
<b>TOTAL OTHER INCOME &amp; EXPENSE</b>	<b>(27,879.99)</b>	<b>(28,647.32)</b>	<b>767.33</b>	<b>2.7 %</b>
<b>AFTER OTHER INCOME &amp; EXPENSE</b>	<b>497,378.24</b>	<b>35,562.26</b>	<b>461,815.98</b>	<b>1298.6 %</b>
<b>NET RESULTS</b>	<b>497,378.24</b>	<b>35,562.26</b>	<b>461,815.98</b>	<b>1298.6 %</b>

# Camarillo Health Care District

## Statements of Activities

*Year-to-Date Performance, September 2023 - current month,  
Consolidated by department*

	<i>3 Months Ended September 30, 2023</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
<b>REVENUE</b>				
Tax Revenue-Admin	1,004,059.80	3,346,866.00	2,342,806.20	30.0 %
Community Education	3,089.00	18,567.00	15,478.00	16.6 %
Transportation Fees	1,900.00	18,100.00	16,200.00	10.5 %
Transport Fees ADC	8,256.00	26,500.00	18,244.00	31.2 %
Sr Nutrition Home Delivered	7,876.76	32,130.00	24,253.24	24.5 %
Contract-PICF-Falls	2,712.96	21,728.00	19,015.04	12.5 %
ADC Fees	46,581.00	200,000.00	153,419.00	23.3 %
Grant-VCAAA Caregiver Respite	5,653.19	40,000.00	34,346.81	14.1 %
Grant - AAA OARR Legal	65,288.01	203,946.00	138,657.99	32.0 %
Grant - CDA Cal Grows	4,717.25	54,580.00	49,862.75	8.6 %
Donations-Scholarship	50.00	2,500.00	2,450.00	2.0 %
Sponsorship	0.00	800.00	800.00	
Healthy Attitude Advertising	0.00	4,000.00	4,000.00	
Interest Income	58,995.70	125,000.00	66,004.30	47.2 %
Facility Use Rental	1,792.00	13,280.00	11,488.00	13.5 %
Facility Use-Lease	2,126.25	9,597.00	7,470.75	22.2 %
Fischer Fund Distribution	0.00	155,000.00	155,000.00	
Grant-VCAAA-Sr Nutrition	39,323.80	186,660.00	147,336.20	21.1 %
Grant -City of Cam-CDBG CV3	12,500.01	50,000.00	37,499.99	25.0 %
Grant- City of Cam CDBG VR	1,500.00	6,000.00	4,500.00	25.0 %
Grant-VCAAA-SS Line	11,290.02	50,000.00	38,709.98	22.6 %
Grant-SCAN Community	0.00	2,500.00	2,500.00	
<b>TOTAL REVENUE</b>	<b>1,277,711.75</b>	<b>4,567,754.00</b>	<b>3,290,042.25</b>	<b>28.0 %</b>
	<b>1,277,711.75</b>	<b>4,567,754.00</b>	<b>3,290,042.25</b>	<b>28.0 %</b>
	<b>1,277,711.75</b>	<b>4,567,754.00</b>	<b>3,290,042.25</b>	<b>28.0 %</b>
<b>EXPENSES</b>				
Salaries	271,767.36	1,957,009.00	1,685,241.64	13.9 %
Payroll Taxes	28,094.81	153,633.00	125,538.19	18.3 %
Benefits-PERS-Health	53,770.80	368,000.00	314,229.20	14.6 %
Benefits-PERS-Retirement	23,385.73	162,902.00	139,516.27	14.4 %
Benefits - Workers Comp	5,513.01	31,242.00	25,728.99	17.6 %
Benefits - Life/ADD	8,114.59	31,941.00	23,826.41	25.4 %

**3 Months Ended  
September 30, 2023**

		<b>Annual Budget</b>	<b>Unused</b>	<b>% Used</b>
Benefits-OPEB	19,085.93	66,617.00	47,531.07	28.7 %
PERS Retirement UAL	92,624.00	146,000.00	53,376.00	63.4 %
Audit Fees	0.00	24,750.00	24,750.00	
Partnershp Initiatives	0.00	2,000.00	2,000.00	
Legal Fees	5,215.04	30,000.00	24,784.96	17.4 %
Contractors-Operations	22,798.00	133,475.00	110,677.00	17.1 %
Contractors Facilities	8,652.30	45,433.00	36,780.70	19.0 %
Contractors - Grants (Legal)	10,800.00	148,397.00	137,597.00	7.3 %
Instructor Agreement Fees	1,208.90	4,179.00	2,970.10	28.9 %
Community/Staff Outreach	1,003.66	14,157.00	13,153.34	7.1 %
Dues/Subscriptions	20,062.15	51,321.00	31,258.85	39.1 %
Continuing Education-Trustee	7,497.91	14,801.00	7,303.09	50.7 %
Continuing Education-Staff	14,112.45	58,690.00	44,577.55	24.0 %
Board Stipend/Costs	1,300.00	33,728.00	32,428.00	3.9 %
Emerging Community Opportunities	0.00	100,000.00	100,000.00	
Election Costs	0.00	1,000.00	1,000.00	
LAFCO Assessments	2,535.00	2,535.00	0.00	100.0 %
Mileage	2,208.02	15,106.00	12,897.98	14.6 %
Program Matls/Activities	3,156.66	41,651.00	38,494.34	7.6 %
Gas & Oil	5,179.43	21,600.00	16,420.57	24.0 %
Fleet Maintenance	5,860.07	27,608.00	21,747.93	21.2 %
Minor Equipment	5,570.24	24,359.00	18,788.76	22.9 %
Supplies	3,720.14	14,694.00	10,973.86	25.3 %
Postage	11,114.04	42,340.00	31,225.96	26.2 %
Advertising & Promotion	2,294.74	38,650.00	36,355.26	5.9 %
Refunds	795.00	1,300.00	505.00	61.2 %
Printing	25,302.45	97,639.22	72,336.77	25.9 %
Repairs & Maintenance	9,938.78	17,939.00	8,000.22	55.4 %
Association Fees	11,924.00	71,546.00	59,622.00	16.7 %
Insurance	25,643.46	106,481.00	80,837.54	24.1 %
Storage Rent/Equip Lease	2,391.86	9,193.00	6,801.14	26.0 %
Telephone	7,077.12	24,960.00	17,882.88	28.4 %
IT Services	16,657.05	66,879.00	50,221.95	24.9 %
Utilities	15,550.10	42,000.00	26,449.90	37.0 %
Licenses & Fees	308.10	17,550.00	17,241.90	1.8 %
Bank & Credit Card Charges	220.62	1,200.00	979.38	18.4 %
<b>TOTAL EXPENSES</b>	<b>752,453.52</b>	<b>4,264,505.22</b>	<b>3,512,051.70</b>	<b>17.6 %</b>
<b>OPERATING RESULTS</b>	<b>525,258.23</b>	<b>303,248.78</b>	<b>(222,009.45)</b>	<b>173.2 %</b>
<b>OTHER INCOME &amp; EXPENSE</b>				
Other Income -Administration	870.00	9,963.00	9,093.00	8.7 %
Depreciation Expense	(28,749.99)	(115,000.00)	(86,250.01)	25.0 %
<b>TOTAL OTHER INCOME &amp; EXPENSE</b>	<b>(27,879.99)</b>	<b>(105,037.00)</b>	<b>(77,157.01)</b>	<b>26.5 %</b>

	<i>3 Months Ended September 30, 2023</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
AFTER OTHER INCOME & EXPENSE	497,378.24	198,211.78	(299,166.46)	250.9 %
NET RESULTS	497,378.24	198,211.78	(299,166.46)	250.9 %

Tax Revenue Analysis

A	N	O	P		Q		R		S		T		U		V		W		X	Y
			Fiscal Year 2023-24	YTD	% to Budget	Fiscal Year 2022-23	YTD	% to Budget	Fiscal Year 21-22	YTD	% to Budget	Fiscal Year 2020-21	YTD	% to Budget	Fiscal Year 2020-21	YTD	% to Budget			
1																				
2																				
3																				
4	Jul	116,408.30	116,408.30	3.67%	65,989.87	65,989.87	2.08%	87,329.27	87,329.27	2.89%	87,329.27	87,329.27	2.89%	63,219.88	63,219.88	2.89%	63,219.88	63,219.88	2.31%	2.31%
5	Aug	0.00	116,408.30	3.67%	12,801.31	78,791.18	2.48%	0.00	87,329.27	3.19%	0.00	87,329.27	3.19%	0.00	63,219.88	3.19%	63,219.88	63,219.88	2.31%	2.31%
6	Sep	0.00	116,408.30	3.67%	16,320.31	95,111.49	2.99%	10,745.16	98,074.43	3.68%	10,745.16	98,074.43	3.68%	19,159.30	82,379.18	3.00%	82,379.18	82,379.18	3.00%	3.00%
7	Oct	0.00	116,408.30	3.67%	0.00	95,111.49	2.99%	4,510.32	102,584.75	3.74%	4,510.32	102,584.75	3.74%	3,588.84	85,968.02	3.14%	85,968.02	85,968.02	3.14%	3.14%
8	Nov	0.00	116,408.30	3.67%	47,707.46	142,818.95	4.50%	52,882.57	155,467.32	5.67%	52,882.57	155,467.32	5.67%	44,105.30	130,073.32	4.74%	130,073.32	130,073.32	4.74%	4.74%
9	Dec	0.00	116,408.30	3.67%	1,655,358.14	1,798,177.09	56.62%	1,674,903.64	1,830,370.96	66.76%	1,674,903.64	1,830,370.96	66.76%	1,474,833.48	1,604,906.80	58.54%	1,604,906.80	1,604,906.80	58.54%	58.54%
10	Jan	0.00	116,408.30	3.67%	193,223.80	1,991,400.89	62.71%	37,732.82	1,868,103.78	68.14%	37,732.82	1,868,103.78	68.14%	159,995.29	1,764,902.09	64.37%	1,764,902.09	1,764,902.09	64.37%	64.37%
11	Feb	0.00	116,408.30	3.67%	0.00	1,991,400.89	62.71%	0.00	1,868,103.78	68.14%	0.00	1,868,103.78	68.14%	0.00	1,764,902.09	64.37%	1,764,902.09	1,764,902.09	64.37%	64.37%
12	Mar	0.00	116,408.30	3.67%	667.75	1,992,068.64	62.73%	12,402.60	1,880,506.38	68.59%	12,402.60	1,880,506.38	68.59%	5,801.59	1,770,703.68	64.58%	1,770,703.68	1,770,703.68	64.58%	64.58%
13	Apr	0.00	116,408.30	3.67%	1,250,890.89	3,242,959.53	102.11%	1,165,534.21	3,046,040.59	111.10%	1,165,534.21	3,046,040.59	111.10%	1,142,745.05	2,913,448.73	106.26%	2,913,448.73	2,913,448.73	106.26%	106.26%
14	May	0.00	116,408.30	3.67%	85,216.56	3,328,176.09	104.80%	27,987.55	3,074,028.14	112.12%	27,987.55	3,074,028.14	112.12%	57,605.09	2,971,053.82	108.36%	2,971,053.82	2,971,053.82	108.36%	108.36%
15	Jun	0.00	116,408.30	3.67%	6,960.07	3,335,136.16	105.02%	39,063.68	3,113,091.82	113.55%	39,063.68	3,113,091.82	113.55%	2,798.96	2,973,852.78	108.47%	2,973,852.78	2,973,852.78	108.47%	108.47%
16					Approved			Approved			Approved			Approved			Approved			
17					Budget	3,175,793.00		Budget	3,020,034.00		Budget	3,020,034.00		Budget	2,741,713.00		Budget	2,741,713.00		
18						3,346,866.00														
19	Over (Under) Budget					(3,230,456)														



**SECTION 9**

**BOARD ACTION ITEM 9-A**

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,  
AND RECOMMENDATION FOR APPROVAL OF DISCLOSURE OF  
REIMBURSEMENT REPORT FOR FISCAL YEAR 2022/2023,  
DISTRICT POLICY 1120**

**OCTOBER 26, 2023**



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# Camarillo Health Care District

## POLICY MANUAL

**POLICY TITLE:** Disclosure of Reimbursement Policy

**POLICY NUMBER:** 1120

**1120.1** This policy is established to provide for the process for the annual disclosure report of employee and director reimbursements consistent with the provisions of California Government Code §53065.5.

**1120.2** By no later than October 1<sup>st</sup> after the end of each fiscal year, the Chief Executive Officer will submit a detailed report to the Board of Directors, that discloses any reimbursement paid to any employee or member of the Board of Directors, by the District, within the immediately preceding fiscal year, of at least one hundred dollars (\$100), for each individual charge for service or product received.

**1120.3** "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any one employee or member of the Board of Directors of the District.

**1120.4** This report shall be made available for public inspection following ratification, and can also be obtained by contacting the District.



**Annual Disclosure Report  
2022-2023**

Name	Date	Amount	Reason
Thomas, Brandie	11/29/2022	\$101.18	Staff Relations/ Retirement Reimbursement



**SECTION 9**

**BOARD ACTION ITEM 9-B**

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,  
AND RECOMMENDATION FOR APPROVAL OF DISTRICT  
RESOLUTION 23-11, AMENDING DISTRICT BYLAWS, ARTICLE III,  
SECTION 3, COMPENSATION; AND ARTICLE VI, SECTION 2,  
STANDING COMMITTEES OF THE BOARD**

**OCTOBER 26, 2023**





## **RESOLUTION NO. 23-11**

**Resolution To Amend District By-laws**  
**Article III, Section 3, Compensation**  
**and**  
**Article VI, Section 2, Standing Committees of the Board**

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

**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 By-laws 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**,

By Laws, Article III, Section 3, Compensation will now read:

Article III, SECTION 3; COMPENSATION

Members of the Board of Directors may receive one hundred dollars (\$100) per District meeting attended, not to exceed five (5) meetings per month. Meetings eligible for director compensation include:

- Scheduled board meetings of all types
- Scheduled standing committee meetings of all types
- Certain advisory board committee meetings as approved by the board
- Training and/or educational workshops, seminars and conferences
- Meetings of local governments, nonprofits, community and civic groups, meetings with district consultants, advisors and other professionals, and any other activity when attendance is in the performance of official duties as directors of the board.

Notwithstanding Section 6.1 of current district Travel Policy, each member of the Board of Directors shall be allowed travel and incidental expenses incurred in the performance of official business of the District, as approved by the Board. No expense shall be reimbursed except pursuant to an expense report meeting the requirements of policy and submitted by the Director to (and received by) appropriate district staff, in a reasonably timely manner after the final date of the occurrence in which the expense was incurred.

**and, WHEREAS,**

By Laws, Article VI, Section 2(d); STANDING COMMITTEES OF THE BOARD, will now read:

- (d) Healthy Camarillo Committee, shall consist of two (2) members of the Board of Directors. The function of the committee is to attend planning meetings, and participate in the development of the concept of the “Healthy Camarillo Initiative” and make presentations and/or recommendations regarding progress.

**THEREFORE BE IT RESOLVED,** that the Board of Directors of the Camarillo Health Care District does, hereby, adopt District By-laws as amended and attached hereto and considered part of this Resolution, as the official District By-laws of Camarillo Health Care District.

**ADOPTED, SIGNED AND APPROVED** this 26th day of October 2023.

\_\_\_\_\_  
Thomas Doria, President  
Board of Directors  
Camarillo Health Care District

Attest: \_\_\_\_\_  
Paula Feinberg, Clerk of the Board  
Board of Directors  
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

**I, Paula Feinberg**, Clerk of the Board of Directors of the Camarillo Health Care District

**DO HEREBY CERTIFY** that the foregoing Resolution 23-11 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 26th day of October 2023 and it was adopted by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Paula Feinberg, Clerk of the Board  
Board of Directors  
Camarillo Health Care District





# DISTRICT BY-LAWS

Reviewed ~~October 26~~September-28, 2023

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

307535.v2

**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) elected Directors, who shall be elected by zones.

Commencing with the District's next regular election in 2020 and every four years thereafter, the voters in Zones 1, 2, and 3 will elect a member of the Board of Directors for a four-year term. Commencing with the District's next regular election in

2022 and every four years thereafter, the voters in Zones 4 and 5 will elect a member of the Board of Directors for a four-year term.

Commencing with the District's next regular election in 2020, each member of, and any candidate for, the Board of Directors must reside in, and be a registered voter of, the zone in which he or she seeks or holds office. A candidate must be a resident of the zone in which he or she seeks office for at least 30 days before the election date. The office of a Board Member elected by zone who ceases to maintain his or her legal residence in the zone he or she represents shall become vacant unless he or she establishes another residence within the zone within 30 days after the termination of his or her previous residency. The Board shall fill any vacancy pursuant to Health & Safety Code section 32100.01 and the appointed Director shall hold office for the unexpired term.

**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 m~~Members of the Board of Directors may receive one hundred dollars ~~(~~\$100~~~~, ~~\$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.~~ Meetings eligible for director compensation include:

- Scheduled board meetings of all types
- Scheduled committee meetings of all types
- Certain advisory board committee meetings as approved by the board
- Training and/or educational workshops, seminars and conferences
- Meetings of local governments, nonprofits, community and civic groups, meetings with district consultants, advisors and other professionals, and any other activity when attendance is in the performance of official duties as directors of the board.

Notwithstanding Section 6.1 of current district Travel Policy, E 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. No expense shall be reimbursed except pursuant to an expense report meeting the requirements of policy and submitted by the Director to (and received by) appropriate district staff, in a reasonably timely manner after the final date of the occurrence in which the expense was incurred.

~~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

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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: President and Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee, serve as the legislative advocacy 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 and investment operations and policies of the District to maintain financial stability of 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 any course of action regarding investment decisions (per the District's Investment Policy).
- (c) Program & Opportunity Committee, shall consist of two (2) members of the Board of Directors. The function of this committee is to assess community service opportunities and needs, and make presentations and/or recommendations regarding program ideas and/or ventures to promote high-quality health and wellness services.
- (d) Healthy Camarillo Committee, shall consist of two (2) members of the Board of Directors. The function of the committee is to attend planning meetings and participate in the development of the concept of the "Healthy Camarillo Initiative" and make presentations and/or recommendations regarding progress.
- ~~(e) VCSDA Committee, shall consist of one (1) member of the Board of Directors. The function of this committee is to attend local Ventura County Special District Association meetings and offer reports and updates to the full Board of Directors.~~

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,

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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 ~~26~~<sup>8</sup>th day of ~~October~~<sup>September</sup> 2023, at  
Camarillo, California.

Commented [ARG1]: I assume these will be updated

\_\_\_\_\_  
Thomas Doria  
President, Board of Directors  
Camarillo Health Care District

Attest: \_\_\_\_\_  
Paula Feinberg  
Clerk of the Board, Board of Directors  
Camarillo Health Care District

Dated: \_\_\_\_\_

CERTIFICATE OF PRESIDENT OF  
CAMARILLO HEALTH CARE DISTRICT

I, Thomas Doria, 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 26<sup>8</sup>th day of October~~September~~, 2023.

Commented [ARG2]: I assume these will be updated

\_\_\_\_\_  
Thomas Doria  
President, Board of Directors  
Camarillo Health Care District

Attest:

\_\_\_\_\_  
Paula Feinberg  
Clerk of the Board of Directors  
Camarillo Health Care District

Dated: \_\_\_\_\_

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### 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
2018	October 23	Reviewed
2019	April 23	Amended
2020	April 28	Amended
2021	April 27	Reviewed
2022	April 26	Reviewed
2023	April 27	Amended
2023	September 28	Amended
<u>2023</u>	<u>October 26</u>	<u>Amended</u>



# DISTRICT BY-LAWS

Reviewed October 26, 2023

**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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# CAMARILLO HEALTH CARE DISTRICT BY-LAWS

## PREAMBLE

### SECTION 1. NAME

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## 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.

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#### SECTION 1. SCOPE OF BY-LAWS

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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.

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- (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) elected Directors, who shall be elected by zones.

Commencing with the District's next regular election in 2020 and every four years thereafter, the voters in Zones 1, 2, and 3 will elect a member of the Board of Directors for a four-year term. Commencing with the District's next regular election in

2022 and every four years thereafter, the voters in Zones 4 and 5 will elect a member of the Board of Directors for a four-year term.

Commencing with the District's next regular election in 2020, each member of, and any candidate for, the Board of Directors must reside in, and be a registered voter of, the zone in which he or she seeks or holds office. A candidate must be a resident of the zone in which he or she seeks office for at least 30 days before the election date. The office of a Board Member elected by zone who ceases to maintain his or her legal residence in the zone he or she represents shall become vacant unless he or she establishes another residence within the zone within 30 days after the termination of his or her previous residency. The Board shall fill any vacancy pursuant to Health & Safety Code section 32100.01 and the appointed Director shall hold office for the unexpired term.

## 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**

Members of the Board of Directors may receive one hundred dollars \$100per District meeting attended, not to exceed five (5) meetings per month. Meetings eligible for director compensation include:

- Scheduled board meetings of all types
- Scheduled committee meetings of all types
- Certain advisory board committee meetings as approved by the board
- Training and/or educational workshops, seminars and conferences
- Meetings of local governments, nonprofits, community and civic groups, meetings with district consultants, advisors and other professionals, and any other activity when attendance is in the performance of official duties as directors of the board.

Notwithstanding Section 6.1 of current district Travel Policy, each member of the Board of Directors shall be allowed travel and incidental expenses incurred in the performance of official business of the District, as approved by the Board. No expense shall be reimbursed except pursuant to an expense report meeting the requirements of policy and submitted by the Director to (and received by) appropriate district staff, in a reasonably timely manner after the final date of the occurrence in which the expense was incurred.

**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: President and Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee, serve as the legislative advocacy 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 and investment operations and policies of the District to maintain financial stability of 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 any course of action regarding investment

decisions (per the District’s Investment Policy).

- (c) Program & Opportunity Committee, shall consist of two (2) members of the Board of Directors. The function of this committee is to assess community service opportunities and needs, and make presentations and/or recommendations regarding program ideas and/or ventures to promote high-quality health and wellness services.
- (d) Healthy Camarillo Committee, shall consist of two (2) members of the Board of Directors. The function of the committee is to attend planning meetings and participate in the development of the concept of the “Healthy Camarillo Initiative” and make presentations and/or recommendations regarding progress.

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. RTICLE 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 26th day of October 2023, at Camarillo, California.

\_\_\_\_\_  
Thomas Doria  
President, Board of Directors  
Camarillo Health Care District

Attest: \_\_\_\_\_  
Paula Feinberg  
Clerk of the Board, Board of Directors  
Camarillo Health Care District

Dated: \_\_\_\_\_

CERTIFICATE OF PRESIDENT OF  
CAMARILLO HEALTH CARE DISTRICT

I, Thomas Doria, 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 26th day of October, 2023.

\_\_\_\_\_  
Thomas Doria  
President, Board of Directors  
Camarillo Health Care District

Attest:

\_\_\_\_\_  
Paula Feinberg  
Clerk of the Board of Directors  
Camarillo Health Care District

Dated: \_\_\_\_\_

2513016.1

## 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
2018	October 23	Reviewed
2019	April 23	Amended
2020	April 28	Amended
2021	April 27	Reviewed
2022	April 26	Reviewed
2023	April 27	Amended
2023	September 28	Amended
2023	October 26	Amended





**SECTION 9**

**BOARD ACTION ITEM 9-C**

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,  
AND RECOMMENDATION FOR APPROVAL OF DISTRICT  
RESOLUTION 23-10, RECOGNIZING NOVEMBER 2023 AS NATIONAL  
FAMILY CAREGIVERS MONTH**

**OCTOBER 26, 2023**





## RESOLUTION NO. 23-10

### In Recognition of National Family Caregivers Month

Resolution of The Board of Directors  
Camarillo Health Care District  
Camarillo, California

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**WHEREAS**, November is the month where we take time to recognize, praise and support the millions of people who dedicate their time and lives, often unpaid, to care for a family member in need; and

**WHEREAS**, family caregivers face challenges and health emergencies, juggle priorities, and can suffer isolation and depression as they care for loved ones; and

**WHEREAS**, while family caregiving may be a labor of love, it can exact a heavy toll on the caregiver; physically, mentally, and financially, with many caregivers putting their own health and financial security at risk for the sake of their loved one; and

**WHEREAS**, more than eight in ten Americans say caregiving for a loved one is “the new normal”; and

**WHEREAS**, Camarillo Health Care District embraces a guiding principle of recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training and support; and

**WHEREAS**, Camarillo Health Care District therefore stands in unity with family caregivers in celebration of National Caregivers Month, and is proud to offer a broad array of services through the award-winning Caregiver Center; and

**WHEREAS**, the Caregiver Center is a federally designated family caregiver resource center that received the nation’s top award in caregiving in 2017 from Former First Lady Rosalynn Carter through her Rosalynn Carter Institute for Caregiving;

**NOW, THEREFORE, BE IT RESOLVED**, that the Camarillo Health Care District Board of Directors, does hereby recognize November of 2023 as National Family Caregivers Month.

**ADOPTED, SIGNED, AND APPROVED** this 26th day of October 2023.

\_\_\_\_\_  
Thomas Doria, President  
Board of Directors  
Camarillo Health Care District

Attest: \_\_\_\_\_  
Paula Feinberg, Clerk of the Board  
Board of Directors  
Camarillo Health Care District

STATE OF CALIFORNIA)  
COUNTY OF VENTURA) ss

I, **Paula Feinberg**, Board of Director of the Camarillo Health Care District

**DO HEREBY CERTIFY** that the foregoing Resolution 23-10 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 26th day of October 2023, and it was adopted by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Paula Feinberg, Clerk of the Board  
Board of Directors  
Camarillo Health Care District



**SECTION 11**

**REPORTS**

**OCTOBER 26, 2023**



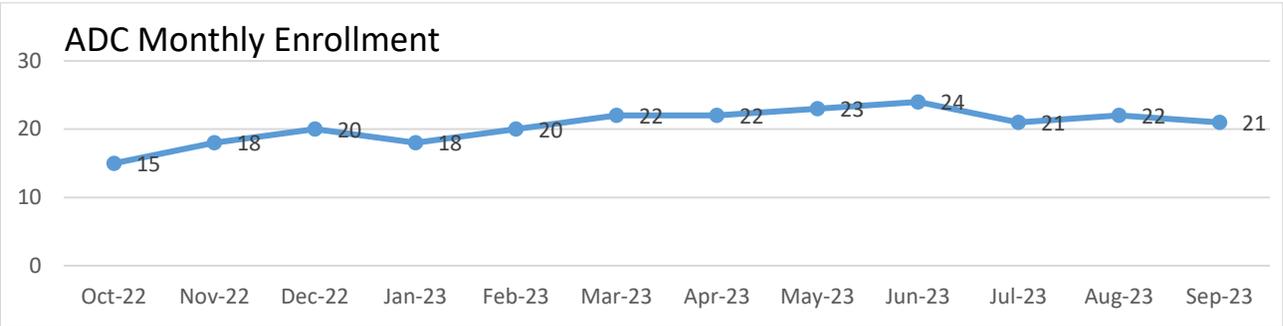
# MEMORANDUM

**DATE:** September 29, 2023  
**TO:** Kara Ralston, Chief Executive Officer  
**FROM:** Mary Ann Ratto, Adult Day Center Director  
**SUBJECT:** *September Monthly Report*

## PROGRAM DESCRIPTION

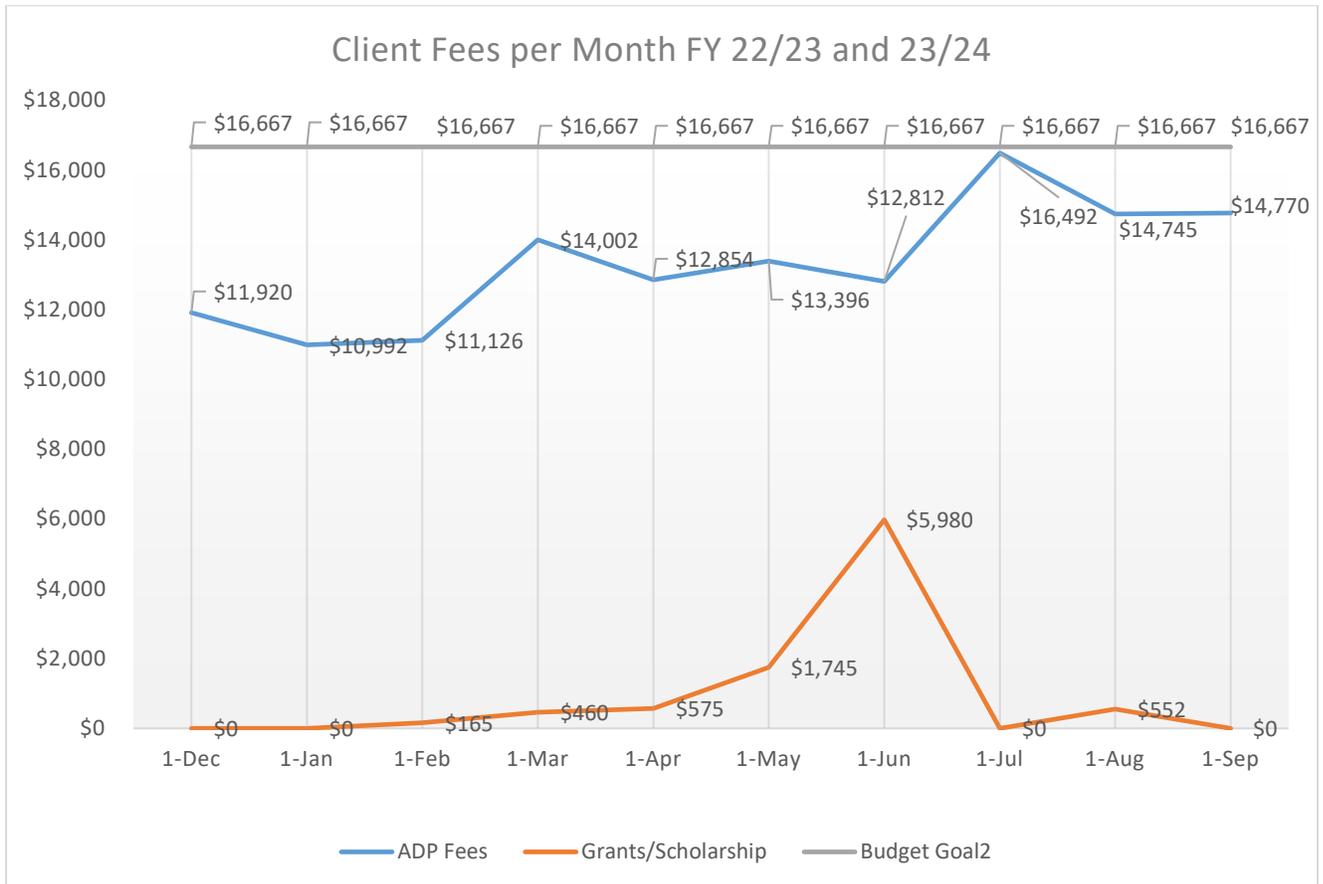
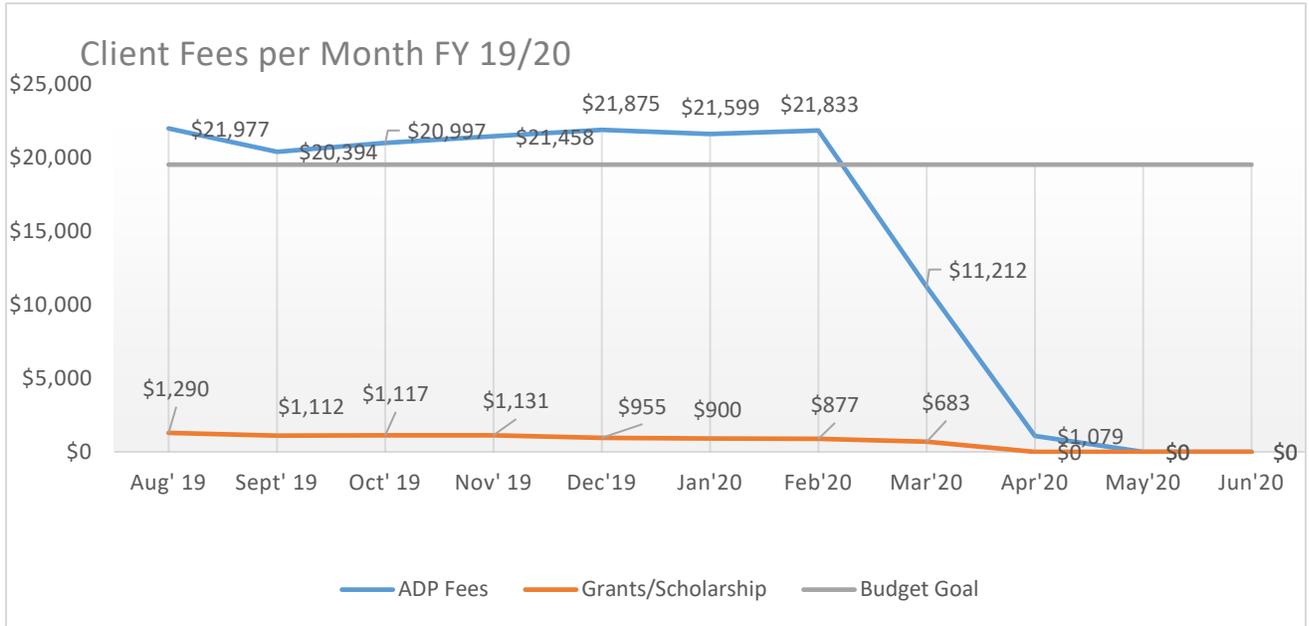
Since 1983, Camarillo Health Care District has operated a state-licensed Adult Day Center for adults (age 18 and over) with cognitive impairment and other special needs. With intentional thoughts, the Adult Day Center provides a compassionate and dynamic environment where persons with functional and cognitive disabilities can participate in meaningful activities, allowing them to remain as independent as possible with dignity, respect, and honor. Participants enjoy a variety of scheduled activities modified and designed to promote self-esteem, endurance, and engagement. Customized schedules are available full day, half day, multiple or single days in a week, with transportation options.

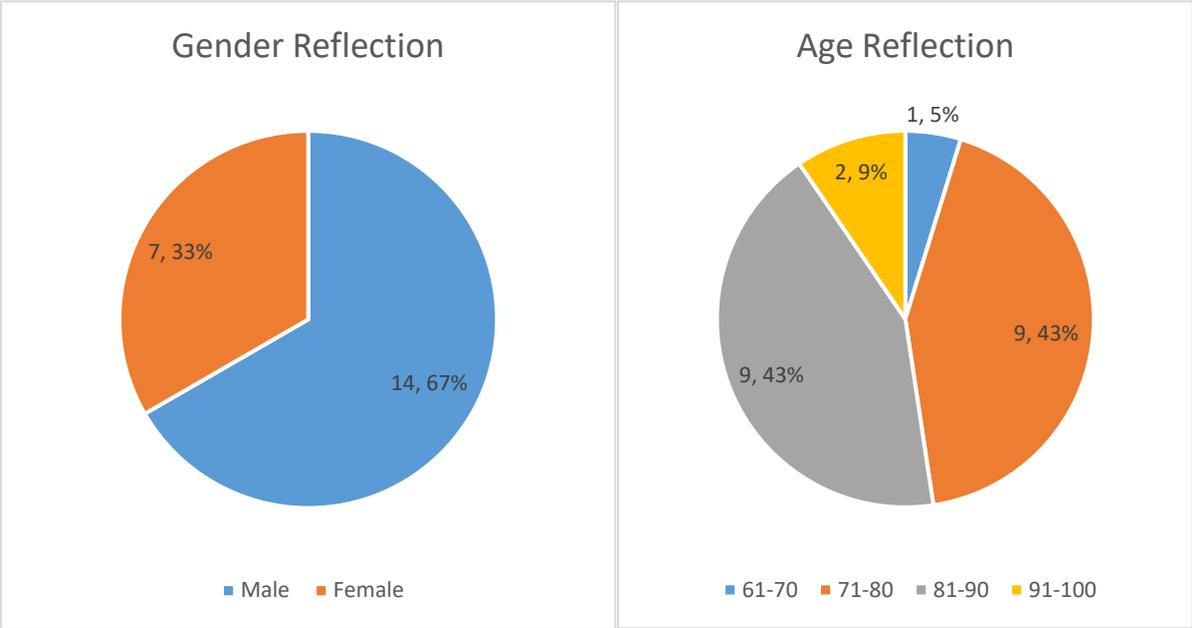
*The subsequent charts reflect monthly enrollment totals. Operating under capacity restrictions from March 13, 2020, through February 28, 2023, due to COVID-19 restrictions. The Adult Day Center (ADC) resumed pre-COVID-19 operations as of July 1, 2023; with full, morning and afternoon half day offerings.*



	August 2023	September 2023
<b>Enrollment at start of new month</b>	18	21
<b>New Enrollment</b>	4	1
<b>Leave of Absence (LOA)</b>	1	2
<b>Disenrollment</b>	2	1
<b>Active Enrollment at close of month</b>	22	21

The following revenue charts reflect the success of the ADC, prior to the March 13, 2020 temporary suspension and the recovery efforts since reopening the ADC from September 8, 2020 through December 4, 2020 and April 19, 2021.





Total Clients: 21  
 Current average age: 81  
 Current oldest: 93 (ma)  
 Current youngest: 70 (fe)

# MEMORANDUM

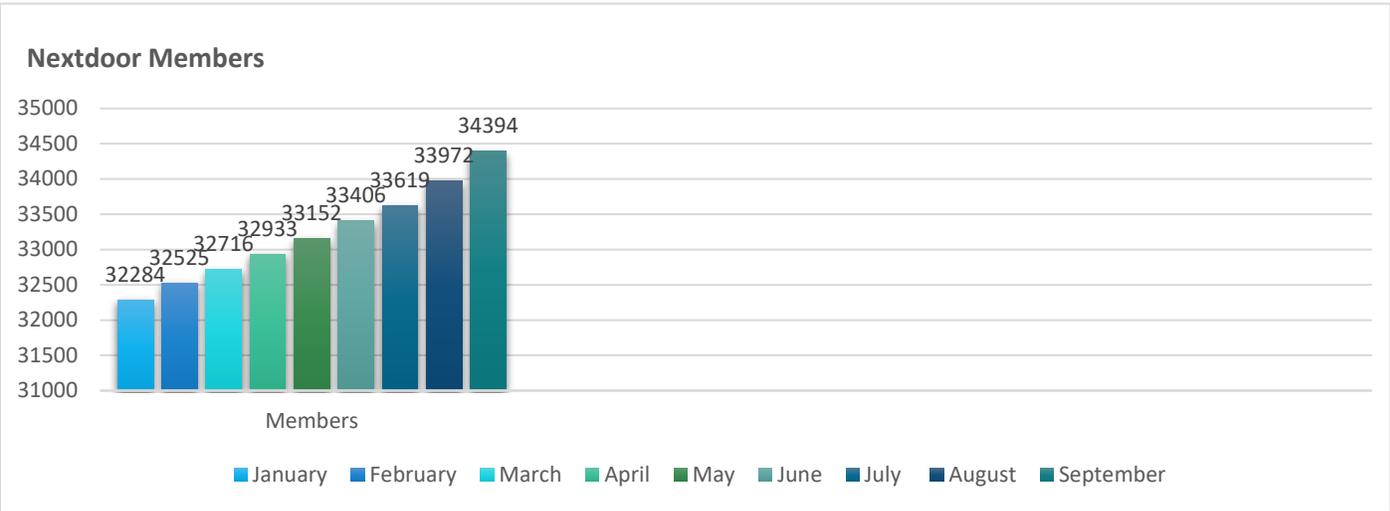
**DATE:** Oct. 6, 2023  
**TO:** Kara Ralston, CEO  
**FROM:** Michelle Rogers, Community Education & Outreach Manager  
**SUBJECT:** *Monthly Program Report: September 2023*

## PROGRAM DESCRIPTION – Social Media

Community Education & Outreach focuses on developing, producing and facilitating the various educational and outreach platforms of Camarillo Health Care District, including:

- highlight classes, services, programs and departments, and posting consistently
- boost brand awareness by creating original content
- share timely and varied posts to create a dynamic social media portfolio
- curate, like and comment on content that aligns with mission; follow/like local agencies
- maintain a pulse on community conversations to help expand audience
- increase community engagement by asking and answering questions, hosting polls, and sharing our own thought leadership pieces that initiate and inform conversations

### NEXTDOOR

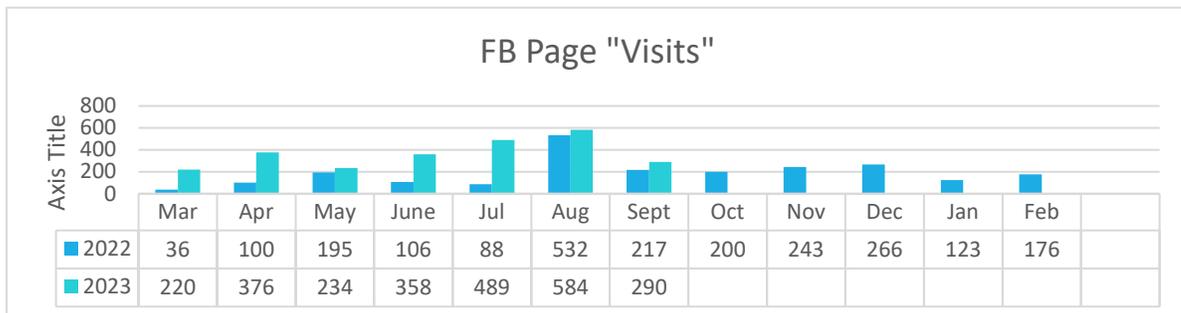
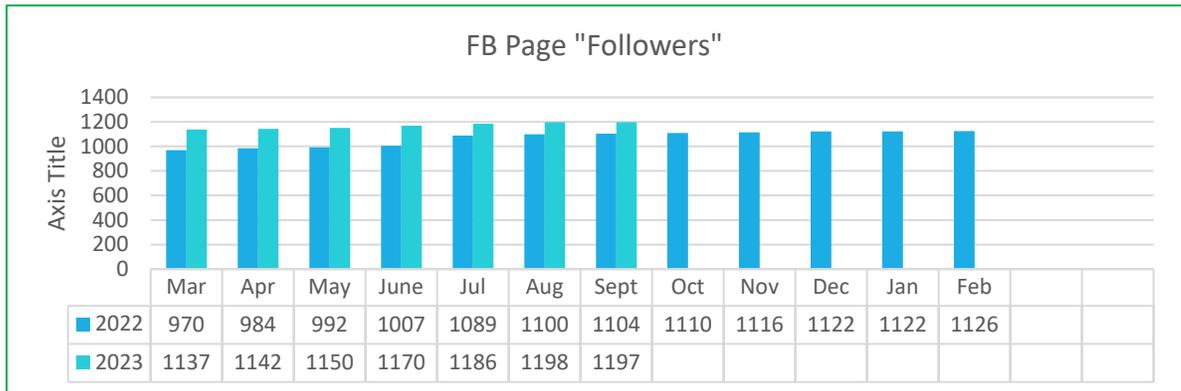


- There are 34,394 members in the geographic area we reach in Camarillo and Somis
- 13,603 total impressions for September.
- 67 total interactions.
  - **Impressions** are the number of times a post is seen (may include multiple views by the same people); **Interactions** include likes and comments.
- MOST POPULAR: Remembering 911; 1,473 impressions.
- 2nd MOST POPULAR: Finding Meaning and Hope class; 1,473 impressions.

## **FACEBOOK**

40% (473) of FB audience lives in Camarillo; 87% are women age 35-65+.

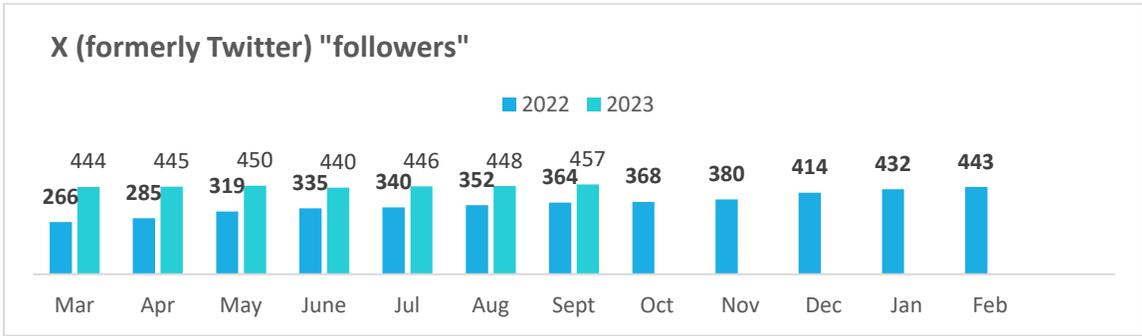
- HIGHEST REACH: VR Family and Friends Night; 1,779 reaches.
  - **Reach** is the number of people who saw any post at least once.
  - **Impressions** are the number of times a post is seen and may include multiple views of the post by the same people.
- TOP POST: Family and Friends VR Night; 1,976 impressions.
- PAGE VISITS: last 30 days; 290 visits.
- HIGHEST ENGAGEMENT: Family and Friends VR Night: 57 engagements.
  - **Engagements** are a combination of reactions, likes, comments and shares.



## **X (formerly called Twitter)**

There were 34 retweets for the month.

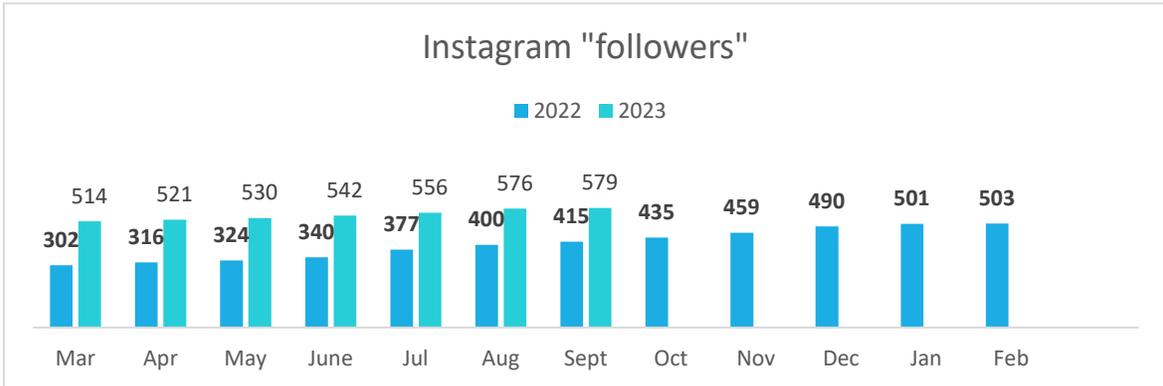
- **Engagements** are clicks, retweets, replies, follows and likes; **Impressions** are the number of times a user saw the tweet; **Engagement rate** is the number of engagements divided by the total number of impressions.
- TOP TWEET: Digital Scrapbooking class, with 107 impressions, 9 engagements and an engagement rate of 8.4%.
- HIGHEST ENGAGEMENT: 50 Plus Expo with an engagement rate of 18.8%.



**INSTAGRAM**

Instagram 90-day reach, 3,941; monthly, 319.

- HIGHEST REACH: New podcast episodes; 1491 people.
- HIGHEST LIKES ON A POST: Remembering 911, with 9 likes.
- HIGHEST COMMENTS ON A POST: 50 Plus Expo, with 1 comment.



**LINKEDIN**

- 751 post impressions
- MOST IMPRESSIONS: Autism Society of Ventura County embedded office hours; 56 impressions.
- HIGHEST VIEWS: Digital Scrapbooking class; 27 views.
- MOST REACTIONS: World Alzheimer’s Day and 50 Plus Expo; 4 reactions each.
- Search appearance was up 50.5%



## **YOUTUBE (6/2022)**

- Posted 31 videos since inception.
- 62,552 views total; 6,213 in the last month
- MOST VIEWED VIDEO: Care-A-Van Transportation Services; 56,600 views.
- SECOND MOST VIEWED VIDEO: Virtual tour of Adult Day Center; 1,445 views.
- LATEST VIDEO: Fall prevention programming fun and interactive; 45 views in last 8 days.

## **SOUNDCLOUD (podcast)**

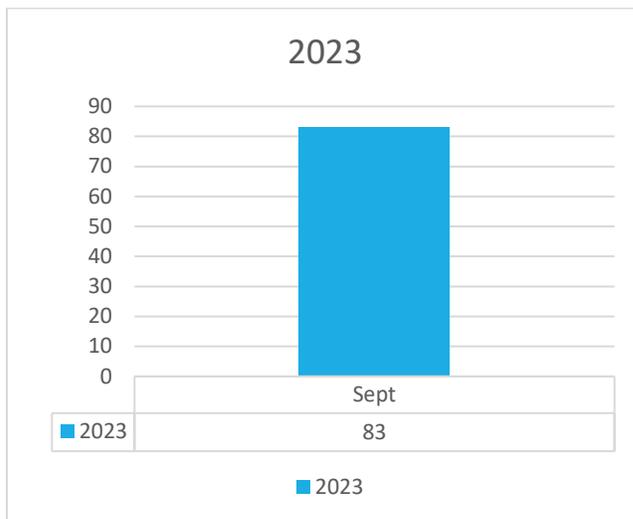
*(SoundCloud is the platform used for the District's podcast which shares health and caregiver journeys, and true, first-person stories about life, love and learning.)*

- 9 "Stories from the Heart" podcasts.
- 550 all-time "listens."

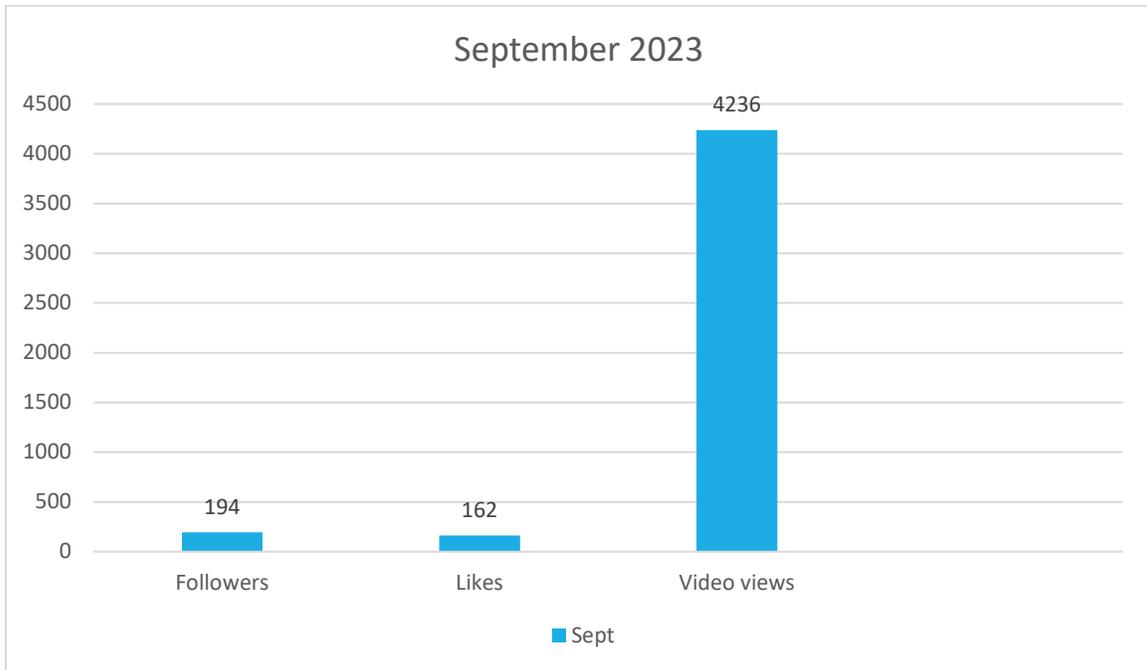
## **EMERGING SOCIAL MEDIA**

The social media landscape is always evolving and we watch trends to ensure we have a presence where our audience is on their preferred platforms. Some may be on Facebook or prefer Instagram, or use both. Others may have left X (formerly Twitter) for Threads, or joined Clapper as an alternative to TikTok. We now have a presence on both new platforms (Threads and Clapper), so we don't miss anyone on social media with our messaging.

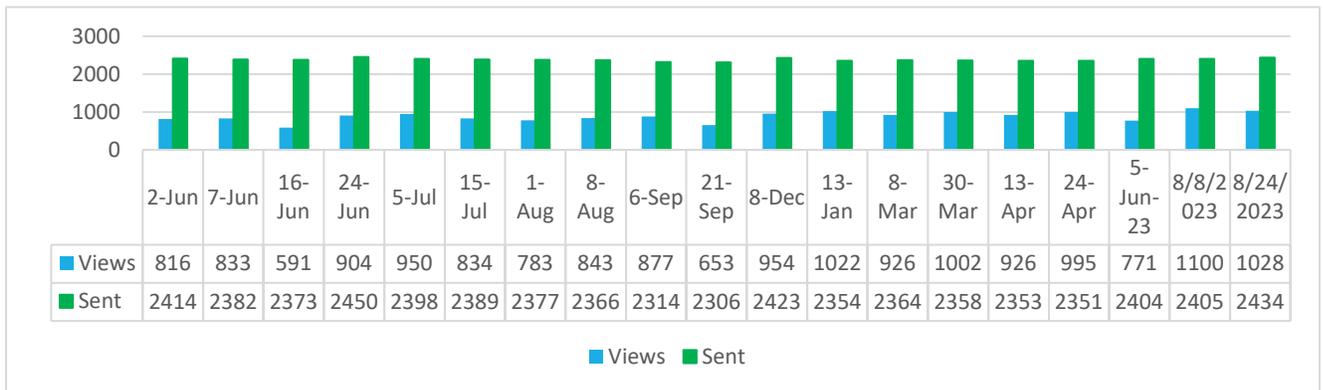
- **THREADS (7/2023):** a Meta (Facebook/Instagram) product offered as an alternative to X, formerly Twitter, with the same functions: post words, photos, videos and links. Debuted in July 2023. Currently, there is no analytics tool.
  - We have shared 18 posts for the month.
  - A thread on our Dementia Live simulation experience had two likes.



- **CLAPPER (3/2023):** an American-owned alternative to TikTok, sharing short videos to communicate messages. It has many of TikTok's features, including filters, effects and music options.
  - We have shared three videos since inception in March featuring our Adventures in VR classes, Digital Bridge appointments and Adult Day Center craft activity and these videos have 4,236 views in total.



**E-Newsletter (launched June 2, 2022)**



Since the launch of the e-newsletter in June 2022, a total of 19 newsletters have been sent. The open rate has been averaging 38%, which is considered a “top-tier score”; marketing experts say average open rate should be 15-25%. The open rate for our most recent newsletter is 42.2%. There were no newsletters in September.

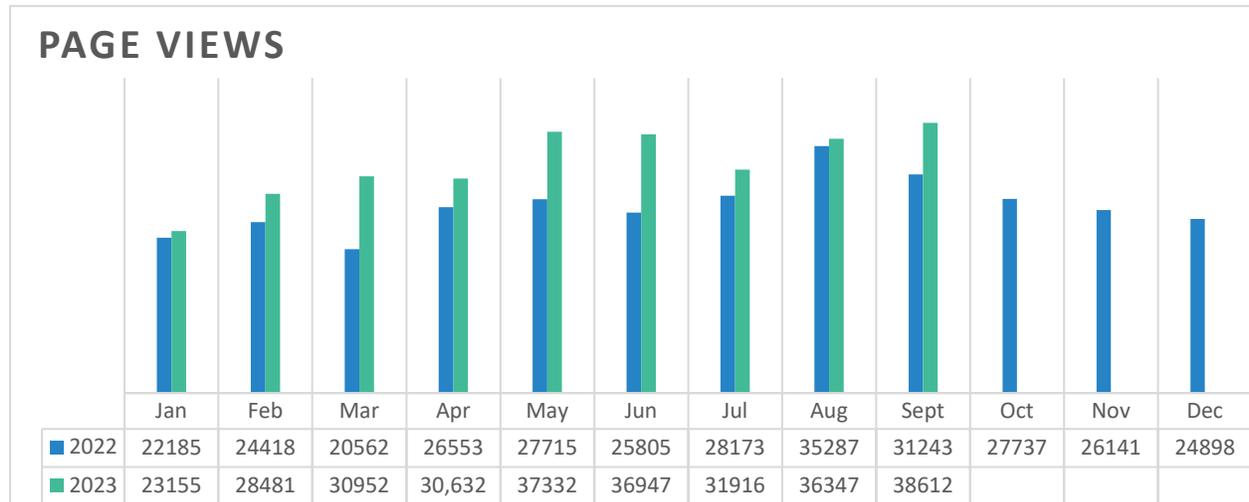
- **Newsletter Aug. 8**
  - Focused on the community development block grant the District received from the city of Camarillo for the “Roam Around the World” VR program.
  - 2,463 people received the e-newsletter.
  - 1,100 opened and viewed it.
  - 45.7% open rate (average open rate is 15-25%)
- **Newsletter Aug. 24**
  - Focused on 3 reasons to connect with us: Hosting the Living Well, Caring Well event, catch up on our Elder Legal series on YouTube and join us for Family & Friends Night VR.
  - 2,434 people received the e-newsletter.
  - 1,028 opened and viewed it.
  - 42.2% open rate (average open rate should be 15-25%)

## Website

September: 38,612 views; Average 24,800 views/month.

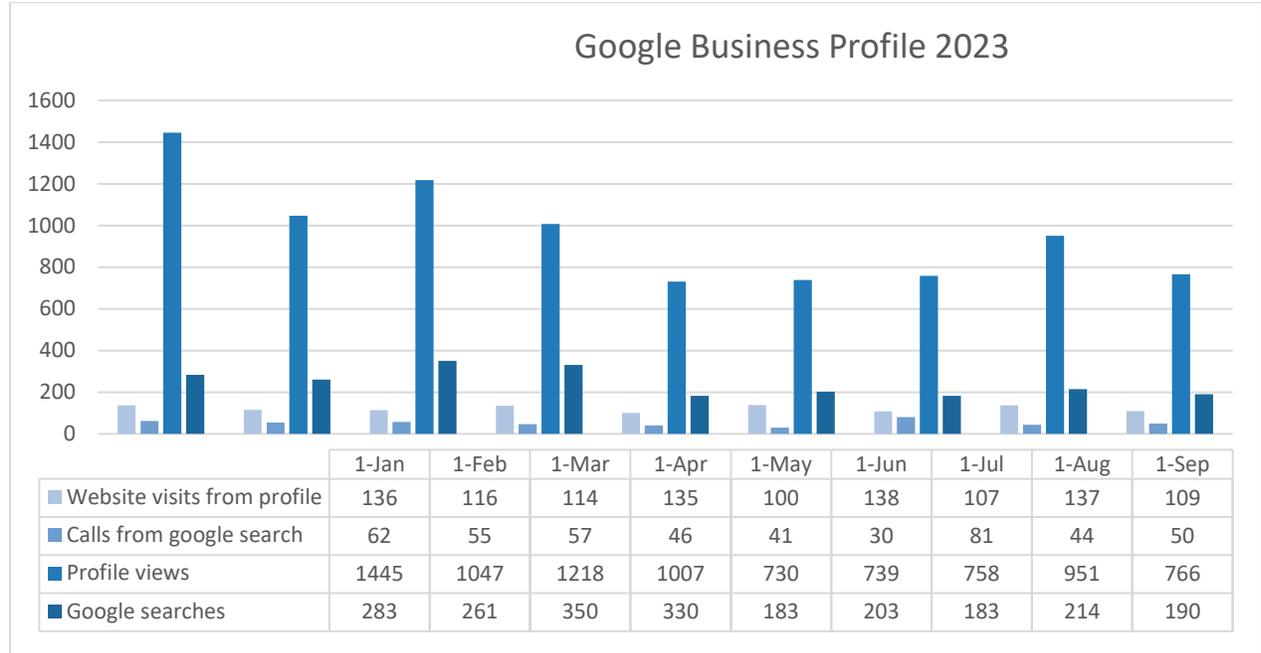
September surpassed May as our highest on record in the last 18 months at 38,612

YOY growth: September 2023 shows 7,369 more views than September 2022



## Google Business Profile Report

Calls made from our business profile on Google are up 19% with a spike on Sept. 29 of 16 calls that day from our profile.



## CURRENT SOCIAL MEDIA AUDIENCE

- Facebook
  - 87% female
  - Most age 35-65+

- 40% from Camarillo, 7.7% Oxnard, 6.1% Ventura, 5.7% Thousand Oaks.
- Instagram
  - 72% are female
  - Most age 35-65+
  - 23% from Camarillo, 13% from Oxnard, 9% from Ventura, 7% from Thousand Oaks.
- Twitter
  - Doesn't record audience profile data.
- LinkedIn
  - 80% are from the greater LA area
  - 11.4% work in legislative offices, 6.3% in government administration, 6.3% in higher education, 5.5% in nonprofit organizations, 4.3% in wellness and fitness services, 3.1% in civic and social organizations, 2.8% in philanthropic fundraising services, 2.8% in mental health care, 2.8% in hospitals and healthcare and 2% in education and admin programs.

# MEMORANDUM

**DATE:** Oct. 6, 2023, 2023  
**TO:** Kara Ralston, CEO  
**FROM:** Michelle Rogers, Community Education & Outreach Manager  
**SUBJECT:** *Community Outreach / Events – July-September 2023*

## PROGRAM DESCRIPTION – Community Outreach and Education

**SUMMARY:** This quarter, the District has reached approximately 575 individuals through community outreach at two community events. This kind of outreach is important as it humanizes the District as staff serve as the face of the organization and make personal connections with individuals we serve. Information about our classes, programs and services are shared during these engagement opportunities, which boosts brand awareness and brings more people to our campus to take advantage of our offerings, helping us fulfill our mission. These outreach efforts are also another opportunity for us to promote what we do on social media, providing content for posts that reach people who may not have attended.

### July 20, 2023: Health & Wellness Lecture Series at The Grove (55+ community in Camarillo) 30+

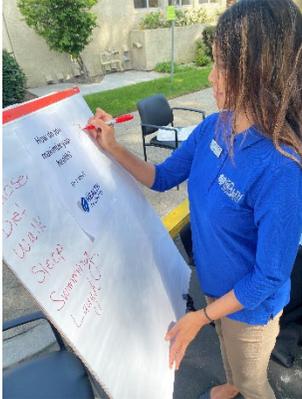
Kara Ralston shared a PowerPoint highlighting the District, its programs, services and classes. Michelle Rogers, community outreach and education manager, brought magazines, flyers and other promotional materials of our offerings.

### Sept. 6, 2023: Living Well, Caring Well in partnership with Dementia Friendly Ventura County 57

Blair Barker, Care Services director, and Mary Ann Ratto, director of the Adult Day Center, helped host the second Living Well, Caring Well event on our campus. These quarterly one-stop shops are for people living with dementia-related disease and their caregivers. Both shared about the District’s Care Services and Adult Day program, and were joined by a dozen other vendors, including Adult Protective Services, Alzheimer’s Association, in-Home Care, Public Benefits, HICAP and more.

### Sept. 21, 2023: Mira Vista Resource Fair 100+

Maylene Blando, Social Services coordinator, and Michelle Rogers, community outreach and education manager, staffed a table with information about the District’s programs, services and classes, handed out promotional items and engaged residents in conversations about how the District could serve as a resource to them. In addition, they engaged attendees at the two-hour event by asking them to describe in one word what they do to maximize their health, and created a word cloud for social media (combined with 50 Plus Expo responses).



**Sept. 23, 2023: 50 Plus Senior Expo presented by Pleasant Valley Recreation and Park District 300+**

Mariana Gutierrez, health promotion coordinator, and Michelle Rogers, community outreach and education manager, staffed a table with information about our programs, services and classes, handed out promotional items, offered opportunities for individuals to try “Adventures in VR” and engaged residents in conversations about how the District could serve as a resource to them. In addition, they engaged attendees by asking them to describe in one word what they do to maximize their health, and created a word cloud for social media (combined with Mira Vista responses). An ad, “Guiding people toward healthy life choices” also appeared in the Expo’s brochure handed out to 300+ attendees during the three-hour event.



**Promotion: Advertising and Listings**

- Camarillo Acorn Ads
  - July 15, 2023: Elder Legal Answers Your Questions On ... “Understanding and Addressing Elder Abuse.”
  - Aug. 12, 2023: Elder Legal Answers Your Questions On ... “Nursing Homes: What You Need to Know.”
  - Sept. 16, 2023: Elder Legal Answers Your Questions On ... “Does My Parent Have Dementia? Understanding Declining Capacity and Conservatorship.”
- Ventura County Star Ads
  - July 13, 2023: Elder Legal Answers Questions series
  - Aug. 17, 2023: Elder Legal Answers Questions series
  - Aug. 20, 2023: Elder Legal Answers Questions series
  - Sept. 14, 2023: Elder Legal Answers Questions series
- Inside Leisure Village Ads
  - July 7, 2023: Ad – Elder Legal Answers Questions series
  - Aug. 4, 2023: Ad - Elder Legal Answers Questions series
  - Sept. 1, 2023: Ad - Elder Legal Answers Questions series
- Moving Seniors Forward website’s calendar: part of District’s membership
- News articles
  - Programs on Elder Legal issues, Camarillo Acorn, Aug. 12, 2023
  - City grant for Roam Around the World, City of Camarillo e-newsletter, Sept. 1, 2023
  - District wins Innovative Program of the Year, Camarillo Acorn, Sept. 2, 2023.
  - Innovative Program of the Year, VCLA e-newsletter, Sept. 20, 2023.

### **Off-site classes: July-September**

- Leisure Village, “Adventures in VR”: 7 classes; 52 people served.
- Mira Vista, “Roam Around the World”: 2 classes; 12 people served.
- Camarillo Health Care Center, “Roam Around the World”: 2 classes, 13 people served.
- Camarillo Senior Living, “Roam Around the World”: 1 class, 5 people served.



### **Schedule of Outreach & Events**

#### **Oct. 14, 2023: St. Columba’s Episcopal Church Health Fair 100+ people anticipated**

Michelle Rogers will set up a table with promotional materials and engage attendees about the Camarillo Health Care District’s programs, classes and services. She also will engage them through an activity about healthy living. The health fair is a community event designed to connect people to resources, featuring representatives from many organizations on subjects such as dementia, caregiving, Medicare and more.



#### **Oct. 26, 2023: Trunk or Treat at Camarillo Police Department 100+ anticipated**

Michelle Rogers will hand out boxes of crayons with the District’s logo on them, as well as candy, from the trunk of one of the District’s branded cars as a way to bring awareness of the District and build affinity for the District.

#### **Oct. 26, 2023: VCHA Community Symposium: “Your Healthcare Playbook” 100+ anticipated**

Health Promotion Coordinator Mariana Gutierrez and Fall Prevention Specialist Elsa Sierra will staff an exhibitors table and talk with attendees about our fall prevention programming, Adventures in VR and Care Management.

#### **Oct. 21, 2023: Walk to End Alzheimer’s, East Ventura County 200+ people anticipated**

As a member of Moving Seniors Forward, Michelle Rogers will hand out promotional materials from the District (magazines and flyers) and engage participants at a table set up for members of Moving Seniors Forward.

#### **Nov. 18: Camarillo Farmers Market 150+ people anticipated**

Michelle Rogers and Mariana Gutierrez will set up a table with promotional materials and engage attendees about the Camarillo Health Care District’s programs, classes and services. They will also engage them through an activity about healthy living.

## September 2023 Report

**Date:** October 13, 2023  
**To:** Kara Ralston, CEO  
**From:** Blair Barker, Care Services Director  
 April Colbert, Senior Nutrition Coordinator  
 Monthly Program Report: **September 2023**

The Senior Nutrition Program (SNP) provides supplemental nutrition for residents aged 60 and over at either the congregate meal site or by home delivery, to enhance physical, mental and emotional well-being.

**Home Delivered Meals (HDM)** are delivered to homebound seniors who are unable to procure or prepare their own meals, and include fresh fruit, dairy and grain products as supervised by VCAAA registered dietician. Up to 5 meals/week are delivered in a bundle once each week. ***During COVID-19 restrictions, clients include seniors not normally home-bound, and non-senior disabled who are abiding by Stay-at-Home orders. As of August 11, 2021, all recipients may now only receive up to 5 meals/week, with some exceptions made (low-income, high nutrition risk, no other means to obtain food, etc.) (which is why the total meal count for this month decreased from previous months).***

**Congregate Meals (aka Apple-A-Day Café)** are normally served at the District congregate (Cong) site on the third Thursday of each month. ***During COVID-19 restrictions,*** congregate clients may instead choose to pick up a frozen meal at the District once a month.

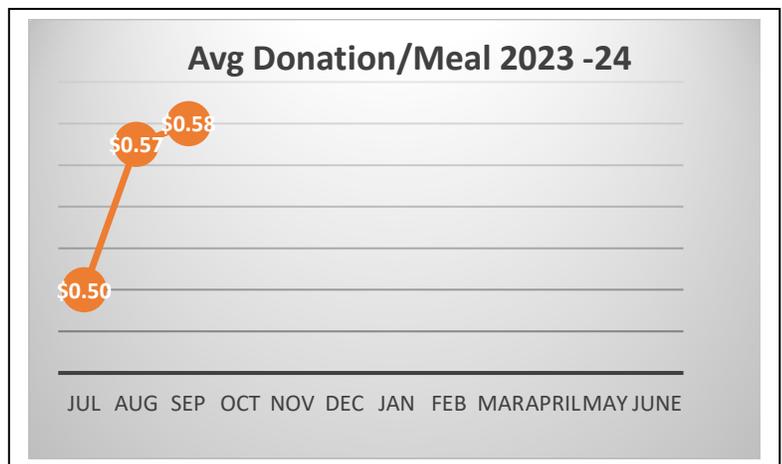
*The SNP is also partially funded by the Older Americans Act, through the Ventura County Area Agency on Aging (VCAAA), VCAAA Foundation, and the City of Camarillo. There is no charge per funding agreement but a \$3.00 per meal donation by attendees is suggested as required by the VCAAA.*

### At-a-Glance

*\*includes HDM Clients currently on hold as well as 4 non- seniors funded by VCAAA Foundation.*

	September 2023	Unduplicated Clients FYTD
<b>New HDM clients</b>	20 -9 disenroll +11 net gain	297 *
<b>New Cong. clients</b>	0	0**

*\*\*Due to COVID19, Cong clients shifted to HDM*



### Program History

The District began administrating the operational arm of the Senior Nutrition Program in April 2005, under grant funding from the Ventura County Area Agency on Aging (VCAAA). In FY 2006/07, the City of Camarillo approved funding support for the Home Delivered portion of the Senior Nutrition. VCAAA manages the food procurement part of the program, while the District provides the operational and logistical support of implementation. Since the District's participation in this program, more than 3,000 people have received more than 550,000 meals, averaging over 29,000 meals/year.

TOTAL MEALS SERVED (cumulative)		VCAAA Funding	VCAAA meals allowed	% program split	City Funding (HDM only)	City CBDG CV3 Funding (HDM only)
Program began April 1, 2005		\$27,602				
Total meals served FY 2005-2006	34,382	\$52,099				
Total meals served FY 2006-2007	28,234	\$84,468			\$32,000	
Total meals served FY 2007-2008	27,332	\$79,978			\$32,000	
Total meals served FY 2008-2009	26,168	\$82,424			\$35,000	
Total meals served FY 2009-2010	27,132	\$82,259			\$37,000	
Total meals served FY 2010-2011	22,598	\$84,166	25,700	62% HDM 38% Cong	\$37,000	
Total meals served FY 2011-2012	15,936	\$69,536	23,710	62% HDM 38% Cong	\$37,000	
Total meals served FY 2012-2013	12,941	\$60,800	20,075	96% HDM 4% Cong	\$37,000	
Total meals served FY 2013-2014	19,452	\$52,572	18,600	97% HDM 3% Cong	\$37,000	
Total meals served FY 2014-2015- (HDM+C)	23,036	\$52,572	20,460	97% HDM 3% Cong	\$37,000	
Total meals served FY 2015-2016 (HDM+C)	22,799	\$55,942	20,460	97% HDM 3% Cong	\$37,000	
Total meals served FY 2016-2017 (HDM+C+ ARCH)	23,148	\$69,660	22,320	93% HDM 7% Cong	\$37,000	
Total meals served FY 2017-2018 (HDM+C+ARCH)	25,396	\$69,375	22,500	97% HDM 3% Cong	\$37,000	
Total meals served FY 2018-2019 (HDM+C)	29,883	\$73,750	24,000	98% HDM 2% Cong	\$37,000	
Total meals served FY 2019-2020 (HDM+C)	39,719	\$84,375	27,500	96% HDM 4% Cong	\$37,000 + \$7500	
Total meals served July 2020- June 2021 (HDM + Cong.)	77,228	\$96,058	30,250	96% HDM 4% Cong	\$37,000	
FYTD Total meals served July 2021 - June 2022 (HDM + Cong.)	49,689	\$96,058	30,250	96% HDM 4% Cong	\$37,000	\$50,000
FYTD Total meals served July 2022 – June 2023 (HDM + Cong.)	52,766	\$96,058	30,250	96% HDM 4% Cong	\$37,000	\$50,000
<b>FYTD Total meals served July 2023 – June 2024 (HDM)</b>	<b>14,242*</b>	<b>\$186,660</b>	<b>51,000</b>	<b>100% HDM 0% Cong</b>	<b>\$37,000</b>	<b>\$50,000</b>
<b>TOTAL cumulative meals served since program inception; all- meal types; commenced April 2005</b>	<b>572,081</b>					

\*includes meals for (4) <60 disabled clients funded by the VCAAA Foundation

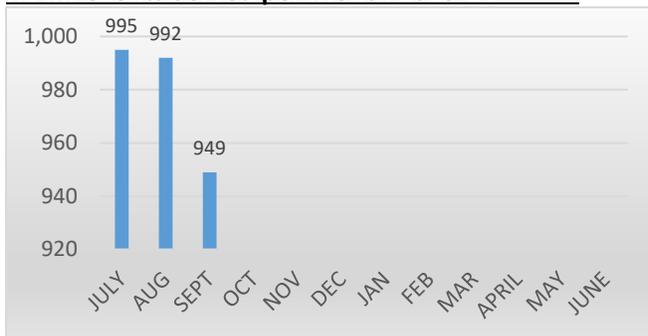
## HDM Referral Sources

Referral Source August 2023	HDM	Cong
Friend/Neighbor/Family	5	0
Acorn	1	
Former Congregate Client		0
Website/Social Media	2	0
Healthy Attitudes magazine	2	0
Health care provider – APS/ Hospital/Doctor/Social Worker	9	0
VCAA referral	0	0
Previous Client	1	0
Internal District referral	0	0
Walk-in	0	0
Hospice	0	0
OASIS Catholic charities	0	0
<b>TOTAL</b>	<b>20</b>	<b>0</b>

## HDM Cancellations

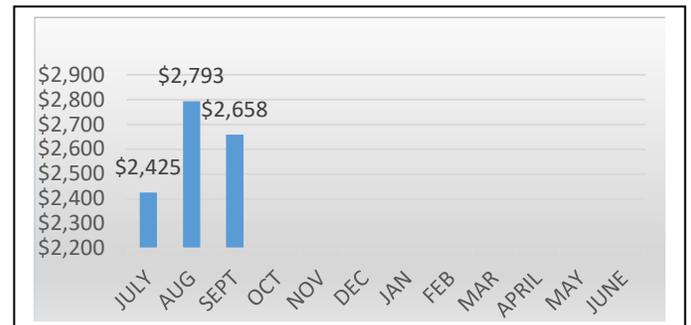
Reason Stated	August 2023
No longer requires services	3
Family/Caregiver now providing meals	
Moved in with Family	
Moved into Care Facility	
Moved to alternate Program	0
No longer meets criteria	
Health has improved - able to cook	
Dietary restrictions	3
Relocation out of service area	1
Deceased	2
On hold for extended time	0
<b>TOTAL</b>	<b>9</b>

### HDM: Clients Served per Month 2023-24

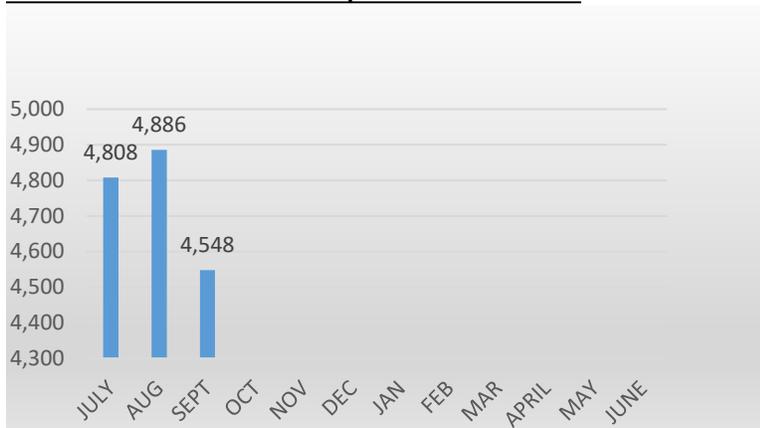


\*client count is duplicated count as clients receive meals each week  
 \*\* Meals served per month change if clients are on hold or meals are returned.

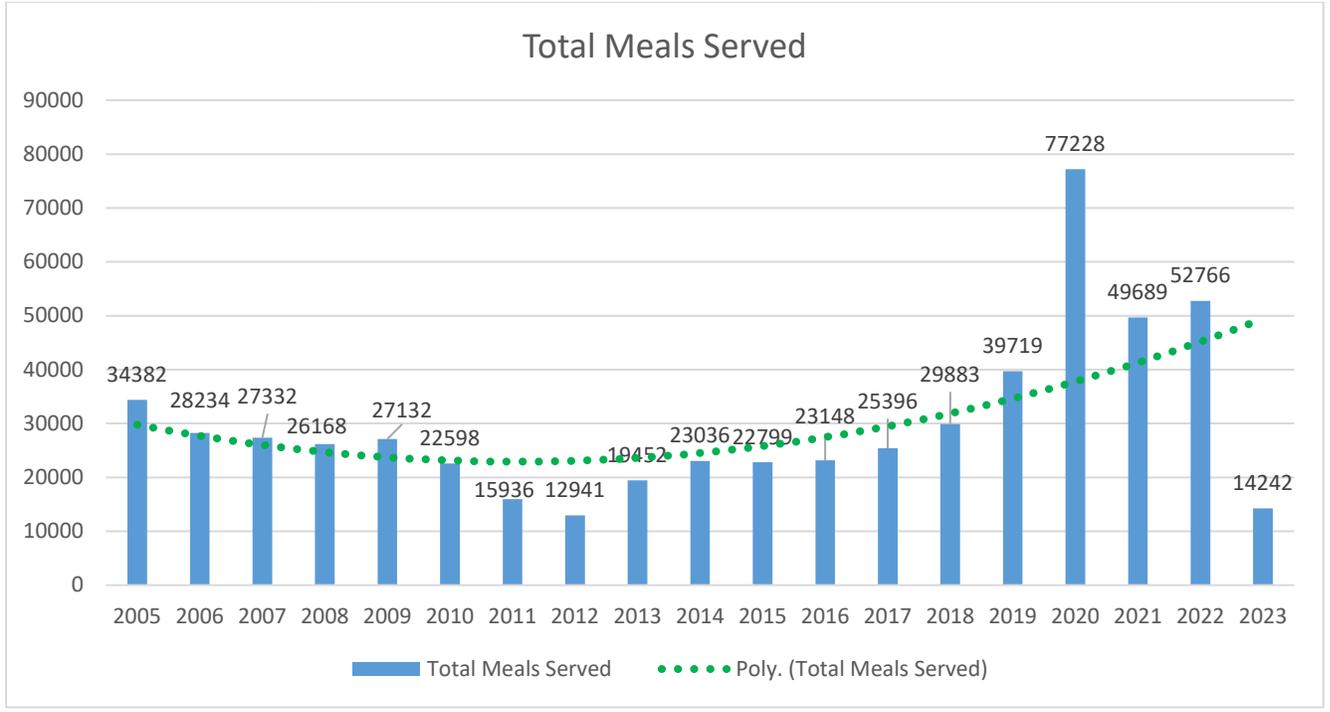
### HDM: Donations Rec'd per Month 2023-24



### HDM: Total Meals Provided per Month 2023-24



**HDM: Total Meals Served**



\*\*Congregate charts are not included in the board report for FY 23-24, since it is not a funded component of the VCAAA Title IIIC grant.

# MEMORANDUM

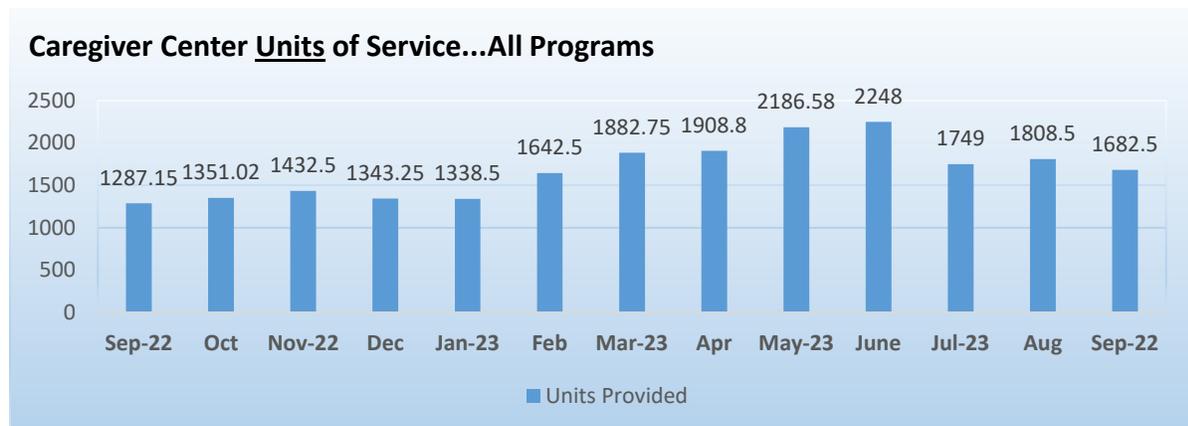
DATE: October 16, 2023  
TO: Kara Ralston, CEO  
FROM: Blair Barker, MPH, Care Services Director  
Caregiver Center of Ventura County  
RE: September 2023 Monthly Report

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## PROGRAM DESCRIPTION

The goal of the Caregiver Center of Ventura County (Center) is to decrease the impact of caregiver burden and empower people to better health. This is accomplished through strategic partnerships with medical and community-based providers for the delivery of caregiver education and training, access to resources, and increased quality of life outcomes. The Caregiver Center has a comprehensive array of programs and services including Powerful Tools for Caregivers, Personalized Care Consultations, Senior Support Line, Caregiver Skill-building, Respite Services, Home Modification Services, Dementia Education Classes, Support Groups, Walk-in Inquiry, and Caregiver Reminder Contacts.

## Overview of Units of Service Provided



Program	September - Units	September - People
Dealing with Dementia: class	0	0
Dementia Live: class	0	0
Powerful Tools for Caregivers: Virtual Class	0	0
Care Consultation: in-person	3	3
Care Consultation: phone	12.25	19
Caregiver Support Group	22.5	11
Respite: In Home Hours	31.5	4
Respite: ADP Hours	0	0
Home Modifications: Units Installed	0	0
Assistive Devices: Units installed	0	0
Senior Support Line: Peer Counseling	75	50
Senior Support Line: Telephone Reassurance	115.25	66
Caregiver Wellness Screening (Zarit Burden)	1	1
Depression Screening (PHQ-9)	0	0
Client follow-up ( <i>in-person, phone call, email, similar</i> )	286	249
Client Walk-ins	39	39
Resource & Education Request	377	377
Inquiry response: Email/phone reply	328	294
Caregiver Email Outreach	392	392
<b>TOTAL</b>	<b>1,682.5</b>	<b>1,505</b>

**Caregiver Education: Powerful Tools for Caregivers & Dealing with Dementia Programs**

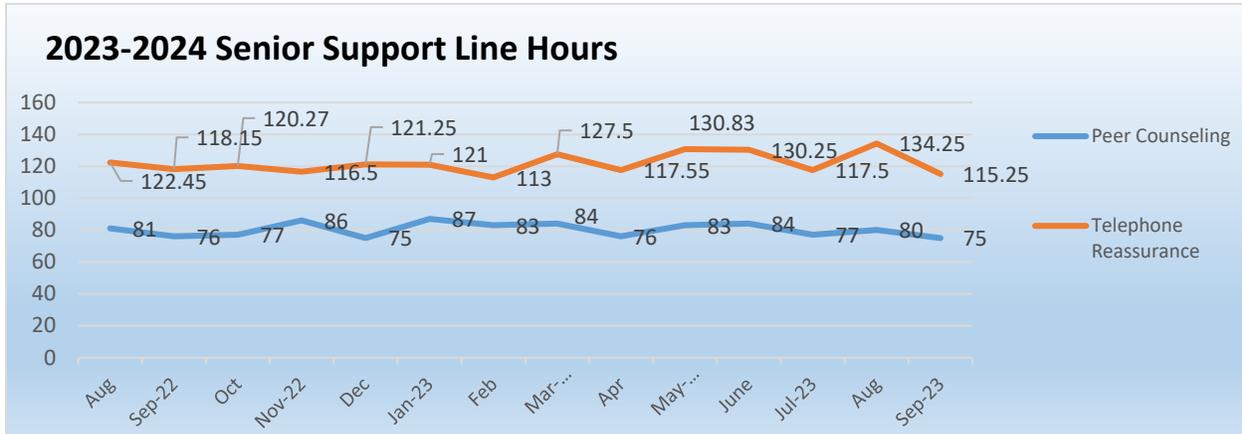
\*There would be a chart below this that represents monthly and FYTD counts of clients (and hours) served by the Center’s Caregiver Education program. Partial program funding through the Older Americans Act, Title III E, funding awarded by the VCAAA. A chart will be displayed at a later time.

Caregiver Education	September	FYTD	Annual Contract Goal*	Target % of Contract Goal
Total Client Units*	0	65	113	44%
Clients served	0	13	N/A	N/A
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>

\*This number includes the VCAAA Caregiver Education grant funded programs (Title III E) Powerful Tools for Caregivers class sessions (virtual and in-person class series). This chart represents counts of clients served as well as the hours provided by the Center through the Powerful Tools for Caregivers programs. It includes those who attend virtual or in-person classes; as well as classes provided with partner agencies.

## Senior Support Line

This chart represents measures of Senior Support Line (SSL) activities, either peer counseling or telephonic reassurance. Partially Funded Program through Older Americans Act federal funding, SSL is a toll-free reassurance and socialization program for Ventura County residents aged 60 and older, providing emotional and social support to reduce risks of isolation, socialization, wellness and safety checks, and connections to community resources.



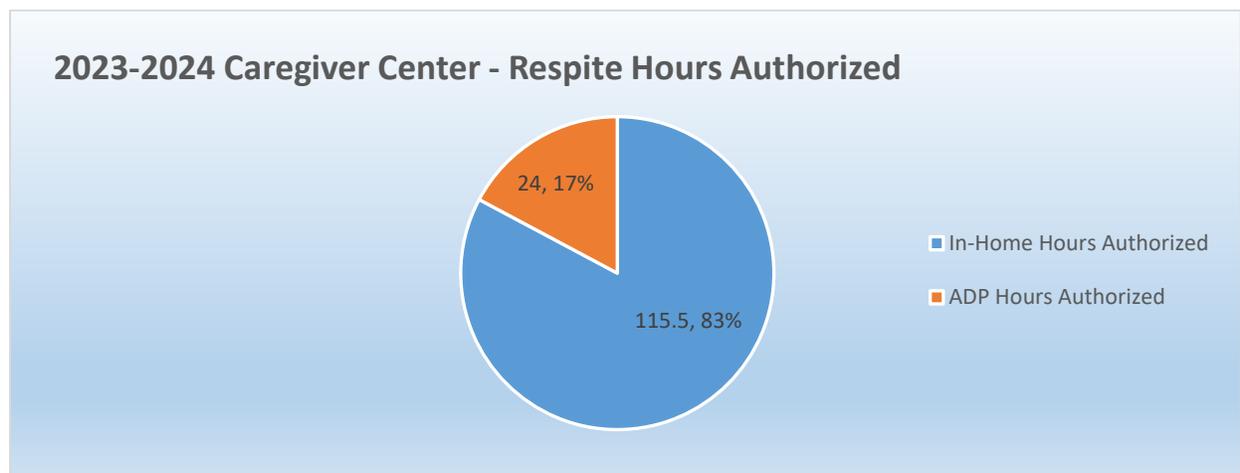
Senior Support Line (Title IIIB)	September	FYTD	Annual Contract Goal	Target % of Contract Goal
Peer Counseling: Hours	75	232	616	38%
Peer Counseling: Persons Served (unduplicated monthly)	50	160	375	43%
Telephone Reassurance: Hours *	115.25	367	N/A	N/A
Telephone Reassurance: Contacts	328	1,053	2,236	47%
Telephone Reassurance: Persons Served (unduplicated monthly)	66	218	278	78%
<b>TOTAL</b>	<b>634.25</b>	<b>2,030</b>	<b>N/A</b>	<b>N/A</b>

## Respite Hours

This chart and table represent measures of Respite hours and clients served by those hours, either in-home and/or at the Adult Day Center. The District periodically receives funding for in-home respite and adult day center respite through Older Americans Act, Title III E funding awarded by the VCAAA.

With the COVID-19 emergency orders and capacity restrictions lifted, respite hours in the Adult Day Center grew in June and will continue to increase over the course of this coming fiscal year. Many families that received respite in the District's Adult Day Center, shared positive remarks in previous months and noted the difference it made in their loved one's life, including:

- *“Thank you for sending me this email. I don't like to make excuses but between work, Jack, and now my mom, it's hard to get everything done, like I used too. I want to thank you very much for the financial assistance. That has helped a lot. We usually don't get any help because we work. It gets very expensive to take care of our family members that need assisted living care. We really appreciate all the help we can get. Thank you for all that you do too. Really feel lucky to be in a community that has such a terrific Day Care Program. I want to donate for all the help and kindness you all have given to Jack and myself this past year. I will send an envelope your way soon.”*
- *“The scholarship was a huge help to me financially and I'm very grateful that you were able to offer it to us. Roy really looks forward to his Fridays at the Center. It's nice to see him have a good reason to “clean up” because he has a place to go. Having a place that I feel good about sending Roy to is a great relief to me. It gives me a few hours in my week when I do not have to worry or think about what he is doing. Those few hours help me to relax and make it easier for me to handle this situation. Everyone there is wonderful and very helpful to Roy. I feel very fortunate that I live in Camarillo where they have such wonderful programs. Thank you again for all you do for us.”*



<b>Respite (Older Americans Act Title III E)</b>	<b>September</b>	<b>FYTD</b>	<b>Annual Contract Goal*</b>	<b>Target % of Contract Goal</b>
Respite: In-home (hours)	31.5	115.5	629	28%
Respite: In-home (people)	4	9	N/A	N/A
Respite: ADP (hours)	0	1	500	5%
Respite: ADP (persons served)	0	24	N/A	N/A
<b>TOTAL</b>	<b>35.5</b>	<b>149.5</b>	<b>N/A</b>	

### **Home Modifications and Assistive Devices**

This table reflects the number of home modifications (anything that requires a bolt, screw, etc.) and assistive devices (no installation required) that have been authorized. The District periodically receives funding for Home Modifications and Assistive Devices through Older Americans Act, Title III E funding awarded by the VCAAA.

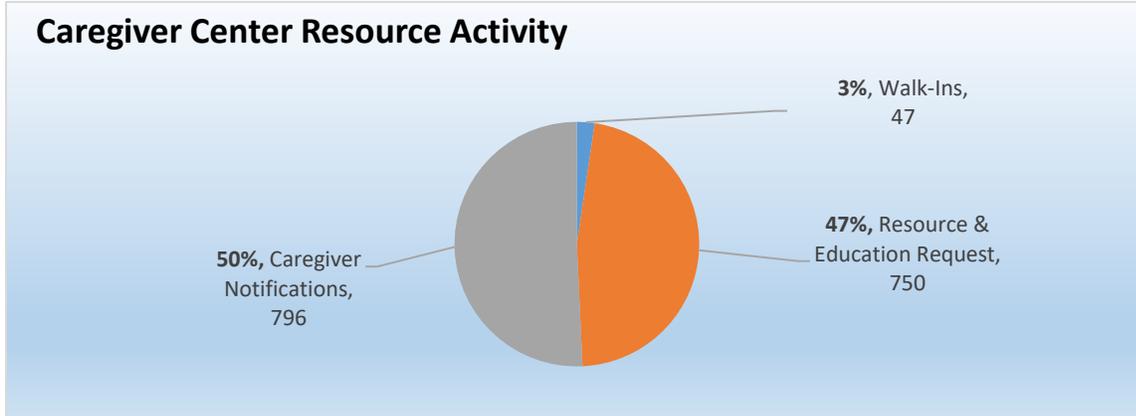
<b>Home Modifications (Title III E)</b>	<b>September</b>	<b>FYTD</b>	<b>Annual Contract Goal</b>	<b>Target % of Contract Goal</b>
Home Modifications: Units installed	0	5	66	8%
Home Modifications: Persons served	0	3	N/A	N/A
Assistive Devices: Units provided	0	1	3	33%
Assistive Devices: Persons served	0	1	N/A	N/A
<b>TOTAL</b>	<b>0</b>	<b>10</b>	<b>N/A</b>	

### **Dementia Friendly Caregiver Engagement Project**

Outside of the pandemic, there would be a chart below this that represents monthly and FYTD counts of clients and organizations served by the Center’s dementia education programs. Grant funding was previously provided by the Arthur N. Rupe Foundation to expand dementia specialty programs and services to family and professional caregivers. These programs and services are an integral of the Dementia Friendly Ventura County initiative (led by the VCAAA). While the District has not been able to train professionals due to previous COVID-19 restrictions, the District has been providing in-person and virtual workshops to family caregivers (numbers reflected in chart and tables, pages 1-2).

**Caregiver Center Resource Activity**

This chart represents Resource Specialist activity for the fiscal year, with September 2023 shown in the data table below.



Caregiver Center Resource Activity	September	FYTD
Client walk-ins	28	47
Resource & Education Request	369	750
Caregiver Notification	384	796
<b>TOTAL</b>	<b>781</b>	<b>1,593</b>

The innovative dementia-specialty work accomplished in the Caregiver Center positions the District as a preferred provider to secure contracts and grant awards. The Center’s work contributes to the District’s strategic plan initiatives by providing evidence-based dementia training to caregivers to increase skillsets and education needed to provide quality care for their care partner and protect their own health.

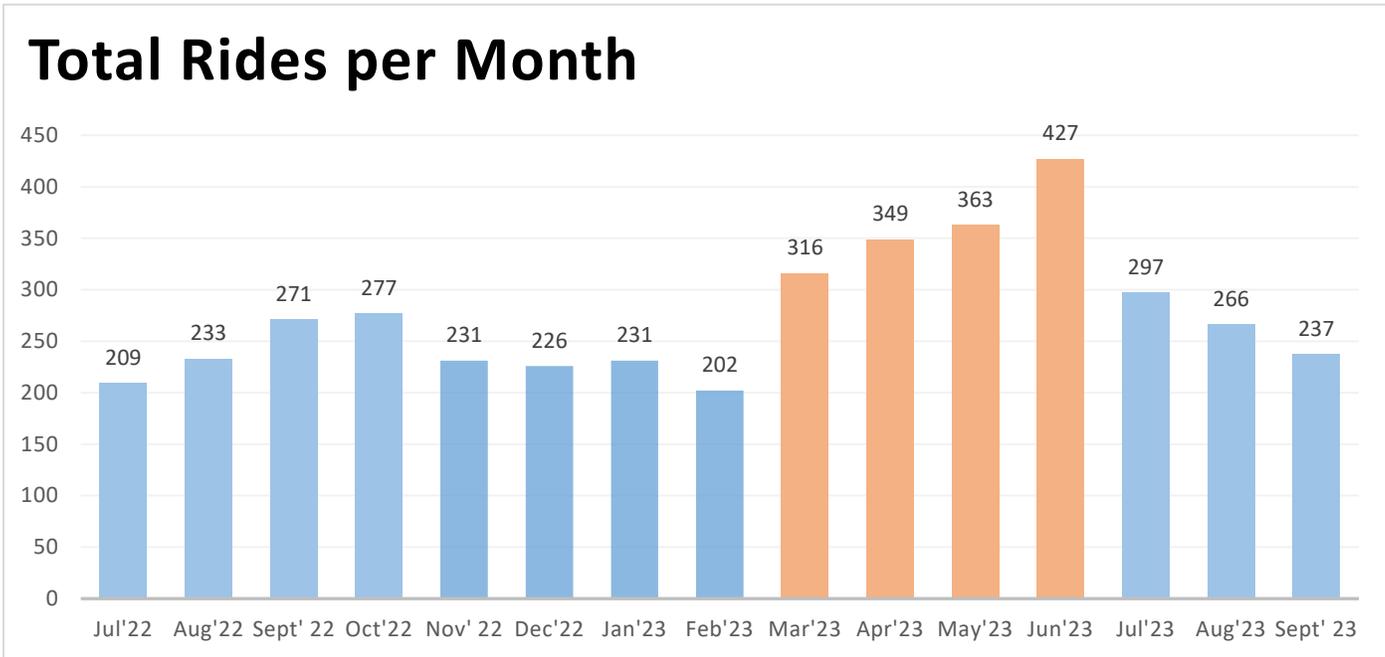
# MEMORANDUM

**DATE:** September 29, 2022  
**TO:** Kara Ralston, Chief Executive Officer  
**FROM:** Mary Ann Ratto, Director Adult Day Center  
**SUBJECT:** *September Monthly Report*

## PROGRAM DESCRIPTION

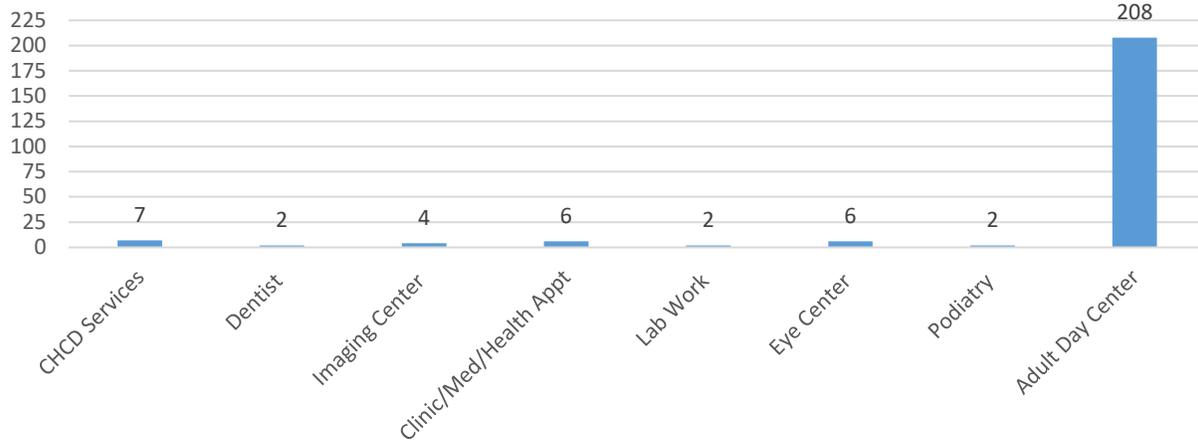
Camarillo Health Care District provides door-through-door transportation for non-emergency medical appointments and other activities of daily living, including to and from District programs, throughout Ventura County. Drivers are trained in CPR and First Aid, and have additional sensitivity training in transporting frail, elderly cognitively challenged and mobility-challenged riders. Vehicles are equipped with hydraulic lifts to accommodate wheelchair clients, oxygen canisters, and other assistive mobility devices.

Rides originate in the service area and can be provided to destinations throughout Ventura County, and to Kaiser in Woodland Hills. Transportation services remain available with proper capacity, safety and spread mitigation limits.

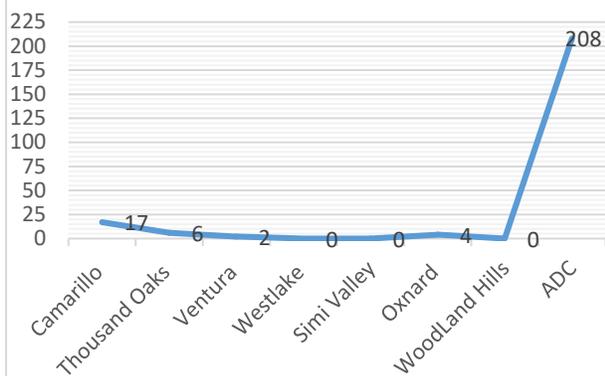


 *In partnership with the City of Camarillo, Care-A-Van transportation services provided free rides to Camarillo residents.*

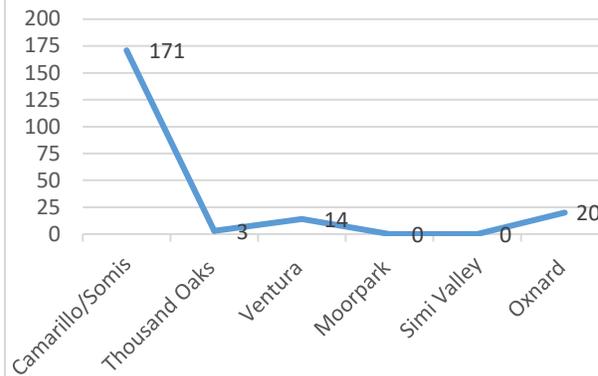
### Cause or Reason for Ride



### Ride Destinations



### Adult Day Ride Destinations





# Highlights

October 2023

Participating in PVRPD 50Plus Expo



# Highlights

October 2023

## Mira Vista Senior Fair



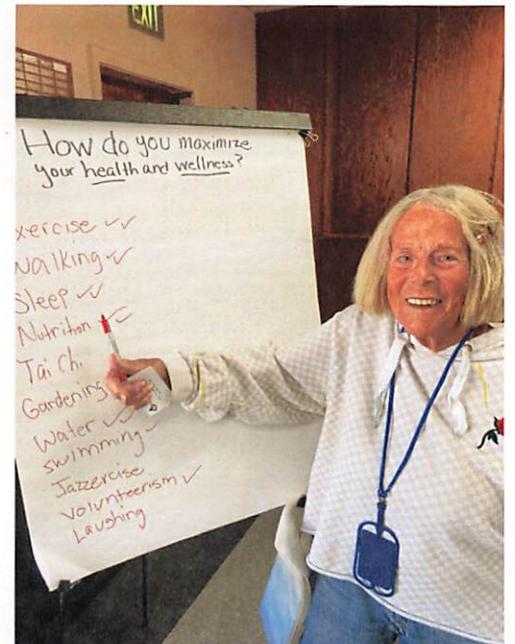
## Church hosts health fair in Camarillo

St. Columba's Episcopal Church will host a health fair from 10 a.m. to 2 p.m. Sat., Oct. 14 at 1251 Las Posas Road, Camarillo.

The event is an opportunity for residents to connect with local resource providers and talk to representatives of various agencies.

Among the organizations participating are the Camarillo Health Care District, the Area Agency on Aging, Alzheimer's Association and United Parents.

For more information, email Teri Helton at [teri@](mailto:teri@)



# Highlights

October 2023

First SMARTfit client



Pet Therapy in Adult Day Center



State of the City 2023

# Highlights

October 2023



Entertainers and Music Therapy for Adult Day Center



Exercise and Fun in Adult Day Center

# Highlights

October 2023

## Shout Outs and Social Mentions

City of Camarillo | Senior News

City of Camarillo <cityclerk@cityofcamarillo.org>  
To Michelle Rogers

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

### Camarillo Agencies Supporting Seniors

Located in the landscape of Ventura County, California, The City of Camarillo is a beacon of community and care, exemplified by its Camarillo Health Care District, bustling Senior Center, and Camarillo Library. These institutions stand as pillars of support and enrichment for the city's senior population.

The **Camarillo Health Care District** stands as a testament to the city's commitment to wellness. It offers a multitude of services aimed at safeguarding the health and independence of seniors. The district's emphasis on health education empowers seniors with the knowledge to make informed decisions about their well-being.

The district received an award for their virtual reality program. Virtual reality and the district's Senior Support Line are tools that help to reduce social isolation and depression. Blair Barker, Care Services Director, states that each month they speak to over 80 unduplicated clients and have more than 350 calls a month (this includes both incoming and outgoing calls).



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## CSDA News

### CSDA Board of Directors Seat C Election Results

The results are in! Congratulations to our incumbents who have all successfully secured another three years on the CSDA Board of Directors. We also welcome new Board Members in our Bay Area and Central Networks.

**Northern Network:**  
Fred Kress, Director, Honey Water District

**Sierra Network:**  
Pete Kampu, CSDM, General Manager, Groundwater Community Services District

**Bay Area Network:**  
Antonio Martinez, Director, Contra Costa Water District

**Central Network:**  
Vincent Ferrante, Commissioner, Moss Landing Harbor District

**Central Network:**  
Garth Barthman, District Manager, Hillman County Water District

**Southern Network:**  
Arlene Schuder, Director, Costa Mesa Sanitary District

### 2023 CSDA Award Winners Announced

A big congratulations to all of this year's CSDA Annual Award winners! Individuals and districts both received awards acknowledging their achievements in various areas including exceptional public service, leadership, and innovation! The awards were presented at this year's CSDA Annual Conference & Exhibition Showcase held August 28 - 31, 2023 in Monterey.

- Exceptional Public Outreach & Advocacy Award (Large District Category)**  
Santa City Public Utility District for its Santa City Public Utility District Team Action & Project Collaborations from Wildfire
- Exceptional Public Outreach & Advocacy Award (Small District Category)**  
Redwood Falls District No. 100 for its public relations campaign: #WaterIsLifesaver - Lives Up Pump Out, Longview
- Innovative Project of the Year Award (Large District Category)**  
Orange County Water District and Orange County Sanitation District for their Recycling 100 Percent Local Recyclable Waterworks Flow into High Quality Drinking Water
- Innovative Program of the Year Award (Small District Category)**  
Camarillo Health Care District for its Advancements in Virtual Reality
- Excellence in Technology Award**  
Seward Creek Water District for Using Innovative Technologies to Ensure a Sustainable Water Supply
- Chairer of the Year Award**  
Butler County Special District Association
- William Hollingsworth Award of Excellence**  
Shasta-Trinity Water and Land Use District
- Staff Member of the Year Award**  
Stephanie Burton, Management Analysis/Board Secretary, Big Bear Area Regional Wastewater Agency
- Board Member of the Year Award**  
Dorothy Webb was awarded a special Award for her leadership as Redwood Public Utility District's General Manager and former and Board Member for several decades.
- General Manager of the Year Award**  
Peter J. Kampu, CSDM, Groundwater Community Services District
- Public Outreach & Advocacy Award**  
Troy Gurnett, Communications Services & Governmental Relations Manager, Contra Costa County Sanitary District



Dr. Christopher Loh and CEO Kara Ralston accepting CSDA's Innovative Program of the Year Award 2023 for Adventures in VR





## SECTION 12

### FUTURE MEETINGS AND EVENTS

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#### Board of Directors Meetings

<b>Executive Committee:</b> Doria/Dixon	November 6, 2023 – 12:30 p.m.
<b>Regular Full Board:</b> Annual Board Leadership and Education	November 16, 2023 – 8:30 a.m.
<b>Regular Full Board</b>	December 2023 – Dark/NO MEETING
<b>Executive Committee:</b> TBD	January 16, 2024 – 12:30 p.m.
<b>Finance Committee:</b> TBD	January 25, 2024 – 10:00 a.m.
<b>Regular Full Board</b>	January 25, 2024 – 11:30 a.m.

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OCTOBER 26, 2023