



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Suite 161  
Camarillo, CA 93010  
Tuesday, November 14, 2017  
12:00 p.m.**

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## **2017 Board Meeting Calendar**

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

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

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

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

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

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

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

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

August – Dark

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

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

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

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

## **2018 Board Meeting Calendar**

January 23, 2018, 12:00 p.m.

February 27, 2018, 12:00 p.m.

March 27, 2018, 12:00 p.m.

April 24, 2018, 12:00 p.m.

May 29, 2018, 12:00 p.m.

June 12, 2018, 12:00 p.m. (Budget)

June 26, 2018, 12:00 p.m. (If Needed)

July 24, 2018, 12:00 p.m.

August – Dark

September 18, 2018, 12:00 p.m.

October 23, 2018, 12:00 p.m.

November - Dark

December 4, 2018, 8:30 a.m. (Board Work Study)

**AGENDA**

**November 14, 2017 - 12:00 P.M.**

Regular Meeting of the Board of Directors

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

**Board of Directors**

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

**Staff**

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

**Participants**

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

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1. **Call to Order/Roll Call**
  2. **Pledge of Allegiance – Director Loft**
  3. **Amendments to the Agenda**  
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
  4. **Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
  5. **Presentations –** Mary Wiggins – Boston University Case Management Certification  
Rachael Lambert – Rosalynn Carter Institute
  6. **Discussion/Action Items-** Consideration, Discussion, and Decision:  
  
Review and **Approve/ Deny/ Amend** District Disbursements and Financial Report for period ending October 31, 2017.  
**(Please see Section 6)**

**Suggested Motion-** Vote to approve District Disbursements and Financial Report for period ending October 31, 2017.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

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

- A. Approval of Minutes of the Regular Board Meeting of October 24, 2017. **(Please see Section 7-A)**
- B. Approval of the Minutes of the Finance/Investment Committee of October 24, 2017. **(Please see Section 7-B)**
- C. Approval of the Minutes of the Executive/Agenda Planning Committee Meeting of November 7, 2017. **(Please see Section 7-C)**

**Suggested Motion** – Vote to approve Consent Agenda as presented.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_  
Brown \_\_\_\_\_ Loh \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

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

- A. Review and approve District Policy 1150, Reserve Policy. This policy establishes District Reserves. **(Please see Section 8-A)**

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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_  
Brown \_\_\_\_\_ Loh \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

- B. Review and approve amendments to the District Investment Policy, Section 2.6 – Definition of Investment and Reserve Funds. **(Please see Section 8-B)**

**Suggested Motion:** Motion to approve the amendments to the District Investment Policy; Section 2.6 – Definition of Investment and Reserve Funds.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_  
Brown \_\_\_\_\_ Loh \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

C. Review and approve District Resolution 17-10, In Recognition of National Family Caregivers Month. **(Please see Section 8-C)**

**Suggested Motion:** Motion to approve District Resolution 17-10, In Recognition of National Family Caregivers Month.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

9. **CEO Report**

10. **Board Reports**

11. **Future Meeting and Events**

**Board of Directors Meetings**

- Full Board Tuesday, December 5, 2017, 8:30 a.m.
- Executive Committee Tuesday, January 16, 2018, 12:00 p.m.
- Finance Committee Tuesday, January 23, 2018, 11:00 a.m.
- Full Board Tuesday, January 23, 2018, 12:00 p.m.
- Executive Committee Tuesday, February 20, 2018, 12:00 p.m.
- Full Board Tuesday, February 27, 2018, 12:00 p.m.

**Events**

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

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, [www.camhealth.com](http://www.camhealth.com), on Thursday, November 9, 2017, at 4:00 p.m.

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**SECTION 6**

**ACTION ITEMS**

**SECTION 6  
REVIEW AND APPROVE/DENY/AMEND DISTRICT DISBURSEMENTS AND  
FINANCIAL REPORT FOR PERIOD ENDING  
OCTOBER 31, 2017.**

**NOVEMBER 14, 2017**

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# Camarillo Health Care District

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

Sorted by Vendor

October 2017 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Payee Type	Freq
Cash Account #4 [Bank of the West General]						
65701	10/24/2017	ACORN	Acorn Newspapers	550.00	V	
65642	10/4/2017	AFLAC	Aflac	1,066.68	V	MO
65702	10/24/2017	ANACAPA	Anacapa Heating & Air, Inc	89.00	V	
65643	10/4/2017	ANDERSON B	Bradley Anderson	21.00	F	
65713	10/24/2017	ANDERSON B	Bradley Anderson	100.00	F	
65663	10/11/2017	ANDISITES	AndiSites, Inc	189.00	V	MO
65664	10/11/2017	ASSISTED	Assisted Healthcare Services	100.00	V	
65644	10/4/2017	BANYAI	Danette Banyai	100.80	F	
65645	10/4/2017	BARRY RIDGE	Barry Ridge Graphic Design	231.73	V	
65646	10/4/2017	BETA	Beta Healthcare Group	760.16	V	MO
65687	10/18/2017	BETA WC	Beta Healthcare Group	2,088.00	V	MO
65688	10/18/2017	BOTW	Bankcard Center	7,626.41	V	MO
65665	10/11/2017	BUCKLEY	Elizabeth Buckley	400.00	F	
65666	10/11/2017	BYRD	Byrd Locksmithing	53.62	V	
65667	10/11/2017	CMH	CMH Centers for Family Health	110.00	V	
65703	10/24/2017	COMMANDER	Commander Printed Products	14,388.97	V	Qtly
65647	10/4/2017	CPI	CPI Solutions, Inc	4,820.55	V	MO
65704	10/24/2017	CPI	CPI Solutions, Inc	1,697.64	V	
65648	10/4/2017	CRAWFORD L	Lorenzo Crawford	170.80	F	
65689	10/18/2017	CSDA	CSDA	1,157.30	V	MO
65690	10/18/2017	DANDEKAR	Smita Dandekar	800.00	F	
65691	10/18/2017	DEPT SOCIAL	Dept of Social Services	303.00	V	Annually
65705	10/24/2017	DIAL	Dial Security	1,248.00	V	MO
65692	10/18/2017	DMV	Dept of Motor Services	1.00	V	
65706	10/24/2017	DOCUMENT SYS	Document Systems (DBA)	954.89	V	Qtly
65649	10/4/2017	DOS CAMINOS	Dos Caminos Plaza	4,538.38	V	MO
65650	10/4/2017	DOSCAMSTORA	Dos Caminos Plaza, Inc	50.00	V	MO
65668	10/11/2017	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	2,853.50	V	
65651	10/4/2017	FRONTIER	Frontier Communications	126.98	V	MO
65669	10/11/2017	GARLINGTON	Cris Garlington	360.00	F	
65670	10/11/2017	GEORGIA	Georgia Southwestern Foundation	1,000.00		
65671	10/11/2017	GIBSON	David Gibson	360.00	F	
65652	10/4/2017	GODINEZ	Jose Godinez	93.80	F	
65672	10/11/2017	HARMALA	Michelle Harmala	400.00	F	
65673	10/11/2017	HARTFORD	Hartford Life	1,117.72	V	MO
65674	10/11/2017	HARVEY	Lynette Harvey	71.69	EE	

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Payee Type	Freq
65707	10/24/2017	ITS	Integrated Telemanagement Services	858.04	V	MO
65653	10/4/2017	IVEY	Jane Ivey	125.30	F	
65675	10/11/2017	JONES	Lynn Jones	144.16	EE	
65676	10/11/2017	JOSE	Myka Jose	167.99	EE	
65654	10/4/2017	JTS	JTS Facility Services	1,891.00	V	MO
65708	10/24/2017	KAVALSKY	Neal Kavalsky	100.00	V	MO
65693	10/18/2017	LARSON	Usa Larson	800.00	F	
65694	10/18/2017	LEAF	Leaf	2,183.55	V	MO
65655	10/4/2017	MASTERPAGES	Carrie Dittmar	1,800.00	V	
65709	10/24/2017	MASTERPAGES	Carrie Dittmar	110.00	V	
65656	10/4/2017	MEDITECH	Meditech Health Services	435.00	V	
65677	10/11/2017	MEDITECH	Meditech Health Services	440.00	V	
65710	10/24/2017	MEDITECH	Meditech Health Services	440.00	V	
65657	10/4/2017	METLIFE	MetLife Small Business	923.14	V	MO
65711	10/24/2017	MEYERS	Meyers Nave	514.50	V	
65678	10/11/2017	MORAN	Carmen Moran	175.48	EE	
65658	10/4/2017	NORR	Paul Norr	140.00	F	
65695	10/18/2017	PARTNERS	Partners in Care Foundation, Inc	492.30	V	
65679	10/11/2017	PETERSON	Kathleen Peterson	250.00	F	
65712	10/24/2017	PETTY	Petty Cash - Administrat	290.89		
65659	10/4/2017	PITNEYBOWES	Pitney Bowes	196.27	V	Qtly
65660	10/4/2017	POINDEXTER	Poindexter and Company	4,200.00	V	
65680	10/11/2017	SAFEWAY	Safeway Inc	91.32	V	
65681	10/11/2017	SO CA GAS	Southern California Gas	243.95	V	MO
65682	10/11/2017	STAFF	Staff Assistance, Inc	1,615.00	V	
65696	10/18/2017	STAPLES	Staples Business Advantage	29.64	V	MO
65683	10/11/2017	THOM	Thomson Reuters	235.00	V	Annually
65661	10/4/2017	TNT	TNT Automotive	85.00	V	
65697	10/18/2017	TNT	TNT Automotive	124.95	V	
65684	10/11/2017	VC SHERIFF	VC Sheriff's Office	115.66		
65685	10/11/2017	VISION	Vision Services Plan	184.27	V	MO
65698	10/18/2017	VOYAGER	Voyager Fleet Systems Inc	834.05	V	MO
65662	10/4/2017	WYLY	Paulette Wyly	21.40	EE	
65699	10/18/2017	YANG	Hong Yang	255.00	F	
65700	10/18/2017	YOUNG	Jennifer Young	88.11	EE	
65686	10/11/2017	ZEPEDA	Monica Zepeda	187.78	EE	
Cash account Total				70,789.37		
Report Total				70,789.37		

EE=employee; V=vendor, F=facilitator/instructor

**Camarillo Health Care District**  
**Statements of Net Assets**  
**Four Months Ending October 31, 2017**

<b>ASSETS</b>	<u>Oct 17</u>	<u>July 1, 2017</u>	<u>Variance</u>
<u>Current Assets:</u>			
Cash and Checking Accounts	\$392,685	\$ 417,560	\$ (24,875)
Investment Accounts	2,050,088	2,630,565	(580,477)
Accounts and Grants Receivable	871,135	125,449	745,686
Total Current Assets	<u>3,313,908</u>	<u>\$3,173,573</u>	<u>140,335</u>
<u>Noncurrent Assets:</u>			
Property, plant and equipment - net	1,470,886	1,511,144	(40,258)
IS equipment - net	12,009	14,575	(2,566)
Transportation vehicles - net	68,780	77,571	(8,791)
Prepays	27,455	22,592	4,863
Total Noncurrent Assets	<u>1,579,131</u>	<u>1,625,882</u>	<u>(46,752)</u>
Deferred Outflows of Resources	264,803	264,803	-
Total Assets	<u>\$ 5,157,842</u>	<u>\$ 5,064,259</u>	<u>\$ 93,583</u>

**LIABILITIES AND NET ASSETS**

<u>Current Liabilities:</u>			
Accounts Payable	\$ 48,867	\$ 74,884	\$ (26,018)
Construction Loan 2017	85,482	82,393	3,090
Employment costs	90,246	160,926	(70,680)
Accrued OPEB liability GASB 75	451,350	384,083	67,267
Scholarships	4,082	4,783	(702)
Deferred Revenue	4,900	5,400	(500)
Total Current Liabilities	<u>684,926</u>	<u>712,469</u>	<u>(27,543)</u>
<u>Noncurrent Liabilities</u>			
Construction Loan to 2021	276,166	361,648	(85,482)
Net Pension Liability GASB 68	821,635	821,635	-
Deferred Inflows of Resources	450,825	450,825	-
Total Noncurrent Liabilities	<u>1,548,626</u>	<u>1,634,108</u>	<u>(85,482)</u>
<u>Net Assets:</u>			
Unrestricted - prior	2,717,682	2,535,771	181,911
Unrestricted - current	206,608	181,911	24,697
Total Net Assets	<u>2,924,290</u>	<u>2,717,682</u>	<u>206,608</u>
Total Liabilities and Net Assets	<u>\$ 5,157,842</u>	<u>\$ 5,064,259</u>	<u>\$ 93,583</u>

Quick Ratio	<u>Cash</u>	<u>Current Liabilities</u>	<u>Variance</u>
	2,442,773	684,926	1,757,847
Current Ratio	<u>Current Assets</u>	<u>Current Liabilities</u>	
	3,313,908	684,926	2,628,982

**Camarillo Health Care District**  
**Statements of Activities**  
**Comparison to Budget for the**  
**Four Months Ending October 31, 2017**

	Current Year		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Fav/(Unfav)</u>
<b>REVENUES</b>			
Tax revenue	\$ 848,720	\$ 848,720	\$ -
Program and facilities revenue	127,213	137,428	(10,214)
Grants and agency funding	268,222	112,953	155,269
Community Support and sponsorship	2,783	3,900	(1,117)
Investment and interest income	5,897	2,667	3,230
Other income	25,689	13,309	12,380
Total Revenues	\$ 1,278,524	\$ 1,118,976	\$ 159,548
<b>EXPENSES</b>			
Personnel cost			
Wages and salaries	445,019	530,568	85,549
Payroll taxes	38,784	40,589	1,804
Benefits	100,029	122,714	22,685
OPEB	77,543	67,267	(10,276)
Retirement UAL	50,594	52,456	1,862
Total personnel cost	711,969	813,594	101,625
Other expenses			
Contractors and professional fees	103,446	116,944	13,498
Facilities and related	74,144	87,546	13,402
Depreciation	51,615	52,174	560
Program related expense	21,589	24,888	3,299
Advertising and promotion	36,535	33,250	(3,285)
Supplies and office expense	36,650	21,202	(15,448)
Board and staff	27,789	36,562	8,773
Community partnerships	1,000	1,000	-
Combined other expenses	7,179	8,117	938
Total other expenses	359,947	381,683	21,736
Total expenses	1,071,916	1,195,277	123,361
Net position	\$ 206,608	\$ (76,301)	\$ 282,909



# Camarillo Health Care District

Financial Report  
For Four Months Ending  
*October 31, 2017*

## Current Assets

<u>Statements of Net Assets</u>	OCTOBER 2017	JULY 2017	CHANGE
Cash & Checking Accounts	\$392,685	\$417,560	\$(24,875)
Investment Accounts	2,050,088	2,630,565	(580,477)
Accounts & Grants Receivables	871,135	125,449	745,686
<b>TOTAL CURRENT ASSETS</b>	<b>\$3,313,908</b>	<b>\$3,173,573</b>	<b>\$140,335</b>

## Non-Current & Total Assets

<u>Statements of Net Assets</u>	OCTOBER 2017	JULY 2017	CHANGE
Property, plant and equipment – net	\$1,470,886	\$1,511,144	\$(40,258)
IS equipment – net	12,009	14,575	(2,566)
Transportation vehicles – net	68,780	77,571	(8,791)
Prepaid Expenses	27,455	22,592	4,863
Deferred Outflows of Resources	264,803	264,803	0
<b>TOTAL ASSETS</b>	<b>\$5,157,842</b>	<b>\$5,064,259</b>	<b>\$93,583</b>

## Liabilities

<u>Statements of Net Assets</u>	OCTOBER 2017	JULY 2017	CHANGE
Accounts payable	\$48,867	\$74,884	\$(26,018)
Construction Loan 2018	85,482	82,393	3,090
Employment costs	90,246	160,926	(70,680)
Accrued OPEB liability	451,350	384,083	67,267
Scholarships	4,082	4,783	(702)
Deferred Revenue	4,900	5,400	(500)
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$684,926</b>	<b>\$712,469</b>	<b>\$(27,543)</b>



## Liabilities

<u>Statements of Net Assets</u>	OCTOBER 2017	JULY 2017	CHANGE
Construction Loan to 2021	\$276,166	\$361,648	\$(85,482)
Net Pension Liability	821,635	821,635	0
Deferred Inflows of Resources	450,825	450,825	0
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>\$1,548,626</b>	<b>\$1,634,108</b>	<b>\$(85,482)</b>

## Net Assets & Total Liabilities

<u>Statements of Net Assets</u>	OCTOBER 2017	JULY 2017	CHANGE
Unrestricted – prior	\$2,717,682	\$2,535,771	\$181,911
Unrestricted – current	206,608	181,911	24,697
<b>TOTAL NET ASSETS</b>	<b>\$2,924,290</b>	<b>\$2,717,682</b>	<b>\$206,608</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$5,157,842</b>	<b>\$5,064,259</b>	<b>\$93,583</b>

## Revenues

<u>Statements of Activities</u>	OCTOBER 2017	BUDGET	VARIANCE Fav/(Unfav)
Tax revenue	\$848,720	\$848,720	\$0
Program and Facilities	127,213	137,428	(10,214)
Grants and agency funding	268,222	112,953	155,269
Community Support and sponsorship	2,783	3,900	(1,117)
Investment and interest	5,897	2,667	3,230
Other income	25,689	13,309	12,380
<b>TOTAL REVENUES</b>	<b>\$1,278,524</b>	<b>\$1,118,976</b>	<b>\$159,548</b>

## Expenditures

(Page 1 of 2)

<u>Statements of Activities</u>	OCTOBER 2017	BUDGET	VARIANCE Fav/(Unfav)
Wages and salaries	\$445,019	\$530,568	\$85,549
Payroll taxes	38,784	40,589	1,804
Benefits	100,029	122,714	22,685
OPEB & Retirement UAL	128,137	119,813	(8,414)
Contractors and Professional fees	103,446	116,944	13,498
Facilities and related	74,144	87,546	13,402
Depreciation	51,615	52,174	560
Program related expense	21,589	24,888	3,299

## Expenditures

(Page 2 of 2)

<u>Statements of Activities</u>	OCTOBER 2017	BUDGET	VARIANCE Fav/(Unfav)
Advertising and promotion	\$36,535	\$33,250	\$(3,285)
Supplies and office expense	36,650	21,202	(15,448)
Board and staff	27,789	36,562	8,773
Community partnerships	1,000	1,000	0
Combined other expenses	7,179	8,117	938
<b>TOTAL EXPENDITURES</b>	<b>\$1,071,916</b>	<b>\$1,195,277</b>	<b>\$123,361</b>

## Recap of Activities:

*Four Months Ended*

<u>Statements of Activities</u>	OCTOBER 2017	BUDGET	VARIANCE Fav/(Unfav)
Total Revenue	\$1,278,524	\$1,118,976	\$159,548
Total Expenditures	\$1,071,916	\$1,195,277	\$123,361
<b>NET POSITION</b>	<b>\$206,608</b>	<b>\$(76,301)</b>	<b>\$282,909</b>

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**SECTION 7**

**CONSENT AGENDA**

**APPROVAL OF MINUTES  
BOARD MEETING  
OCTOBER 24, 2017**

**SECTION 7-A**

**NOVEMBER 14, 2017**

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## MINUTES

October 24, 2017

Regular Meeting of the Board of Directors

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

### Board of Directors - Present

Rodger Brown, MBA, Board President  
Christopher Loh, MD, Vice President  
Richard Loft, MD, Clerk of the Board  
Thomas Doria, MD, Director

### Staff - Present

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

### Participants - Present

Rick Wood, *CSDA Financial Services*

- 
1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, October 24, 2017, at 12:08 p.m., by Rodger Brown, President.
  2. **Pledge of Allegiance** - Director Loh
  3. **Amendments to The Agenda** – Chief Executive Officer (CEO) Ralston requested the Agenda be amended to remove Item 8-E.
  4. **Public Comment** – No Public Comments.
  5. **Presentations** – Board President Rod Brown presented employees Monica Zepeda and Myka Jose their certificates in Case Management from Boston University.
  6. **Discussion/Action Item** -
    - A. CEO Ralston and Rick Wood presented the District’s disbursements and Financial Report for the period ending September 30, 2017. CEO Ralston indicated that a new category would be added to the Disbursement Report indicating the relationship of payee to District.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending September 30, 2017.

<b>Vote to Approve Financial Report For Period Ending September 30, 2017</b>	
Director Brown	Aye
Director Loh	Aye
Director Loft	Aye
Director Hiepler	Absent
Director Doria	Aye

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

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

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

A. The Board of Directors reviewed and discussed District Resolution 17-09, amending District By-Laws to reflect the updated Vision, Mission and Guiding Principles.

It was **MOVED** by Director Loh, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve District Resolution 17-09, amending District By-Laws to reflect updated Vision, Mission, and Guiding Principles.

<u>Vote to Approve Resolution 17-09</u>	
Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

B. The Board of Directors reviewed and discussed amending District Policy 1020, updating the Vision, Mission, and Guiding Principles.

It was **MOVED** by Director Doria, **SECONDED** by Director Brown, and **MOTION PASSED** to approve amendment of District Policy 1020, updating the District’s Vision, Mission, and Guiding Principles.

*Director Loft left the meeting at 12:40 p.m.*

<u>Vote to amend District Policy 1020</u>	
Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Absent
Director Hiepler:	Absent
Director Doria:	Aye



C. The Board reviewed and discussed District Policy 1091, Credit Card Policy. This policy prescribes the internal controls for management of District credit cards.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District Policy 1091, Credit Card Policy.

<u>Vote to Approve Policy 1091, Credit Card Policy</u>	
Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Absent
Director Hiepler:	Absent
Director Doria:	Aye

*Director Loft returned to the meeting at 12:46 p.m.*

D. Upon the verbal recommendation of the Finance/Investment Committee, the Board of Directors reviewed and discussed amendments to the District's Finance Policy. The Board made one additional change to Section 4, Paragraph 4, which now reads: **Gifts of securities will be liquidated upon receipt unless otherwise restricted by donor.**

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED**, to approve the amended Finance Policy with additional change as stated above.

<u>Vote to Approve Amended Finance Policy</u>	
Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

*The Board took a break from 1:02 p.m. until 1:04 p.m.*

F. Upon the verbal recommendation of the Finance/Investment Committee, the Board of Directors reviewed and discussed amendments to the District Investment Policy. Amendments to Section 2.6 will be stricken from this review and brought back before the full Board at a future meeting.

It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED**, to approve the amended Investment Policy minus Section 2.6.

<u>Vote to Approve Amended Investment Policy</u>	
Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

**9. CEO Report**

CEO Ralston informed the Board she would be traveling to Americus, Georgia to attend the Rosalynn Carter Institute for Caregiving Annual Conference and Awards. During the 30<sup>th</sup> Anniversary Gala Awards Banquet, the District will receive the Rosalynn Carter Leadership in Caregiving Award. The District will be represented by Chief Executive Officer, Kara Ralston, Chief Resource Officer, Sue Tatangelo, and Care Coordinator, Samantha Carnell.

**10. Board Reports – None**

**11. Future Meetings**

**Board of Directors Meetings**

- Executive Committee (Brown, Loh) Tuesday, November 07, 2017, 12:00 p.m.
- Full Board Tuesday, November 14, 2017, 12:00 p.m.
- Full Board (Board Work Study) Tuesday, December 5, 2017, 8:30 a.m.
- Executive Committee Tuesday, January 16, 2018, 12:00 p.m.
- Finance Committee Tuesday, January 23, 2018, 11:00 a.m.
- Full Board Tuesday, January 23, 2018, 12:00 p.m.
- Executive Committee Tuesday, February 20, 2018, 12:00 p.m.
- Full Board Tuesday, February 27, 2018, 12:00 p.m.

**12. Having no further business, this meeting is adjourned at 1:33 p.m.**

---

Richard Loft  
Clerk of the Board

**SECTION 7**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING OF  
OCTOBER 24, 2017**

**SECTION 7-B**

**NOVEMBER 14, 2017**

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## MINUTES

October 24, 2017

### Finance/Investment Committee Meeting

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

#### Board of Directors

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

#### Staff

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

#### Participants

Rick Wood, CSDA Financial Services

- 
1. **Call to Order** – The Finance/Investment Meeting was called to order by Director Tom Doria, at 11:08 a.m.
  2. No public comment.
  3. Accounting Manager, Renee Murphy, presented the Investment Results, Tax Revenue, and Capital Purchases for the quarter ending September 30, 2017.
  4. CEO Ralston and Rick Wood of CSDA Financial Services reviewed the Preliminary Operating Results for quarter ending September 30, 2017.
  5. CEO Ralston discussed District disbursements for the quarter ending September 30, 2017. Director Doria requested an additional column be added to the Check Register indicating the relationship of payee to the District.
  6. CEO Ralston presented the quarterly review of legal fees.
  7. A. Reviewed draft of District Policy 1150, Reserve Policy. Director Doria requested that the following be changed to read: **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used to satisfy Section 2.6 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available.

CEO Ralston will request that this Policy be pulled from the Agenda of the Regular Board Meeting, revised and brought back at a later date.

B. Reviewed draft of Investment Policy – CEO Ralston discussed proposed changes to the Investment Policy. Section 2.6 will be deleted from the policy. The Finance/Investment Committee recommends that the amended Policy be brought before the full Board for consideration.

C. Reviewed draft of the Finance Policy – CEO Ralston discussed proposed changes to the Finance Policy. The Finance/Investment Committee recommends that the amended Finance Policy be brought before the full Board for consideration.

8. The next Finance/Investment Committee Meeting is scheduled for January 23, 2018 at 11:00 a.m.
9. The Meeting adjourned at 12:02 p.m.

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Thomas R. Doria  
Director

**SECTION 7**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE EXECUTIVE/AGENDA PLANNING  
COMMITTEE MEETING OF NOVEMBER 7, 2017**

**SECTION 7-C**

**NOVEMBER 14, 2017**

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**MINUTES**

**November 7, 2017**

**Executive/Agenda Building Committee Meeting**

Camarillo Health Care District Board of Directors

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

**Board Members Present:**

Rod Brown, MBA, President

Chris Loh, MD, Vice President

**Staff Present:**

Kara Ralston, Chief Executive Officer

Karen Valentine, Clerk to the Board

- 
1. **Call to Order** – The Executive Committee was called to order by Board President, Rod Brown, at 10:20 a.m.
  2. **Public Comment** – No Public Comment
  3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, October 24, 2017.
  4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, November 14, 2017.
  5. Reviewed District Disbursements from October 1, 2017 through October 31, 2017.
  6. Reviewed the following Action Items:
    - 11A – Reviewed with recommendation for approval District Policy 1150, Reserve Policy.
    - 11B – Reviewed with recommendation for approval, amendments to the Investment Policy.
  7. Meeting adjourned at 10:55 a.m.

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Rod Brown  
President

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**SECTION 8**

**CONSENT AGENDA**

**REVIEW AND APPROVE DISTRICT POLICY 1150, RESERVE POLICY.  
THIS POLICY ESTABLISHES DISTRICT RESERVES.  
SECTION 8-A**

**NOVEMBER 14, 2017**

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**SECTION 8-A**

**DISTRICT POLICY 1150, RESERVE POLICY WITH MARKUP**

**NOVEMBER 14, 2017**

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# Camarillo Health Care District

## POLICY MANUAL

POLICY TITLE: Reserve Policy

POLICY NUMBER: 1150

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

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

**1150.1** The District shall account for reserves as required by Governmental Accounting Standards Board (GASB) Statement No. 54.

**1150.2** Assignment of District reserves is limited to unrestricted funds available out of a surplus net position, and not otherwise obligated by law, contract or agreement, including donations, interest earned, fees for service or other non-grant earnings. Reserve fund assignment can be designated through the budgeting process, or by approval of the Board of Directors, in order to address needs/opportunities in a timely fashion.

The following list reflects current District reserve funds:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be ~~\$5030~~,000. When the annual designation would increase this reserve beyond ~~\$5030~~,000, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum

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

- **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used toward satisfying Section 2.6 of Investment Policy, deeming it prudent by that ~~an~~ sum equal to fifty percent (50%) of annual budgeted expenditures be available. ~~The maximum amount of General Operating Reserve will be \$1,760,000, subject to annual adjustment based upon approved budget. When the annual designation would increase this reserve beyond \$1,760,000, only the amount required to reach the maximum will be reserved.~~

**1150.3 Utilization of Reserve Funds:** Drawing upon reserve funding requires approval by the Board of Directors. The following describes the intended uses of each fund:

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

**1150.4 Monitoring Reserve Levels:** The CEO will commission a reserve status analysis annually from the financial services vendor, for inclusion in the Board of Directors' annual deliberation/approval of Budgets and Investment & Reserve Funds. Additional information may be provided to the Board of Directors upon the occurrence of the following events:

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



**SECTION 8-A**

**DISTRICT POLICY 1150, RESERVE POLICY WITHOUT MARKUP**

**NOVEMBER 14, 2017**

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# Camarillo Health Care District

## POLICY MANUAL

POLICY TITLE: Reserve Policy

POLICY NUMBER: 1150

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

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

**1150.1** The District shall account for reserves as required by Governmental Accounting Standards Board (GASB) Statement No. 54.

**1150.2** Assignment of District reserves is limited to unrestricted funds available out of a surplus net position, and not otherwise obligated by law, contract or agreement, including donations, interest earned, fees for service or other non-grant earnings. Reserve fund assignment can be designated through the budgeting process, or by approval of the Board of Directors, in order to address needs/opportunities in a timely fashion.

The following list reflects current District reserve funds:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be \$30,000. When the annual designation would increase this reserve beyond \$30,000, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum

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

- **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used toward satisfying Section 2.6 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available.

**1150.3 Utilization of Reserve Funds:** Drawing upon reserve funding requires approval by the Board of Directors. The following describes the intended uses of each fund:

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

**1150.4 Monitoring Reserve Levels:** The CEO will commission a reserve status analysis annually from the financial services vendor, for inclusion in the Board of Directors' annual deliberation/approval of Budgets and Investment & Reserve Funds. Additional information may be provided to the Board of Directors upon the occurrence of the following events:

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

**SECTION 8**

**CONSENT AGENDA**

**REVIEW AND APPROVE AMENDMENTS TO THE DISTRICT  
INVESTMENT POLICY, SECTION 2.6 – DEFINITION OF INVESTMENT  
AND RESERVE FUNDS.  
SECTION 8-B**

**NOVEMBER 14, 2017**

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**SECTION 8-B**

**DISTRICT INVESTMENT POLICY WITH MARKUP**

**NOVEMBER 14, 2017**

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# INVESTMENT POLICY

~~Revised September 27, 2016~~ Revised October 24, 2017

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

CAMARILLO HEALTH CARE DISTRICT INVESTMENT POLICIES

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**SECTION 1 PURPOSE**

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

**SECTION 2 OBJECTIVES**

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

**2.1 Overall Risk Profile**

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

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

**2.2 Safety Objective**

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

**2.2.1. Credit risk will be mitigated by:**

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

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

#### **2.2.2 Interest rate risk will be mitigated by:**

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

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

### **2.3 Liquidity Objective**

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

### **2.4 Yield Objective**

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

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

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

## 2.5 Time Frame for Investment Decisions

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

## 2.6 Definition of Investment & Reserve Funds

~~Investment and reserve funds, for the purpose of these Policy ies are all District funds which are available for investment at any one time, excepting those minimum balances required by the District's banks to compensate them for the cost of banking services, and which provide the means by which the District may achieve the objectives described in the following Reserve Policy #1150. For general operating purposes, it is deemed prudent to work toward the goal of an available sum equal to fifty percent (50%) of annual budgeted expenditures available.~~

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

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

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

~~2.6.1 The District shall account for reserves as required by Governmental Accounting Standards Board (GASB) Statement No. 54.~~

~~2.6.2 Assignment of District reserves is limited to unrestricted funds available out of a surplus net position, and not otherwise obligated by law, contract or agreement, including donations, interest earned, fees for service or other non grant earnings. Reserve fund assignment can be designated through the budgeting process, or by approval of the Board of Directors, in order to address needs/opportunities in a timely fashion.~~

~~The following list reflects current District reserve funds:~~

- ~~— Vehicle Fleet Reserve: Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.~~
- ~~— Technology Reserve: Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$50,000.~~

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When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.

— Project/Special Use Reserve: Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$50,000. When the annual designation would increase this reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.

— Capital Improvement Reserve: Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum amount of Capital Improvement Reserve will be \$100,000. When the annual designation would increase this reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

— General Operating Reserve: General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used to satisfy Section 2.6 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available.

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

— Vehicle Fleet Reserve: for the purchase of new vehicles to support District operations, and/or to make major repairs to existing vehicles.

— Technology Reserve: for the purchase of IT performance systems, hardware and software, in support of District operations, with the intent of maintaining appropriate modern technology for efficient and effective employee use, and direct client services.

— Designated Project/Special Use Reserve: for the purpose of furthering the District's mission, in alignment with the precepts of the Strategic Plan; special uses will be identified by the CEO and/or the Board of Directors, and approved by the Board of Directors.

— Capital Improvement Reserve: Capital Improvement Reserves will be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.

— General Operating Reserve: for the purpose of satisfying Section 2.6 of Investment Policy

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

— When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;

— Upon CEO and/or Board request.

### **SECTION 3 INVESTMENT PARAMETERS**

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#### **3.1 Types of Investments Authorized**

Funds may be invested only in the following:

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

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

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

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

### **3.2. Qualification of Brokers, Dealers, and Financial Institutions**

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

### **3.3 Pre-formatted Wire Transfers**

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

### **3.4 Notice of Policies**

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

### **3.5 Place and Time for Conducting Business**

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

#### **SECTION 4 SAFEKEEPING OF SECURITIES**

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##### **4.1 Safekeeping**

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

##### **4.2 Security Transfers**

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

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

#### **SECTION 5 RESPONSIBILITIES**

##### **5.1 Responsibilities of the Accounting Department**

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

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

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

##### **5.3 Responsibilities of the Chief Executive Officer**

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

##### **5.4 Responsibilities of the District's Auditing Firm**

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

#### **5.5 Responsibilities of the Board of Directors**

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

#### **5.6 Responsibilities of the Finance/Investment Committee**

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

### **SECTION 6                      REPORTING**

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

The quarterly investment report will include the following:

- A listing of individual securities and deposits held at the end of the reporting period;
- The market value of marketable securities at the end of the reporting period;
- All security transactions occurring during the period whether or not the transaction has been fully settled;
- Balances at the beginning of the period at market;



- Additions to the Local Agency Investment Fund, such as transfers of funds from other accounts;
- Interest or dividend income credited to the account. If interest or dividends are not paid as earned, the interest amounts receivable should be shown;
- Realized gains or losses on sales of investments;
- Unrealized gains or losses during the period;
- The nature of all such investments in the portfolio should be described;

- j. With respect to interest bearing investments, the investment report should indicate the face rate of interest and the effective yield to the District based on its cost of the investment; and
- k. Shall include the statement: "All District investments are shown above and conform to the District's Investment Policies. All investment transactions during this period are included in this report."

SECTION 7 ANNUAL REVIEW

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

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**SECTION 8-B**

**DISTRICT INVESTMENT POLICY WITHOUT MARKUP**

**NOVEMBER 14, 2017**

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**SECTION 8-B**

**DISTRICT INVESTMENT POLICY WITHOUT MARKUP**

**NOVEMBER 14, 2017**

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# INVESTMENT POLICY

Revised October 24, 2017

# CAMARILLO HEALTH CARE DISTRICT INVESTMENT POLICIES

## **SECTION 1 PURPOSE**

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

## **SECTION 2 OBJECTIVES**

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

### **2.1 Overall Risk Profile**

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

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

### **2.2 Safety Objective**

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

#### **2.2.1. Credit risk will be mitigated by:**

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



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

### **2.2.2 Interest rate risk will be mitigated by:**

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

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

### **2.3 Liquidity Objective**

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

### **2.4 Yield Objective**

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

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

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

## **2.5 Time Frame for Investment Decisions**

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

## **2.6 Definition of Investment & Reserve Funds**

Investment and reserve funds, for the purpose of this Policy, are District funds which are available for investment at any one time, except those minimum balances required by the District's banks to compensate them for the cost of banking services, and which provide the means by which the District may achieve the objectives described in Reserve Policy #1150. For general operating purposes, it is deemed prudent to work toward the goal of an available sum equal to fifty percent (50%) of annual budgeted expenditures.

## **SECTION 3 INVESTMENT PARAMETERS**

### **3.1 Types of Investments Authorized**

Funds may be invested only in the following:

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

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

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

### **3.2. Qualification of Brokers, Dealers, and Financial Institutions**

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

### **3.3 Pre-formatted Wire Transfers**

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

### **3.4 Notice of Policies**

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

### **3.5 Place and Time for Conducting Business**

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

## **SECTION 4 SAFEKEEPING OF SECURITIES**

### **4.1 Safekeeping**

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

### **4.2 Security Transfers**

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

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

## **SECTION 5                      RESPONSIBILITIES**

### **5.1      Responsibilities of the Accounting Department**

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

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

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

### **5.3      Responsibilities of the Chief Executive Officer**

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

### **5.4      Responsibilities of the District's Auditing Firm**

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

### **5.5      Responsibilities of the Board of Directors**

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

### **5.6      Responsibilities of the Finance/Investment Committee**

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  - k. Shall include the statement: "All District investments are shown above and conform to the District's Investment Policies. All investment transactions during this period are included in this report."

SECTION 7     ANNUAL REVIEW

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

**SECTION 8**

**CONSENT AGENDA**

**REVIEW AND APPROVE DISTRICT RESOLUTION 17-10, IN SUPPORT OF  
NOVEMBER 2017 BEING NATIONAL FAMILY CAREGIVERS MONTH.**

**SECTION 8-C**

**NOVEMBER 14, 2017**

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**RESOLUTION NO. 17-10**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**CAMARILLO HEALTH CARE DISTRICT**  
**VENTURA COUNTY, CALIFORNIA**  
**IN RECOGNITION OF NATIONAL CAREGIVERS MONTH**

---

**WHEREAS**, over 90 million Americans today are family caregivers for their loved ones, with a large number finding themselves providing care 24-hours a day/7-days a week; and

**WHEREAS**, caregiving can be a rewarding experience, it is not without consequences such as caregiver stress, decreased health status, and caregiver burnout; and

**WHEREAS**, six out of ten family caregivers juggle everyday life tasks such as preparing the children for school, managing household responsibilities, and work full- or part-time, which affects the entire family unit; and

**WHEREAS**, making time for yourself and the family unit protects a caregiver's personal health, strengthens family relationships, can help prevent burnout and can enable a care recipient to stay at home up to three times longer; and

**WHEREAS**, the 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**, the Camarillo Health Care District therefore stands in unity with all family caregivers in celebration of National Caregivers Month, and established the award-winning Wellness & Caregiver Center of Ventura County; and

**WHEREAS**, that Wellness & Caregiver Center of Ventura County has received the nation's top award in leadership in caregiving from Former First Lady Rosalynn Carter from 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 2017 as National Family Caregivers Month.

**ADOPTED, SIGNED, AND APPROVED** this 14th day of November 2017.

\_\_\_\_\_  
Rod Brown, President  
Board of Directors  
Camarillo Health Care District

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

STATE OF CALIFORNIA)  
COUNTY OF VENTURA) ss

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

**DO HEREBY CERTIFY** that the foregoing Resolution 17-10 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 14th day of November 2017, and it was adopted by the following vote:

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

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

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

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

**SECTION 9**

**CEO REPORT**

**NOVEMBER 14, 2017**

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## *Awards Program*

### **Invocation**

Jimmy Carter, *39th President of the United States*

### **Welcome**

Patricia Bethune, *Master of Ceremonies*

### **Opening Comments**

Neal Weaver, *President*,  
Georgia Southwestern State University

Leisa Easom, *Executive Director*,  
Rosalyann Carter Institute for Caregiving

Craig Kramer, *Mental Health Ambassador & Chair*,  
Global Campaign on Mental Health  
Johnson & Johnson

### **Tributes**

Kathryn Cade, *Co-Chair*,  
Board of Directors, Rosalyann Carter Institute for Caregiving

Jimmy Carter, *39th President of the United States*

### **Musical Entertainment**

Vince Zangaro  
"Broken Sort of Life" & "Better Man"

### **Georgia Caregiver of the Year Awards**

Gayle Alston, *Director of RCI Training Center for Excellence*,  
Rosalyann Carter Institute for Caregiving

### **Mattie J.T. Stepanek Scholarship Awards**

Laura Bauer, *National Program Director*,  
Operation Family Caregiver, Rosalyann Carter Institute for Caregiving

### **Rosalyann Carter Leadership in Caregiving Award**

Leisa Easom, *Executive Director*,  
Rosalyann Carter Institute for Caregiving

### **Toast & Closing Remarks**

Patricia Bethune, *Master of Ceremonies*

## *Honorees*

### **Georgia Caregivers of the Year**

#### **FAMILY CAREGIVER OF THE YEAR**

**Annie Moore**  
Middle Georgia CARE-NET  
Macon, Georgia

#### **VOLUNTEER CAREGIVER OF THE YEAR**

**Linda Morris**  
Northeast Georgia CARE-NET  
Athens, Georgia

#### **PARAPROFESSIONAL CAREGIVER OF THE YEAR**

**Anthony Marshall**  
Southwest Georgia CARE-NET  
Albany, Georgia

### **Mattie J.T. Stepanek Scholarship Awards**

**Krista Cline**  
Houston, Texas

**Wanda Ickes**  
Alum Bank, Pennsylvania

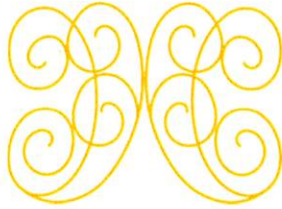
**Leticia Johnson**  
Orlando, Florida

**Emily Mather**  
Batavia, Ohio

**Deidre Blascyk**  
Fort Hood, Texas

### **Rosalyann Carter Leadership in Caregiving Award**

**Camarillo Health Care District**  
Camarillo, California



*This evening is proudly sponsored by:*

Johnson & Johnson

*And brought to you by:*

The Rosalynn Carter Institute for Caregiving  
Georgia Southwestern State University  
ARAMARK Catering

*Special thanks to:*

Board Member Alice Argo  
Gatewood's Flowers  
Vince Zangaro and Band Members  
Summit Planning Committee  
Pope Fellows



*30<sup>th</sup> Anniversary  
Gala Awards  
Banquet*

*Honoring the Commitment to Care*

FRIDAY, THE TWENTY-SEVENTH OF OCTOBER  
TWO THOUSAND SEVENTEEN  
HALF PAST SIX IN THE EVENING  
GEORGIA SOUTHWESTERN STATE UNIVERSITY  
AMERICUS, GEORGIA



# RECOGNIZING EXCELLENCE



## Innovation in Health Care Award

2017 Awardee

**INNOVATION**  
IN HEALTH CARE  
**AWARD**

### The University of California, Los Angeles – Alzheimer's and Dementia Care Program

Read the case study about the **winning partnership**

([http://www.thescanfoundation.org/sites/default/files/winner\\_scan\\_innovationcasesummary\\_alzheimersanddementia.pdf](http://www.thescanfoundation.org/sites/default/files/winner_scan_innovationcasesummary_alzheimersanddementia.pdf))  
and case studies on the other innovative programs.



### Honorable Mentions

*(in alphabetical order)*

#### Community Memorial Health Systems

Ventura County Hospital to Home Alliance

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_camarillocasestudy.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_camarillocasestudy.pdf))

#### Health Plan of San Mateo

Community Care Settings Pilot

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_sanmateo.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_sanmateo.pdf))

#### Kaiser Permanente South Bay Geriatric Cognitive Assessment Clinic

Dementia Focused Care Model

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_kp\\_so\\_bay.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_kp_so_bay.pdf))

#### Lifelong Medical Care & Alta Bates Summit Medical Center

Community Based Care Transitions Program

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_altabates\\_2.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_altabates_2.pdf))

#### Molina Healthcare of California

Dementia Cal MediConnect Project

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_molina\\_1.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_molina_1.pdf))

#### Providence Tarzana

Coordinated Support System for Older Adults

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_providence.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_providence.pdf))

#### Sierra Nevada Memorial Hospital

Integrated Care Coordination for Family Wellness

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_freed.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_freed.pdf))

#### St. Paul's Pace

Housing for Homeless Older Adults

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_stpaul.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_stpaul.pdf))

#### University of California, Los Angeles

Community Based Care Transitions Program

([http://www.thescanfoundation.org/sites/default/files/scan\\_innovationcasesummary\\_uclapiccasestudy.pdf](http://www.thescanfoundation.org/sites/default/files/scan_innovationcasesummary_uclapiccasestudy.pdf))

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**SECTION 10**

**BOARD REPORTS**

**NOVEMBER 14, 2017**