



Camarillo
HEALTH
CARE DISTRICT

Regular Board Meeting
May 26, 2020
Zoom Meeting

<https://zoom.us/j/94859468554?pwd=TDFpWWJvcTAzMjdWUjU5KzNHh1Nrdz09>

Karen Valentine is inviting you to a scheduled Zoom meeting.

Topic: Board of Directors Meeting, May 26, 2020, 12:00 p.m.

Time: May 26, 2020 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92960843385>

Meeting ID: 929 6084 3385

One tap mobile

+16699009128,,92960843385# US (San Jose)

+13462487799,,92960843385# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 929 6084 3385

Find your local number: <https://zoom.us/u/an4W3o7px>

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2020 Board Meeting Calendar

January 28, 2020, 12:00 p.m.

February 25, 2020, 12:00 p.m.

March 24, 2020, 12:00 p.m. **Cancelled due to COVID-19**

April 28, 2020, 12:00 p.m.

May 26, 2020, 12:00 p.m.

June 9, 2020, 12:00 p.m. (Budget)

June 23, 2020, 12:00 p.m. (If Needed)

July 28, 2020, 12:00 p.m.

August – Dark

September 29, 2020, 12:00 p.m.

October 27, 2020, 12:00 p.m.

November 17, 2020, 8:30 a.m. (Board Work Study)

December - Dark

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Agenda – May 26, 2020 – 12:00 p.m.

Regular Meeting of the Board of Directors - Zoom Meeting

COVID-19 RESPONSE: This meeting will be conducted pursuant to the provisions of the Governor’s Executive Orders N-25-20 and N-29-20 and the order of the Ventura County Public Health Officer issued May 7, 2020 (Stay Well Ventura County – Safely Reopening Ventura County) To observe and /or participate in the Board meeting you are welcome to join our Zoom Meeting.

<https://zoom.us/j/92960843385>

Meeting ID: 929 6084 3385 - One tap mobile +16699009128,,92960843385# US (San Jose)

Or by calling 1-669-900-9128

Board of Directors

Christopher Loh, MD, President
Rod Brown, MBA, Vice President
Richard Loft, MD, Clerk of the Board
Mark Hiepler, ESQ, Director
Tom Doria, MD, Director

Staff

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

Participants

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

1. **CALL TO ORDER**

2. **ROLL CALL**

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

4. **DELETIONS/CORRECTIONS TO THE POSTED AGENDA**

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

COVID-19 RESPONSE: The Board reserves this time to hear from the public. If you wish to make a general public comment, or comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Monday, May 25, 2020 to the Clerk to the Board at karenv@camhealth.com. The Clerk to the Board will print your email, distribute copies to all Board Members prior to the meeting, and the Board President or Chief Executive Officer will read the emailed comments aloud during general public comments, or during the specified agenda item.

6. **PRESENTATION - None**

7. **CONSENT AGENDA**

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

- A. Approval of the Minutes of the Regular Board Meeting of April 28, 2020.
(Please see Section 7-A)

- B. Approval of the Minutes of the Finance/Investment Committee Meeting of May 14, 2020. **(Please see Section 7-B)**
- C. Approval of the Minutes of the Executive Committee Meeting of May 19, 2020. **(Please see Section 7-C)**

Suggested Motion: Motion to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____
 Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

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

9. ITEMS FOR ACTION

- A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of, District disbursements, financial reports, and monthly investment report for period ending April 30, 2020. **(Please see Section 9-A)**

Suggested Motion: Motion to approve District disbursements, financial reports, and monthly investment report for period ending April 30, 2020.

Motion _____ Second _____ Abstain _____ Pass _____
 Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

- B. **Review/ Discussion / Action** – Consideration, discussion, and recommendation for approval of, Quarterly Investment Report for period ending March 31, 2020. **(Please see Section 9-B)**

Suggested Motion: Motion to approve Quarterly Investment Report for period ending March 31, 2020.

Motion _____ Second _____ Abstain _____ Pass _____
 Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

- C. **Review/ Discussion / Action** – Consideration, Discussion, and the Finance Committee’s recommendation for approval of revisions to District Policy 1150, Reserve Policy. **(See Section 9-C)**

Section 1150.2

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 ~~\$3075,000~~. When the annual designation would increase this reserve beyond ~~\$3075,000~~, 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 \$150,000. When the annual designation would increase this reserve beyond \$150,000, 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 \$150,000. When the annual designation would increase this reserve beyond \$150,000, 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 ~~\$1500,000~~. When the annual designation would increase this reserve beyond ~~\$1500,000~~, 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.

Section 1150.3 – Utilization of Reserve Funds:

Vehicle Fleet Reserve: for ~~the purchases and/or repairs necessary to of new vehicles to~~ support District transportation operations, ~~and/or to make major repairs to existing vehicles.~~

Suggested Motion: Motion to approve changes to District Reserve **Policy 1150** to read:

- **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 \$75,000. When the annual designation would increase this reserve beyond \$75,000, 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 \$150,000. When the annual designation would increase this reserve beyond \$150,000, 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 \$150,000. When the annual designation would increase this reserve beyond \$150,000, 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 \$500,000. When the annual designation

would increase this reserve beyond \$500,000, 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 purchases and/or repairs necessary to support District transportation operations.

Motion _____ Second _____ Abstain _____ Pass _____
Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

D. Review/ Discussion / Action – Consideration, discussion, and recommendation to approve reserve funding pursuant to District Policy 1150. **(Please see Section 9-D)**

Motion to approve Reserve Funding: List reserve account and funding amount.

Motion _____ Second _____ Abstain _____ Pass _____
Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

E. Review/ Discussion / Action – Consideration, discussion, and approval of the biennial review of the District’s Conflict of Interest Code. A local agency’s conflict of interest code must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700). To ensure conflict of interest codes remain current, each local agency is required to review its code at least every even numbered year. (Government Code §81000-81016) **(Please see Section 9-E)**

It is the recommendation of Administration that the Board of Directors approve the biennial review of the District’s Conflict of Interest Code.

Suggested Motion: Motion to approve biennial review of the District’s Conflict of Interest Code.

Motion _____ Second _____ Abstain _____ Pass _____
Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

F. Review/ Discussion / Action – Consideration, discussion, and recommendation for approval of District Resolution 20-05, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool. **(Please see Section 9-F)**

Suggested Motion: Motion to approve Resolution 20-05, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.

Motion _____ Second _____ Abstain _____ Pass _____
 Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

G. Review/ Discussion / Action – Consideration, discussion, and recommendation for approval of District Resolution 20-06, Proclaiming May 2020 to be Older Americans Month. **(Please see Section 9-G)**

Suggested Motion: Motion to approve Resolution 20-06, Proclaiming May 2020 as Older Americans Month.

Motion _____ Second _____ Abstain _____ Pass _____
 Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

- 10. **CHIEF EXECUTIVE OFFICER REPORT**
- 11. **BOARD PRESIDENT REPORT**
- 12. **BOARD MEMBERS COMMENTS AND/OR REPORTS**
- 13. **FUTURE MEETING AND EVENTS**

Board of Directors Meetings

• Executive Committee: Loh, Brown	Tuesday, June 2, 2020, 12:00 p.m.
• Full Board:	Tuesday, June 9, 2020, 12:00 – Budget Presentation
• Executive Committee: Loh, Brown	Tuesday, June 16, 2020, 12:00 p.m. – Budget Second Reading- If needed
• Full Board:	Tuesday, June 23, 2020, 12:00 p.m. - Budget Second Reading- If needed
• Executive Committee: Loh, Brown	Tuesday, July 21, 2020, 12:00 p.m.
• Finance Committee: Hiepler, Doria	Tuesday, July 28, 2020, 11:00 a.m.
• Full Board	Tuesday, July 28, 2020, 12:00 p.m.

Upcoming Community Events

- 14. **ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors is adjourned at _____ p.m.

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com on Friday, May 22, 2020, on or before 4:00 p.m.

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SECTION 5

PUBLIC COMMENT - CA GC 54954.3

COVID-19 RESPONSE: The Board reserves this time to hear from the public. If you wish to make a general public comment, or comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Monday, May 25, 2020 to the Clerk to the Board at karenv@camhealth.com. The Clerk to the Board will print your email, distribute copies to all Board Members prior to the meeting, and the Board President or Chief Executive Officer will read the emailed comments aloud during general public comments, or during the specified agenda item.

MAY 26, 2020

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SECTION 6

PRESENTATION

MAY 26, 2020

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SECTION 7

CONSENT AGENDA

**SECTION 7-A
APPROVAL OF MINUTES OF
THE REGULAR BOARD MEETING OF APRIL 28, 2020**

MAY 26, 2020



MINUTES

April 28, 2020

Regular Meeting of the Board of Directors Zoom Meeting – Meeting ID 948 5946 8554

Board of Directors - Present

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

Staff - Present

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

Participants:

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

1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, April 28, 2020, at 12:03 p.m., by Christopher Loh, President.
2. **Pledge of Allegiance** – Director Doria
3. **Amendments to The Agenda** – None
4. **Public Comment** – None
5. **Presentations** – None
6. **Consent Agenda** - It was **MOVED** by Director Brown, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.
Roll Call Vote: Ayes: Loh, Brown, Loft, Doria **Nays:** None **Absent:** Hiepler
7. **Action Items**
 - A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of District disbursements, financial reports, and monthly investment report for period ending February 29, 2020.

It was **MOVED** by Director Doria, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the District disbursements, financial reports, and monthly investment report for the period ending February 29, 2020.

Roll Call Vote - Aye: Loh, Brown, Loft, Doria **Nays:** None **Absent:** Hiepler

- B. Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of District disbursements, financial reports, and monthly investment report for period ending March 31, 2020.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District disbursements, financial reports, and monthly investment report for period ending March 31, 2020.

Roll Call Vote - Aye: Loh, Brown, Loft, Doria **Nays:** None **Absent:** Hiepler

- C. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of District Resolution 20-02, amending District Bylaws, Article III, Section 1, Number, Qualification and Terms of Office. Bylaws to now read:

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. 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.

It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-02, amending District Bylaws, Article III, Section 1, Number, Qualification and terms of Office.

Roll Call Vote - Aye: Loh, Brown, Loft, Doria **Nays:** None **Absent:** Hiepler

- D. Review/ Discussion/ Action** - Consideration, discussion, and approval of Resolution 20-04, ratifying “Leave Policy for Covid-19 Emergency.”

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve Resolution 20-04, ratifying “Leave Policy for Covid-19 Emergency.”

Roll Call Vote - Aye: Loh, Brown, Loft, Doria **Nays:** None **Absent:** Hiepler

E. Review/ Discussion/ Action - Consideration, discussion, and ratification of payment made to the Mexican American Legal Defense Educational Fund (MALDEF).

It was **MOVED** by Director Doria, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors ratify the payment made to the Mexican American Legal Defense and Educational Fund (MALDEF).

Roll Call Vote - Aye: Loh, Brown, Loft, Doria **Nays:** None **Absent:** Hiepler

F. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of District Resolution 20-03, requesting consolidation of the Camarillo Health Care District General District Election with the Statewide General Election.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-03, requesting consolidation of the Camarillo Health Care District General District Election with the Statewide General Election.

Roll Call Vote - Aye: Loh, Brown, Loft, Doria **Nays:** None **Absent:** Hiepler

G. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of the sale of surplus property, vehicle CV17 and CV18, in keeping with Surplus Property Policy (Pol 1130).

It was **MOVED** by Director Loft, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the proposed sale of CV17 and CV18, in keeping with Surplus Property Policy (Pol 1130).

Roll Call Vote - Aye: Loh, Brown, Loft, Doria **Nays:** None **Absent:** Hiepler

8. Chief Executive Officer Report

Chief Executive Officer, Kara Ralston, reported on protocols and COVID-19 spread mitigation efforts being prepared toward the extended reopening date of May 31, 2020. The goals for PPE supplies have been met with 10,000 pairs of gloves, 10,000 masks, 500 face shields and a variety of other sanitary wipes and disinfecting products, and employee training is scheduled.

The District recently received a new grant in the amount of \$40,000 from the Arthur N. Rupe Foundation, to be used for a Dementia Caregiver Project – Enhancing Veteran Family Health & Improving Health Care Integration.

The Adult Day Center continues to connect with clients and families through care packages, Zoom calls, and cards on a weekly basis; the gratitude expressed in notes from those families is heartwarming.

9. Board President's Report

Board President, Christopher Loh thanked everyone for their patience during this Covid-19 pandemic. With Covid-19 losses expected to continue for many more weeks or months, the

District is well-organized and ready to respond to the needs of the community. Appreciate the basics of life and work toward containing the threat.

- 10.** Having no further business this meeting was adjourned at 1:45 p.m.

Richard Loft
Clerk of the Board

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SECTION 7

CONSENT AGENDA

**SECTION 7-B
APPROVAL OF MINUTES OF
THE FINANCE/INVESTMENT COMMITTEE MEETING OF MAY 14, 2020.**

MAY 26, 2020

Finance/Investment Committee Meeting
Camarillo Health Care District Board of Directors
Zoom Meeting

<https://zoom.us/j/97994301367>

Meeting ID: 979 9430 1367 - +16699009128,,97994301367# US (San Jose)
+1 669 900 9128 US (San Jose)

Board of Directors

Tom Doria, MD, Director

Mark Hiepler, ESQ, Director

Participants:

Rick Wood, CSDA Financial Services

Shalene Hayman, Hayman Consulting

Staff

Kara Ralston, Chief Executive Officer

Sonia Amezcua, Chief Administrative Officer

Renee Murphy, Accounting Manager

Karen Valentine, Clerk to the Board

-
1. **Call to Order** – The Finance/Investment Committee Meeting was called to order by Director Doria at 11:02 a.m.
 2. No public comment.
 3. Cash Investments – Reviewed the banking and investment results, and tax revenue for quarter ending March 31, 2020.
 4. Reviewed Preliminary Operating Results and Departmental Activities for quarter ending March 31, 2020.

CEO Ralston requested Agenda Item 6 be heard before Agenda Item 5.
 5. Reviewed and discussed recommended changes to District Policy #1150, Reserve Policy. Directors Hiepler and Doria agreed that the changes be brought before the full Board with the Finance Committee’s recommendation for approval.
 6. Reviewed and discussed reserve funding and investment products.
 7. Reviewed District disbursements including credit card expenditures for quarter ending March 31, 2020.
 8. CEO Ralston presented the quarterly legal review.
 9. The next Finance/Investment Committee Meeting will be held on July 28, 2020.
 10. Having no further business, this meeting is adjourned at 12:55 p.m.

Tom Doria
Director



SECTION 7

CONSENT AGENDA

**SECTION 7-C
APPROVAL OF MINUTES OF
THE EXECUTIVE COMMITTEE MEETING OF MAY 19, 2020.**

MAY 26, 2020

MINUTES

May 19, 2020

Executive/Agenda Building Committee Meeting
Camarillo Health Care District Board of Directors
<https://zoom.us/j/94387292074> - Meeting ID: 943 8729 2074
One tap mobile - +16699009128,,94387292074# US (San Jose)

Board Members Present:

Christopher Loh, MD, President
Rod Brown, MBA, Vice President

Staff Present:

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

1. **Call to Order** – The Executive Committee Meeting was called to order by President Christopher Loh, at 11:51 p.m.
2. **Roll Call** – Director Loh, Director Brown
3. **Public Comment** – No Public Comment
4. Reviewed the proposed Agenda for the May 26, 2020 Regular Board of Directors Meeting.
5. **Consent Agenda**
 - Reviewed the Regular Board Meeting Minutes of April 28, 2020.
6. **Action Items**
 - A. Reviewed District disbursements for period ending April 30, 2020.
 - B. Quarterly Investment Report: Not presented – Reviewed by the Finance Committee
 - C. Revisions to District Policy 1150, Reserve Policy: Not Presented – Reviewed by the Finance Committee
 - D. Reserve Funding: Not Presented – Reviewed by the Finance Committee
 - E. Biennial review of the District’s Conflict of Interest Code.
 - F. Reviewed District Resolution 20-05, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.
 - G. Reviewed District Resolution 20-06, Proclaiming May 2020 as Older Americans Month.
8. **CEO Report** –
9. **Board President’s Report** –
9. **Meeting Adjourned at 12:20 p.m.**

Christopher Loh
President

SECTION 8

SECTION 8

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

MAY 26, 2020

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SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-A
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT DISBURSEMENTS,
FINANCIAL REPORTS, AND MONTHLY INVESTMENT REPORT
FOR PERIOD ENDING APRIL 30, 2020.**

MAY 26, 2020

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

(Report period: April 1, 2020 to April 30, 2020)

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
68113	4/1/2020	AFLAC	Aflac	681.06	V	MO
68114	4/1/2020	ANDISITES	AndiSites, Inc	734.40	V	
68115	4/1/2020	BELFOR	Belfor Property Restoration	4,717.29	V	
68152	4/21/2020	BELFOR	Belfor Property Restoration	31,798.52	V	
68136	4/15/2020	BETA	Beta Healthcare Group	2,884.75	V	MO
68137	4/15/2020	BETA WC	Beta Healthcare Group	1,946.00	V	MO
68138	4/15/2020	CMH	CMH Centers for Family Health	120.00	V	
68153	4/21/2020	COLANTUONO	Colantuono, Highsmith, Whatley, PC	4,833.50	V	
68154	4/21/2020	COMMANDER	Commander Printed Products	1,056.41	V	
68117	4/1/2020	CPI	CPI Solutions, Inc	3,400.00	V	Server upg
68139	4/15/2020	CPI	CPI Solutions, Inc	4,377.60	V	MO
68140	4/15/2020	DIGITAL	Digital Deployment, Inc	200.00	V	MO
68141	4/15/2020	DOCUMENT SYS	Document Systems (DBA)	698.84	V	QTLY
68118	4/1/2020	DOS CAMINOS	Dos Caminos Plaza	4,909.52	V	MO
68119	4/1/2020	DOSCAMSTORA	Dos Caminos Plaza, Inc	50.00	V	MO
68120	4/1/2020	FRONTIER	Frontier Communications	130.98	V	MO
68121	4/1/2020	HARTFORD	Hartford Life	1,153.73	V	MO
68142	4/15/2020	HAYMAN	Hayman Consulting dba	190.00	V	
68143	4/15/2020	ITS	Integrated Telemanagement Services, Inc	945.49	V	MO
68122	4/1/2020	IVEY	Jane Ivey	80.50	F	
68151	4/15/2020	YOUNG	Jennifer Young	86.48	EE	
68125	4/1/2020	MCGRATH	Joanne McGrath	150.00	ADC Refund	
68123	4/1/2020	JTS	JTS Facility Services	2,140.00	V	MO
68124	4/1/2020	LEAF	Leaf	2,025.32	V	MO
68144	4/15/2020	MORALES	Luis Morales III	104.43	EE	
68155	4/21/2020	MALDEF	MALDEF Non Profit Center	12,000.00	V	
68126	4/1/2020	METLIFE	MetLife Small Business	1,011.42	V	MO
68127	4/1/2020	MJL	MJL & Associates	129.50	V	
68145	4/15/2020	PAREDES	Patricia Paredes	161.40	EE	
68146	4/15/2020	PETTY	Petty Cash - Administrat	268.35		
68128	4/1/2020	PITNEYBOWES	Pitney Bowes	196.27	V	QTLY
68129	4/1/2020	PVREC	Pleasant Valley Recreation & Park Distr	392.14	V	ANN
68116	4/1/2020	BROWN	Rodger Brown	100.00	B	
68130	4/1/2020	SO CA EDISON	Southern California Edison	1,478.07	V	MO,Mar
68156	4/21/2020	SO CA EDISON	Southern California Edison	1,320.74	V	MO,Apr
68147	4/15/2020	SO CA GAS	Southern California Gas	582.47	V	MO
68148	4/15/2020	STAPLES	Staples Business Advantage	446.12	V	MO
68131	4/1/2020	STRYKER	Stryker Medical	140.53	V	
68132	4/1/2020	TIM'S RELIAB	Timothy Jawork's Reliable Window	149.00	V	MO
68133	4/1/2020	TROPICAL	Tropical Car Wash	260.00	V	MO
68149	4/15/2020	UMPQUA	Umpqua Bank	3,280.25	V	MO
68134	4/1/2020	US POST METR	United States Postal Svc	500.00	V	

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

(Report period: April 1, 2020 to April 30, 2020)

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
68157	4/21/2020	VCAAA	VC Area Agency on Aging	253.50	V	
68135	4/1/2020	VISION	Vision Services Plan	198.31	V	MO
68150	4/15/2020	VOYAGER	Voyager Fleet Systems Inc	1,185.45	V	MO

Cash account Total 93,468.34

Report Total 93,468.34

Type: Board (B), Employee (EE), Facilitator (F), Vendor (V)

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Check Register Monthly Comparison

FY 2019/20

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$148,320	\$83,532	\$172,880	\$100,718	\$57,749	\$73,885	\$84,153	\$73,422	\$55,954	\$93,468			\$94,408
YTD Total											\$944,081	

Notes FY 19/20:

July '19 Annual insurances

Sep '19 ADC Construction Loan pmt \$99K #5 of 7

Apr '20 Insurance & Deductible: Accounting water heater \$36,516; MALDEF payment agreement \$12,000

FY 2018/19

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg
\$191,346	\$67,537	\$177,381	\$78,216	\$66,770	\$72,910	\$90,114	\$70,252	\$72,696	\$66,526	\$76,709	\$110,209	\$95,055
YTD Total											\$1,140,665	

Notes FY 18/19:

July '18 Annual insurances, computers project, deposit-Admin furn

Sep '18 ADC Construction Loan pmt \$99K #4 of 7

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
Statements of Activities
Comparison to Budget for the
Ten Months Ending April 30, 2020**

	Audited Actual 17 - 18	Audited Actual 18 - 19	Current Year- to-Date	Budget to- date	Annual Budget 2019- 20	Y-T-D vs Annual Budget. Target at 10 months is 83%
REVENUES						
Tax revenue	\$ 2,622,977	\$ 2,704,736	\$ 2,646,598	\$ 2,284,761	\$ 2,741,713	96.53%
Program and facilities revenue	364,026	379,498	310,235	355,978	426,373	72.76%
Grants and agency funding	520,445	396,091	289,590	329,793	385,409	75.14%
Community Support and sponsorship	10,148	6,129	8,762	4,417	5,300	165.32%
Investment and interest income	178,365	203,813	192,517	180,517	193,000	99.75%
Other income	219,157	65,723	62,123	5,175	6,210	1000.37%
Total Revenues	\$ 3,915,118	\$ 3,755,991	\$ 3,509,824	\$ 3,160,640	3,758,005	93.40%
EXPENSES						
Personnel cost						
Wages and salaries	1,458,930	1,489,950	1,272,304	1,417,132	1,700,559	74.82%
Payroll taxes	116,185	114,970	102,260	108,411	130,093	78.61%
Benefits	395,795	300,746	292,040	349,609	419,531	69.61%
OPEB	367,024	15,216	36,555	201,702	242,042	15.10%
Retirement UAL	50,594	70,585	91,882	95,155	95,155	96.56%
Total personnel cost	2,388,528	1,991,467	1,795,041	2,172,008	2,587,379	69.38%
Other expenses						
Contractors and professional fees	420,682	305,056	246,985	264,278	312,378	79.07%
Facilities and related	251,617	261,817	246,159	202,323	242,788	101.39%
Depreciation	156,337	150,842	112,766	112,765	135,318	83.33%
Program related expense	81,180	89,948	66,090	75,705	90,846	72.75%
Advertising and promotion	98,188	97,206	71,348	101,511	109,555	65.13%

Ten Months Ending April 30, 2020

	Audited Actual 17 - 18	Audited Actual 18 - 19	Current Year- to-Date	Budget to- date	Annual Budget 2019- 20	Y-T-D vs Annual Budget. Target at 10 months is 83%
Supplies and office expense	53,232	52,003	33,387	44,611	53,533	62.37%
Dues and subscriptions	30,733	28,665	31,679	31,768	34,774	91.10%
Board and staff	68,808	55,080	45,769	84,663	101,595	45.05%
Community partnerships	1,000	-	-	4,000	4,000	0.00%
Combined other expenses	28,469	27,809	17,593	17,129	20,355	86.43%
Total other expenses	1,190,247	1,068,426	871,776	938,752	1,105,142	78.88%
Operations Net	336,342	696,097	843,007	49,880	65,484	1287.35%
Adjustments						
Total expenses	3,578,775	3,059,894	2,666,817	3,110,761	3,692,521	72.22%
Net position after adjustments	\$ 336,342	\$ 696,097	\$ 843,007	\$ 49,880	\$ 65,484	1287.35%

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Camarillo Health Care District
Statements of Net Assets
as of April 2020

ASSETS	Apr 30, 2020	Apr 30, 2019		
Current Assets:				
Cash and Checking Accounts	\$ 1,403,970	\$ 407,995	995,975.00	244.1%
Investment Accounts	3,443,535	3,853,495	(409,960.00)	-10.6%
Tax, Grants and Accounts Receivable	87,038	86,389	649.00	0.8%
Total Current Assets	4,934,543	4,347,878	586,665.00	13.5%
Noncurrent Assets:				
Property, plant and equipment - net	1,247,828	1,335,209	(87,381.00)	-6.5%
IS equipment - net	22,018	26,139	(4,121.00)	-15.8%
Transportation vehicles - net	7,891	29,220	(21,329.00)	-73.0%
Prepays	4,377	7,418	(3,041.00)	-41.0%
Total Noncurrent Assets	1,282,114	1,397,986	(115,872.00)	-8.3%
Deferred Outflows of Res GASB 68	490,486	490,144	342.00	0.1%
Deferred Outflows of Res GASB 75	73,897	500,000	(426,103.00)	-85.2%
Total Assets	\$ 6,781,041	\$ 6,736,008	45,033.00	0.7%
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts Payable	\$ 29,056	\$ 44,397	(15,341.00)	-34.6%
Construction Loan 2020	88,688	88,688	0.00	0.0%
Employment costs	87,241	107,659	(20,418.00)	-19.0%
Scholarships	5,499	6,217	(718.00)	-11.5%
Deferred Revenue	42,133	37,500	4,633.00	12.4%
Total Current Liabilities	252,617	284,461	(31,844.00)	-11.2%
Noncurrent Liabilities				
Construction Loan to 2021	98,790	187,478	(88,688.00)	-47.3%
Net Pension Liability GASB 68	1,423,420	1,449,034	(25,614.00)	-1.8%
Accrued OPEB liability GASB 75	420,524	1,746,599	(1,326,075.00)	-75.9%
Deferred Inflows of Res GASB 68	202,655	211,794	(9,139.00)	-4.3%
Deferred Inflows of Res GASB 75	540,826	0	540,826.00	
Total Noncurrent Liabilities	2,686,215	3,594,904	(908,689.00)	-25.3%
Net Assets:				
Unrestricted - prior	2,999,201	1,966,678	1,032,523.00	52.5%
Unrestricted - current	843,007	889,965	(46,958.00)	-5.3%
Total Net Assets	3,842,208	2,856,643	985,565.00	34.5%
Total Liabilities and Net Assets	\$ 6,781,041	\$ 6,736,008	45,033.00	0.7%

Quick Ratio

	Cash, Checking, Investment		Cash, Checking, Investment
19.19	4,847,506	14.98	4,261,491

Current Ratio

	Current Assets		Current Assets
19.534	4,934,543	15.28	4,347,878

Camarillo Health Care District
Statements of Net Assets
as of April 2020

ASSETS	Apr 30, 2020	Apr 30, 2019	Apr 30, 2018	Apr 30, 2017
Current Assets:				
Cash and Checking Accounts	\$ 1,403,970	\$ 407,995	\$ 1,375,941	\$ 358,293
Investment Accounts	3,443,535	3,853,495	2,776,223	2,923,285
Tax, Grants and Accounts Receivable	87,038	86,389	89,149	(90,265)
Total Current Assets	\$ 4,934,543	4,347,879	4,241,312	3,191,313
Noncurrent Assets:				
Property, plant and equipment - net	1,247,828	1,335,209	1,410,500	1,532,260
IS equipment - net	22,018	26,139	25,510	17,876
Transportation vehicles - net	7,891	29,220	55,593	81,967
Prepays	4,377	7,418	3,212	8,812
Total Noncurrent Assets	1,282,114	1,397,986	1,494,816	1,640,914
Deferred Outflows of Res GASB 68	490,486	490,144	431,775	264,803
Deferred Outflows of Res GASB 75	73,897	500,000	990,100	
Total Assets	\$ 6,781,041	\$ 6,736,008	\$ 7,158,002	\$ 5,097,031
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts Payable	\$ 29,056	\$ 44,397	\$ 70,569	\$ 33,092
Construction Loan 2020	88,688	88,688	85,482	82,393
Employment costs	87,241	107,659	100,318	98,501
Scholarships	5,499	6,217	3,918	6,249
Deferred Revenue	42,133	37,500	14,367	9,983
Total Current Liabilities	252,617	284,461	274,653	230,219

**Camarillo Health Care District
Statements of Net Assets
as of April 2020**

	Apr 30, 2020	Apr 30, 2019	Apr 30, 2018	Apr 30, 2017
Noncurrent Liabilities				
Construction Loan to 2021	98,790	187,478	276,166	361,648
Net Pension Liability GASB 68	1,423,420	1,449,034	1,203,554	821,635
Accrued OPEB Liability GASB 75	420,524	1,746,599	2,400,273	348,239
Deferred Inflows of Res GASB 68	202,655	211,794	309,287	450,825
Deferred Inflows of Res GASB 75	540,826	-	-	-
Total Noncurrent Liabilities	2,686,215	3,594,904	4,189,279	1,982,347
Net Assets:				
Unrestricted - prior	2,999,201	1,966,678	1,531,070	2,535,771
Unrestricted - current	843,007	889,965	1,163,000	348,694
Total Net Assets	3,842,208	2,856,643	2,694,070	2,884,464
Total Liabilities and Net Assets	\$ 6,781,041	\$ 6,736,008	\$ 7,158,002	\$ 5,097,031

Quick Ratio (Cash, Checking & Investment Accounts divided by Total Current Liabilities)	19.19	14.98	15.12	14.25
Current Ratio (Total Current Assets divided by Total Current Liabilities)	19.53	15.28	15.44	13.86

Quick Ratio - measures the dollar amount of liquid assets available for each dollar of current liabilities. Thus a quick ratio of 1.5 means that a company has \$1.50 of liquid assets available to cover each \$1 of current liabilities.

Current Ratio - shows how many times over the firm can pay its current debt obligations based on its assets.

Camarillo Health Care District
Report to the Board
For the Month Ending April 30, 2020

	Notes	Balance as of 3/31/20	Interest Rate at 4/30/20	Interest Earned	Deposits	Withdrawals	Transfers	Current Balance 4/30/20	% of Total Restricted/ Non-Restricted
Restricted Cash Accounts									
Funds - Restricted Scholarship	1	\$ 5,497	n/a	n/a	200	(198)		\$ 5,499	100.0%
Total Restricted Cash		\$ 5,497		\$ -				\$ 5,499	100%
Non-Restricted Cash Accounts and Investments									
Local Agency Investment Fund (LAIF)	2,3	\$ 2,988,546	2.29%		\$ 16,770			\$ 3,005,316	62.1%
Bank of the West General	3,4,5	446,604	n/a	n/a	1,200,438	(249,726)	-	1,397,316	28.9%
Mechanics Bus. Savings	6	151,342	0.05%	6	876			152,224	3.1%
Mechanics Bus. Checking		280,702	0.02%	5	-	-		280,706	5.8%
Ventura County Treasurer Pool	7	5,189	2.18%		100	-		5,288	0.1%
Petty and Cash Drawer Accounts		1,155	n/a	n/a				1,155	0.0%
I Unrestricted Cash and Investments		\$ 3,873,538		\$ 11				\$ 4,842,005	100%
Total Cash and Investments		\$ 3,879,035		\$ 11				\$ 4,847,504	
								Change during month	\$ 968,469

- \$200 was donated to **Scholarship** funds and \$198 was used for one ADC client
- \$16,770 was deposited for interest earned March 2020 in **LAIF**
- \$0 was transferred from **LAIF** to **BOTW** General
- \$1,200,438 was deposited into **Bank of the West General** account (\$1.091 Property Tax)
- \$249,726 was withdrawn from **Bank of the West General** account to pay monthly payables
- \$876 was deposited in **Mechanics Business Savings**; this is the cash deposits account
- \$100 interest from December 2019 was received this month in **VC Treasurer Pool**. Interest rate is from December

Note: a pass-through, zero balance account at Bank of the West is maintained for payroll transfers utilizing funds from the **Bank of the West General** account

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 LAIF and with 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.



SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-B
REVIEW/ DISCUSSION / ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF, QUARTERLY INVESTMENT
REPORT FOR PERIOD ENDING MARCH 31, 2020.**

MAY 26, 2020

Camarillo Health Care District
Report to the Board
For the Quarter Ending March 31, 2020

	Notes	Balance as of 12/31/19	Interest Rate at 3/31/20	Interest Earned	Deposits	Withdrawals	Transfers	Current Balance 3/31/20	% of Total Restricted/ Non-Restricted
Restricted Cash Accounts									
Funds - Restricted Scholarship	1	\$ 4,893	n/a	n/a	844	(240)		\$ 5,497	100.0%
Total Restricted Cash		\$ 4,893		\$ -				\$ 5,497	100%
Non-Restricted Cash Accounts and Investments									
Local Agency Investment Fund (LAIF)	2,3	\$ 3,374,229	2.03%	\$ 16,770	\$ 14,317	\$ -	\$ (400,000)	\$ 2,988,546	77.2%
Bank of the West General	3,4,5	611,754	n/a	n/a	216,986	(782,136)	400,000	446,604	11.5%
Mechanics Bus. Savings	6	147,513	0.05%	19	3,824	(14)		151,342	3.9%
Mechanics Bus. Checking		280,688	0.02%	14	-	-		280,702	7.2%
Ventura County Treasurer Pool	7	5,069	2.13%		121	-		5,190	0.1%
Petty and Cash Drawer Accounts		1,155	n/a	n/a				1,155	0.0%
Unrestricted Cash and Investments		\$ 4,420,408		\$ 16,803				\$ 3,873,537	100%
Total Cash and Investments		\$ 4,425,300		\$ 16,803				\$ 3,879,034	
Change during quarter								\$ (546,266)	

- \$744 was deposited and \$240 was withdrawn from **Scholarship** funds for two Adult Day clients
- \$14,317 was deposited into **LAIF from QE December 2019 interest** and \$16,770 will be received in April for QE March interest
- \$400,000 was transferred from **LAIF to BOTW General**
- \$216,986 was deposited into **Bank of the West General** account
- \$782,136 was withdrawn from **Bank of the West General** account to pay monthly payables
- \$3,824 was deposited in **Merchant Business Savings** and **\$14 was withdrawn for deposit slips**; this is the cash deposits account
- \$121 was deposited into **County Treasurer Pool** for interest earned quarters ended September and December 2019

Note: a pass-through, zero balance account at Bank of the West is maintained for payroll transfers utilizing funds from the **Bank of the West General** account

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 LAIF and with 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.



SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-C

**REVIEW/ DISCUSSION / ACTION – CONSIDERATION, DISCUSSION, AND
THE FINANCE COMMITTEE’S RECOMMENDATION FOR APPROVAL OF
REVISIONS TO DISTRICT POLICY 1150, RESERVE POLICY.**

MAY 26, 2020

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 \$~~3075~~3075,000. When the annual designation would increase this reserve beyond \$~~3075~~3075,000, 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 \$150,000. When the annual designation would increase this reserve beyond \$150,000, 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 \$150,000. When the annual designation would increase this reserve beyond \$150,000, 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 \$1500,000. When the annual designation would increase this reserve beyond \$1500,000, 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 purchases and/or repairs necessary to~~ of new vehicles to support District transportation 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.

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SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-D
REVIEW/ DISCUSSION / ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION TO APPROVE RESERVE FUNDING PURSUANT TO
DISTRICT POLICY 1150.**

MAY 26, 2020

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SAMPLE

Investment & Reserves Report
31-Mar-20

Reserve Funds	Minimum Target	12/31/2019 Balance	2020 Allocated	2020 Interest	3/31/2020 Balance	Annual Funding Goal
Operating Reserve Fund (per 2019 budget)	2,696,473	1,722,955	0	9,366	1,732,321	25,000
Capital Replacement Fund	50,000	80,593	0	355	80,949	
Capital Technology Fund	50,000	56,080	0	358	56,438	
Special Projects Fund	200,000	216,509	0	2,455	218,964	
Building Fund	200,000	99,015	0	601	99,615	5,000
CSDA Advocacy Fund	1,000,000	327,197	0	3,300	330,497	
Retiree Health Reimbursement Fund	500,000	515,847	0	3,233	519,080	
Dues Stabilization Fund	382,277	309,092	0	1,752	310,844	10,000
Reserves & Contingencies	5,078,750	3,327,286	0	21,421	3,348,707	40,000

	CalTRUST	2020 Interest Earned	Annualized Rates
Operating Reserve Fund	1,732,321	9,366	
Capital Replacement Fund	80,949	355	
Capital Technology Fund	56,438	358	
Building Fund	99,615	601	
Special Projects Fund	104,671	669	
Retiree Health Reimbursement Fund	519,080	3,233	
Dues Stabilization Fund	310,844	1,752	
General Operating Fund	2,376,070	19,109	
Sub-total	5,279,988	35,445	
CSDA Advocacy Fund	330,497	3,300	
Total CalTRUST	5,610,485	38,745	2.762%
LAIF			
General Operating Fund	150,073	752	
Special Projects Fund	113,623	569	
Total LAIF	263,696	1,320.50	2.03%
Wells Fargo - Savings & CD's			
Savings - Investment Account	1,029	5	0.10%
Laddered CD's & Money Market	360,601	408	1.95% - 3%
Total Savings & CD's	361,630	413	
Five Star Bank - Checking Accounts	234,701	187	.25% - .50%
Total in interest earning accounts	6,470,512	40,665	
CalTRUST Unrealized Loss		0	
Total Without Unrealized Loss		40,665	

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SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-E
REVIEW/ DISCUSSION / ACTION – CONSIDERATION, DISCUSSION, AND
APPROVAL OF THE BIENNIAL REVIEW OF THE DISTRICT’S CONFLICT OF
INTEREST CODE.**

MAY 26, 2020

2020 Local Agency Biennial Notice

Name of Agency: Camarillo Health Care District
Mailing Address: 3639 E Las Posas Road, Suite 117, Camarillo, CA 93010
Contact Person: Kara Ralston Phone No. 805-388-1952
Email: kralston@camhealth.com Alternate Email: karenv@camhealth.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

May 26, 2020

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2018 Local Agency Biennial Notice

AUG 03 2018

Clerk of the Board

Name of Agency: Camarillo Health Care District

Mailing Address: 3639 Las Posas Road, Suite 117, Camarillo, CA 93012

Contact Person: Kara Ralston Phone No. 805-482-9382

Email: kralston@camhealth.com Alternate Email: karenv@camhealth.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

July 25, 2018

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

AUG 03 2018

Clerk of the Board

**2018 CONFLICT OF INTEREST CODE
Camarillo Health Care District**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the [*Camarillo Health Care District*], and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the [*Camarillo Health Care District*]. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 24th day of July 2018:


By: 
Print Name: Rod Brown
Title: President, Board of Directors

EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	Director	1	COB
1	Chief Executive Officer	1	COB
Consultants ¹			
1	General Counsel	1	COB
1	Financial Services	1	COB

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

**ADDENDUM DESIGNATING OFFICIALS WHO
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Addendum provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

AUG 03 2018

Clerk of the Board

RESOLUTION NO. 18-06

AMENDMENT OF DISTRICT'S CONFLICT OF INTEREST CODE

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

WHEREAS, the Political Reform Act, Government Code section 81000 et seq. requires local government agencies to adopt and promulgate Conflict of Interest Codes, and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regulations, § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, the terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Camarillo Health Care District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest of the Camarillo Health Care District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the filing Officer specified for that position in Exhibit A; and

WHEREAS, in preparing the Form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position as stated in Exhibits A and B.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Camarillo Health Care District hereby approves and adopts the "Conflict of Interest Code for the Camarillo Health Care District, County of Ventura, State of California" presented to the Board and attached to this Resolution.

ADOPTED, SIGNED, AND APPROVED this 24th day of July 2018.



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 18-06 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 24th day of July 2018, and it was adopted by the following vote:

AYES: 3

NAYS: 0

ABSENT: 2



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



**BOARD MINUTES
BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA**

**SUPERVISORS STEVE BENNETT, LINDA PARKS,
KELLY LONG, PETER C. FOY AND JOHN C. ZARAGOZA
December 4, 2018 at 8:30 a.m.**

**CONSENT – COUNTY EXECUTIVE OFFICE – Adoption of Conflict of Interest
Codes for 118 Local Agencies; and Receive and File 2018 Biennial Notices.**

- (X) All Board members are present.

- (X) Upon motion of Supervisor Long, seconded by Supervisor Zaragoza, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 12 - 33.

By:

A handwritten signature in cursive script that reads "Lori Gaines". The signature is written in black ink and is positioned above the printed name and title.

Lori Gaines
Deputy Clerk of the Board



SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-F

**REVIEW/ DISCUSSION / ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT RESOLUTION 20-05,
SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION IN
THE VENTURA COUNTY TREASURY POOL.**

May 26, 2020



RESOLUTION NO. 20-05

SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION IN THE VENTURA COUNTY TREASURY POOL

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

WHEREAS, Investment Policies of the Camarillo Health Care District (District), revised April 23, 2019, state that temporarily unexpended funds shall only be invested in accordance with principles of sound treasury management, in the order of safety, liquidity and yield; and

WHEREAS, Investment Policies of the District, revised April 23, 2019, state that any such investment shall be in accordance with the provisions of California Government Code Sections §53600 et seq., the Health and Safety Code §32000 et seq.; and

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

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

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

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

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

Christopher Loh	President of the Board of Directors
Rod Brown	Vice President of the Board of Directors
Richard Loft	Clerk of the Board of Directors
Mark Hiepler	Director
Tom Doria	Director
Kara Ralston	Chief Executive Officer
Sonia Amezcua	Chief Administrative Officer

ADOPTED, SIGNED, AND APPROVED this 26th day of May 2020.

Christopher Loh, 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 20-05 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 26th day of May 2020, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

JEFFERY S. BURGH
AUDITOR-CONTROLLER



ASSISTANT
AUDITOR-CONTROLLER
JOANNE McDONALD

CHIEF DEPUTIES
BARBARA BEATTY
AMY HERRON
JILL WARD
MICHELLE YAMAGUCHI

COUNTY OF VENTURA
800 SOUTH VICTORIA AVE.
VENTURA, CA 93009-1540

May 11, 2020

Camarillo Health Care District
3639 E. Las Posas Road, Suite 117
Camarillo, CA 93010
Attention: Kara Ralston, Chief Executive Officer



SUBJECT LOCAL AGENCY SIGNATURE AUTHORIZATIONS - FISCAL YEAR 2020-21
DEPT: CHC
FUND: O055

Dear Kara Ralston, Chief Executive Officer:

If your agency uses the Ventura County Financial Management System (VCFMS) to record financial information or invests in the County's Treasury Pool, the *County of Ventura Auditor-Controller Signature Authorization Form for Local Agencies* (Attachment I) for fiscal year 2020-21 must be completed with original "wet" signatures and returned to our office by June 19, 2020. If you have multiple funds, please be sure to include all of them as applicable.

In addition, local agencies that require wire transfers must complete the *County of Ventura Auditor-Controller Authorized Signatures for Wire Transfers Form* (ASWT, Attachment II) for fiscal year 2020-21. Please note, the approving entity head generally should not be listed as a sole authorized signatory on the ASWT. If the entity head is the sole authorized signatory, approval by your governing Board and supporting documentation must be submitted with the ASWT Form.

If you need to send a wire transfer, please e-mail Fehmida Syed to obtain a copy of the *Wire Transfer Request* (WTR) Form. For security reasons, we only provide the WTR upon request. As a reminder, in accordance with County Wire Transfer Procedures, wires are subject to minimum notification deadlines based on wire amount, **and the original WTR with "wet signatures" must be received by our office before the wire will be released.**

We are in the process of updating our permanent records. Please provide documentation identifying who is authorized to sign and/or authorize wire transfers for your agency. Generally, this is a board resolution or other board approved document identifying specific individuals or positions.

Monthly VCFMS reports in PDF format are distributed by email. Reports are generally available on the 3rd business day of the month. To ensure that the correct people receive the monthly reports, please include current email information on the *Signature Authorization Form*. If there is a change during the year, please send an email to Fehmida Syed.

If you elect to record budget information in VCFMS, please submit your final FY 2020-21, line item detail budget as soon as available. Budget appropriation, with or without controls, must be indicated on your submission. Please note, appropriation without controls will allow overspending of budget. A certified copy of your board's resolution adopting your final budget must also be submitted along with the name of the person authorized by your board to sign budget modifications.

If your agency needs to record transactions prior to submission of your final budget, or for additional information, please contact Fehmida Syed at (805) 654-3567 or via email at Fehmida.Syed@ventura.org.

Sincerely,

JEFFERY S. BURGH
Auditor-Controller

Attachment I – County of Ventura Auditor-Controller Signature Authorization Form for Local Agencies
Attachment II – County of Ventura Auditor-Controller Authorized Signatures for Wire Transfers Form

**COUNTY OF VENTURA
AUDITOR-CONTROLLER
AUTHORIZED SIGNATURES FOR WIRE TRANSFERS (ASWT)**

Department Camarillo Health Care District

Fund(s) [REDACTED]

Authorized Individuals/Signatures	Initials	Purpose (Bail, Bond Pmt, etc.)	Receiving Bank Name and Account No.	\$ Amount (Limit)
Printed Name/Title: <u>Christopher Loh, Board President</u> Signature:		Transfer of Funds	Bank of the West <u>[REDACTED]</u>	No Limit
Printed Name/Title: <u>Rodger Brown, Vice President</u> Signature:		Transfer of Funds	Bank of the West <u>[REDACTED]</u>	No Limit
Printed Name/Title: <u>Richard Loft, Clerk of the Board</u> Signature:		Transfer of Funds	Bank of the West <u>[REDACTED]</u>	No Limit
Printed Name/Title: <u>Mark Hiepler, Director</u> Signature:		Transfer of Funds	Bank of the West <u>[REDACTED]</u>	No Limit
Printed Name/Title: <u>Tom Doria, Director</u> Signature:		Transfer of Funds	Bank of the West <u>[REDACTED]</u>	No Limit

Period: 07/02/2020 to 06/30/2021

May 26, 2020

of Signatures Required: 2

Signature of Agency/Department Head

Date

Kara Ralston, Chief Executive Officer

Printed Name/Title

Administration

Department

805-482-9382

Telephone Number

Supersedes existing lists.

In addition to existing lists.

Note:

- Number of signatures required **MUST** be entered or forms will be returned.
- Entity or Special District: Attach support of approval as required by entity – board letter, agency head letter, etc.
- When bank names and account numbers are too numerous to list, please indicate so. However, wire transfer requests to bank accounts not listed on the originating department's ASWT require two authorized signatures.
- The approving department/entity head generally should not be listed as an authorized signatory on the ASWT. If the department/entity head is the authorized signatory, an additional authorized signature is required on the *Wire Transfer Request* form.

**COUNTY OF VENTURA
AUDITOR-CONTROLLER
AUTHORIZED SIGNATURES FOR WIRE TRANSFERS (ASWT)**

Department Camarillo Health Care District Fund(s) [REDACTED]

Authorized Individuals/Signatures	Initials	Purpose (Bail, Bond Pmt, etc.)	Receiving Bank Name and Account No.	\$ Amount (Limit)
Printed Name/Title: <u>Kara Ralston, Chief Executive Officer</u> Signature:		Transfer of Funds	Bank of the West <u>[REDACTED]</u>	No Limit
Printed Name/Title: <u>Sonia Amezcua, Chief Administrative Officer</u> Signature:		Transfer of Funds	Bank of the West <u>[REDACTED]</u>	No Limit
Printed Name/Title: Signature:				
Printed Name/Title: Signature:				
Printed Name/Title: Signature:				

Period: 07/01/2020 to 06/30/2021

of Signatures Required: 2

- Note:**
- Number of signatures required **MUST** be entered or forms will be returned.
 - Entity or Special District: Attach support of approval as required by entity – board letter, agency head letter, etc.
 - When bank names and account numbers are too numerous to list, please indicate so. However, wire transfer requests to bank accounts not listed on the originating department's ASWT require two authorized signatures.
 - The approving department/entity head generally should not be listed as an authorized signatory on the ASWT. If the department/entity head is the authorized signatory, an additional authorized signature is required on the *Wire Transfer Request* form.

May 26, 2020
Date

Signature of Agency/Department Head

Kara Ralston, Chief Executive Officer
Printed Name/Title

Administration
Department

805-482-9382
Telephone Number

- Supersedes existing lists.
- In addition to existing lists.



SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-G

**REVIEW/ DISCUSSION / ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT RESOLUTION 20-06,
PROCLAIMING MAY 2020 TO BE OLDER AMERICANS MONTH.**

MAY 26, 2020



RESOLUTION NO. 20-06

DECLARING MAY 2020 - OLDER AMERICANS MONTH

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

Older Americans Month 2020

A PROCLAMATION

Whereas, throughout the United States, it is recognized that a growing number of older Americans' skills, talents and diverse life experiences continue to enrich our communities; and

Whereas, Camarillo Health Care District is committed to strengthening our communities by connecting with and supporting older adults, their families and caregivers, and acknowledging their many valuable contributions to society; and

Whereas, Camarillo Health Care District recognizes the importance of bringing together all generations and engaging in activities that promote physical, mental, and emotional well-being for the benefit of all; and

Whereas, Camarillo Health Care District enhances the lives of older Americans in our communities by promoting home-based and community-based health disease prevention and health promotion services that support quality, independent living; and

Whereas, Camarillo Health Care District joins the State of California in recognizing older Americans as the first group to stay home during the COVID-19 pandemic, leading by example, and helping to save lives; and

Now, therefore, the Board of Directors of Camarillo Health Care District does hereby proclaim May 2020 to be Older Americans Month.

ADOPTED, SIGNED AND APPROVED this 26th day of May 2020.

Christopher Loh, President
Board of Directors

Attest: _____
Richard Loft, Clerk of the Board
Board of Directors

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 20-06 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 26th day of May 2020, and was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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

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SECTION 10

CHIEF EXECUTIVE OFFICER REPORT

May 26, 2020

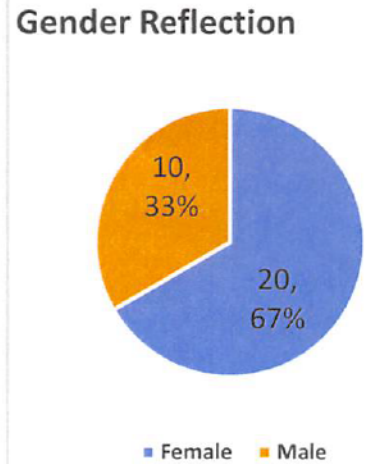
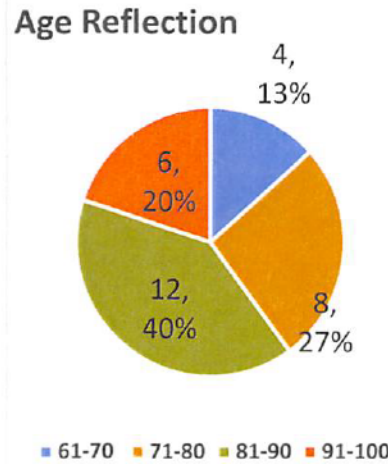
MEMORANDUM

DATE: April 30, 2020
TO: Kara Ralston, Chief Executive Officer
FROM: Mary Ann Ratto, Adult Day Center Director
SUBJECT: *April 2020 Monthly Report*

PROGRAM DESCRIPTION

For the past 37 years (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. Extended hours are available until 5:30pm.

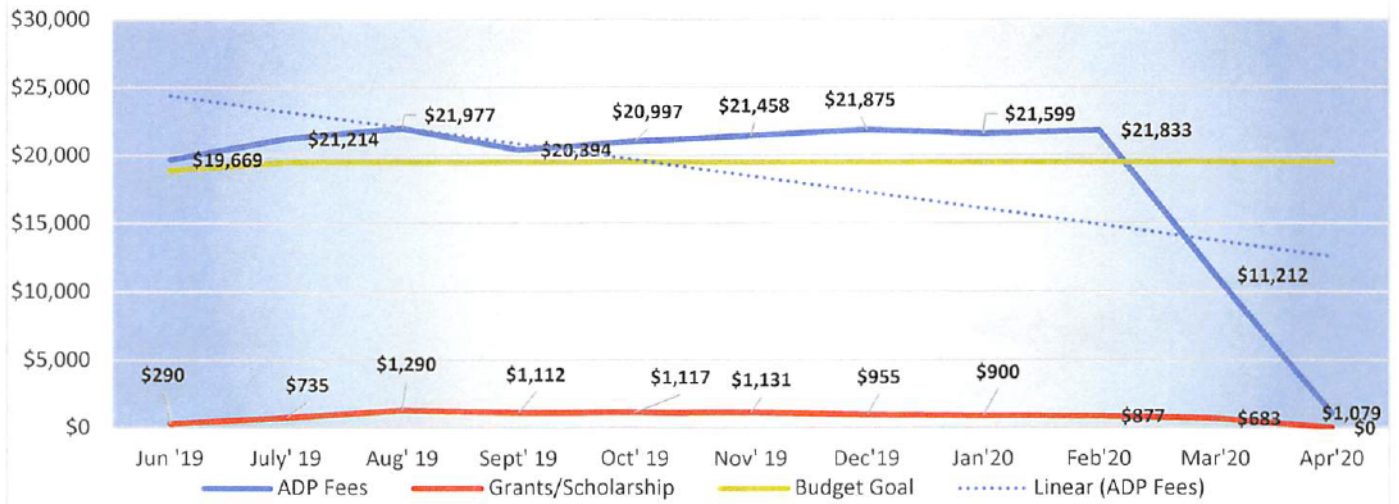
COVID-19 HOME CARE PACKAGES PROGRAM



Total Clients:	30
Current average age:	82
Current oldest:	95 (fe)
Current youngest:	66 (ma)

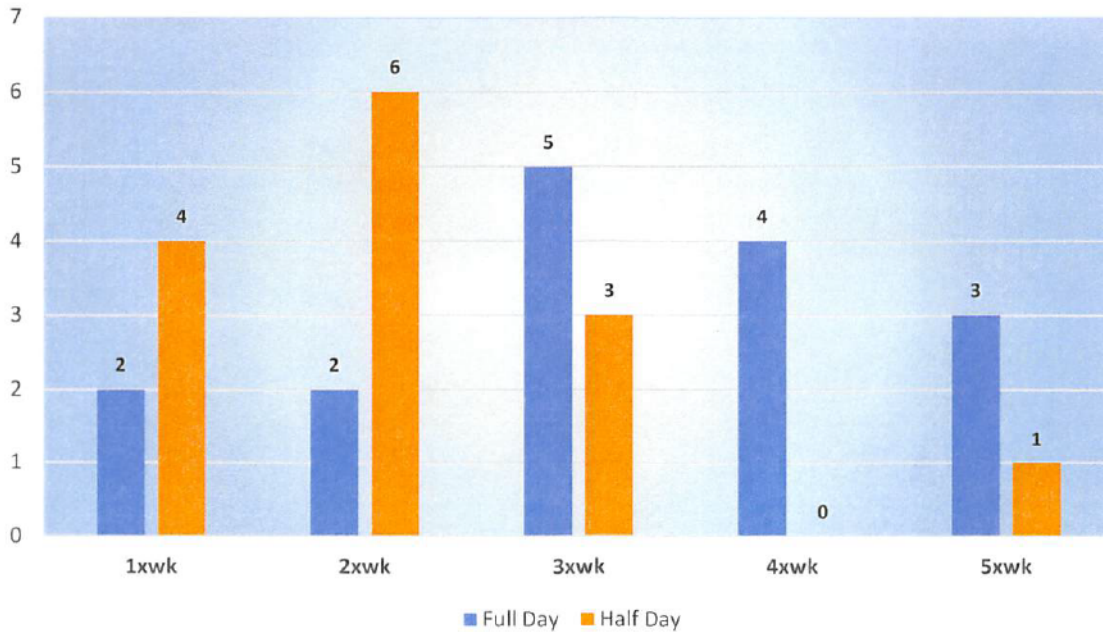
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN'20	FEB	MAR	APR
Female	19	19	19	18	18	21	11	20	21	21	20	20
Male	11	11	11	12	10	12	20	10	9	10	10	10

Client Fees per Month*



*debit/credit margins for refunds; does not include property tax allocation

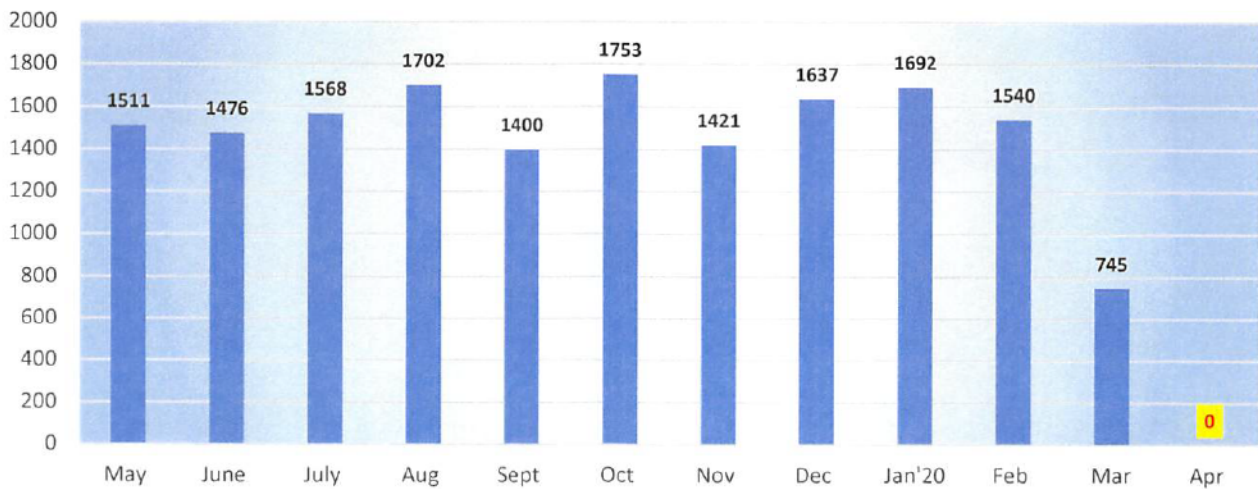
ATTENDANCE BY # OF DAYS PER WEEK AS OF MARCH 13, 2020



NON-ATTENDANCE of ENROLLED CLIENT

	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar	Apr
COVID-19 CLOSURE												30
Doesn't want to attend						1	1	1	1	1	1	
Illness		1									2	
Hip Fracture												
Family proving care in home												
Temporarily relocated												
Traveling					2	1	1					
Skilled Nursing Care				1	1			2	2	2	2	
Unreported Reason												
Active Clients on LOA	0	1	0	1	3	2	2	3	3	3	5	30
Disenrollment Reasons												
Declining Health	2		1				1					
Deceased								1	1			
Attending another program												
Relocated												
Care provided in the home			1									
Placement	3	2	1				1			1		
Financial Concerns												
Refused to attend												
Disenrolled from Program	5	2	3	0	0	0	2	1	1	1	0	0

of Service Hours per Month



Adult Day Center: APRIL 2020

Newsbites:

- Due to the Center closure amid the **COVID-19 pandemic**, ADP staff has maintained connection with current clients and families by way of preparing and mailing more than 120 activity packets for participants to work on at home. The response from families has been overwhelming!

Magazines, crossword puzzles, Spring and Easter art projects, jigsaw puzzles, trivia Q&A



MESSAGES FROM FAMILIES:

- “We sure do appreciate all the goodies in the latest packet.”
- “Dad has appreciated the packets! He misses all of you!”
- “Thank you for the package for Bob that contained the magazine, his special game and the lovely note signed by staff members. I was touched beyond words.”
- She enjoys working with the lessons you have sent weekly. Thank you again for caring for us and we look forward to seeing you soon.”

MEMORANDUM

Date: May 12, 2020
To: Kara Ralston, CEO
From: Lynn Jones, Community Outreach Manager (COM)
Subject: April 2020 Board Report

Program Description

Lifeline is an easy-to-use, in-home personal response service to ensure rapid response and assistance whenever needed...24 hours a day, 365 days a year.

Program Overview

- 1 units were installed
- 11 units were removed
- 425 total Lifeline subscribers

Description	April 2020	March 2020	Monthly Variance	April 2019	Yearly Variance	Fiscal YTD
Total Subscribers	425	436	-11	559	-134	425
Total Units Removed with extra buttons (including transfers out to SSI programs)	11	2	+8	8	+3	-135
Total Number of Installations with extra buttons	1	6	-5	9	-8	59
Net Installations	-11	-5	-6	1	+10	-47
In District/ Out of District	0/1	0/2	0/-1	2/7	-2/-6	19/40

All numbers on chart are from Philips Lifeline Carepartnersconnect web page

Deactivations in April totaled 10 Clients

The average length of stay for those deactivating in April was 3 years, 6 months. The national average is 2.7 years.

Lifeline Operational Calls

In total, including other miscellaneous activity, Lifeline Central answered or responded to 255 calls from District subscribers in April.

	April 2020	March 2020	Monthly Variance	April 2019	Yearly Variance	Fiscal YTD
Accidental Button Pushes (No EMS called)	94	132	-38	136	-42	1343
Client Tests Performed	124	159	-35	200	-76	1427
Incidents	24	34	-24	35	-25	268
Service Calls	10	10	+14	24	0	175
Welcome/Information Calls	3	1	+2	8	-5	48
Total	255	336	-81	403	-148	3261

Detailed Incident Report: In April 2020, Lifeline reported 24 calls for help from CHCD subscribers. Out of the 24 calls only 4 were transported to local hospitals which represented 16% of button-help calls. EMS was called to the scene for a total of 16 times for the month of April representing about 66% of all incidents. Overall, falls were the number one reason (41%) for needing assistance.

April 2020 Report

Date: May 13, 2020
To: Kara Ralston, CEO
From: Blair Barker, Care Services Director
 Jennifer Young, Senior Nutrition Coordinator

Monthly Program Report: April 2020

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

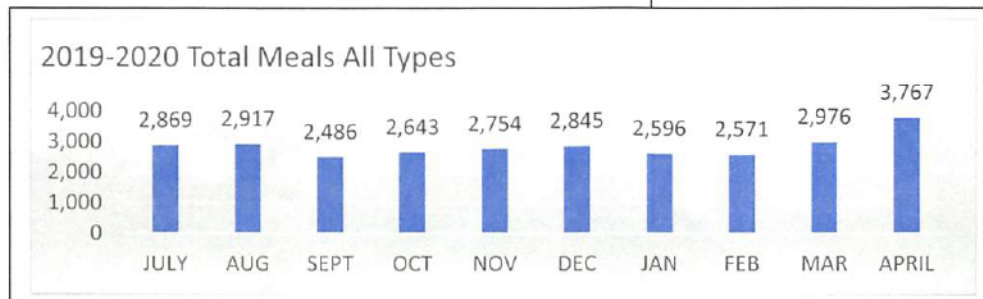
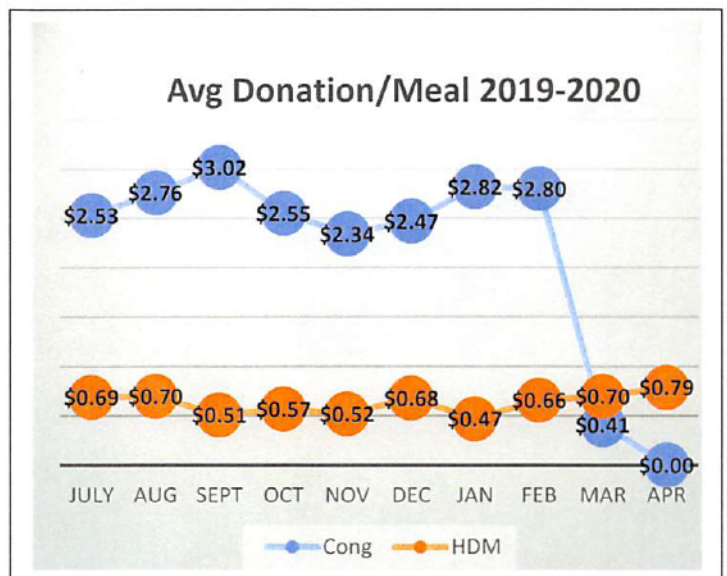
- Home Delivered Meals (HDM) are delivered to homebound seniors who are unable to procure or prepare their own meals, and include fresh fruit and vegetables, dairy and grain products as supervised by VCAAA registered dietician. Up to 5 meals/week are delivered in a bundle once each week. During the COVID19 stay-at-home orders, clients may receive up to 21 meals/week.
- Apple-A-Day Café meals are normally served at the District Congregate (Cong) site on the third Thursday of each month. During the COVID19 stay-at-home orders, Congregate clients can choose to either pick up a frozen meal at the District using social distancing, or have up to 21 meals/week delivered.

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

	April 2020	Unduplicated Clients FYTD
New HDM clients	59 * -19 disenroll 40 net gain	347*
New Cong. clients	0	84* (includes 8 paid clients)

At-a-Glance

**includes 1 disabled, <60 client funded by VCAAA Found.*



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 360,000 meals, averaging over 24,000 meals/year.

TOTAL MEALS SERVED (cumulative)		VCAAA Funding	VCAAA meals allowed	% program split	City 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
FYTD Total meals served FY 2019-2020 July-March (HDM+C)	28,422*	\$84,375	27,500	96% HDM 4% Cong	\$37,000 + \$7500
TOTAL cumulative meals served since program inception; all meal types; commenced April 2005	366,859				

*includes meals for an <60, disabled client funded by the VCAAA Foundation

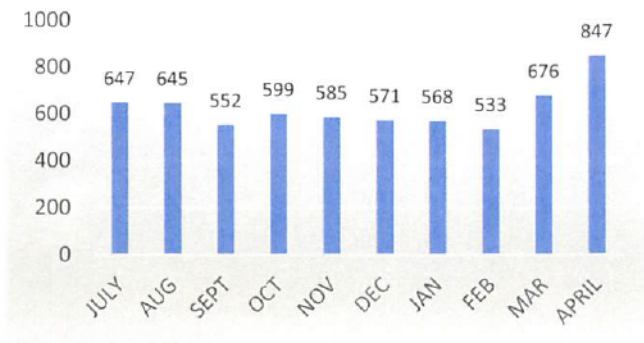
HDM Referral Sources

Referral Source April 2020	HDM	Cong
Friend/Neighbor/Family	10	0
Former Congregate Client	4	0
Website/Online Search	34	0
Healthy Attitudes magazine	2	0
Social Worker/APS Referr3l	0	0
Doctor office/Hospital	0	0
County of Ventura referral	5	0
Previous Client	1	0
Internal District referral	3	0
Former HDM Client	0	0
Walk-in	0	0
District Produce Day	0	0
Hospice	0	0
TOTAL	59	0

HDM Cancellations

Reason Stated	April 2020
Dislikes the food	4
Family/Caregiver now providing meals	2
Moved in with Family	0
Moved into Care Facility	3
Moved to Great Plates Program	4
Did not desire services	0
No longer meets criteria	2
No longer needs service	0
Health has improved and can cook	0
Dietary restrictions	0
Hospice	0
Relocation out of service area	0
Deceased	0
On hold for extended time	4
TOTAL	19

HDM: Total Clients Served 2019-20

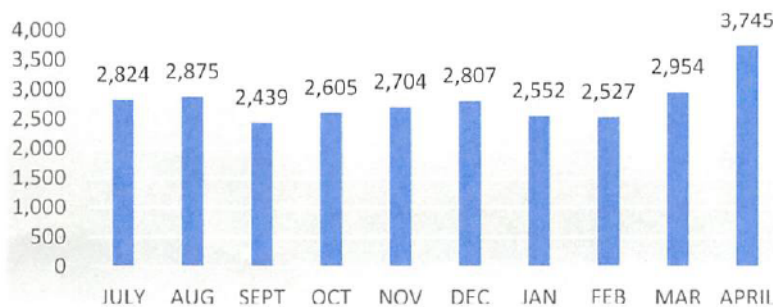


HDM: Total Donations Received 2019-20

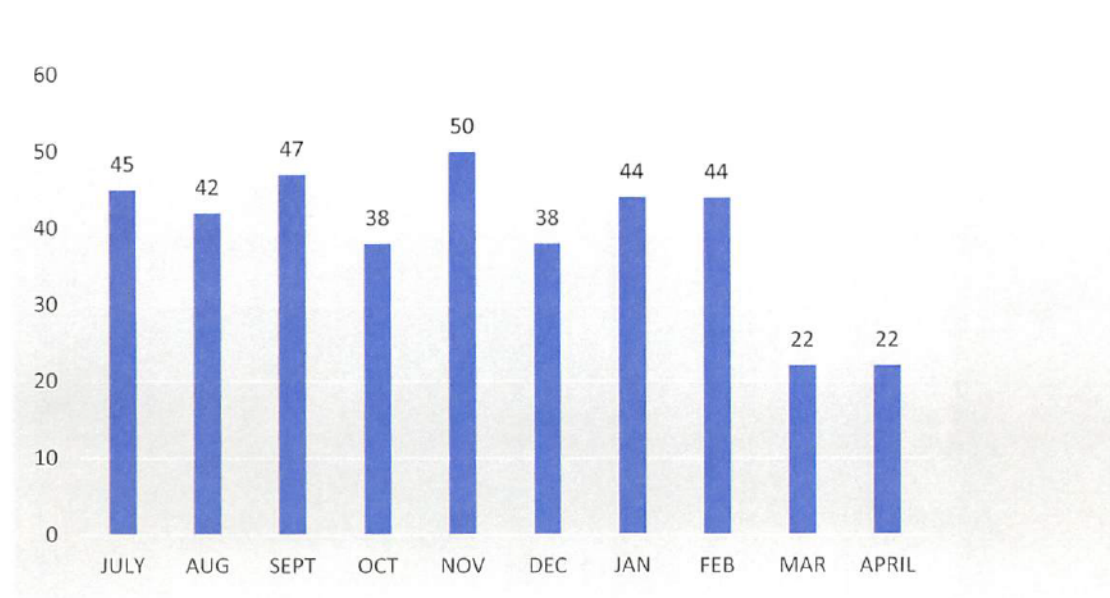


*client count is a duplicated count because people eat everyday

HDM: Total Meals Provided 2019-20



CONGREGATE: Total Meals Provided 2019-20



CONGREGATE: Total Donations Received 2019-20



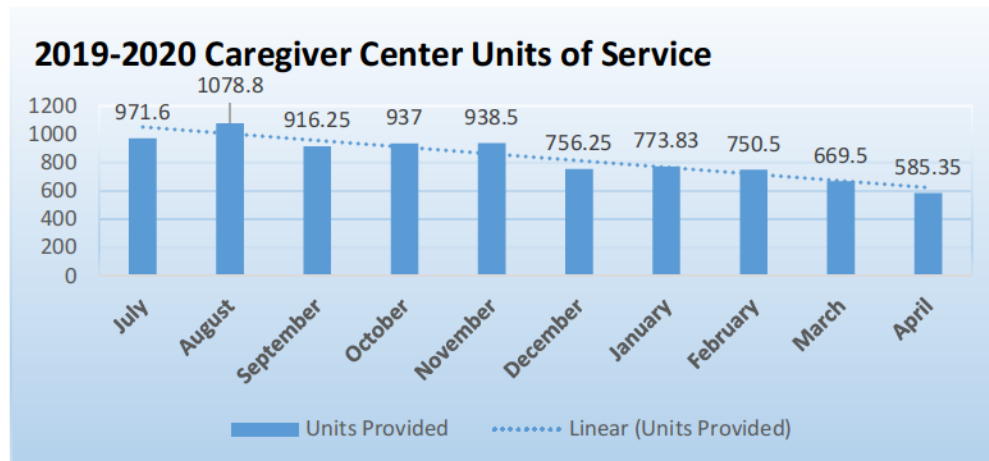
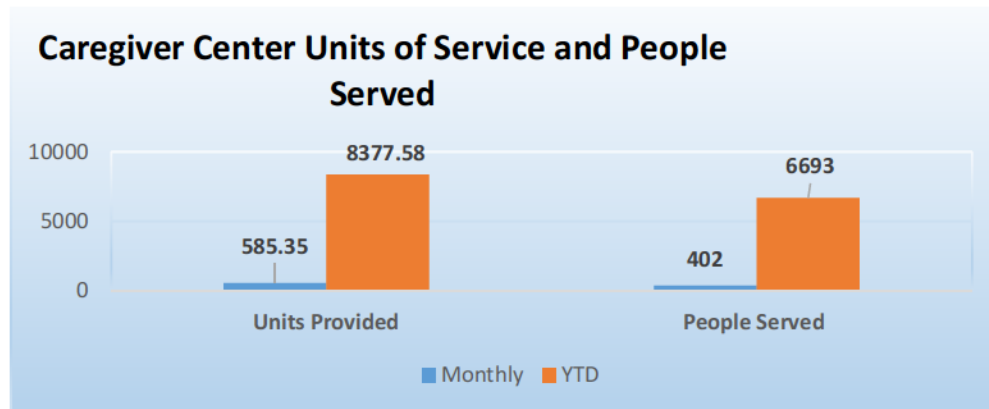
MEMORANDUM

DATE: May 11, 2020
TO: Kara Ralston, CEO
FROM: Blair Barker, MPH, Care Services Director
Caregiver Center of Ventura County
RE: April 2020 Monthly Report

PROGRAM DESCRIPTION

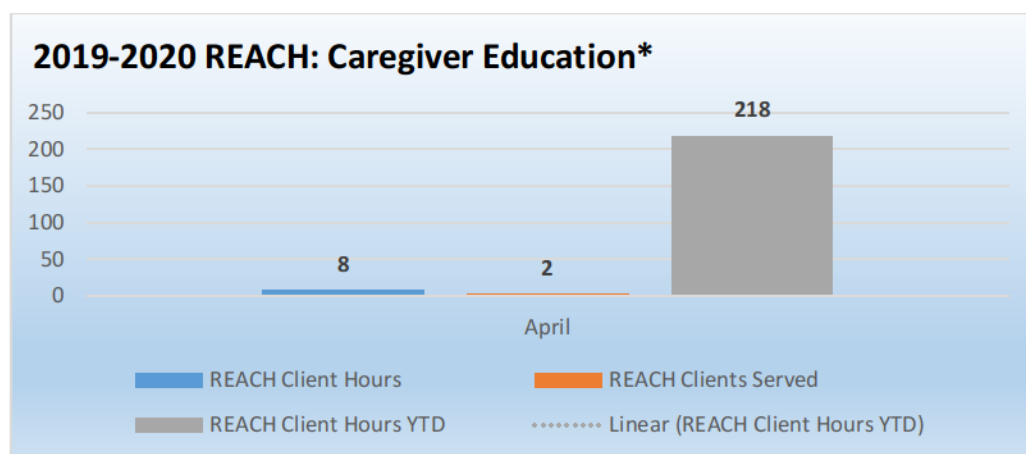
The goal of the Caregiver Center of Ventura County (Center) is to decrease the impact of caregiver burden and empower people to better health. This is accomplished through strategic partnerships with medical and community-based providers for the delivery of caregiver education and training, access to resources, and increased quality of life outcomes. The Caregiver Center has a comprehensive array of programs and services including REACH, 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	April - Units	April - People
REACH: in-person	0	0
REACH: phone	2	8
Dealing with Dementia: class	0	0
Dementia Live: class	0	0
Community Voice – DFVC: class	0	0
Caregivers CAN: class	0	0
Care Consultation: in-person	0	0
Care Consultation: phone	10.35	10
Caregiver Support Group	0	0
Respite: In Home Hours	182	8
Respite: ADP Hours	0	0
Home Modifications: Units Installed	0	0
Assistive Devices: Units installed	2	1
Senior Support Line: Peer Counseling	70	71
Senior Support Line: Telephone Reassurance	122	107
Memory Café	0	0
Caregiver Wellness Screening (Zarit Burden)	0	0
Depression Screening (PHQ-9)	0	0
Client follow-up (<i>in-person, phone call, email, similar</i>)	97	97
Client Walk-ins	2	2
Resource & Education Request	27	27
Inquiry response: Email/phone reply	68	68
Caregiver Email Outreach	3	3
TOTAL	585.35	402

REACH Program



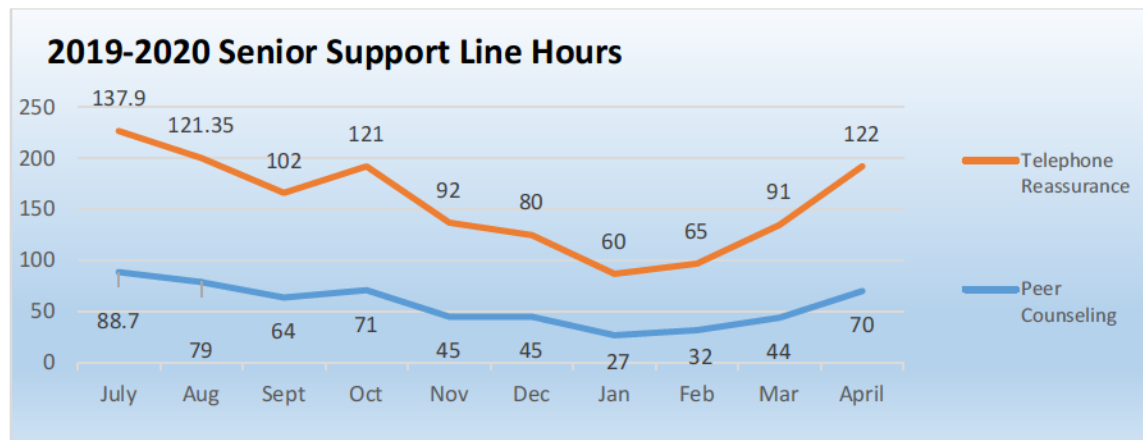
REACH: Caregiver Education	April	YTD
REACH: Total Client Units*	8	218
REACH: Clients served	2	67
TOTAL	10	285

*This number includes REACH in-person and phone visits (units = hours)

This chart represents monthly and FYTD counts of clients served as well as the hours provided by the Center through the Rosalyn Carter Institute’s REACH (Resources Enhancing Alzheimer’s Caregivers Health) program.

Senior Support Line

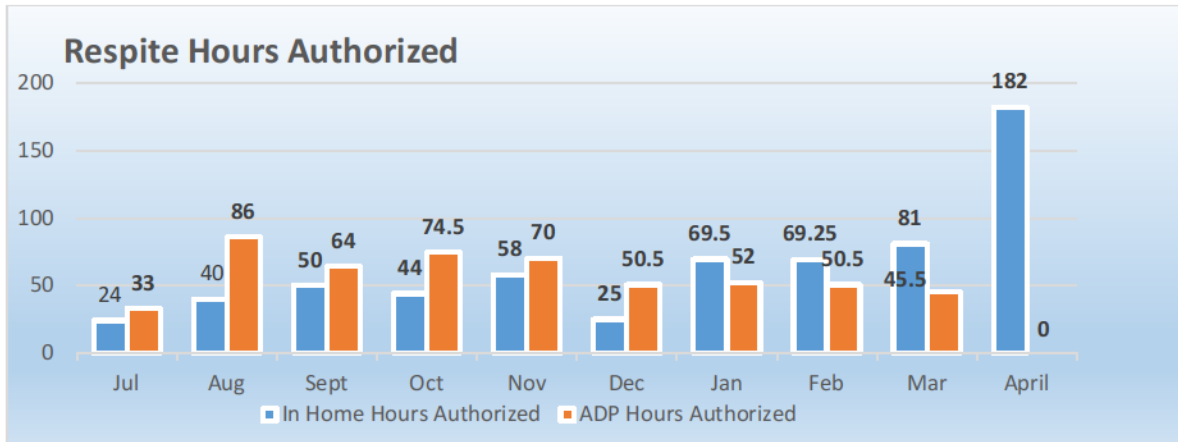
This chart represents monthly and FYTD counts of clients served, and hours provided (by service type: peer counseling or telephonic reassurance) by the Center’s Senior Support Line (SSL). Partially Funded Program through Older Americans Act federal funding. SSL is a toll-free reassurance and socialization program for Ventura County residents aged 60 and older. SSL provides emotional and social support, socialization, wellness and safety checks, connections to community resources and reduces isolation.



Senior Support Line (Title IIIB)	April	YTD	Annual Contract Goal	Target 80% of FY
Peer Counseling: Hours	70	565	616	92%
Peer Counseling: Persons Served (unduplicated monthly)	71	603	375	161%
Telephone Reassurance: Hours *	122	992.25	NA	NA
Telephone Reassurance: Contacts	344	2,858	2,236	128%
Telephone Reassurance: Persons Served (unduplicated monthly)	107	894	278	322%
TOTAL		5912.25	3,505	

Respite Hours Authorized

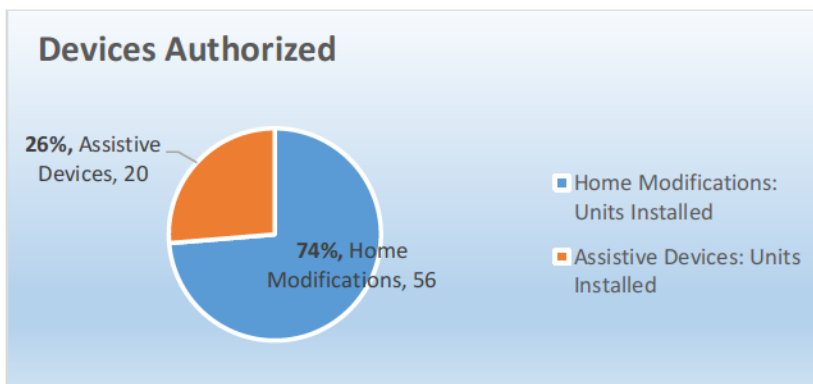
This chart represents monthly and FYTD counts of clients served, hours provided (by Respite type: in home, and adult day center). The District periodically receives funding for Home Modifications, Assistive Devices, in-home respite and adult day center respite through Older Americans Act, Title IIIE funding awarded by the VCAAA.



Respite (Older Americans Act Title III E)	April	YTD	Annual Contract Goal	Target 80% of FY
Respite: In-home (hours)	182	642.75	522	148%
Respite: In-home (people)	8	46	NA	NA
Respite: ADP (hours)	0	526	667	89%
Respite: ADP (persons served)	0	42	NA	NA
TOTAL		1,256.75	1,189	

Home Modifications and Assistive Devices

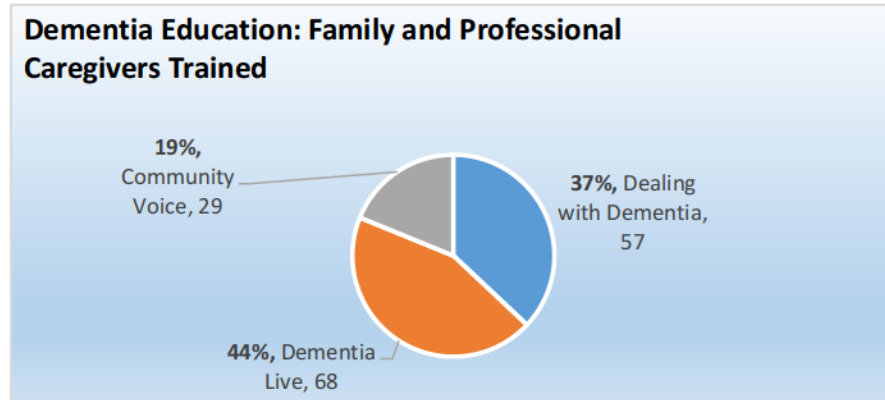
This chart represents monthly and FYTD counts of clients served, units served (by type: home modifications (anything that requires a bolt, screw, etc.) and assistive devices (no installation required) installed). The District periodically receives funding for Home Modifications, Assistive Devices, in-home respite and adult day center respite through Older Americans Act, Title III E funding awarded by the VCAAA.



Home Modifications (Title III E)	April	YTD	Annual Contract Goal	Target 80% of FY
Home Modifications: Units installed	0	56	68	82%
Home Modifications: Persons served	0	24	NA	NA
Assistive Devices: Units provided	2	20	3	667%
Assistive Devices: Persons served	1	16	NA	NA
TOTAL		116	71	

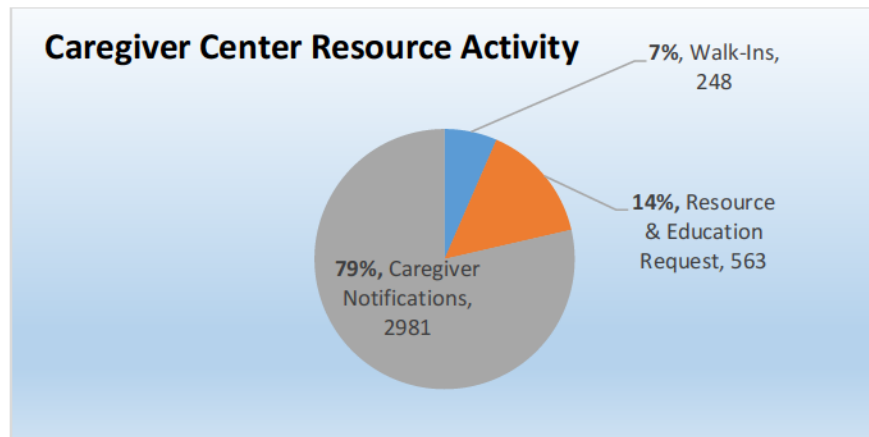
Dementia Friendly Caregiver Engagement Project

This chart represents monthly and FYTD counts of clients and organizations served by the Center’s dementia education programs. Grant funding is 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).



Caregiver Center Resource Activity

This chart represents monthly and FYTD counts of Center’s Resource Specialists’ activity, including individuals that walk-in, telephonic resource and education requests, as well as Caregiver Notifications (email or snail mail).



Caregiver Center Resource Activity	April	YTD
Client walk-ins	2	250
Resource & Education Request	27	590
Caregiver Notification	3	2,984
TOTAL	32	3,824

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.

5/12/2020

Dear Mary Ann,

Ellen is fine and staying at home.

Although she misses attending the Adult Day Center classes, enjoys working with the activity sheets you send.

She has a work area with her own desk to complete each lesson.

Thank you and your staffs for thinking for her and care.

Enclosed a token of our appreciation for your kindness.

Sincerely,

Ellen and Anthony

April 30, 2020

Dear Jennifer,

Thank you for your faithful program and the consistency of the food. The current supplier is very good. Also happy to get tomatoes again! I didn't know I would miss them so much.

God bless you and the program,
Helen

Food is Very
Good on all the
EXTRAS -
Bread, yogurt fruit
Betty Sperry
Village 32
Leisure Village



SECTION 11

BOARD PRESIDENT REPORT

May 26, 2020

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SECTION 12

BOARD MEMBERS COMMENTS AND/OR REPORTS

May 26, 2020