

MINUTES

April 23, 2019

Regular Meeting of the Board of Directors

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

Board of Directors - Present

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

Staff - Present

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

Consultants:

Rick Wood, CSDA Financial Services
Shalene Hayman, Hayman Consulting

1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, March 26, 2019, at 12:04 p.m., by Christopher Loh, Board President.
2. **Pledge of Allegiance** – Director Brown
3. **Amendments to The Agenda** – Page 44 was replaced due to a printing problem.
4. **Public Comment** – None
5. **Presentations** - None
6. **Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

Vote to Approve Consent Agenda as Presented

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

7. **Continued Business** – (For Action)

A. Consideration, discussion, and staff recommendation for approval of District Policy 1160, Legislative Advocacy Policy. The purpose of this policy is to guide Camarillo Health Care District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve District Policy Number 1160, Legislative Advocacy Policy.

Vote to Approve District Policy 1160, Legislative Advocacy Policy.

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

B. Consideration, discussion, and recommendation for approval of Resolution 19-02, amending District By-Laws, Article VI, Section 2, Standing Committees of the Board, subsection (a) and subsection (b) to read:

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

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

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

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

It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED** to approve Resolution 19-02, Amending District By-Laws.

Vote to approve Resolution 19-02, Amending
District By-Laws

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

8. DISCUSSION / ACTION

A. **Review/ Discussion/ Action** – Consideration, discussion, and staff recommendation for approval of District Disbursements, financial reports, and monthly investment report for the period ending March 31, 2019.

It was **MOVED** by Director Doria, **SECONDED** by Director Loft and **MOTION PASSED** that the Board of Directors approve District disbursements, financial reports, and the monthly investment report, for the period ending March 31, 2019.

Vote to approve District disbursements, financial
reports, and monthly investment report for the period
ending March 31, 2019.

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

B. Consideration, discussion, and staff recommendation for approval of the engagement letter from Fanning & Karrh for the June 30, 2019 financial audit.

It was **MOVED** by Director Doria, **SECONDED** by Director Loft and **MOTION PASSED** that the Board of Directors approve the Fanning & Karrh engagement letter for the June 30, 2019 financial audit.

Vote to approve the Fanning & Karrh engagement
letter for the June 30, 2019 financial audit.

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

C. Consideration, discussion, and recommendation for approval of revision of District Policy 1080, Committees of the Board of Directors, Section 1080.6, sub-section 1080.6.1 and 1080.6.2 to read:

1080.6.1 Executive Committee: shall consist of the following two (2) members of the Board of Directors: President and Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee, **serve as the legislative advocacy committee**, participate in agenda building, and make recommendations to the full Board of Directors.

1080.6.2 Finance/Investment Committee: shall consist of two (2) members of the Board of Directors; may also include up to (2) non-board members at the discretion and appointment of the full Board. Non-Board committee members may serve a one (1) year term, but may be reappointed at the discretion of the Board.

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

It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the revisions to District Policy 1080, Section 1080.6, sub-sections 1080.6.1 and 1080.6.2.

Vote to approve revisions to District Policy 1080, Section 1080.6, sub-sections 1080.6.1 and 1080.6.2.

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

D. Consideration, discussion, and staff recommendation for approval of District Resolution 19-03, Declaring May 2019 as Older Americans Month.

It was **MOVED** by Director Brown, **SECONDED** by Director Loft and **MOTION PASSED** that the Board of Directors approve District Resolution 19-03, Declaring May 2019 as Older Americans Month.

Vote to approve District Resolution 19-03, declaring

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

9. **Chief Executive Officer Report** – CEO Ralston introduced Mary Ann Ratto, Adult Day Center Director, who presented information on the ADS Plus grant. The ADS Plus Study, conducted by Johns Hopkins University and the University of Minnesota, is a five-year study that seeks to evaluate the efficacy of an evidence-based program for family caregivers caring for older adults with dementia who are enrolled in a participating adult day service site. The study also seeks to evaluate the process by which the program is implemented in participating sites and the experiences of family caregivers.

CEO Ralston presented the following Program Reports for March 2019:

- Adult Day Program (Dept 2) continues to show an increase in revenues, an increase in utilization of full day service, and a slight increase in utilization of extended service. Oldest member this month was 100 years old.
- Community Education, Volunteers & Facilities (Dept 5) reports 540 hours of service contributed by volunteers in a variety of District programs; ten volunteers assisted in the congregate meal program along with seven volunteers from the Amber’s Light Lions Club; Produce Day welcomed a partnership with Community Memorial Health Systems to provide blood glucose and blood pressure monitoring; a total of 2,025 clients were served this month.
- Senior Nutrition Program (Dept 6) served 2,638 total meals in March 2019, and has provided over 330,000 meals since its inception in April of 2005. CEO Ralston reminded the Board that the Volunteer Appreciation Luncheon would be on April 24, 2019. Bikers Against Child Abuse (B.A.C.A.) will be the featured guest speaker.

CEO Ralston reported that information from Mark Poindexter, the District’s former financial auditor, whose business, home and the District’s 2017 nearly-completed audit were destroyed in the Thomas Fire, has indicated that his insurance does not cover fees paid for unfinished work, but that he is joined in a lawsuit against Southern California Edison, which is due to be heard in 2020.

The District has received a \$10,000 Grant from the SCAN Foundation to act as the lead fiscal agent of the Hospital to Home Alliance which is a collaborative promoting Population Health Outcomes. The Foundation supports Long Term Support Services (LTSS), part of the Foundation’s Master Plan on Aging.

CEO Ralston attended the Association of California Health Care Districts (ACHD) Legislative Days in Sacramento.

Dos Caminos Plaza Association has approved the District's request to stripe the windows of District buildings as part of the logo refresh project. The project includes new window signage, overhead box signage, window striping and vehicle wraps. District meeting rooms will also be named following a tree theme.

10. Having no further business, this meeting was adjourned at 1:17 p.m.



Richard Loft
Clerk of the Board