



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Suite 161  
Camarillo, CA 93010  
Tuesday, June 12, 2018  
12:00 p.m.**

## **2018 Board Meeting Calendar**

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

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

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

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

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

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

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

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

August – Dark

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

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

November - Dark

December 11, 2018, 8:30 a.m. (Board Work Study)

**AGENDA**

**June 12, 2018 - 12:00 P.M.**

**Regular Meeting of the Board of Directors  
3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010**

**Board of Directors**

Rod Brown, MBA, President  
Christopher Loh, M.D., Vice President  
Scott W. Packham, DDS, Clerk of the Board  
Richard Loft, M.D., Director  
Mark Hiepler, Esq., Director

**Staff**

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

**Participants**

Rick Wood, CSDA Financial Services

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1. **Call to Order/Roll Call**
  2. **Pledge of Allegiance – Director Doria**
  3. **Amendments to the Agenda**  
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
  4. **Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
  5. **Presentations –**
  6. **Discussion/Action Item: Consideration, Discussion and Decision:**

Consideration, discussion, and recommendation for approval of District Disbursements for the period ending May 31, 2018. **(Please see Section 6-A)**

**Suggested Motion:** Vote to approve District Disbursements for the period ending May 31, 2018.

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

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

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

**A.** Approve the Minutes of the Regular Board Meeting of May 29, 2018.  
**(Please see Section 7-A)**

**B.** Approve the Minutes of the Executive Committee Meeting of June 5, 2018.  
**(Please see Section 7-B)**

**Suggested Motion:** Vote to approve Consent Calendar as presented.

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

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

**8. Discussion/Consideration/Action:**

**A. Presentation/ Review/ Discussion/ Action** - It is the recommendation of Administration that the Board of Directors approve the Fiscal Year 2018/2019 Operating and Capital budgets. (Second reading may be waived.) **(Please see Section 8-A)**

**Suggested Motion:** Vote to approve Fiscal Year 2018/20198 Operating and Capital budgets.

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

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

**B. Discussion/Action** – It is the recommendation of Administration that the June 26, 2018 Board of Directors meeting be canceled if the Operating and Capital budgets for 2018/2019 are approved on the first reading, June 12, 2018. **(See Section 8-B)**

**Suggested Motion:** Vote to cancel the June 26, 2018 Board of Directors Meeting.

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

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

**9. CEO Report**

**10. Board Reports**

**11. Future Meeting and Events**

- Executive Committee (Brown/Loh) Tuesday, June 19, 2018, 12:00 p.m. (If Needed)
- Full Board–Budget Presentation – Second Reading Tuesday, June 26, 2018, 12:00 p.m.  
Second reading may be waived
- Executive Committee (Brown/Loh) Tuesday, July 17, 2018, 12:00 p.m.
- Finance Committee (Hiepler/Doria) Tuesday, July 24, 2018, 11:00 a.m.
- Full Board Tuesday, July 24, 2018, 12:00 p.m.
- Full Board August Meeting Dark
- Executive Committee (Brown/Loh) Tuesday, September 11, 2018, 12:00 p.m.
- Full Board Tuesday, September 18, 2018, 12:00 p.m.

## Events

- State of the Chamber – Annual Meeting  
Camarillo Chamber of Commerce  
June 14, 2018, 11:30 a.m. to 1:00 p.m.  
Spanish Hills Country Club
- 4<sup>th</sup> Annual Party for the Parks  
Pleasant Valley Recreation & Parks District  
Saturday, August 25 2018; 5:30 p.m.  
Camarillo Grove Park, Camarillo
- State of the City Address  
Chamber of Commerce  
Thursday, September 6, 2018, 11:30 Camarillo  
Spanish Hills Country Club
- 25<sup>th</sup> Annual Fainer/Tauber Awards  
Ventura County Medical Resource Foundation  
Thursday, September 6, 2018 5:30 p.m.  
Lloyd Butler Estate, Oxnard, CA
- 14<sup>th</sup> Annual Spirit Awards Gala  
United Way of Ventura County  
Thursday, September 13, 2018  
Padre Serra Center

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

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, [www.camhealth.com](http://www.camhealth.com), on Friday, June 8, 2018, at 4:00 p.m.

**SECTION 6**

**ACTION ITEMS**

**SECTION 6-A  
CONSIDERATION, DISCUSSION, AND RECOMMENDATION FOR APPROVAL  
OF DISTRICT DISBURSEMENTS FOR THE PERIOD ENDING MAY 31, 2018.**

**JUNE 12, 2018**

# Camarillo Health Care District

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

Sorted by Vendor

May 2018 Checks/EFTs

Cash Account #4 [Bank of the West General]

Check Number	Date	EFT #/Vendor/Invoice	Net	Type	Timing
66260	5/9/2018	ACCESS Access TLC Caregivers DBA	690.00	V	
66261	5/9/2018	ACORN Acorn Newspapers	310.00	V	
66244	5/2/2018	AFLAC Aflac	726.36	V	Mo April
66319	5/30/2018	AFLAC Aflac	726.36	V	Mo May
66262	5/9/2018	ANDISITES AndiSites, Inc	189.00	V	Mo
66302	5/23/2018	ASA American Society on Aging	652.00	V	
66263	5/9/2018	ASLANIAN Margaret Aslanian	35.00	F	Mo
66264	5/9/2018	ASSISTED Assisted Healthcare Services	414.75	V	
66265	5/9/2018	BANYAI Danette Banyai	210.00	F	Mo
66266	5/9/2018	BETA Beta Healthcare Group	760.16	V	Mo
66303	5/23/2018	BETA WC Beta Healthcare Group	2,088.00	V	Mo
66245	5/2/2018	BOSTON Boston University	200.00	V	
66294	5/16/2018	BOTW Bankcard Center	10,160.00	V	Mo
66267	5/9/2018	CABRAL Mary Cabral	lost, voided	Refund	
66320	5/30/2018	CABRAL Mary Cabral	30.00	Refund	
66268	5/9/2018	CMH CMH Centers for Family Health	25.00	V	
66269	5/9/2018	CO OF VENTUR Co of Ventura	13.50	V	Qtly
66304	5/23/2018	CO OF VENTUR Co of Ventura	610.00	V	Annually
66270	5/9/2018	COLITTI Sydney Colitti	133.03	EE	
66271	5/9/2018	COMFORT Comfort Keepers dba	400.00	V	
66246	5/2/2018	COMMANDER Commander Printed Products	14,946.66	V	Qtly
66272	5/9/2018	CPI CPI Solutions, Inc	266.82	V	
66295	5/16/2018	CPI CPI Solutions, Inc	1,355.79	V	
66305	5/23/2018	CPI CPI Solutions, Inc	4,269.75	V	Mo
66321	5/30/2018	CPI CPI Solutions, Inc	825.09	V	
66273	5/9/2018	CRADDOCK Blair Craddock	93.63	EE	
66274	5/9/2018	CRAWFORD J Janice Crawford	405.30	F	Mo
66275	5/9/2018	CRAWFORD L Lorenzo Crawford	191.80	F	Mo
66247	5/2/2018	CSDA CSDA Financial Serv	1,371.36	V	Mo April
66322	5/30/2018	CSDA CSDA Financial Serv	2,527.78	V	Mo May
66323	5/30/2018	DIAL Dial Security	1,560.00	V	Mo
66276	5/9/2018	DIGITAL Digital Deployment, Inc	200.00	V	Mo April
66306	5/23/2018	DIGITAL Digital Deployment, Inc	200.00	V	Mo May
66307	5/23/2018	DMV Dept of Motor Services	1.00	V	
66248	5/2/2018	DOS CAMINOS Dos Caminos Plaza	4,538.38	V	Mo
66249	5/2/2018	DOSCAMSTORA Dos Caminos Plaza, Inc	50.00	V	Mo
66250	5/2/2018	DURBIANO Durbiano Fire Equipment, Inc	95.00	V	Semi-Ann

# Camarillo Health Care District

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Cash Account #4 [Bank of the West General]

Check Number	Date	EFT #/Vendor/Invoice	Net	Type	Timing
66308	5/23/2018	FANNING Fanning & Karrh, CPAs	8,000.00	V	
66309	5/23/2018	FARMER BROS Farmers Bros. Co	836.20	V	
66310	5/23/2018	FERGUSON CAS Ferguson, Case, Orr Paterson LL	24,370.44	V	
66277	5/9/2018	FREIE Barbara Freie	693.00	F	Mo
66296	5/16/2018	FRONTIER Frontier Communications	126.98	V	Mo
66278	5/9/2018	GODINEZ Jose Godinez	139.30	F	Mo
66251	5/2/2018	HARTFORD Hartford Life	1,136.58	V	Mo
66279	5/9/2018	HARVEY Lynette Harvey	116.63	EE	
66280	5/9/2018	HOME REMEDII Home Remedies dba	1,040.00	V	
66297	5/16/2018	HUFF Susan Huff	50.00	F	Mo
66311	5/23/2018	ITS Integrated Telemanagement Serv	838.60	V	Mo
66281	5/9/2018	IVEY Jane Ivey	63.00	F	Mo
66324	5/30/2018	JONES Lynn Jones	75.21	EE	
66252	5/2/2018	JOSE Myka Jose	77.94	EE	Apr miles
66325	5/30/2018	JOSE Myka Jose	117.17	EE	May miles
66282	5/9/2018	JTS JTS Facility Services	1,851.00	V	Mo
66326	5/30/2018	KAVALSKY Neal Kavalsky	100.00	V	Mo
66298	5/16/2018	LEAF Leaf	2,025.32	V	Mo
66253	5/2/2018	MASTERPAGES Carrie Dittmar	60.00	V	
66312	5/23/2018	MASTERPAGES Carrie Dittmar	10.00	V	
66283	5/9/2018	MCMILLAN Patricia McMillan	14.00	Refund	Dr no show
66254	5/2/2018	MEDITECH Meditech Health Services	400.00	V	
66284	5/9/2018	MEDITECH Meditech Health Services	990.00	V	
66299	5/16/2018	MEDITECH Meditech Health Services	500.00	V	
66313	5/23/2018	MEDITECH Meditech Health Services	530.00	V	
66327	5/30/2018	MEDITECH Meditech Health Services	435.00	V	
66255	5/2/2018	METLIFE MetLife Small Business	834.86	V	Mo
66328	5/30/2018	MEYERS Meyers Nave	771.75	V	
66285	5/9/2018	MHS Mike's Handyman Service	175.00	V	
66329	5/30/2018	MJL MJL & Associates	2,775.00	V	
66286	5/9/2018	MORAN Carmen Moran	Voided	EE	
66292	5/10/2018	MORAN Carmen Moran	256.69	EE	
66314	5/23/2018	MUSTANG Mustang Marketing dba	1,800.00	V	Mo
66300	5/16/2018	PARTNERS Partners in Care Foundation, Inc	600.00	V	Qtly
66315	5/23/2018	PETTY Petty Cash - Administrat	412.58		Mo
66287	5/9/2018	ROGERS Rogers & Partners, Inc	112.00	F	Mo



# Camarillo Health Care District

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

Sorted by Vendor

May 2018 Checks/EFTs

Cash Account #4 [Bank of the West General]

Check Number	Date	EFT #/Vendor/Invoice	Net	Type	Timing
66288	5/9/2018	SAFEWAY Safeway Inc	172.91	V	
66330	5/30/2018	SAFEWAY Safeway Inc	230.33	V	
66256	5/2/2018	SO CA EDISON Southern CA Edison	1,701.07	V	Mo April
66331	5/30/2018	SO CA EDISON Southern CA Edison	1,639.44	V	Mo May
66301	5/16/2018	SO CA GAS Southern California Gas	283.35	V	Mo
66289	5/9/2018	STAFF Staff Assistance, Inc	2,160.00	V	
66316	5/23/2018	STAPLES Staples Business Advantage	98.91	V	
66257	5/2/2018	TNT TNT Automotive	89.00	V	
66258	5/2/2018	VALIC VALIC	1,046.67	V	Mo April
66317	5/23/2018	VALIC VALIC	1,046.67	V	Mo May
66332	5/30/2018	VCSDA V C S D A	40.00	V	
66259	5/2/2018	VISION Vision Services Plan	176.50	V	Mo
66290	5/9/2018	YOUNG Jennifer Young	63.60	EE	
66318	5/23/2018	ZENDEJAS Eleanor Zendejas	20.00	Refund	Class canceled
66291	5/9/2018	ZEPEDA Monica Zepeda	Voided	EE	
66293	5/10/2018	ZEPEDA Monica Zepeda	212.55	EE	
Cash account Total			112,586.77		
Report Total			112,586.77		

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

## Check Register Monthly Comparison

### FY 2017/18

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$126,068	\$94,075	\$156,395	\$70,789	\$80,990	\$68,708	\$75,510	\$66,744	\$85,204	\$92,133	\$112,587		\$93,564
<b>YTD Total</b>											<b>\$1,029,204</b>	

Notes FY 17/18:

July '17 Annual insurances paid

Sept '17 ADC Construction Loan Pmt \$99K

May '18 HA Printing, BOTW \$10K, Legal \$24K, Audit \$8K

### FY 2016/17

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg Final
\$119,589	\$75,637	\$161,344	\$82,485	\$56,719	\$73,483	\$92,351	\$74,497	\$80,681	\$113,184	\$67,454	\$82,254	\$89,973
<b>YTD Total</b>											<b>\$1,079,678</b>	

Notes FY 16/17:

July '16 Annual insurances paid, HA Printing

Sept '16 ADC Construction Loan Pmt \$99K

Apr '17 HA Printing, PPHM \$27,500 (one time)

**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.**

**SECTION 7**

**CONSENT AGENDA**

**APPROVAL OF MINUTES OF  
THE REGULAR BOARD MEETING OF MAY 29, 2018**

**SECTION 7-A**

**JUNE 12, 2018**

**Regular Meeting of the Board of Directors**

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

**Board of Directors - Present**

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

**Staff - Present**

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

**Participants - Present**

Mike Velthoen, Esq., *Ferguson Case Orr Paterson*

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1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, May 29, 2018, at 12:11 p.m., by Rodger Brown, President.
  2. **Pledge of Allegiance** – Director Hiepler
  3. **Amendments to The Agenda** – None
  4. **Public Comment** – None
  5. **Presentations** – None
  6. **Discussion/Action Item -**

CEO Ralston presented the District’s Disbursements and Financial Report for the period ending April 30, 2018.

It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the District Disbursements for the period ending April 30, 2018.

**Vote to Approve District Disbursements  
For Period Ending April 30, 2018**

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

It was **MOVED** by Director Loh, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the Financial Reports for the period ending April 30, 2018.

<b><u>Vote to Approve Financial Reports</u></b>	
<b><u>For Period Ending April 30, 2018</u></b>	
Director Brown	Aye
Director Loh	Aye
Director Loft	Aye
Director Hiepler	Aye
Director Doria	Absent

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

<b><u>Vote to Approve Consent Calendar as Presented</u></b>	
Director Brown	Aye
Director Loh	Aye
Director Loft	Aye
Director Hiepler	Aye
Director Doria	Absent

8. **Closed Session:** Entered Closed Session at 12:33 p.m.
- A. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.
  - B. Labor Negotiation – The Directors will conduct a closed session, pursuant to Government Code section 54957.6 with the District’s negotiator and unrepresented employee, the Chief Executive Officer. Labor negotiators for the District are Director Brown and Director Hiepler.
9. **Reconvene from Closed Session:** Reconvened at 1:29 p.m.
10. **Announcement of Closed Session** – Pursuant to Government Code §54957.1 – The legislative body of any local agency shall publicly report any reportable action taken in closed session and the vote or abstention on that action of every member present.
- A. No Reportable Action
  - B. CA Government Code 54953(c)(3) – Prior to taking final action, the legislative body shall orally report a summary of recommendation for a final action on the salaries, salary

schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken.

It is the recommendation of the Ad Hoc Committee that the Board of Directors approve the following changes to the Chief Executive Officer Employment Agreement:

- Employment agreement effective date 7-1-18 through 6-30-21
- Compensation adjustment 9%; \$171,130
- Adjustment to clause 4.2.2  
*“4.2.2. In the complete discretion of the Board of Directors without cause, subject to payment of severance pay equal to a minimum of six (6) months’ salary, to a maximum of twelve (12) months’ salary based on a calculation of one month for every year of service as CEO to a maximum of 12 years, at the then-current salary paid to Employee. Any such severance pay shall be paid monthly commencing with the first calendar month after the employee’s final employment date. In the event that such severance is otherwise due and payable to Employee, and as a condition of receipt of such severance, Employee shall be required to sign a release of claims against CHCD in a form satisfactory to CHCD in its reasonable discretion. Such termination without cause may not be effectuated during the first four (4) months after a change in control of the Board, such that at least a majority of the Board is newly elected or appointed; such four (4) months to commence from the date of election or appointment.*

## 11. Discussion/Action Items

**A.** It was **MOVED** by Director Loh, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the newly negotiated Employment Agreement with the Chief Executive Officer, effective July 1, 2018 and incorporating changes reflected in the public announcement recorded in item 10-B.

**Vote to Approve Executive Employment Agreement**

<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>
<b>Director Doria:</b>	<b>Absent</b>

**B.** Consideration and approval of Resolution 18-05, Signature Authorization, and Investment Authorization in the Ventura County Treasury Pool. This resolution and Authorized Signature form are necessary for the District to Invest temporarily unexpended funds with Ventura County, in accordance with provisions of CA Government Code §53684.

It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED**, to approve Resolution 18-05, Signature and Investment Authorization in the Ventura County Treasury Pool.

**Vote to Approve Resolution 18-05- Signature and Investment Authorization in the Ventura County Treasury Pool**

<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>
<b>Director Doria:</b>	<b>Absent</b>

C. Discussion and consideration of the Quarterly Investment Report, for the period ending March 31, 2018.

It was **MOVED** by Director Loh, **SECONDED** by Director Loft, and **MOTION PASSED** to accept the Quarterly Investment Report for the period ending March 31, 2018.

**Vote to Accept Quarterly Investment Report**

<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>
<b>Director Doria:</b>	<b>Absent</b>

12. **CEO Report** – CEO Ralston introduced Blair Craddock, Care Services Director, who presented “Hidden At Home”, Care Management for Home Delivered Meal Clients. Blair will be presenting this program at the National Association of Nutrition and Aging Services, Program Training Conference, in Charleston, South Carolina.
13. **Board President’s Report** – None
14. Having no further business, this meeting is adjourned at 2:07 p.m.

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Richard Loft  
Clerk of the Board

**SECTION 7-B**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE EXECUTIVE/AGENDA PLANNING  
COMMITTEE MEETING OF JUNE 5, 2018**

**SECTION 7-B**

**JUNE 12, 2018**



**MINUTES**

**June 5, 2018**

**Executive/Agenda Building Committee Meeting**  
Camarillo Health Care District Board of Directors  
3615 E Las Posas Road, Boardroom, Camarillo, CA 93010

**Board Members Present:**

Rod Brown, MBA, President  
Christopher Loh, Vice President

**Staff Present:**

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

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1. **Call to Order** – The Executive Committee Meeting was called to order by Board President, Rod Brown, at 11:00 a.m.
2. **Public Comment** – No Public Comment
3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, May 29, 2018.
4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, June 12, 2018.
5. Reviewed District Disbursements for period ending May 31, 2018.
6. Reviewed the following Action Items:
  - 8A** – Verbal presentation by CEO Ralston of the 2018/2019 Operating and Capital Budgets.
  - 8B** – Reviewed the conditions for the possible canceling of the June 26, 2018 Board of Directors Meeting.
  - 8C** – Discussed the required biennial review of the District’s Conflict of Interest Code, District Policy Number 1085.
7. Next Executive Committee Meeting is scheduled for July 19, 2018.
8. Meeting adjourned at 12:05 p.m.

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Rod Brown  
President

**SECTION 8**

**ACTION ITEMS**

**PRESENTATION/ REVIEW/ DISCUSSION/ ACTION - IT IS THE  
RECOMMENDATION OF ADMINISTRATION THAT THE BOARD OF  
DIRECTORS APPROVE THE FISCAL YEAR 2018/2019  
OPERATING AND CAPITAL BUDGETS.  
(SECOND READING MAY BE WAIVED.)**

**SECTION 8-A**

**JUNE 12, 2018**

**CAMARILLO HEALTH CARE DISTRICT**  
**Proposed Operating Budget**  
**Fiscal Year 2018-19**

**DRAFT**

Account Name	Adopted Budget 2017-18	Forecasted Results 2017-18	Proposed Budget 2018-19
<b>Revenue</b>			
Tax Revenue	\$ 2,546,160	\$ 2,642,527	\$ 2,687,954
Community Education Fees	28,980	26,480	27,080
Transportation Fees	27,000	21,440	27,000
Transport Fees ADC	25,000	12,600	15,000
Health Screening Fees	840	320	500
Lifeline Fees	57,360	62,496	57,360
Sr Nutrition Home Delivered	26,000	19,250	26,100
Sr Nutrition Congregate	1,416	995	1,516
Contract-PICF-Falls	2,727	14,782	23,488
Contract-PICF-Blue Shield	14,952	12,271	15,047
Contract-VCAAA-Evidence Based	4,000	11,745	15,600
Contract-HSAG	15,600	467	2,000
Gold Coast Contract	75,000	0	-
ADC Fees	206,368	173,207	219,988
John Hopkins University	2,400	1,867	1,920
Grant-VCAAA-Caregiver Resources	30,000	46,205	30,000
Donations-Scholarship	5,400	6,709	5,400
Sr Nutrition Sponsors	5,600	2,900	5,600
Healthy Attitude Advertising	5,000	4,700	5,000
Interest Income	8,000	27,314	27,000
Facility Use Rental	28,217	28,862	28,222
Facility Use Lease	6,102	5,318	6,096
Donations-General	700	134	700
Fischer Fund Distribution	150,000	143,646	150,000
Grant Gold Coast Transitions		150,000	
Grant-VCAAA-Senior Nutrition	69,375	81,075	73,750
Grant-Rupe Foundation REACH		31,111	11,667
City of Cam SNP HDM	37,000	37,000	37,000
Grant-Dignity Cognitive Impaired	32,805	37,563	32,805
Grant-Dignity Health Soc Innov		25,000	25,000
Grant-VCAAA-SS Line	50,000	50,000	50,000
Grant-SCAN-Comm Constituents	2,500	4,500	2,500
Other Income	39,927	41,469	11,758
<b>Total Revenue</b>	<b>\$ 3,504,429</b>	<b>3,723,953</b>	<b>\$ 3,623,051</b>

**Expenditures**

Salaries	\$ 1,591,704	\$ 1,320,000	\$ 1,687,042
Payroll Taxes	\$ 121,765	120,319	\$ 129,059
Benefits-PERS-Health	\$ 201,600	163,108	\$ 223,800
Benefits-PERS-Retirement	\$ 108,457	94,371	\$ 121,032
Benefits - Workers Comp	\$ 31,195	27,567	\$ 38,868
Benefits - Life/ADD/Annuity	\$ 26,890	25,989	\$ 28,511
Benefits - OPEB	\$ 201,802	232,478	\$ 125,979
PERS Retirement UAL	\$ 52,456	50,594	\$ 52,456
Audit Fees	\$ 13,560	20,000	\$ 21,500
Partnership Initiatives	\$ 2,500	2,500	\$ 2,500
Legal Fees	\$ 91,000	120,806	\$ 50,000
Contractors/Consultants	\$ 219,152	230,031	\$ 275,210
Instructor Agreement Fees	\$ 10,252	13,588	\$ 10,189
Community/Staff Outreach	\$ 14,513	4,527	\$ 13,408

**CAMARILLO HEALTH CARE DISTRICT**  
**Proposed Operating Budget**  
**Fiscal Year 2018-19**

DRAFT

Account Name	Adopted Budget 2017-18	Forecasted Results 2017-18	Proposed Budget 2018-19
Dues/Subscriptions	\$ 14,221	38,121	\$ 33,058
Cont Ed/Outreach - Board	\$ 39,809	35,030	\$ 28,616
Continuing Education - Staff	\$ 50,846	25,295	\$ 53,128
Trustee Stipends	\$ 12,800	7,200	\$ 13,200
Election Costs	\$ -	0	\$ 17,500
LAFCO Assessment	\$ 2,077	2,224	\$ 2,224
Mileage	\$ 26,604	20,719	\$ 24,882
Program Materials/Activities	\$ 18,607	19,479	\$ 19,647
Gas & Oil	\$ 9,000	10,662	\$ 10,000
Fleet Maintenance	\$ 10,200	10,740	\$ 10,200
Minor Equipment	\$ 22,608	18,811	\$ 19,313
Supplies	\$ 11,230	6,594	\$ 10,940
Postage	\$ 38,155	34,877	\$ 39,862
Advertising & Promotion	\$ 17,175	18,283	\$ 36,629
Refunds	\$ 2,150	1,597	\$ 1,650
Printing	\$ 68,062	62,033	\$ 67,261
Repairs & Maintenance	\$ 47,913	33,602	\$ 50,525
Association Fees	\$ 53,196	54,461	\$ 57,360
Insurance	\$ 42,275	29,089	\$ 15,540
Storage Rent/Equipment Lease	\$ 31,941	29,626	\$ 28,550
Telephone	\$ 29,246	26,733	\$ 24,570
Utilities	\$ 35,459	30,185	\$ 32,698
Licenses & Fees	\$ 1,170	407	\$ 3,590
Bank and Credit Card Charges	\$ 21,032	17,999	\$ 16,875
Depreciation Expense & Loss on Assets	156,523	154,844	144,637
<b>Total Operating Expenditures</b>	<b>\$ 3,449,145</b>	<b>\$ 3,114,486</b>	<b>\$ 3,542,010</b>
<b>NET RESULTS</b>	<b>\$ 55,284</b>	<b>\$ 609,468</b>	<b>\$ 81,041</b>

**Camarillo Health Care District  
Statements of Activities  
Consolidated Compare Prior Year to Proposed Year**

	<u>2017-18</u>	<u>2018-19</u>	<u>Variance</u>	<u>Percent</u>
	<u>Budget</u>	<u>Proposed</u>	<u>Fav/(Unfav)</u>	<u>Change</u>
<b>REVENUES</b>		<u>Budget</u>		
Tax revenue	\$ 2,546,160	\$ 2,687,954	\$ 141,794	5.3%
Program and facilities revenue	412,283	413,862	\$ 1,579	0.4%
Grants and agency funding	336,359	320,777	\$ (15,582)	-4.9%
Donations and sponsorship	11,700	11,700	\$ -	0.0%
Investment and interest income	158,000	177,000	\$ 19,000	10.7%
Other income	39,927	11,758	\$ (28,169)	-239.6%
Total Revenues	<u>3,504,431</u>	<u>3,623,051</u>	<u>118,622</u>	3.3%
<b>EXPENSES</b>				
Personnel cost				
Wages and salaries	1,591,704	1,687,042	95,338	5.7%
Payroll taxes and benefits	744,166	719,704	(24,462)	-3.4%
Total personnel cost	<u>2,335,870</u>	<u>2,406,746</u>	<u>70,876</u>	2.9%
Other expenses				
Contractors Fees	234,789	298,934	64,145	21.5%
Legal/Professional Fees	91,000	50,000	(41,000)	-82.0%
Facilities and related	262,638	228,556	(34,082)	-14.9%
Depreciation	156,523	144,637	(11,886)	-8.2%
Program related expense	74,663	74,918	255	0.3%
Advertising and promotion	99,750	117,298	17,548	15.0%
Supplies and office expense	63,606	83,860	20,254	24.2%
Board and staff	103,455	112,444	8,989	8.0%
Community partnerships	2,500	2,500	-	0.0%
Interest	21,032	16,875	(4,157)	-24.6%
Combined other expenses	<u>3,320</u>	<u>5,240</u>	<u>1,920</u>	36.6%
Total other expenses	1,113,276	1,135,262	21,986	1.9%
Total expenses	<u>3,449,146</u>	<u>3,542,010</u>	<u>92,864</u>	2.62%
Net results	<u>\$ 55,285</u>	<u>\$ 81,041</u>	<u>\$ 25,756</u>	31.8%

# Camarillo Health Care District

Proposed Operating & Capital Budget FY 2018-2019

*June 12, 2018*

 CAMARILLO HEALTH CARE DISTRICT  
*Changing. Aging.*

# Board of Directors

<i>President</i>	Rod Brown, MBA
<i>Vice President</i>	Christopher Loh, MD
<i>Clerk of the Board</i>	Richard Loft, MD
<i>Director</i>	Mark Hiepler, Esq.
<i>Director</i>	Tom Doria, MD

## MISSION

The mission of the Camarillo Health Care District is to be a highly respected, preferred partner in Ventura County's continuum of health care by providing valuable, effective, measurable and integrated community-based health services that optimize health and wellness.

## GUIDING PRINCIPLES

- Valuing public trust through transparency and integrity in governance
- Acknowledging the value of resources through accountable stewardship and visionary development of funding opportunities
  - Engaging in Patient-Centered Care to tailor client services base on individual goals, preferences and values
  - Improving patient outcomes, reducing costs, and improving quality of care across a continuum of providers
- Building core competencies and a knowledge base of emerging research, programs, technologies, policies and initiatives that improve health outcomes in the community, by recruiting, training and retaining a professional workforce
- Recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training and support



# Departments

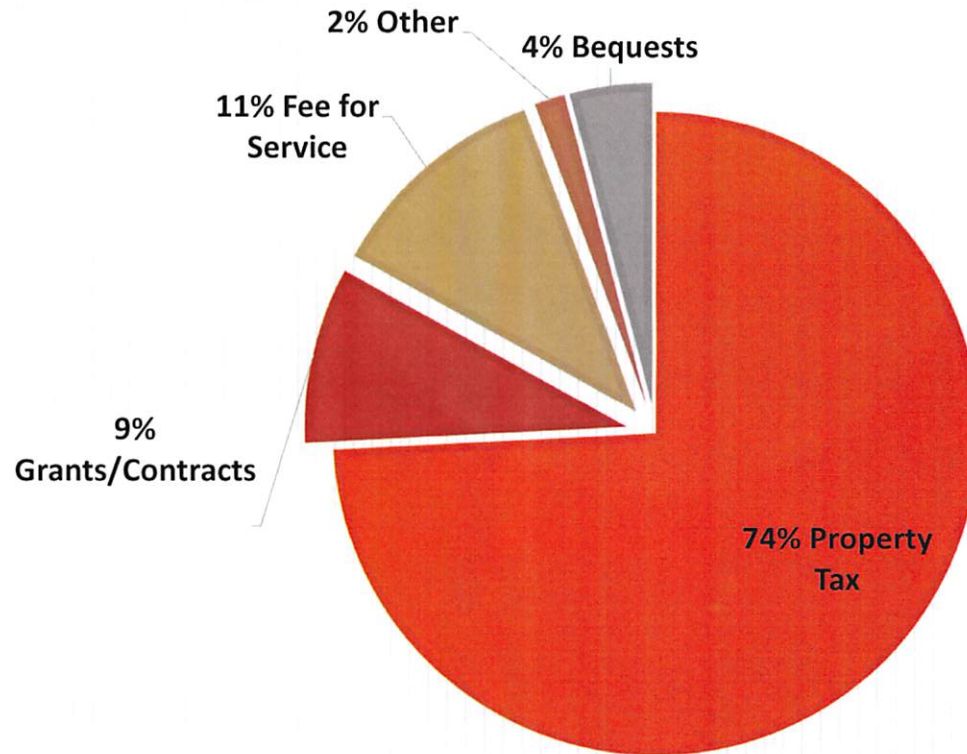
- Administration Dept 1
- Adult Day Center Dept 2
- Lifeline of Ventura County Dept 4
- Facilities/Community Education Dept 5
- Senior Nutrition Dept 6
- Caregiver Center Dept 8
- Transportation Dept 9
- Care Management Dept 11

# Revenue Discussion

5

# General Revenue Categories

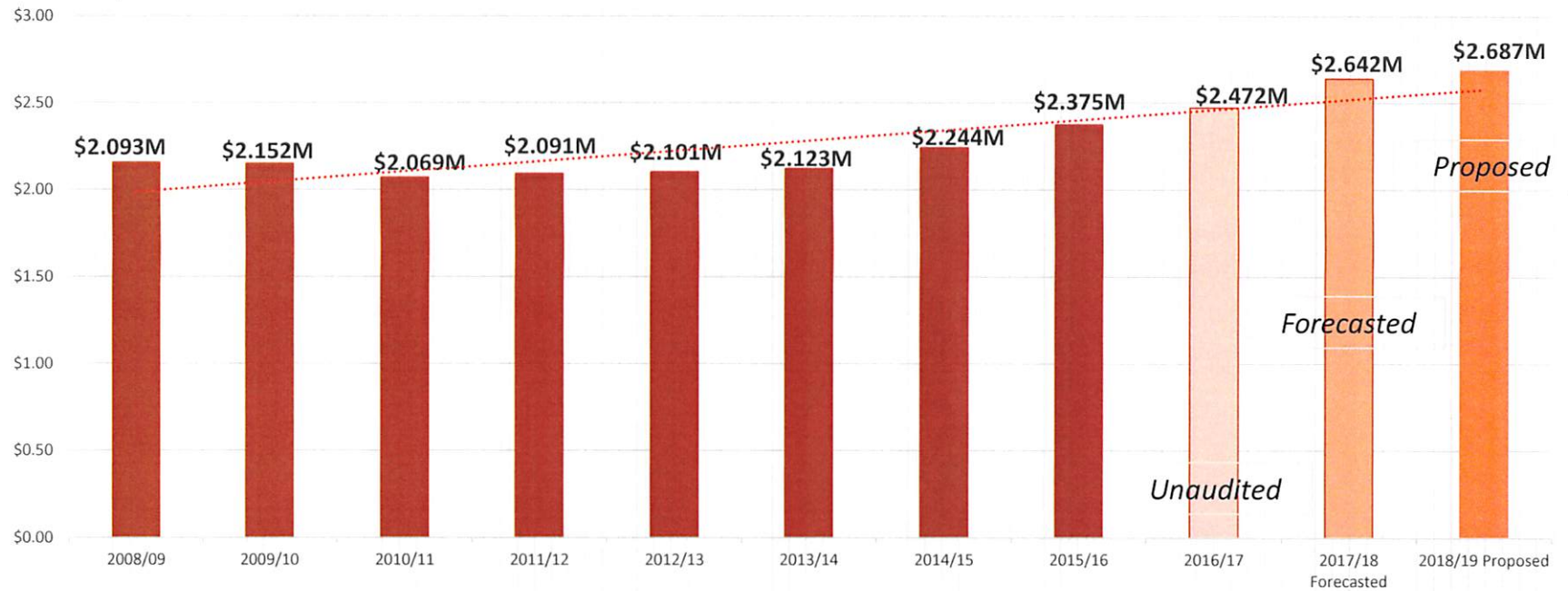
Tax Receipts:	\$2,687,954
Fee for Service:	\$408,862
Grants & Contracts:	\$320,777
Bequests:	\$150,000
Other/misc:	<u>\$ 55,458</u>
<b>TOTAL REVENUE</b>	<b>\$3,623,051</b>



# Property Tax Receipts

11-year historical view

Tax Receipts shown in millions



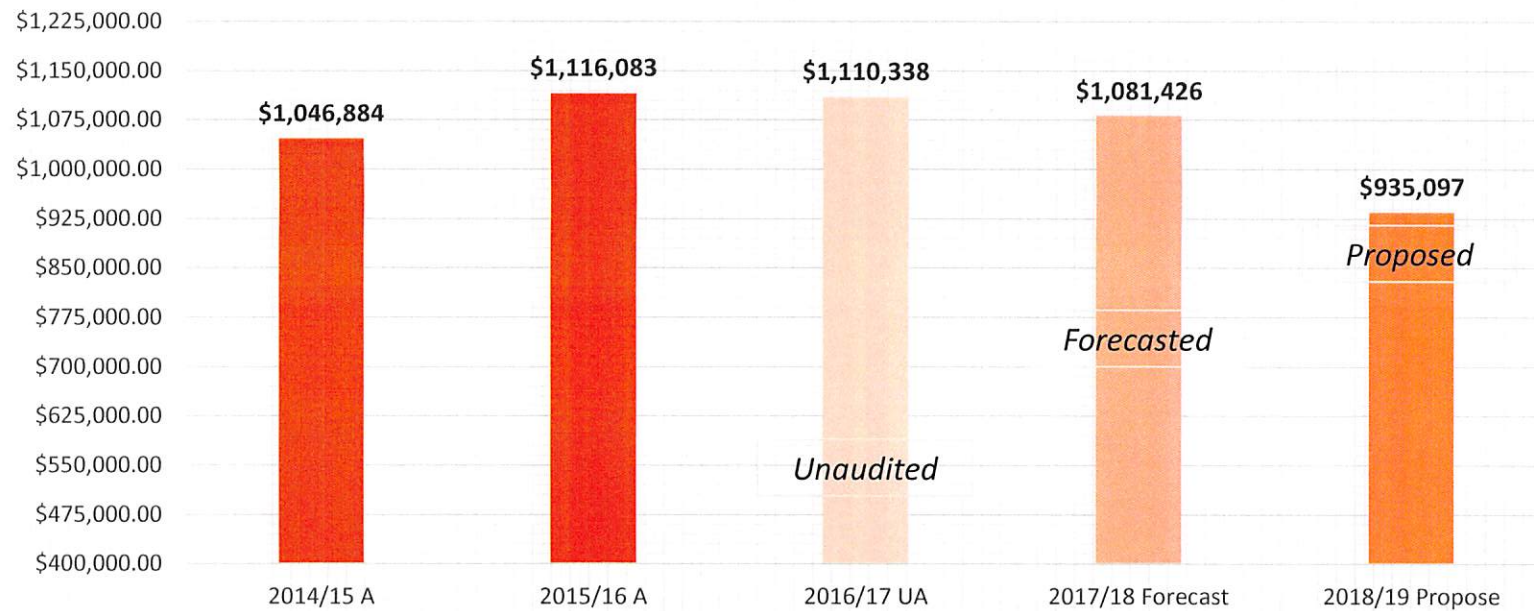
Audited #s except where otherwise noted

# Property Tax Receipts: *Historical Review*

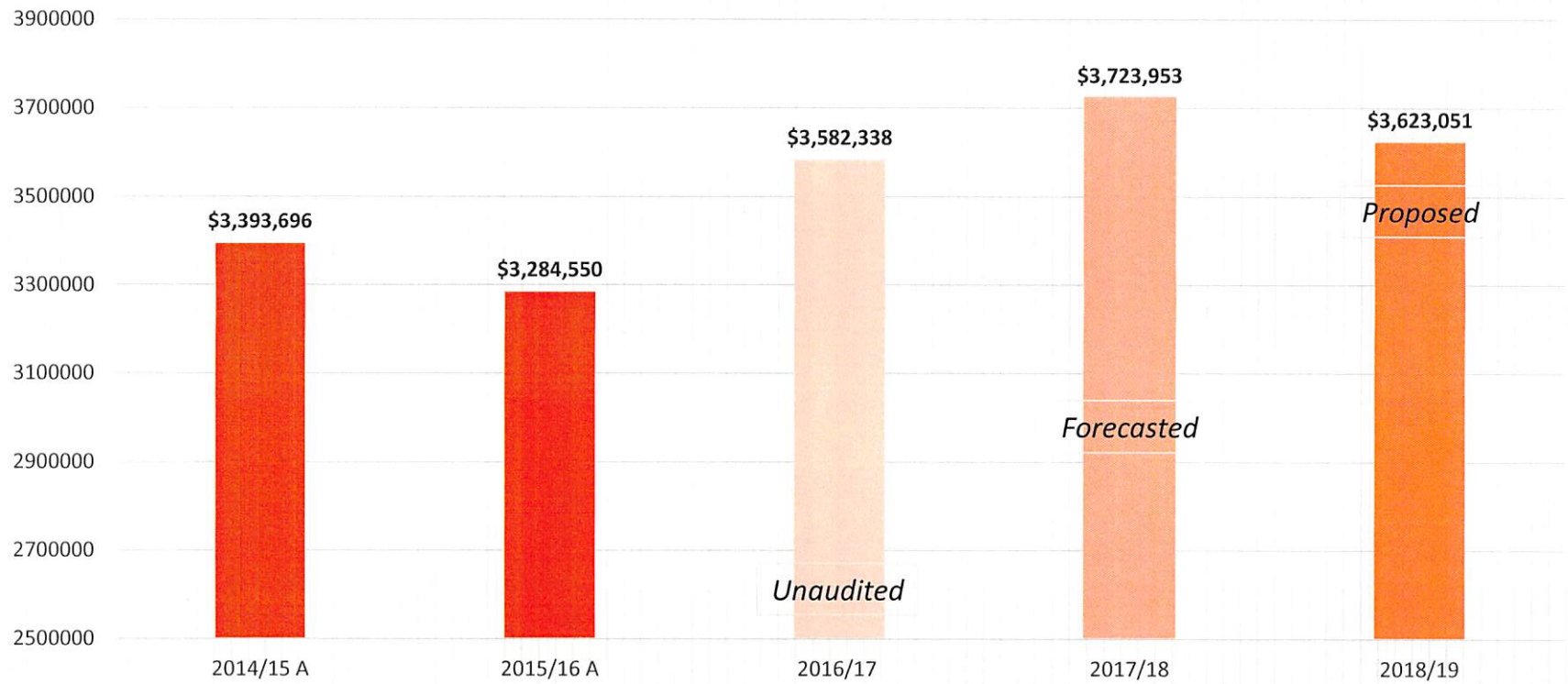
	Fiscal Year 2017-18			Fiscal Year 2016-17			Fiscal Year 2015-16		
	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget
Jul	87,113.09	87,113.09	3.42%	38,000.73	38,000.73	1.54%	0.00	0.00	0.00%
Aug	0.00	87,113.09	3.42%	7,666.02	45,666.75	1.85%	50,489.80	50,489.80	2.10%
Sep	7,246.26	94,359.35	3.71%	18,067.97	63,734.72	2.58%	0.00	50,489.80	2.10%
Oct	5,385.54	99,744.89	3.92%	4,391.92	68,126.64	2.76%	12,339.61	62,829.41	2.62%
Nov	37,862.26	137,607.15	5.40%	2,768.74	70,895.38	2.87%	21.51	62,850.92	2.62%
Dec	1,367,602.27	1,505,209.42	59.12%	1,323,393.51	1,394,288.89	56.40%	58,603.69	121,454.61	5.06%
Jan	33,931.21	1,539,140.63	60.45%	30,813.92	1,425,102.81	57.65%	1,246,401.11	1,367,855.72	56.99%
Feb	7.97	1,539,148.60	60.45%	61.58	1,425,164.39	57.65%	10,627.55	1,378,483.27	57.44%
Mar	8,148.02	1,547,296.62	60.77%	5,319.05	1,430,483.44	57.87%	4,108.71	1,382,591.98	57.61%
Apr	1,002,367.19	2,549,663.81	100.14%	952,682.64	2,383,166.08	96.41%	925,859.51	2,308,451.49	96.19%
May	22,720.81	2,572,384.62	101.03%	62,838.37	2,446,004.45	98.95%	68,321.25	2,376,772.74	99.03%
Jun	70,142.79	2,642,527.4	<b>103.78%</b>	2,893.20	2,448,897.65	99.07%	3,009.36	2,379,782.10	99.16%
	<b>Budget</b>	<b>2,546,160.00</b>		<b>Budget</b>	<b>2,472,000.00</b>		<b>Budget</b>	<b>2,400,000.00</b>	
Over (Under) Budget		96,367			(23,102)		(20,218)		

# Non-Tax Revenue

5-year historical view



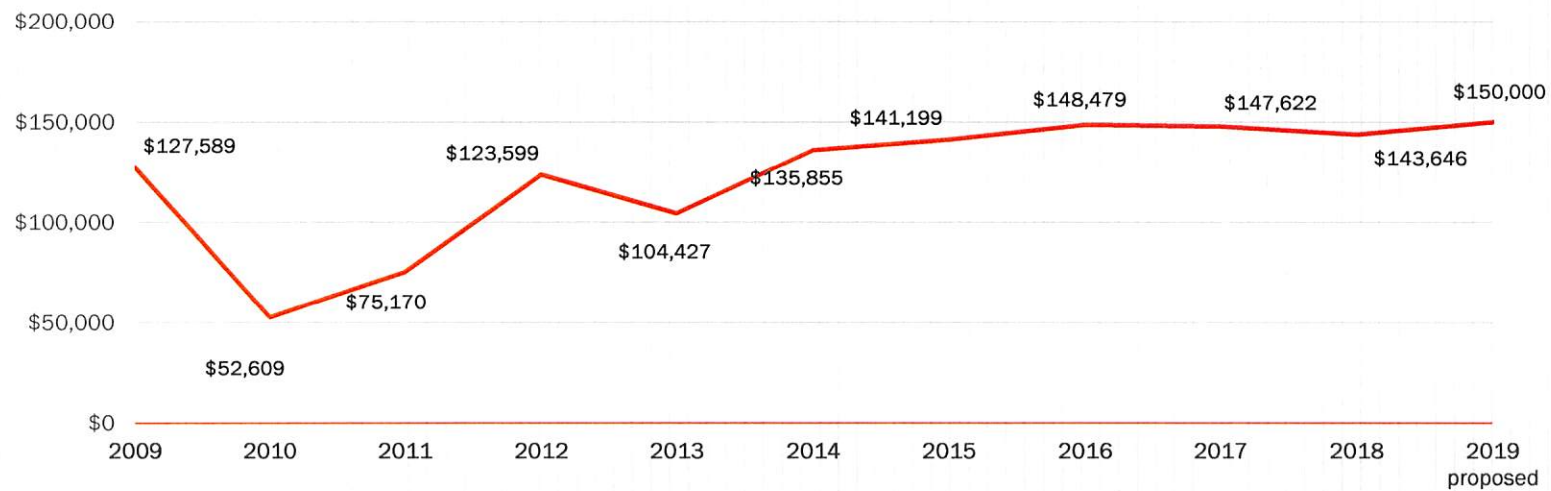
# Total Revenue, all types



# Transportation-Other Revenue

## Russell Fischer Bequest Distribution

- \$1,200,195 since first distribution

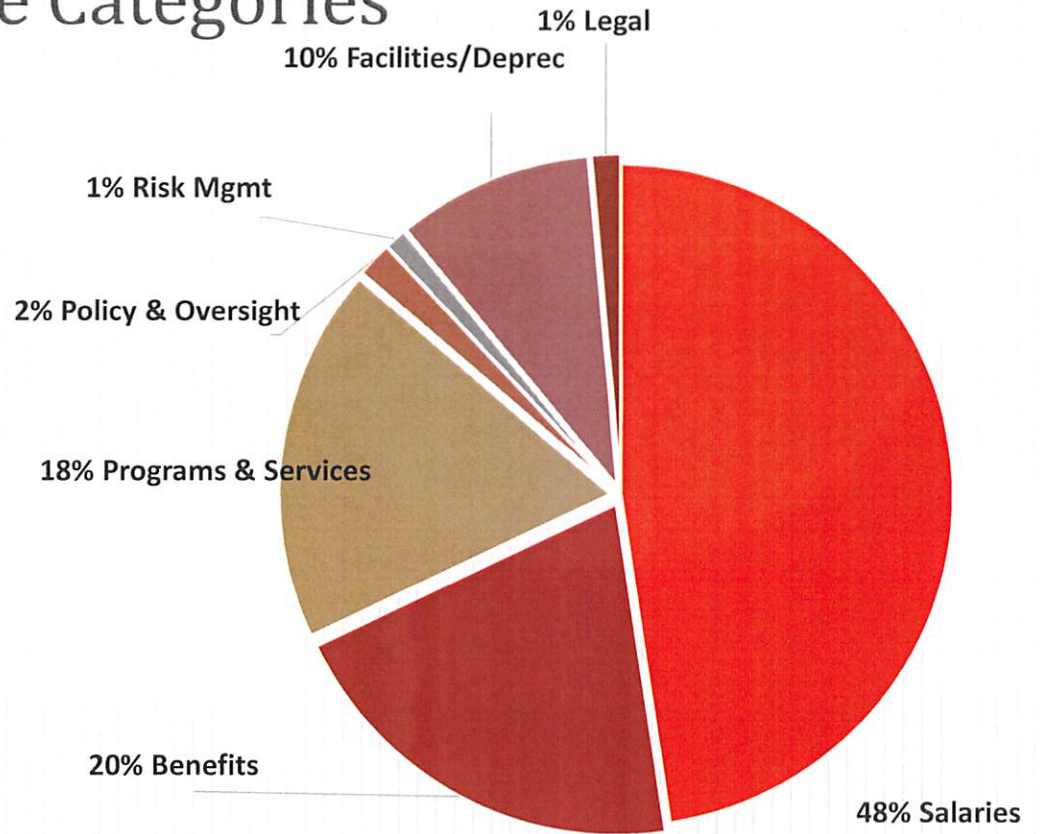




# Expenditures Discussion

# General Expenditure Categories

Salaries:	\$1,687,042
Benefits/OPEB/PERS:	\$719,702
Programs/Services:	\$648,344
Facilities & Depreciation:	\$338,340
Risk Management:	\$37,040
Legal:	\$50,000
Policy/Oversight:	\$61,540
<b>TOTAL EXPENDITURES</b>	<b>\$3,542,008</b>

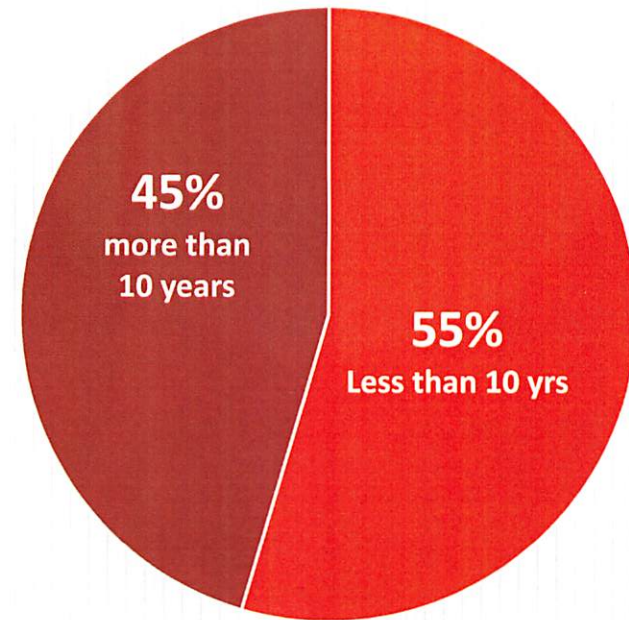


# Workforce

*“Building core competencies and a knowledge base of emerging research, programs, technologies, policies and initiatives that improve health outcomes in the community, by recruiting, training and retaining a professional workforce”*

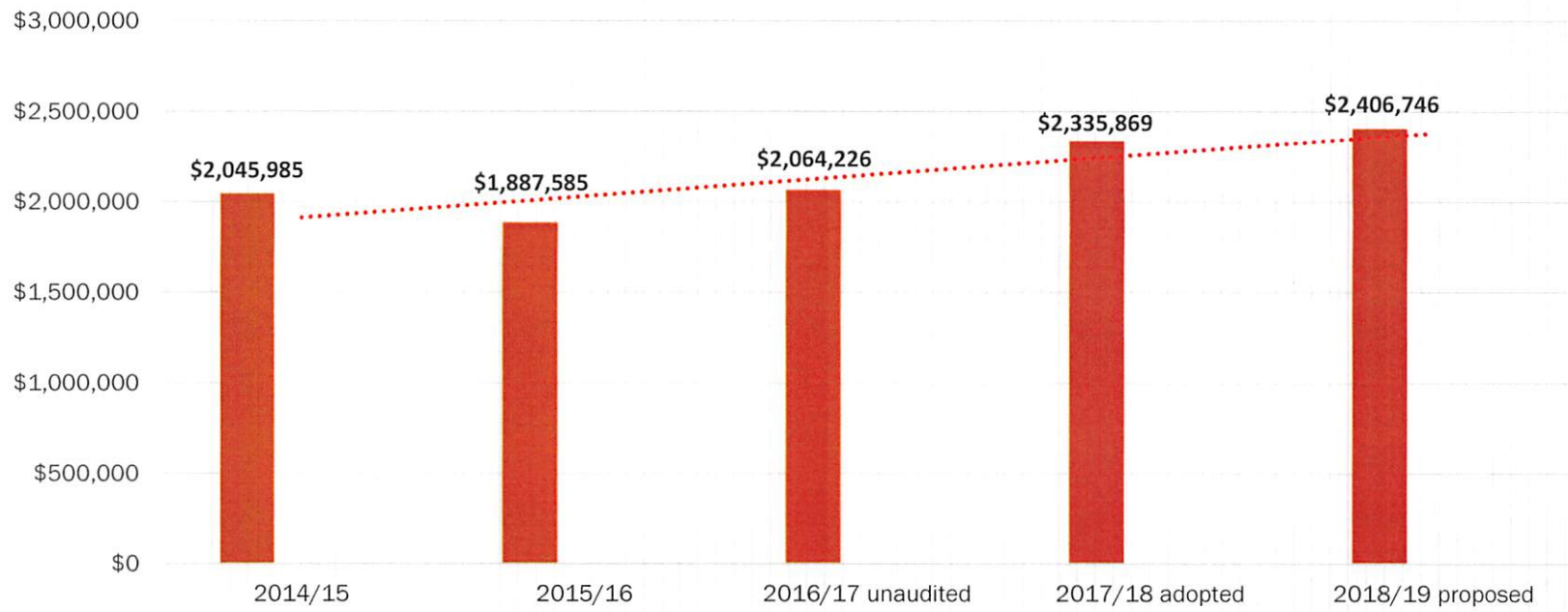
Tenure	# of Employees
0-5 years	16
6-10 years	2
11-15 years	8
Greater than 15 years	5

Hours worked per week	# of Employees per category
40 hrs/wk	18 employees
39-30 hrs/wk	5 employees
Less than 30 hrs/wk	8 employees



# Salaries + Benefits

5-Year Review; Total Labor Cost



# Category Discussions

## Benefits

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

## Associated Expense Line Items

- *Workers Compensation*
- *Payroll Taxes*
- *PERS: Health & Retirement*
- *Life/ADD*
- *OPEB (Other Post Employment Benefits)*

# Programs & Services

## Programs & Services

Fee for Service

Contracts

Grants

## Associated Expenses & Line Items

- *Advertising & Promotion*
- *Bank/Credit Card Changes*
- *Contractors*
- *Community Support*
- *Community/Staff Relations*
- *Continuing Education*
- *Dues/Subscriptions*
- *Educator Costs*
- *Fleet Maintenance*
- *Gas & Oil*
- *Legal/Professional*
- *Mileage*
- *Minor Equipment Printing*
- *Postage*
- *Program Materials & Activities*
- *Refunds*
- *Supplies*
- *Tax, Licenses & Fees*

# Policy & Oversight

## Accountability

- Education
- Legislation
- Association
- Transparency

## Associated Expenses & Line Items

- *Continuing Education – Board*
- *LAFCo Dues*
- *Trustee Stipends*
- *Election Costs*
- *Professional Association Memberships*
- *Director and Officer Insurance*

# Risk Management

## Legal & Fiduciary Responsibilities

- External Audit Actuarial Valuations (*due 2017*)
- Appropriate Insurance Coverage
- Legal Services

## Associated Expenses & Line Items

- Auditor Fees
- Consultants/Contractors
- Insurance
- Legal Fees



# Facilities

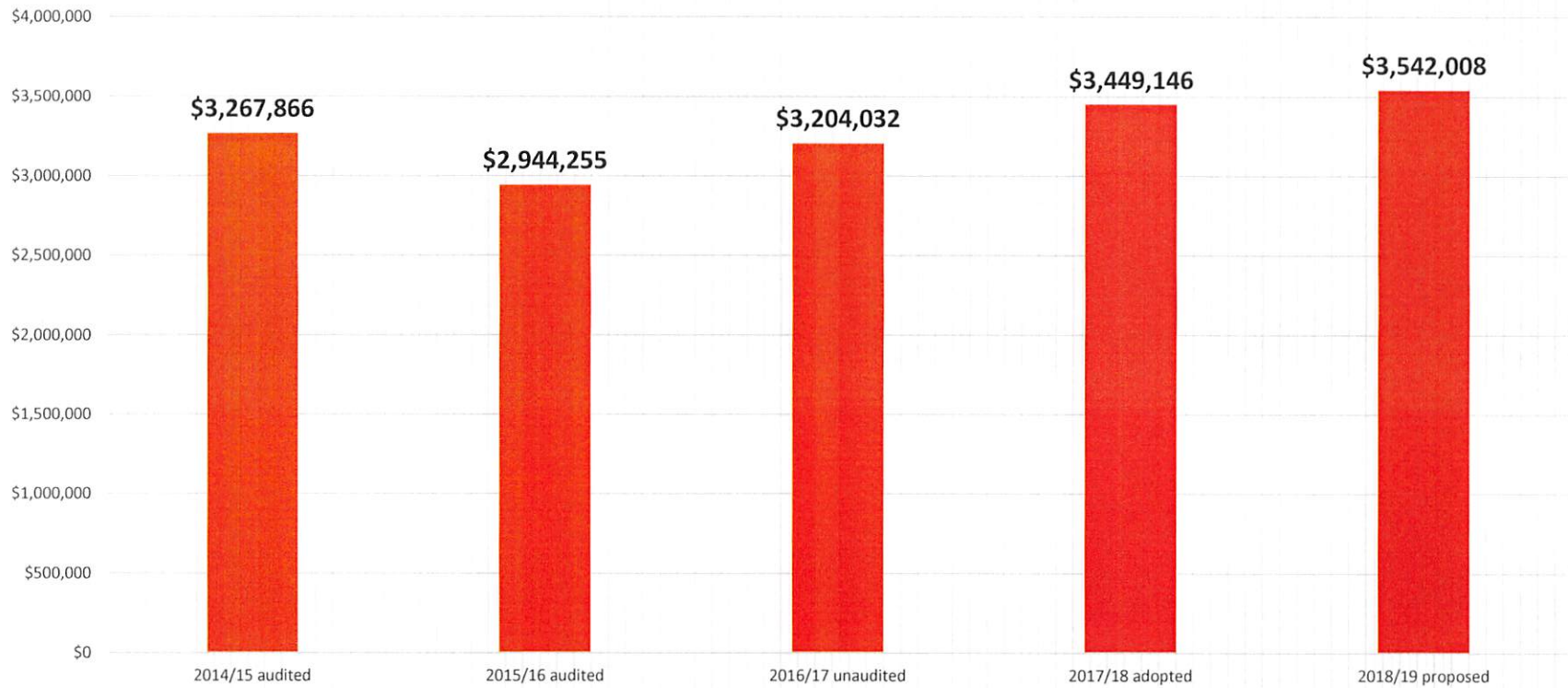
Fully-owned assets

13,200 square feet in Dos Caminos Plaza

## **Associated Expenses & Line Items**

- Association Fees
- Insurance
- Rental/Lease
- Repairs & Maintenance
- Utilities
- Telephone

# Operating Expenditures



## Consolidated View: Proposed Budget FY2018/19

Revenues	Amount	Expenses	Amount
Property Tax Rev	\$2,687,954	Salaries/Ben/OPEB	\$2,406,746
Fee for Service	\$408,862	Programs/Services	\$648,344
Grants & Contracts	\$320,777	Facilities/Depreciation	\$338,340
Bequests	\$150,000	Risk Management	\$37,040
Other	<u>\$55,458</u>	Legal	\$50,000
		Policy/Oversight	<u>\$61,540</u>
<b>TOTAL REVENUE</b>	<b>\$3,623,051</b>	<b>TOTAL EXPENSE</b>	<b>\$3,542,010</b>

<b>Total Revenues</b>	\$3,623,051
Total Expenses	\$3,542,010
<b>NET POSITION</b>	<b>\$81,041</b>

# Proposed Capital Budget *FY2018/19*

Description	Quantity	Unit price	Amt not to exceed
Facilities: HVAC Rooftop unit #6; Install approx. 1983; 20 yr X; Bldg E124	1	\$6,500	\$6,500
Facilities: Water Heaters 6-gallon ceiling mount; E115, G167, E117, F160; install 2009, 10 yrs X, 2019	2	\$1,375	\$2,750
30-gallon closet mount; 6-year warranty; Bldg(s); H190, install 2006, 10 yrs X, 2019	1	\$1,500	\$1,500
Facilities: Dividing Wall Custom folding wall/room divider; Bldg(s) F160/161, install 2001	1	\$10,000	\$10,000
Facilities: Workstation partitions and storage cabinetry Bldg(s) G and H	4/2.5	\$18,000	\$18,000
Facilities: Audio/Visual equipment Bldg(s) F160/161; install 2008	1	\$12,000	\$12,000
		<i>SUB-TOTAL</i>	\$50,750
		<i>Contingency</i>	\$4,250
		<b>TOTAL</b>	<b>\$55,000</b>

## **SECTION 8**

### **ACTION ITEMS**

**DISCUSSION/ACTION – IT IS THE RECOMMENDATION OF ADMINISTRATION THAT THE JUNE 26, 2018 BOARD OF DIRECTORS MEETING BE CANCELED IF THE OPERATING AND CAPITAL BUDGETS FOR 2018/2019 ARE APPROVED ON THE FIRST READING, JUNE 12, 2018.**

### **SECTION 8-B**

**JUNE 12, 2018**

**SECTION 9**

**CEO REPORT**

**JUNE 12, 2018**

**SECTION 10**

**BOARD REPORTS**

**JUNE 12, 2018**

