



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Suite 161  
Camarillo, CA 93010  
Tuesday, May 29, 2018  
12:00 p.m.**

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## **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)

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|               |                     |                   |
|---------------|---------------------|-------------------|
| <b>AGENDA</b> | <b>May 29, 2018</b> | <b>12:00 p.m.</b> |
|---------------|---------------------|-------------------|

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

**Board of Directors**

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

**Staff**

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

**Participants**

Mike Velthoen, Esq., *Ferguson Case Orr  
Patterson LLP*

- 
- 1. Call to Order/Roll Call**
  - 2. Pledge of Allegiance – Director Hiepler**
  - 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 of 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 Items – Consideration, Discussion, and Decision:**

Discussion and consideration of Financial Report and District Disbursements for the period ending April 30, 2018. **(Please See Section 6)**

**Suggested Motion:** Vote to approve District Financial Report and Disbursements for the period ending April 30, 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 April 24, 2018.  
**(Please see Section 7-A)**
  - B. Approve the Minutes of the Finance Committee Meeting of April 24, 2018.  
**(Please see Section 7-B)**
  - C. Approve the Minutes of the Executive Committee Meeting of May 22, 2018.  
**(Please see Section 7-C)**

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

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

8. **Closed Sessions:**
- 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 –**
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.
  - 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.

**11. Discussion/Action Items**

**A.** It is the recommendation of the Ad Hoc Committee that the Board of Directors approve the newly negotiated employment agreement with CEO Kara Ralston, effective 07/01/2018. The change in terms are as follows:

**(Please see Section 11-A)**

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

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

**B.** It is the recommendation of Administration that the Board of Directors approve Resolution 18-05, Signature Authorization, and Investment Authorization in the Ventura County Treasury Pool. This resolution and the 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.

**(Please see Section 11-B)**

**Suggested Motion:** Vote to approve Resolution 18-05, Signature Authorization, and Investment Authorization in the Ventura County Treasury Pool.

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

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

**C.** Discussion and consideration of the Quarterly Investment Report, for the period ending March 31, 2018. **(Please see Section 11-C)**

**Suggested Motion:** Vote to accept the Quarterly Investment Report for period ending March 31, 2018.

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

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

**12. Chief Executive Officer Report**

**13. Board President’s Report**

**14. Board Members Interests and Concerns:**

**15. Future Meetings and Events:**

**Board of Directors**

- Executive Committee (Brown/Loh) Tuesday, June 5, 2018, 12:00 p.m.
- Full Board-Budget Presentation – First Reading Tuesday, June 12, 2018, 12:00 p.m.
- 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.
- 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 June 14, 2018, 11:30 a.m. to 1:00 p.m.  
Camarillo Chamber of Commerce Spanish Hills Country Club
- State of the City Address September 6, 2018, 11:30 a.m. to 1:00 p.m.  
Camarillo Chamber of Commerce Spanish Hills Country Club
- CSDA Annual Conference September 24-27, 2018  
Renaissance Indian Wells Indian Wells, CA

**16. 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, May 25, 2018, at 4:00 p.m.



**SECTION 6**

**ACTION ITEMS**

**SECTION 6  
FINANCIAL REPORTS  
DISCUSSION AND CONSIDERATION OF FINANCIAL REPORTS AND  
DISTRICT DISBURSEMENTS FOR PERIOD ENDING APRIL 30, 2018.**

**MAY 29, 2018**

**Camarillo Health Care District  
Statements of Activities  
Comparison to Budget for the  
Ten Months Ending April 30, 2018**

|                                   | Audited<br>Actual 14 - 15 | Audited<br>Actual 15 - 16 | Actual 16 - 17      | Current Year-<br>to-Date | Budget to-<br>date  | Annual<br>Budget | Y-T-D vs Annual<br>Budget |
|-----------------------------------|---------------------------|---------------------------|---------------------|--------------------------|---------------------|------------------|---------------------------|
| <b>REVENUES</b>                   |                           |                           |                     |                          |                     |                  |                           |
| Tax revenue                       | \$ 2,244,695              | \$ 2,375,896              | \$ 2,472,000        | \$ 2,568,008             | \$ 2,121,800        | \$ 2,546,160     | 100.86%                   |
| Program and facilities revenue    | 653,310                   | 398,419                   | 359,482             | 299,630                  | 343,569             | 412,283          | 72.68%                    |
| Grants and agency funding         | 244,970                   | 238,124                   | 329,844             | 449,502                  | 280,716             | 336,359          | 133.64%                   |
| Community Support and sponsorship | 4,478                     | 14,286                    | 13,173              | 8,620                    | 9,750               | 11,700           | 73.68%                    |
| Investment and interest income    | 144,126                   | 155,200                   | 161,872             | 164,654                  | 156,667             | 158,000          | 104.21%                   |
| Other income                      | 102,118                   | 102,619                   | 30,867              | 210,040                  | 33,273              | 39,927           | 526.06%                   |
| <b>Total Revenues</b>             | <b>\$ 3,393,696</b>       | <b>\$ 3,284,543</b>       | <b>\$ 3,367,239</b> | <b>\$ 3,700,454</b>      | <b>\$ 2,945,774</b> | <b>3,504,429</b> | <b>105.59%</b>            |
| <b>EXPENSES</b>                   |                           |                           |                     |                          |                     |                  |                           |
| <b>Personnel cost</b>             |                           |                           |                     |                          |                     |                  |                           |
| Wages and salaries                | 1,569,500                 | 1,347,709                 | 1,392,944           | 1,184,691                | 1,326,420           | 1,591,704        | 74.43%                    |
| Payroll taxes                     | 562,284                   | 110,164                   | 111,521             | 99,384                   | 101,471             | 152,960          | 64.97%                    |
| Benefits                          |                           | 189,450                   | 291,397             | 259,335                  | 306,786             | 336,947          | 76.97%                    |
| OPEB                              |                           | 233,378                   | 233,005             | 25,537                   | 168,167             | 201,802          | 12.65%                    |
| Retirement UAL                    |                           | 29,064                    | 38,046              | 50,594                   | 52,456              | 52,456           | 96.45%                    |
| <b>Total personnel cost</b>       | <b>2,131,785</b>          | <b>1,909,765</b>          | <b>2,066,912</b>    | <b>1,619,541</b>         | <b>1,955,301</b>    | <b>2,335,869</b> | <b>69.33%</b>             |
| <b>Other expenses</b>             |                           |                           |                     |                          |                     |                  |                           |
| Contractors and professional fees | 276,798                   | 300,824                   | 395,721             | 318,798                  | 274,096             | 325,789          | 97.85%                    |
| Facilities and related            | 244,652                   | 238,656                   | 230,961             | 184,182                  | 218,865             | 262,638          | 70.13%                    |
| Depreciation                      | 191,015                   | 175,355                   | 164,193             | 129,037                  | 130,436             | 156,523          | 82.44%                    |
| Program related expense           | 98,098                    | 80,067                    | 71,985              | 63,614                   | 62,219              | 74,663           | 85.20%                    |
| Advertising and promotion         | 120,082                   | 77,736                    | 83,139              | 66,408                   | 83,125              | 99,750           | 66.57%                    |
| Supplies and office expense       | 69,349                    | 68,046                    | 71,473              | 78,484                   | 53,005              | 63,606           | 123.39%                   |
| Board and staff                   | 110,252                   | 61,358                    | 76,237              | 58,863                   | 86,213              | 103,455          | 56.90%                    |
| Community partnerships            | -                         | 2,500                     | 2,200               | 1,000                    | 2,500               | 2,500            | 40.00%                    |

**Camarillo Health Care District  
Statements of Activities  
Comparison to Budget for the  
Ten Months Ending April 30, 2018**

|                                       | Audited<br>Actual 14 - 15 | Audited<br>Actual 15 - 16 | Actual 16 - 17 | Current Year-<br>to-Date | Budget to-<br>date | Annual<br>Budget | Y-T-D vs Annual<br>Budget |
|---------------------------------------|---------------------------|---------------------------|----------------|--------------------------|--------------------|------------------|---------------------------|
| Combined other expenses               | 25,835                    | 30,007                    | 22,506         | 17,525                   | 20,293             | 24,352           | 71.97%                    |
| <b>Total other expenses</b>           | 1,136,081                 | 1,034,549                 | 1,118,416      | 917,912                  | 930,752            | 1,113,276        | 82.45%                    |
| <b>Operations Net</b>                 | 125,831                   | 340,229                   | 181,911        | 1,163,000                | 59,721             | 55,284           | 2103.68%                  |
| <b>Adjustments</b>                    | (1,193,105)               |                           | (1,099,499)    |                          |                    |                  |                           |
| <b>Total expenses</b>                 | 4,460,970                 | 2,944,314                 | 2,217,915      | 2,537,453                | 2,886,053          | 3,449,145        | 73.57%                    |
| <b>Net position after adjustments</b> | \$ (1,067,274)            | \$ 340,229                | \$ (917,588)   | \$ 1,163,000             | \$ 59,721          | \$ 55,284        | 2103.68%                  |

**Camarillo Health Care District**  
**Statements of Net Assets**  
**As of April 30, 2018**

| <b>ASSETS</b>                           | <b>Apr. 30, 2018</b> | <b>Apr. 30, 2017</b> |
|---|----------------------|----------------------|
| <b>Current Assets:</b>                  |                      |                      |
| Cash and Checking Accounts              | \$ 1,375,941         | \$ 358,293           |
| Investment Accounts                     | 2,776,223            | 2,923,285            |
| Tax, Grants and Accounts Receivable     | 89,149               | (90,265)             |
| <b>Total Current Assets</b>             | <b>4,241,312</b>     | <b>3,191,313</b>     |
| <b>Noncurrent Assets:</b>               |                      |                      |
| Property, plant and equipment - net     | 1,410,500            | 1,532,260            |
| IS equipment - net                      | 25,510               | 17,876               |
| Transportation vehicles - net           | 55,593               | 81,967               |
| Restricted GASB 75 OPEB                 | 990,100              | -                    |
| Prepays                                 | 3,212                | 8,812                |
| <b>Total Noncurrent Assets</b>          | <b>2,484,915</b>     | <b>1,640,915</b>     |
| Deferred Outflows of Resources          | 431,775              | 264,803              |
| <b>Total Assets</b>                     | <b>\$ 7,158,002</b>  | <b>\$ 5,097,031</b>  |
| <b>LIABILITIES AND NET ASSETS</b>       |                      |                      |
| <b>Current Liabilities:</b>             |                      |                      |
| Accounts Payable                        | \$ 70,569            | \$ 33,092            |
| Construction Loan 2017                  | 85,482               | 82,393               |
| Employment costs                        | 100,318              | 98,501               |
| Scholarships                            | 3,918                | 6,249                |
| Deferred Revenue                        | 14,367               | 9,983                |
| <b>Total Current Liabilities</b>        | <b>274,652</b>       | <b>230,219</b>       |
| <b>Noncurrent Liabilities</b>           |                      |                      |
| Construction Loan to 2021               | 276,166              | 361,648              |
| Net Pension Liability GASB 68           | 1,203,554            | 821,635              |
| Accrued OPEB liability GASB 75          | 2,400,273            | 348,239              |
| Deferred Inflows of Resources           | 309,287              | 450,825              |
| <b>Total Noncurrent Liabilities</b>     | <b>4,189,280</b>     | <b>1,982,347</b>     |
| <b>Net Assets:</b>                      |                      |                      |
| Unrestricted - prior                    | 1,531,070            | 2,535,771            |
| Unrestricted - current                  | 1,163,000            | 348,694              |
| <b>Total Net Assets</b>                 | <b>2,694,070</b>     | <b>2,884,465</b>     |
| <b>Total Liabilities and Net Assets</b> | <b>\$ 7,158,002</b>  | <b>\$ 5,097,031</b>  |

**Quick Ratio**

|                            |           |       |
|----------------------------|-----------|-------|
| Cash, Checking, Investment | 4,152,164 | 15.12 |
|----------------------------|-----------|-------|

**Current Ratio**

|                |           |       |
|----------------|-----------|-------|
| Current Assets | 4,241,312 | 15.44 |
|----------------|-----------|-------|

**Camarillo Health Care District**  
**Statements of Net Assets**  
**As of April 30, 2018**

| <b>ASSETS</b>                       | <b>Apr. 30, 2018</b> | <b>Apr. 30, 2017</b> | <b>Apr. 30, 2016</b> | <b>Apr. 30, 2015</b> | <b>Apr. 30, 2014</b> |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Current Assets:</b>              |                      |                      |                      |                      |                      |
| Cash and Checking Accounts          | \$ 1,375,941         | \$ 358,293           | \$ 1,164,088         | \$ 992,631           | \$ 493,859           |
| Investment Accounts                 | 2,776,223            | 2,923,285            | 1,784,921            | 1,269,820            | 1,324,393            |
| Tax, Grants and Accounts Receivable | 89,149               | (90,265)             | (348,012)            | 36,030               | 131,029              |
| <b>Total Current Assets</b>         | <b>\$ 4,241,312</b>  | <b>3,191,314</b>     | <b>2,600,997</b>     | <b>2,298,481</b>     | <b>1,949,281</b>     |
| <b>Noncurrent Assets:</b>           |                      |                      |                      |                      |                      |
| Property, plant and equipment - net | 1,410,500            | 1,532,260            | 1,654,719            | 2,148,334            | 1,714,423            |
| IS equipment - net                  | 25,510               | 17,876               | 24,880               | 31,818               | 34,654               |
| Transportation vehicles - net       | 55,593               | 81,967               | 108,406              | 158,969              | 193,932              |
| Restricted GASB 75 OPEB             | 990,100              | -                    | -                    | -                    | -                    |
| Prepays                             | 3,212                | 8,812                | 35,907               | 36,083               | 27,475               |
| <b>Total Noncurrent Assets</b>      | <b>2,484,915</b>     | <b>1,640,914</b>     | <b>1,823,912</b>     | <b>2,375,204</b>     | <b>1,970,484</b>     |
| Deferred Outflows of Resources      | 431,775              | 264,803              | 112,553              |                      |                      |
| <b>Total Assets</b>                 | <b>\$ 7,158,002</b>  | <b>\$ 5,097,031</b>  | <b>\$ 4,537,462</b>  | <b>\$ 4,673,685</b>  | <b>\$ 3,919,766</b>  |
| <b>LIABILITIES AND NET ASSETS</b>   |                      |                      |                      |                      |                      |
| <b>Current Liabilities:</b>         |                      |                      |                      |                      |                      |
| Accounts Payable                    | \$ 70,569            | \$ 33,092            | \$ 41,709            | \$ 31,454            | \$ 24,306            |
| Construction Loan 2017              | 85,482               | 82,393               | 79,415               | 76,544               |                      |
| Employment costs                    | 100,318              | 98,501               | 100,346              | 193,269              | 209,741              |
| Scholarships                        | 3,918                | 6,249                | 19,265               | 7,058                | 10,670               |
| Deferred Revenue                    | 14,367               | 9,983                | 7,583                | 2,103                | 19,603               |
| <b>Total Current Liabilities</b>    | <b>274,652</b>       | <b>230,219</b>       | <b>248,318</b>       | <b>310,427</b>       | <b>264,321</b>       |

**Camarillo Health Care District**  
**Statements of Net Assets**  
**As of April 30, 2018**

|   | Apr. 30, 2018       | Apr. 30, 2017       | Apr. 30, 2016       | Apr. 30, 2015       | Apr. 30, 2014       |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Noncurrent Liabilities</b>   |                     |                     |                     |                     |                     |
| Construction Loan to 2021   | 276,166             |                     | 444,041             | 523,456             |                     |
| Net Pension Liability GASB 68   | 1,203,554           |                     | 959,515             |                     |                     |
| Accrued OPEB liability GASB 75  | 2,400,273           |                     | 223,647             | 198,000             | 201,145             |
| Deferred Inflows of Resources   | 309,287             |                     | 250,690             |                     |                     |
| <b>Total Noncurrent Liabilities</b>   | <u>4,189,280</u>    | <u>1,982,347</u>    | <u>1,877,893</u>    | <u>721,456</u>      |                     |
| <b>Net Assets:</b>  |                     |                     |                     |                     |                     |
| Unrestricted - prior  | 1,531,070           | 2,535,771           | 2,195,543           | 3,262,816           | 3,294,019           |
| Unrestricted - current  | 1,163,000           | 348,694             | 215,709             | 378,985             | 160,281             |
| <b>Total Net Assets</b>   | <u>2,694,070</u>    | <u>2,884,465</u>    | <u>2,411,252</u>    | <u>3,641,802</u>    | <u>3,454,300</u>    |
| <b>Total Liabilities and Net Assets</b>   | <u>\$ 7,158,002</u> | <u>\$ 5,097,031</u> | <u>\$ 4,537,462</u> | <u>\$ 4,673,685</u> | <u>\$ 3,718,621</u> |
| <b>Quick Ratio</b> (Cash, Checking & Investment<br>Accounts divided by Total Current Liabilities) | 15.12               | 14.25               | 11.88               | 7.29                | 6.88                |
| <b>Current Ratio</b> (Total Current Assets<br>divided by Total Current Liabilities)               | 15.44               | 13.86               | 10.47               | 7.40                | 7.37                |

**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

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

Sorted by Check Vendor

(Report period: April 1, 2018 to April 30, 2018)

| Number | Date      | Vendor       | Name                               | Amount    | Type   | Timing     |
|--------|-----------|--------------|------------------------------------|-----------|--------|------------|
| 66136  | 4/4/2018  | ACCESS       | Access TLC Caregivers DBA          | 705.00    | V      |            |
| 66137  | 4/4/2018  | ANDERSON B   | Bradley Anderson                   | 21.00     | F      | MO         |
| 66180  | 4/11/2018 | ANDISITES    | AndiSites, Inc                     | 189.00    | V      | MO         |
| 66181  | 4/11/2018 | ASSISTED     | Assisted Healthcare Services       | 1,175.00  | V      |            |
| 66219  | 4/25/2018 | ATRIA        | Atria Las Posas                    | 500.00    | Refund | LV Fair    |
| 66220  | 4/25/2018 | B&BMAIL      | B & B Mailing Services             | 1,646.99  | V      | QTLY       |
| 66138  | 4/4/2018  | BANYAI       | Danette Banyai                     | 630.00    | F      | MO         |
| 66139  | 4/4/2018  | BARRY RIDGE  | Barry Ridge Graphic Design         | 63.99     | V      |            |
| 66182  | 4/11/2018 | BETA         | Beta Healthcare Group              | 760.16    | V      | MO         |
| 66199  | 4/18/2018 | BETA WC      | Beta Healthcare Group              | 2,088.00  | V      | MO         |
| 66200  | 4/18/2018 | BOTW         | Bankcard Center                    | 6,337.37  | V      | MO         |
| 66140  | 4/4/2018  | BROWN        | Rodger Brown                       | 200.00    | B      |            |
| 66221  | 4/25/2018 | BROWN        | Rodger Brown                       | 500.00    | B      |            |
| 66222  | 4/25/2018 | BURKE        | Barbara Burke                      | 10.00     | Refund | Dr no show |
| 66183  | 4/11/2018 | BYRD         | Byrd Locksmithing                  | 30.36     | V      |            |
| 66141  | 4/4/2018  | C3 INTEL     | C3 Intelligence, Inc               | 157.50    | V      |            |
| 66184  | 4/11/2018 | CARNELL      | Samantha Carnell                   | 98.88     | EE     |            |
| 66142  | 4/4/2018  | CENTER GLASS | Center Glass Company               | 686.00    | V      |            |
| 66185  | 4/11/2018 | CMH          | CMH Centers for Family Health      | 85.00     | V      |            |
| 66223  | 4/25/2018 | COHEN        | Myrna Cohen                        | 28.00     | Refund | Dr no show |
| 66186  | 4/11/2018 | COLANTUONO   | Colantuono, Highsmith, Whatley, PC | 972.50    | V      |            |
| 66201  | 4/18/2018 | COLITTI      | Sydney Colitti                     | 120.50    | EE     |            |
| 66143  | 4/4/2018  | COMFORT      | Comfort Keepers dba                | 320.00    | V      |            |
| 66202  | 4/18/2018 | CPI          | CPI Solutions, Inc                 | 4,442.02  | V      |            |
| 66224  | 4/25/2018 | CPI          | CPI Solutions, Inc                 | 5,776.14  | V      |            |
| 66144  | 4/4/2018  | CRADDOCK     | Blair Craddock                     | 134.95    | EE     |            |
| 66187  | 4/11/2018 | CRADDOCK S   | Susan Craddock                     | 400.00    | F      |            |
| 66145  | 4/4/2018  | CRAWFORD L   | Lorenzo Crawford                   | 106.40    | F      | MO         |
| 66146  | 4/4/2018  | CSBA         | CA School Boards Association       | 1,875.00  | V      |            |
| 66147  | 4/4/2018  | CSDA         | CSDA Financial Serv                | 1,429.97  | V      | MO         |
| 66148  | 4/4/2018  | DIAL         | Dial Security                      | 1,482.00  | V      | MO         |
| 66225  | 4/25/2018 | DIAL         | Dial Security                      | 936.00    | V      | MO         |
| 66149  | 4/4/2018  | DIGITAL      | Digital Deployment, Inc            | 200.00    | V      |            |
| 66203  | 4/18/2018 | DOCUMENT SYS | Document Systems (DBA)             | 983.65    | V      | QTLY       |
| 66150  | 4/4/2018  | DORIA        | Thomas Doria, MD                   | 100.00    | B      |            |
| 66226  | 4/25/2018 | DORIA        | Thomas Doria, MD                   | 200.00    | B      |            |
| 66151  | 4/4/2018  | DOS CAMINOS  | Dos Caminos Plaza                  | 4,538.38  | V      | MO         |
| 66152  | 4/4/2018  | DOSCAMSTORA  | Dos Caminos Plaza, Inc             | 50.00     | V      | MO         |
| 66227  | 4/25/2018 | EHRlich      | Melanie Ehrlich                    | 10.00     | Refund | Dr no show |
| 66188  | 4/11/2018 | FERGUSON CAS | Ferguson, Case, Orr Paterson LLP   | 12,461.77 | V      |            |
| 66204  | 4/18/2018 | FILE OF LIFE | File of Life Foundation, Inc       | 960.00    | V      |            |
| 66153  | 4/4/2018  | FREIE        | Barbara Freie                      | 441.00    | F      | MO         |
| 66189  | 4/11/2018 | FRONTIER     | Frontier Communications            | 126.98    | V      | MO         |
| 66154  | 4/4/2018  | GEORGIA      | Georgia Southwestern Foundation    | 1,500.00  | V      |            |

# Camarillo Health Care District

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

Sorted by Check Vendor

(Report period: April 1, 2018 to April 30, 2018)

| Number | Date      | Vendor       | Name                                    | Amount   | Type   | Timing     |
|--------|-----------|--------------|---|----------|--------|------------|
| 66155  | 4/4/2018  | GODINEZ      | Jose Godinez                            | 94.50    | F      | MO         |
| 66156  | 4/4/2018  | HARTFORD     | Hartford Life                           | 1,094.49 | V      | MO         |
| 66157  | 4/4/2018  | HARVEY       | Lynette Harvey                          | 502.55   | EE     |            |
| 66190  | 4/11/2018 | HARVEY       | Lynette Harvey                          | 124.12   | EE     |            |
| 66158  | 4/4/2018  | HOME REMEDIE | Home Remedies dba                       | 1,020.00 | V      |            |
| 66159  | 4/4/2018  | HUFF         | Susan Huff                              | 50.00    | F      | MO         |
| 66228  | 4/25/2018 | HUFF         | Susan Huff                              | 50.00    | F      | MO         |
| 66229  | 4/25/2018 | ITS          | Integrated Telemanagement Services, Inc | 813.69   | V      | MO         |
| 66160  | 4/4/2018  | IVEY         | Jane Ivey                               | 80.50    | F      | MO         |
| 66205  | 4/18/2018 | JONES        | Lynn Jones                              | 153.15   | EE     |            |
| 66206  | 4/18/2018 | JORDANO'S    | Jordano's Food Service                  | 121.50   | V      | MO         |
| 66161  | 4/4/2018  | JOSE         | Myka Jose                               | 115.54   | EE     |            |
| 66162  | 4/4/2018  | JOURNEY      | Journeyworks Publishing                 | 304.59   | V      |            |
| 66207  | 4/18/2018 | JTS          | JTS Facility Services                   | 1,891.00 | V      | MO         |
| 66163  | 4/4/2018  | KAVALSKY     | Neal Kavalsky                           | 100.00   | V      | MO         |
| 66230  | 4/25/2018 | KAVALSKY     | Neal Kavalsky                           | 100.00   | V      | MO         |
| 66208  | 4/18/2018 | LAMBERT      | Rachel Lambert                          | 103.77   | EE     |            |
| 66209  | 4/18/2018 | LEAF         | Leaf                                    | 2,025.32 | V      | MO         |
| 66191  | 4/11/2018 | LIT          | Harriet Lit                             | 400.00   | F      |            |
| 66164  | 4/4/2018  | LOFT         | Richard Loft, MD                        | 100.00   | B      | MO         |
| 66231  | 4/25/2018 | LOFT         | Richard Loft, MD                        | 100.00   | B      | MO         |
| 66165  | 4/4/2018  | LOH          | Christopher Loh, MD                     | 200.00   | B      | MO         |
| 66232  | 4/25/2018 | LOH          | Christopher Loh, MD                     | 100.00   | B      | MO         |
| 66192  | 4/11/2018 | MARCOA       | Marcoa Media                            | 2,950.00 | V      |            |
| 66233  | 4/25/2018 | MARCUS       | Lois Marcus                             | 10.00    | Refund | Dr no show |
| 66166  | 4/4/2018  | MASTERPAGES  | Carrie Dittmar                          | 1,800.00 | V      |            |
| 66193  | 4/11/2018 | MASTERPAGES  | Carrie Dittmar                          | 45.00    | V      |            |
| 66210  | 4/18/2018 | MASTERPAGES  | Carrie Dittmar                          | 207.48   | V      |            |
| 66167  | 4/4/2018  | MEDITECH     | Meditech Health Services                | 180.00   | V      |            |
| 66194  | 4/11/2018 | MEDITECH     | Meditech Health Services                | 1,545.00 | V      |            |
| 66211  | 4/18/2018 | MEDITECH     | Meditech Health Services                | 420.00   | V      |            |
| 66234  | 4/25/2018 | MEDITECH     | Meditech Health Services                | 530.00   | V      |            |
| 66168  | 4/4/2018  | METLIFE      | MetLife Small Business                  | 834.86   | V      | MO         |
| 66169  | 4/4/2018  | MEYERS       | Meyers Nave                             | 110.25   | V      |            |
| 66235  | 4/25/2018 | MEYERS       | Meyers Nave                             | 2,106.30 | V      |            |
| 66195  | 4/11/2018 | MORAN        | Carmen Moran                            | 410.93   | EE     |            |
| 66170  | 4/4/2018  | MOTIVATORS   | Motivators Promotional Products         | 1,245.41 | V      |            |
| 66171  | 4/4/2018  | MUSTANG      | Mustang Marketing dba                   | 475.00   | V      |            |
| 66212  | 4/18/2018 | MUSTANG      | Mustang Marketing dba                   | 3,750.00 | V      |            |
| 66236  | 4/25/2018 | MUSTANG      | Mustang Marketing dba                   | 1,800.00 | V      |            |
| 66237  | 4/25/2018 | PETTY        | Petty Cash - Administrat                | 247.37   |        | MO         |
| 66172  | 4/4/2018  | PITNEYBOWES  | Pitney Bowes                            | 196.27   | V      | QYLY       |
| 66173  | 4/4/2018  | PVREC        | Pleasant Valley Recreation & Park Distr | 369.60   | V      | ANNUALY    |
| 66213  | 4/18/2018 | RATTO        | Mary Ann Ratto                          | 129.00   | EE     |            |



# Camarillo Health Care District

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

Sorted by Check Vendor

(Report period: April 1, 2018 to April 30, 2018)

| Number             | Date      | Vendor    | Name                         | Amount    | Type   | Timing     |
|--------------------|-----------|-----------|------------------------------|-----------|--------|------------|
| 66174              | 4/4/2018  | ROGERS    | Rogers & Partners, Inc       | 56.00     | F      | MO         |
| 66175              | 4/4/2018  | SAFEWAY   | Safeway Inc                  | 186.38    | V      |            |
| 66196              | 4/11/2018 | SAFEWAY   | Safeway Inc                  | 224.28    | V      |            |
| 66238              | 4/25/2018 | SAFEWAY   | Safeway Inc                  | 144.91    | V      |            |
| 66239              | 4/25/2018 | SAWYER    | Mary Sawyer                  | 50.00     | Refund | Dr no show |
| 66176              | 4/4/2018  | SIEG      | R.J. Sieg                    | 115.00    | V      |            |
| 66214              | 4/18/2018 | SIMI      | Simi Valley Council on Aging | 50.00     | V      |            |
| 66240              | 4/25/2018 | SIXBEY    | Irma Sixbey                  | 10.00     | Refund | Dr no show |
| 66197              | 4/11/2018 | SO CA GAS | Southern California Gas      | 429.91    | V      | MO         |
| 66198              | 4/11/2018 | STAFF     | Staff Assistance, Inc        | 680.00    | V      |            |
| 66241              | 4/25/2018 | STAPLES   | Staples Business Advantage   | 461.52    | V      |            |
| 66215              | 4/18/2018 | TATANGELO | Sue Tatangelo                | 175.26    | EE     |            |
| 66177              | 4/4/2018  | TNT       | TNT Automotive               | 140.80    | V      |            |
| 66216              | 4/18/2018 | TNT       | TNT Automotive               | 2,280.95  | V      |            |
| 66242              | 4/25/2018 | TROPICAL  | Tropical Car Wash            | 260.00    | V      | MO         |
| 66178              | 4/4/2018  | VISION    | Vision Services Plan         | 176.50    | V      | MO         |
| 66217              | 4/18/2018 | VOYAGER   | Voyager Fleet Systems Inc    | 1,946.91  | V      | MO         |
| 66218              | 4/18/2018 | YOUNG     | Jennifer Young               | 132.05    | EE     |            |
| 66243              | 4/25/2018 | YOUNG C   | Cynthia Young                | 10.00     | Refund | Dr no show |
| 66179              | 4/4/2018  | ZEPEDA    | Monica Zepeda                | 115.54    | EE     |            |
|                    |           |           |                              | -----     |        |            |
| Cash account Total |           |           |                              | 92,132.71 |        |            |
|                    |           |           |                              | =====     |        |            |
| Report Total       |           |           |                              | 92,132.71 |        |            |

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 |     |                  | \$91,662                                    |
| <b>YTD Total</b> |          |           |          |          |          |          |          |          |          |     | <b>\$916,617</b> |   |

Notes FY 17/18:

- July '17 Annual insurances paid
- Sept '17 ADC Construction Loan Pmt \$99K

### 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-A**

**CONSENT AGENDA**

**APPROVAL OF MINUTES OF  
THE REGULAR BOARD MEETING OF APRIL 24, 2018**

**SECTION 7-A**

**MAY 29, 2018**

**MINUTES**

**April 24, 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  
Thomas Doria, MD, 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**

Rick Wood, *CSDA Financial Services*

- 
1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, April 24, 2018, at 12:08 p.m., by Rodger Brown, President.
  2. **Pledge of Allegiance** – Director Doria
  3. **Amendments to The Agenda** – None
  4. **Public Comment** – None
  5. **Presentations** – None
  6. **Discussion/Action Item** -

CEO Ralston and Rick Wood, CSDA Financial Services, presented the District’s Disbursements and Financial Report for the period ending March 31, 2018.

It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending March 31, 2018.

**Vote to Approve Financial Report**

**For Period Ending March 31, 2018**

|                  |     |
|------------------|-----|
| Director Brown   | Aye |
| Director Loh     | Aye |
| Director Loft    | Aye |
| Director Hiepler | Aye |
| Director Doria   | Aye |

- 7. **Closed Session:** Pursuant to California Government Code 54957(b)(1) – Chief Executive Officer, Performance Evaluation. Entered Closed Session at 12:40 p.m.
- 8. **Reconvene from Closed Session:** Reconvened at 1:12 p.m.
- 9. **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.

No Reportable Action

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

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

- 11. **A.** Consideration and approval of Resolution 18-02, 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 Loft, and **MOTION PASSED**, to approve Resolution 18-02, requesting consolidation of the Camarillo Health Care District General District Election with the Statewide General Election.

|  |     |
|--|-----|
| <b><u>Vote to Approve Resolution 18-02- Requesting consolidation with the Statewide General Election</u></b> |     |
| Director Brown:  | Aye |
| Director Loh:  | Aye |
| Director Loft:   | Aye |
| Director Hiepler:  | Aye |
| Director Doria:  | Aye |

**B.** Discussion and consideration of the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.05.

It was **MOVED** by Director Doria, **SECONDED** by Director Hiepler, and **MOTION PASSED** to approve the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5

**Vote to Approve Revised Pay Schedule**

|                          |            |
|--------------------------|------------|
| <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>Aye</b> |

**C.** Discussion and consideration for approval of Resolution 18-03, Declaring May 2018 as “Older Americans Month”.

It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED** to approve Resolution 18-03, Declaring May 2018 as “Older Americans Month”.

**Vote to Approve Resolution 18-03 – Declaring May 2018 as “Older Americans Month”.**

|                          |            |
|--------------------------|------------|
| <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>Aye</b> |

**D.** Discussion and consideration of Resolution 18-04, changing the December 4, 2018 Board of Directors Meeting to December 11, 2018.

It was **MOVED** by Director Brown, **SECONDED** by Director Loft, and **MOTION PASSED** to approve Resolution 18-04, changing the December 4, 2018 Board of Directors Meeting to December 11, 2018.

**Vote to Approve Resolution 18-04 – Changing December Meeting Date**

|                          |            |
|--------------------------|------------|
| <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>Aye</b> |

12. **CEO Report** – CEO Ralston discussed two articles in “Generations – Journal of the American Society on Aging”. Both articles discuss the importance of partnerships between the medical community and Community Based Organizations. The District’s Chief Resource Officer, Sue Tatangelo, authored one of the articles, and the District’s partnership with Community Memorial Hospital was the basis for the second article.
13. **Board President’s Report** – None
14. Having no further business, this meeting is adjourned at 1:36 p.m.

---

Richard Loft  
Clerk of the Board

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**SECTION 7-B**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE FINANCE/INVESTMENT COMMITTEE  
MEETING OF APRIL 24, 2018**

**SECTION 7-B**

**MAY 29, 2018**

**MINUTES****April 24, 2018****Finance/Investment Committee Meeting**

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

**Board of Directors**

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

**Staff**

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

**Participants**

Rick Wood, CSDA Financial Services

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1. **Call to Order** – The Finance/Investment Committee Meeting was called to order by Director Tom Doria, at 11:06 a.m.
2. No public comment.
3. CEO Kara Ralston requested agenda item number 7 be moved and incorporated into agenda item number 5.
4. Accounting Manager, Renee Murphy, reviewed the investment results, and tax revenue for the quarter ending March 31, 2018.
5. CEO Ralston reviewed the financial results by department for the quarter ending March 31, 2018.
6. CEO Ralston discussed District Disbursements for the quarter ending March 31, 2018. Also discussed was the inclusion of a 12-month history of disbursements as a comparison tool for the Board. The Committee requested that the Check Register Monthly Comparison be included as part of the regular Financial Report.
7. CEO Ralston presented a quarterly review of legal fees.
8. The next Finance/Investment Committee Meeting is scheduled for July 31, 2018, at 8:30 a.m.
9. The Meeting adjourned at 12:01 p.m.

---

Mark Hiepler  
Director

**SECTION 7-C**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE EXECUTIVE/AGENDA PLANNING  
COMMITTEE MEETING OF MAY 22, 2018**

**SECTION 7-C**

**MAY 29, 2018**

**MINUTES**

**May 22, 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

- 
1. **Call to Order** – The Executive Committee was called to order by Board President, Rod Brown, at 12:10 p.m.
  2. **Public Comment** – No Public Comment
  3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, April 24, 2018.
  4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, May 29, 2018.
  5. Reviewed District Disbursements for period ending April 30, 2018. Monthly Comparison Report was not available for this meeting but will be included in the Regular Board Meeting Packet.
  6. Reviewed the following Action Items:  
  
**11A** – Reviewed with Director Brown the timeline for including the CEO Employment Agreement in the May 29, 2018 Board Meeting Packet.  
  
**11B** – Reviewed District Resolution 18-05, Signature Authorization, and Investment Authorization in the Ventura County Treasury Pool.  
  
**11C** – Reviewed the Quarterly Investment Report for the period ending March 31, 2018.
  7. Discussed changing the time for the June 5, 2018 Executive Committee Meeting to 11:00 a.m. Director Brown and Director Loh agreed to the time change.
  8. Meeting adjourned at 1:13 p.m.

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Rod Brown  
President

**SECTION 8**

**SECTION 8-A  
CLOSED SESSION**

**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**

**MAY 29, 2018**

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**SECTION 8**

**SECTION 8-B  
CLOSED SESSION**

**LABOR NEGOTIATION WITH DISTRICT'S NEGOTIATOR  
AND UNREPRESENTED EMPLOYEE  
CHIEF EXECUTIVE OFFICER  
GOVERNMENT CODE 54957.6**

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**SECTION 9**

**RECONVENE FROM CLOSED SESSION**

**MAY 29, 2018**

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**SECTION 10**

**SECTION 10-A  
ANNOUNCEMENT OF CLOSED SESSION  
GOVERNMENT CODE 54957.1**

**MAY 29, 2018**

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**SECTION 10**

**SECTION 10-B  
ANNOUNCEMENT OF CLOSED SESSION  
GOVERNMENT CODE 54957.6**

**MAY 29, 2018**

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**SECTION 11**

**ACTION ITEMS**

**SECTION 11-A  
EMPLOYMENT AGREEMENT WITH CEO**

**MAY 29, 2018**

## **EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT (“**Agreement**”) is dated effective June 22, 2018, and is entered into by and between the **Camarillo Health Care District**, located at 3639 Las Posas Road, Suite E117 Camarillo, California 93010, (“**CHCD**”) and **Kara Raiston** (“**Employee**”).

1. **EMPLOYMENT TERM.** Employee’s employment term shall commence on June 23, 2018, and shall continue until June 30, 2021 unless terminated by either party as set forth herein (the “**Term**”). The Agreement may be renewed for between one and three years upon written agreement by Employee and approval by the CHCD Board of Directors. Either party shall give notice of its intent not to renew the Agreement no later than 60 days prior to expiration of any then-current term. If no notice is given and the Agreement expires, then the then-existing terms and conditions of the Agreement shall continue month-to-month until otherwise terminated by either Employee or CHCD.

2. **POSITION AND DUTIES.**

2.1. **Position and Reporting Relationship.** During the Term, Employee shall serve CHCD in the position of Chief Executive Officer (“**CEO**”). Employee shall report directly to the CHCD Board of Directors.

2.2. **Duties and Responsibilities/Review.** Employee shall devote regular executive-level full-time business hours on behalf of CHCD in the role of CEO. Employee’s performance shall be reviewed at least annually by CHCD following the Board’s standard Ad Hoc Committee structure with resulting recommendation to the full CHCD Board. Any increases in salary or benefits shall be within the sole discretion of the CHCD Board.

3. **COMPENSATION AND BENEFITS.**

3.1. **Salary.** CHCD shall pay Employee an annual salary of One Hundred Seventy One Thousand One Hundred and Thirty Dollars (\$171,130), payable on such schedule as CHCD employs for general payroll purposes.

3.2. **Vacation.** Employee shall accrue 240 hours of vacation annually, accrued to a maximum of 480 hours (60 days), and subject to the terms and conditions of use and accrual set forth in the CHCD Personnel Policies or Procedures. Any vacation accrual may be cashed out by Employee at the end of a calendar year, within Employee’s discretion, and any vacation accrual remaining at termination shall be cashed out to Employee.

3.3. **Sick Time, Retirement and Other Benefits.**

3.3.1. Employee shall continue with the sick time accrual in place at the time Employee assumed the role of CEO and shall be entitled to receive those benefits as were in place for Employee immediately prior to assuming the CEO position, including medical/dental/vision insurance, to which Employee may be entitled by law, and any such benefits described in the CHCD Policies or Procedures. The terms and conditions of any such benefits shall be governed by the plan descriptions and/or CHCD’s Policies or Procedures as applicable.



3.3.2. CHCD shall contribute on behalf of Employee Eight Percent (8%) of Employee's monthly salary each month to the CHCD deferred compensation plan. All such contributions and any other retirement benefits, if any, shall be in compliance with any rules or regulations established by the California Public Employees' Retirement System ("PERS").

3.4. **Auto Allowance and other Expenses.** CHCD shall pay Employee a monthly auto allowance of Three Hundred Dollars (\$300) and shall reimburse Employee for all other reasonable and necessary expenses incurred by Employee during the Term in the course of performing Employee's duties under this Agreement. Employee must submit appropriate expense statements, vouchers or such other supporting information in accordance with CHCD's reimbursement policies. All Employee reimbursement expenses in excess of Five Hundred Dollars (\$500.00) shall be approved by the CHCD Board of Directors or its designee prior to reimbursement.

#### **4. TERMINATION**

4.1. **Termination for Cause.** CHCD may terminate Employee at any time for "Cause" (as defined below), immediately on written notice to the Employee of the circumstances leading to termination for cause. If the Employee's employment is terminated under this subsection, the Employee shall only receive payment for all or any accrued salary and vacation through the termination date, and other applicable or required benefits under the CHCD benefit plans through the termination date. The CHCD shall have no further obligation to pay any compensation of any kind, including severance pay, or to make any payment in lieu of notice. All benefits provided by the CHCD to the Employee under this Agreement or otherwise shall then cease on the termination date except for any benefits required by law. The term "Cause" shall mean the occurrence or existence of any of the following with respect to the Employee as determined by a vote of the CHCD Board of Directors:

- 4.1.1. A material breach by the Employee of this Agreement that remains uncured after twenty (20) days have elapsed following the date that the CHCD gave the Employee written notice of such breach;
- 4.1.2. The repeated material breach by the Employee of any duty normally undertaken by a CEO of a public entity and for which at least one prior written notice was given by the CHCD Board President or Board of Directors;
- 4.1.3. Any material act of dishonesty, misappropriation, embezzlement, intentional fraud, or similar conduct by the Employee involving the CHCD; or
- 4.1.4. The conviction or the plea of nolo contendere or the equivalent in respect of a felony involving moral turpitude.

4.2. **Termination by CHCD for Reasons Other Than Cause.** The CHCD may terminate this Agreement for reasons other than Cause as follows:

- 4.2.1. If the Employee shall, by reason of death or of illness or physical or mental incapacitation for a period of ninety (90) days or more (collectively "Disability"), as determined by a licensed health care professional, fails to reasonably perform in an active capacity the services required of Employee under this Agreement.

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.

4.3. **Termination by the Employee.** In the event of termination of this Agreement by the Employee prior to the end of the then-current Term by resignation or retirement, there shall be no termination compensation except for vested benefits, if any, in retirement or health programs, payment of accrued and unused vacation, as provided herein, or as otherwise provided under this Agreement, CHCD Policies or Procedures, or by law.

5. **BINDING ARBITRATION.** Employee agrees that any disputes arising out of Employee's employment with CHCD shall be submitted to binding arbitration in accordance with the provisions set forth in the Arbitration Agreement attached hereto as Exhibit A.

6. **ENTIRE AGREEMENT AND MODIFICATION.** This Agreement sets forth the entire agreement and understanding of the parties with regard to Employee's CEO position or prior employment with CHCD, and supersedes all prior agreements, arrangements and understandings, written or oral, between the parties. This Agreement may not be modified or amended except in a writing signed by Employee and the President of the Board of Directors.

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

**CAMARILLO HEALTH CARE DISTRICT**

By: \_\_\_\_\_  
Rodger Brown  
President of the Board of Directors

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

**Kara Ralston**

\_\_\_\_\_

## EXHIBIT A

### ARBITRATION AGREEMENT

Although the Camarillo Health Care District ("CHCD") hopes that employment disputes will not occur, the CHCD believes that where such disputes do arise, it is in the mutual interest of everyone involved to handle them pursuant to the complaint process outlined in the Employee Handbook and then, if necessary, binding arbitration, which generally resolves disputes quicker than court litigation and with a minimum of disturbance to all parties involved. By entering into this Agreement, the CHCD and the undersigned Employee are waiving the right to a jury trial for most employment-related disputes. The Employee further understands that the consideration for entering into this Arbitration Agreement does not alter the Employee's at-will employment with the CHCD.

The CHCD and the undersigned Employee hereby agree that any dispute with any party that may arise from Employee's employment with the CHCD or the termination of Employee's employment with the CHCD shall be resolved by mandatory, binding arbitration before a retired judge. This binding arbitration also includes disputes with the CHCD's affiliates, successors and other employees (when directly related to Employee's employment).

This Arbitration Agreement does not cover the following claims:

- Claims for wages, bonuses, vacation pay, harassment, discrimination, or any other claims which are presented to an administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or federal Wage and Hour Division, or any equivalent state administrative agency. If any such claim is removed for any reason from the administrative agency's jurisdiction, the parties must then submit to binding arbitration pursuant to this Agreement. However, the Employee may (if he/she chooses to do so) utilize arbitration prior to filing a claim with one of these agencies.
- Workers' Compensation benefits;
- Unemployment compensation benefits;
- Claims based upon any CHCD employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan; and
- Claims based on the National Labor Relations Act.

The arbitration requirement applies to all statutory, contractual and/or common law claims arising from employment with the CHCD, including, but not limited to, the following:

- Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable;

- Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, or any other federal or state statute covering these subjects;
- Claims for violation of any statutory leave law, including the federal Family and Medical Leave Act (FMLA) or related state statute;
- Violations of confidentiality or breaches of trade secrets;
- Violation of any other federal, state, or other governmental law, statute, regulation or ordinance, whether based on statute or common law. It also covers any claims made against the CHCD or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims;

For any claim where equitable relief would be appropriate, the party entitled to such relief reserves the right to seek any provisional remedy, including but not limited to a temporary restraining order and preliminary injunction, from a court of competent jurisdiction in accordance with Code of Civil Procedure section 1281.8. The parties' entitlement to any permanent injunction or other relief available in a final judgment, however, shall be submitted to arbitration.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. An arbitrator, who shall be a retired superior or appellate court judge, shall be chosen by agreement of the parties, or pursuant to the procedures of the American Arbitration Association, or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose.

Any dispute with any party that arises from Employee's employment with the CHCD or termination of employment with the CHCD must be submitted to binding arbitration within the applicable statute of limitations prescribed by law. With the exception of a filing fee that shall not exceed the cost to file a comparable claim in state or federal court, the CHCD shall pay the fees and costs of the Arbitrator, and each party shall pay for its own costs and attorneys' fees. However, the Arbitrator may award costs and/or attorneys' fees to the prevailing party to the extent permitted by law.

The parties will be permitted to conduct discovery as provided by the applicable state statute. Within 30 days of the conclusion of the arbitration, the Arbitrator shall issue a written opinion setting forth the factual and legal bases for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages provided under the applicable law.

**I acknowledge that I have carefully read this Arbitration Agreement, and that I understand and agree to its terms. I have entered into this Arbitration Agreement voluntarily and have not relied upon any promises or representations other than those contained herein. I understand that I am giving up my constitutional right to a jury trial by**

**entering into this Arbitration Agreement. I understand that this Arbitration Agreement does not alter my at-will employment status with the CHCD.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kara Ralston

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**SECTION 11**

**ACTION ITEMS**

**SECTION 11-B  
CONSIDERATION, DISCUSSION, AND DECISION RESOLUTION 18-05  
SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION  
IN THE VENTURA COUNTY TREASURY POOL  
CA GOV CODE §53684**

**MAY 29, 2018**

# RESOLUTION NO. 18-05

## SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION IN THE VENTURA COUNTY TREASURY POOL

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

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**WHEREAS**, Investment Policies of the Camarillo Health Care District (District), revised November 14, 2017, 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 November 14, 2017, 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:

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



**ADOPTED, SIGNED, AND APPROVED** this 29th day of May 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 18-05 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 29th day of May 2018, and it was adopted by the following vote:

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

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

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

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

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

Department Camarillo Health Care District Fund(s) ██████████

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

Period: 07/01/2018 to 06/30/2019

# 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.

Signature of Agency/Department/Entity Head  
Kara Ralston, Chief Executive Officer  
Printed Name/Title  
Administration  
Department  
805-482-9382  
Telephone Number

Supersedes existing lists. Date: 05/29/2018  
 In addition to existing lists. Date: \_\_\_\_\_

**SECTION 11**

**ACTION ITEMS**

**SECTION 11-C  
DISCUSSION AND CONSIDERATION OF THE  
QUARTERLY INVESTMENT REPORT  
PERIOD ENDING MARCH 31, 2018**

**MAY 29, 2018**

Camarillo Health Care District  
 Report to the Finance Committee  
 For the Quarter Ending March 31, 2018

|  | Balance<br>as of<br>12/31/17 | Interest<br>Rate at<br>3/31/18 | Quarterly<br>Interest<br>Earned | Deposits | Withdrawals | Current<br>Balance<br>3/31/18 | % of Total<br>Restricted/<br>Non-Restricted |
|--|------------------------------|--------------------------------|---------------------------------|----------|-------------|-------------------------------|---|
| <b><u>Restricted Cash Accounts</u></b>                     |                              |                                |                                 |          |             |                               |   |
| Funds - Restricted Scholarship                             | \$ 5,694                     | n/a                            | n/a                             | 150.00   | (1,440.00)  | \$ 4,404                      | 100.0%                                      |
| <b>Total Restricted Cash</b>                               | <b>\$ 5,694</b>              |                                | <b>\$ -</b>                     |          |             | <b>\$ 4,404</b>               | <b>100%</b>                                 |
| <b><u>Non-Restricted Cash Accounts and Investments</u></b> |                              |                                |                                 |          |             |                               |   |
| Local Agency Investment Fund (LAIF)                        | \$ 2,567,495                 | 1.51%                          | \$ 9,574                        | \$ 5,359 |             | \$ 2,572,854                  | 72.8%                                       |
| Bank of the West General                                   | 566,411                      | n/a                            | n/a                             |          |             | 566,411                       | 16.0%                                       |
| Rabobank Business Savings                                  | 101,756                      | 0.05%                          | 13                              | 5,408    | -           | 107,177                       | 3.0%  |
| Rabobank Business Checking                                 | 280,575                      | 0.02%                          | 14                              |          | -           | 280,589                       | 7.9%  |
| Ventura County Treasurer Pool                              | 4,114                        | 1.39%                          | 19                              | 15       |             | 4,129                         | 0.1%  |
| Petty and Cash Drawer Accounts                             | 1,155                        | n/a                            | n/a                             |          |             | 1,155                         | 0.0%  |
| <b>Total Unrestricted Cash and Investments</b>             | <b>\$ 3,521,506</b>          |                                | <b>\$ 9,619</b>                 |          |             | <b>\$ 3,532,315</b>           | <b>100%</b>                                 |
| <b>Total Cash and Investments</b>                          | <b>\$ 3,527,200</b>          |                                | <b>\$ 9,619</b>                 |          |             | <b>\$ 3,536,719</b>           |   |
|  |                              |                                | <b>Change during quarter</b>    |          |             | <b>\$ 9,519</b>               |   |

**SECTION 12**

**CEO REPORT**

**MAY 29, 2018**

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**SECTION 13**

**BOARD PRESIDENT'S REPORTS**

**MAY 29, 2018**

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**SECTION 14**

**BOARD MEMBERS INTERESTS OR CONCERNS**

**MAY 29, 2018**

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