



Camarillo  
**HEALTH**  
**CARE DISTRICT**

**Regular Board Meeting**

**June 09, 2020**

**Zoom Meeting**

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

**Topic:** June 9, 2020 Board of Directors Meeting

**Time:** Jun 9, 2020 12:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

**<https://zoom.us/j/92978558287>**

**Meeting ID: 929 7855 8287**

**One tap mobile**

**+16699009128,,92978558287# US (San Jose)**

**+13462487799,,92978558287# US (Houston)**

**Dial by your location**

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**+1 346 248 7799 US (Houston)**

**+1 253 215 8782 US (Tacoma)**

**+1 646 558 8656 US (New York)**

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**+1 312 626 6799 US (Chicago)**

**Meeting ID: 929 7855 8287**

**Find your local number: <https://zoom.us/u/ad8w8bMVCS>**

## **2020 Board Meeting Calendar**

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

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

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

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

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

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

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

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

August – Dark

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

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

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

December - Dark



**AGENDA - June 9, 2020 - 12:00 P.M.**  
**Regular Meeting of the Board of Directors – Zoom Meeting**

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

<https://zoom.us/j/92978558287> -

**Meeting ID: 929 7855 8287 - One tap mobile - +16699009128,,92978558287# US (San Jose)**  
**Or by calling 1-669-900 9128**

**Board of Directors**

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

**Staff**

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

**Participants**

Rick Wood, CSDA Financial Services  
Shalene Hayman, Hayman Consulting

- 
1. **CALL TO ORDER**
  2. **ROLL CALL**
  3. **PLEDGE OF ALLEGIANCE – Director Doria**
  4. **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.
  5. **PUBLIC COMMENT – Ca. GC Section 54954.3;**  
COVID-19 RESPONSE: The Board reserves this time to hear from the public. If you wish to make a general public comment, or comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Monday, June 8, 2020 to the Clerk to the Board at [karenv@camhealth.com](mailto:karenv@camhealth.com). The Clerk to the Board will print your email, distribute copies to all Board Members prior to the meeting, and the Board President or Chief Executive Officer will read the emailed comments aloud during general public comments, or during the specified agenda item.
  6. **PRESENTATIONS – None**
  7. **CONSENT AGENDA** - Consent Agenda items are considered routine and are acted upon without discussion, with one motion. If discussion is requested, that item(s) will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is requested, the Board Chairperson may request a motion to approve as presented.

- A.** Approve the Minutes of the Regular Board Meeting of May 26, 2020.  
**(Please see Section 7-A)**

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

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

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

**8. ITEMS FOR ACTION**

- A. Review/ Discussion/ Action** – Presentation, consideration, discussion, and staff recommendation that the Board of Directors approve the Fiscal Year 2020/2021 Operating and Capital budgets. (Second reading may be waived.) **(Please see Section 8-A)**

**Suggested Motion:** Vote to approve Fiscal Year 2020/2021 Operating and Capital budgets.

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

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

- B. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval to extend the Chief Executive Officer employment agreement until June 30, 2023. **(Please see Section 8-B)**

**Suggested Motion:** Vote to extend CEO employment agreement until June 30, 2023.

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

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

- C. Review/ Discussion/Action** – It is the recommendation of Administration that the June 23, 2020 Board of Directors meeting be waived if the Operating and Capital budgets for fiscal year 2020/2021 are approved on the first reading, June 09, 2020. **(Please see Section 8-C)**

**Suggested Motion:** Vote to waive the June 23, 2020 Board of Directors Meeting.

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

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

**9. CEO REPORT**

**10. BOARD PRESIDENT’S REPORT**

**11. BOARD MEMBERS COMMENTS AND/OR REPORTS**

**12. FUTURE MEETINGS AND EVENTS**

<b>Board of Directors Meetings:</b>	
• <b>Executive Committee: Loh, Brown</b>	Tuesday, June 16, 2020, 12:00 p.m. – Budget Second Reading- If Needed - May be waived and meeting cancelled if budget is approved following the first reading.
• <b>Full Board:</b>	Tuesday, June 23, 2020, 12:00 p.m. Budget Presentation – Second Reading – If Needed May be waived and meeting cancelled if budget is approved following the first reading.
• <b>Executive Committee: Loh, Brown</b>	Tuesday, July 21, 2020, 12:00 p.m.
• <b>Finance/Investment: Doria, Hiepler</b>	Tuesday, July 28, 2020, 11:00 a.m.
• <b>Full Board:</b>	Tuesday, July 28, 2020, 12:00 p.m.
• <b>August 2020 - Dark</b>	
• <b>Executive Committee: Loh, Brown</b>	September 15, 2020, 12:00 p.m.
• <b>Full Board</b>	September 29, 2020, 12:00 p.m. – Advanced one week due to Association of California Health Care Districts conference ( <b>CSDA CANCELLED</b> ).

**Upcoming Community Events**

**13. ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors is adjourned at \_\_\_\_\_p.m.

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, [www.camhealth.com](http://www.camhealth.com), on Friday, June 5, 2020, on or before 4:00 p.m.



## SECTION 5

### PUBLIC COMMENTS

COVID-19 RESPONSE: The Board reserves this time to hear from the public. If you wish to make a general public comment, or comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Monday, June 8, 2020 to the Clerk to the Board at [karenv@camhealth.com](mailto:karenv@camhealth.com). The Clerk to the Board will print your email, distribute copies to all Board Members prior to the meeting, and the Board President or Chief Executive Officer will read the emailed comments aloud during general public comments, or during the specified agenda item.

JUNE 09, 2020



**SECTION 7**

**CONSENT AGENDA**

**SECTION 7-A  
APPROVAL OF MINUTES OF  
THE REGULAR BOARD MEETING OF MAY 26, 2020**

**JUNE 09, 2020**



## MINUTES

May 26, 2020

### Regular Meeting of the Board of Directors

Zoom Meeting – Meeting ID 929 6084 3385

#### **Board of Directors - Present**

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

#### **Staff - Present**

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

#### **Participants:**

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

1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, May 26, 2020, at 12:01 p.m., by Christopher Loh, President.
2. **Pledge of Allegiance** – Director Loh
3. **Amendments to The Agenda** – None
4. **Public Comment** – None
5. **Presentations** – None
6. **Consent Agenda** - It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

**Roll Call Vote: Ayes:** Loh, Brown, Loft, Doria

**Nays:** None

**Absent:** Hiepler

*Director Hiepler arrived at 12:06 p.m.*

7. **Action Items**

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

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the District disbursements, financial reports, and monthly investment report for the period ending April 30, 2020.

**Roll Call Vote - Aye:** Loh, Brown, Loft, Hiepler, Doria

**Nays:** None

**Absent:** None



**B. Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of quarterly investment report for period ending March 31, 2020.

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

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

**C. Review/ Discussion/ Action** - Consideration, discussion, and the Finance Committee's recommendation for approval of revisions to District Policy 1150, Reserve Policy.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve changes to District Policy 1150, Reserve Policy to read:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be \$75,000. When the annual designation would increase this reserve beyond \$75,000, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$150,000. When the annual designation would increase this reserve beyond \$150,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$150,000. When the annual designation would increase this reserve beyond \$150,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum amount of Capital Improvement Reserve will be \$500,000. When the annual designation would increase this reserve beyond \$500,000, only the amount required to reach the maximum will be reserved.
- **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used toward satisfying Section 2.6 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available.

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

**Vehicle Fleet Reserve:** for purchases and/or repairs necessary to support District transportation operations.

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

**D. Review/ Discussion/ Action** - Consideration, discussion, and recommendation to approve reserve funding pursuant to District Policy 1150, Reserve Policy.

It was **MOVED** by Director Doria, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve funding identified reserve accounts at the maximum amount indicated in District Policy 1150, Reserve Policy.

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

**E. Review/ Discussion/ Action** - Consideration, discussion, approval of the biennial review of the District's Conflict of Interest Code.

It was **MOVED** by Director Brown, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the biennial review of the District's Conflict of Interest Code.

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

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

It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-05, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.

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

**G. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of District Resolution 20-06, Proclaiming May 2020 as Older Americans Month.

It was **MOVED** by Director Brown, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-06, Proclaiming May 2020 as Older Americans Month.

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

**8. Chief Executive Officer Report**

Chief Executive Officer, Kara Ralston, reported that the District is ready to reopen. Plexiglass will be installed in the three reception areas on Friday, May 29, 2020. The District has purchased PPE supplies which include gloves, masks, face shields and a variety of other sanitary wipes and disinfecting products. Employee training is scheduled, and new protocols are in place to ensure District clients and employees are healthy when entering District buildings. The District has contracted with a specialty janitorial service in the case of a positive Covid-19 exposure.

CEO Ralston reported that our Senior Meals grant with the Area Agency on Aging has been approved for another year, and the City of Camarillo will continue to assist with the funding of the Home Delivered Meal program.

The Adult Day Center continues to connect with clients and families through care packages, which are sent to day care clients on a weekly basis.

**9. Board President's Report**

President, Christopher Loh requested that the CEO Review Ad Hoc Committee report their progress to the Board.

Directors Hiepler and Doria reported that they met with CEO Ralston and discussed the overall very favorable findings, and recommend the current employment agreement be extended until June 30, 2023. This will be brought to the full Board at the June 9, 2020 regular Board Meeting.

**10. Having no further business this meeting was adjourned at 1:21 p.m.**

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Richard Loft  
Clerk of the Board



**SECTION 8**

**ITEMS FOR BOARD ACTION**

**SECTION 8-A**

**REVIEW/ DISCUSSION/ ACTION – PRESENTATION, CONSIDERATION,  
DISCUSSION, AND STAFF RECOMMENDATION THAT THE BOARD OF  
DIRECTORS APPROVE THE FISCAL YEAR 2020/2021  
OPERATING AND CAPITAL BUDGETS.  
(SECOND READING MAY BE WAIVED.)**

**JUNE 09, 2020**

**CAMARILLO HEALTH CARE DISTRICT**  
**Proposed Operating Budget**  
**Fiscal Year 2020-21**

Account Name	Adopted Budget 2019-20	Forecasted Results 2019-20	Proposed Budget 2020-21
<b>Revenue</b>			
ADC Fees	\$ 222,120	\$ 180,739	\$ 189,840
City of Cam SNP HDM	44,500	45,000	37,000
Community Education	41,954	16,922	22,720
Contract-Gold Coast TOC	10,000	0	-
Contract-PICF-Anthem	3,000	1,360	2,050
Contract-PICF-Blue Shield	10,762	5,057	10,762
Contract-PICF-Falls	34,606	17,349	38,242
Contract-VCAAA-Evidence Based	15,600	5,300	10,800
Donations-General	1,800	5,751	1,250
Donations-Scholarship	2,500	911	2,500
Facility Use Lease	5,317	4,430	5,401
Facility Use Rental	30,722	13,239	8,000
Fischer Fund Distribution	143,000	142,958	125,000
Grant-Dignity-Cognitive Impaired	14,216	14,216	-
Grant-Gold Coast-Vet Found Caregiver	44,100	0	13,875
Grant-Rupe Foundation-REACH	29,167	39,167	30,000
Grant-SCAN-Comm Constituents	8,333	9,533	11,400
Grant-VCAAA-Caregiver Resources	36,750	67,945	36,750
Grant-VCAAA-Senior Nutrition	84,375	119,100	96,058
Grant-VCAAA-SS Line	50,000	50,000	50,000
Health Screening Fees	500	74	200
Healthy Attitude Advertising	5,000	4,050	5,000
Interest Income	50,000	63,559	30,000
Lifeline Fees	51,144	43,648	34,362
Other Income	6,210	62,123	5,010
Sr Nutrition Congregate	1,516	939	1,584
Sr Nutrition Home Delivered	26,100	20,819	17,850
Sr Nutrition Sponsors	1,000	2,100	1,200
Tax Revenue	2,741,713	2,742,000	2,741,713
Transport Fees ADC	18,000	20,210	23,000
Transportation Fees	24,000	15,075	19,754
<b>Total Revenue</b>	<b>\$ 3,535,885</b>	<b>3,532,835</b>	<b>\$ 3,571,321</b>

**Expenditures**

Salaries	\$ 1,700,559	\$ 1,383,992	\$ 1,519,171
Payroll Taxes	130,093	115,512	116,217
Benefits-PERS-Health	222,720	163,154	237,000
Benefits-PERS-Retirement	126,449	102,653	122,642
Benefits - Workers Comp	40,690	25,908	42,428
Benefits - Life/ADD/Annuity	29,672	29,209	27,614
Benefits - OPEB	242,042	38,598	44,040
PERS Retirement UAL	95,155	91,882	231,900
Audit Fees	21,500	21,465	21,500
Partnership Initiatives	4,000	0	0
Legal Fees	60,000	45,070	30,000
Contractors/Consultants	228,603	217,953	201,576
Instructor Agreement Fees	20,027	9,668	8,000
Community/Staff Outreach	13,376	9,421	14,016
Dues/Subscriptions	34,774	33,015	43,569
Cont Ed/Outreach - Board	28,348	21,888	29,091
Continuing Education - Staff	61,647	20,234	8,008

**CAMARILLO HEALTH CARE DISTRICT**  
**Proposed Operating Budget**  
**Fiscal Year 2020-21**

Account Name	Adopted Budget 2019-20	Forecasted Results 2019-20	Proposed Budget 2020-21
Trustee Stipends	11,600	7,800	10,600
Election	0	0	40,500
LAFCO Assessment	2,275	2,191	2,275
Mileage	27,800	14,834	22,881
Program Materials/Activities	19,887	18,781	31,471
Gas & Oil	10,865	13,388	12,813
Fleet Maintenance	12,267	20,704	16,447
Minor Equipment	17,319	12,032	22,456
Supplies	15,203	13,614	46,028
Postage	38,330	26,454	38,921
Advertising & Promotion	26,678	12,180	20,052
Refunds	2,510	1,078	2,510
Printing	69,501	63,962	73,349
Repairs & Maintenance	47,690	71,436	45,709
Association Fees	58,915	58,914	61,802
Insurance	33,053	64,841	68,476
Storage Rent/Equipment Lease	29,581	29,566	30,045
Telephone	23,531	21,421	21,960
Utilities	32,698	27,180	27,600
Licenses & Fees	4,915	5,618	9,503
Bank and Credit Card Charges	12,930	14,199	12,273
Depreciation Expense & Loss on Assets	135,319	135,319	116,438
<b>Total Operating Expenditures</b>	<b>\$ 3,692,522</b>	<b>\$ 2,965,138</b>	<b>\$ 3,430,881</b>
<b>NET RESULTS</b>	<b>\$ (156,636)</b>	<b>\$ 567,697</b>	<b>\$ 140,440</b>

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

	<u>2019-20</u> <u>Budget</u>	<u>2020-21</u> <u>Proposed</u> <u>Budget</u>	<u>Variance</u> <u>Fav/(Unfav)</u>	<u>Percent</u> <u>Change</u>
<b>REVENUES</b>				
Tax revenue	\$ 2,741,713	\$2,741,713	\$ -	0.0%
Program and facilities revenue	426,373	327,711	(98,662)	-30.1%
Grants and agency funding	385,409	336,937	(48,472)	-14.4%
Donations and sponsorship	5,300	4,950	(350)	-7.1%
Investment and interest income	193,000	155,000	(38,000)	-24.5%
Other income	6,210	5,010	(1,200)	-24.0%
Total Revenues	<u>3,758,005</u>	<u>3,571,321</u>	<u>(186,684)</u>	-5.2%
<b>EXPENSES</b>				
Personnel cost				
Wages and salaries	1,700,559	1,519,171	(181,388)	-11.9%
Payroll taxes and benefits	886,820	821,841	(64,979)	-7.9%
Total personnel cost	<u>2,587,379</u>	<u>2,341,012</u>	<u>(246,367)</u>	-10.5%
Other expenses				
Contractors Fees	252,378	225,351	(27,027)	-12.0%
Legal/Professional Fees	60,000	30,000	(30,000)	-100.0%
Facilities and related	242,788	278,048	35,260	12.7%
Depreciation	135,318	116,438	(18,880)	-16.2%
Program related expense	90,846	91,612	766	0.8%
Advertising and promotion	109,555	107,417	(2,138)	-2.0%
Supplies and office expense	88,307	128,518	40,211	31.3%
Board and staff	101,595	88,199	(13,396)	-15.2%
Community partnerships	4,000	-	(4,000)	
Interest	12,930	12,273	(657)	-5.4%
Combined other expenses	7,425	12,013	4,588	38.2%
Total other expenses	<u>1,105,142</u>	<u>1,089,869</u>	<u>(15,273)</u>	-1.4%
Total expenses	<u>3,692,521</u>	<u>3,430,881</u>	<u>(261,640)</u>	-7.63%
Net results	<u>\$ 65,484</u>	<u>\$ 140,440</u>	<u>\$ 74,956</u>	53.4%



Camarillo



# HEALTH

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## CARE DISTRICT

# Proposed Operating & Capital Budget FY 2020-21



2020-21

# Board of Directors

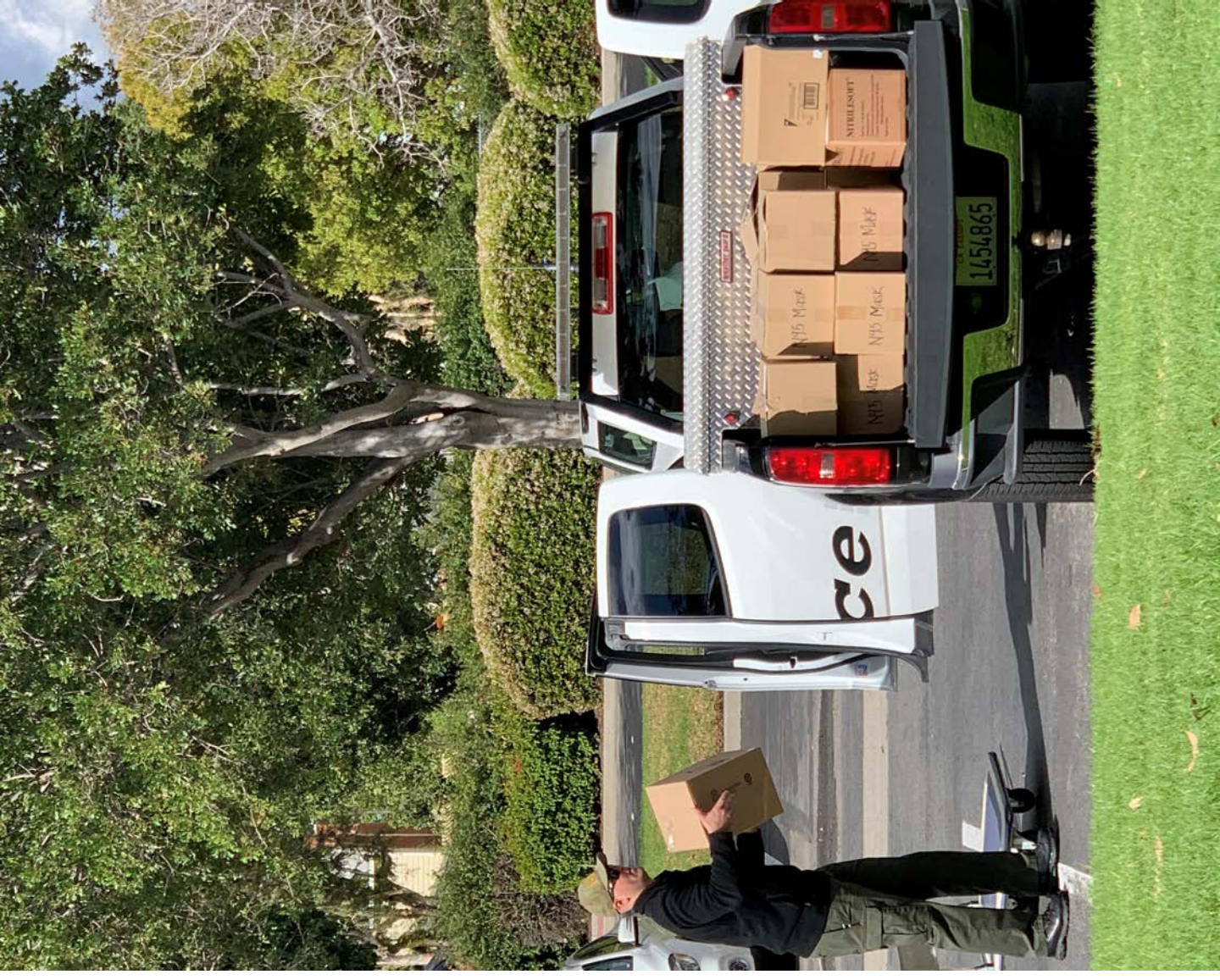
*President* Christopher Loh, MD  
*Vice President* Rod Brown, MBA  
*Clerk of the Board* Richard Loft, MD  
*Director* Mark Hiepler, Esq.  
*Director* Tom Doria, MD

## **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



# Payroll & Labor Costs

## 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 & Service

- 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, 45.6% increase over past elections*
- *Professional Association Memberships*
- *Director and Officer Insurance*

# Risk Management

## Legal & Fiduciary Responsibilities

- External Audit & Actuarial Valuations
- 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*

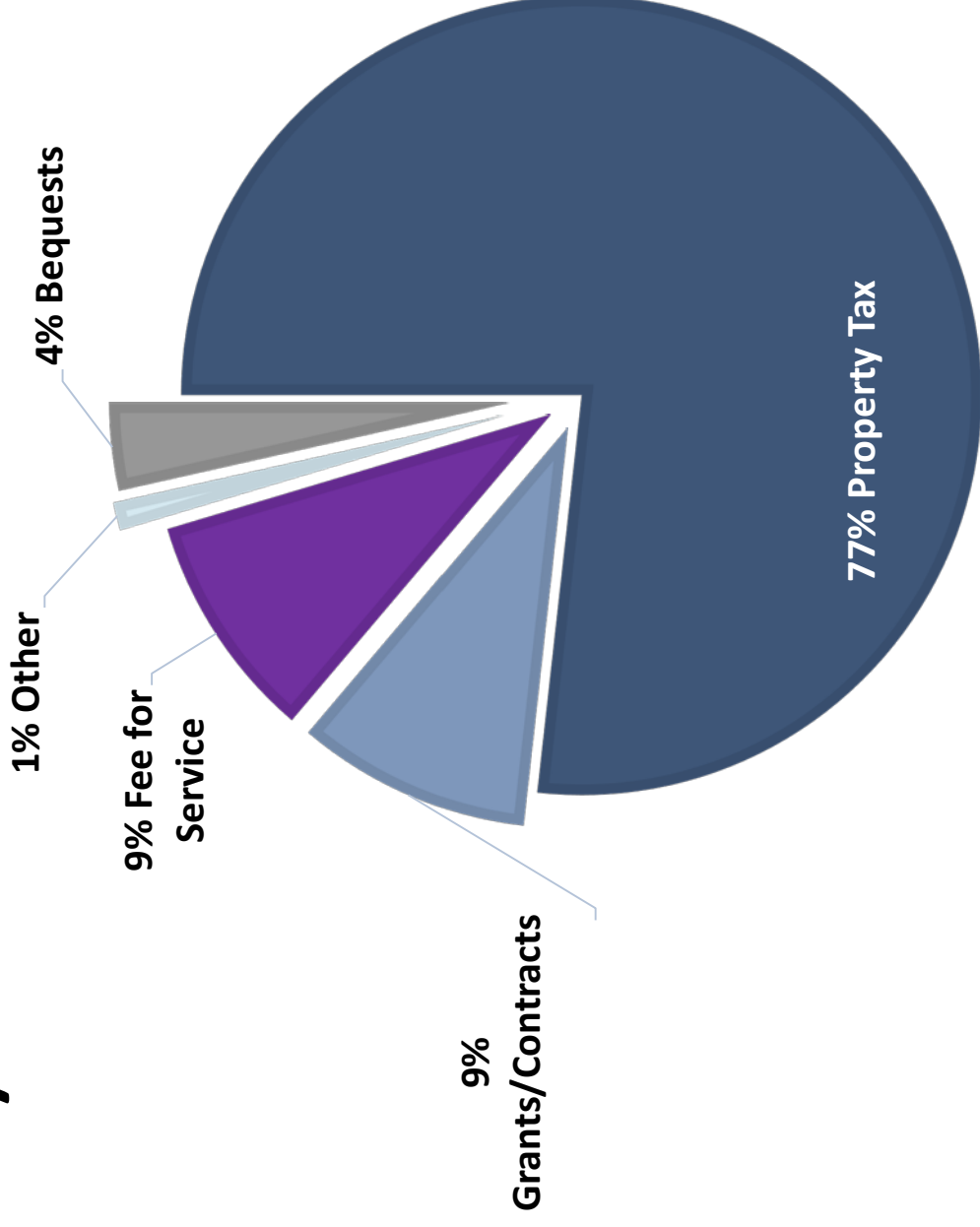
# Departments

This table represents the department names assigned for the purpose of clarity in accounting, reporting and discussion. Through the years departments have changed, discontinued or merged, creating numerical gaps.

Department Number	Department Name	Building
Dept 1	Administration	F
Dept 2	Adult Day Center	E
Dept 4	Lifeline Services	E
Dept 5	Facilities & Community Education	E
Dept 6	Senior Nutrition Program	G
Dept 7	Support Services	--allocated services--
Dept 8	Caregiver Center	H
Dept 9	Transportation Services	E
Dept 11	Care Management Services	G



# Revenue Categories (general)

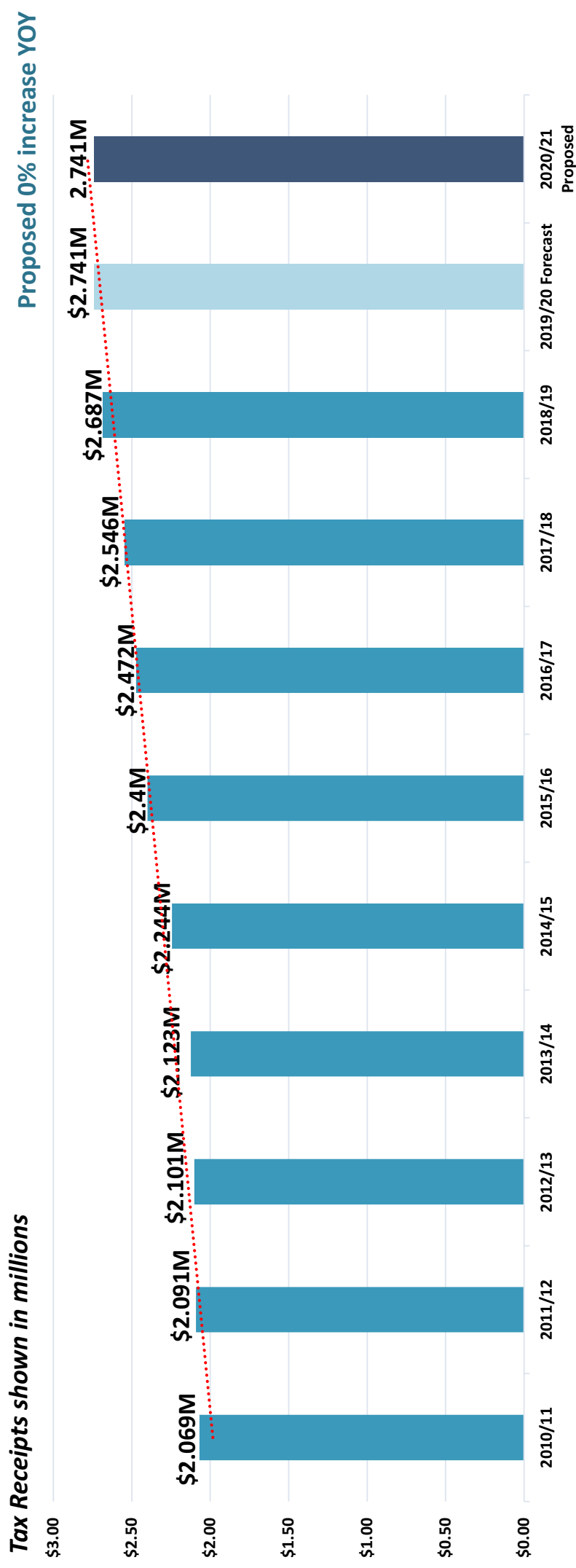


Category	Amount
Property Tax Receipts	\$2,741,713
Fee for Service	\$327,711
Grants & Contracts	\$336,937
Fischer Bequest	\$125,000
Other/Misc	\$39,960
<b>TOTAL</b>	<b>\$3,571,321</b>

	2017/18	2018/19	2019/20	2020/21
Property Tax Receipts	73%	74%	73%	77%
Fee for Service	12%	11%	11%	9%
Grants & Contracts	9%	9%	10%	9%
Fischer Bequest	4%	4%	4%	4%
Other/Misc	2%	2%	2%	1%

# Property Tax Receipts

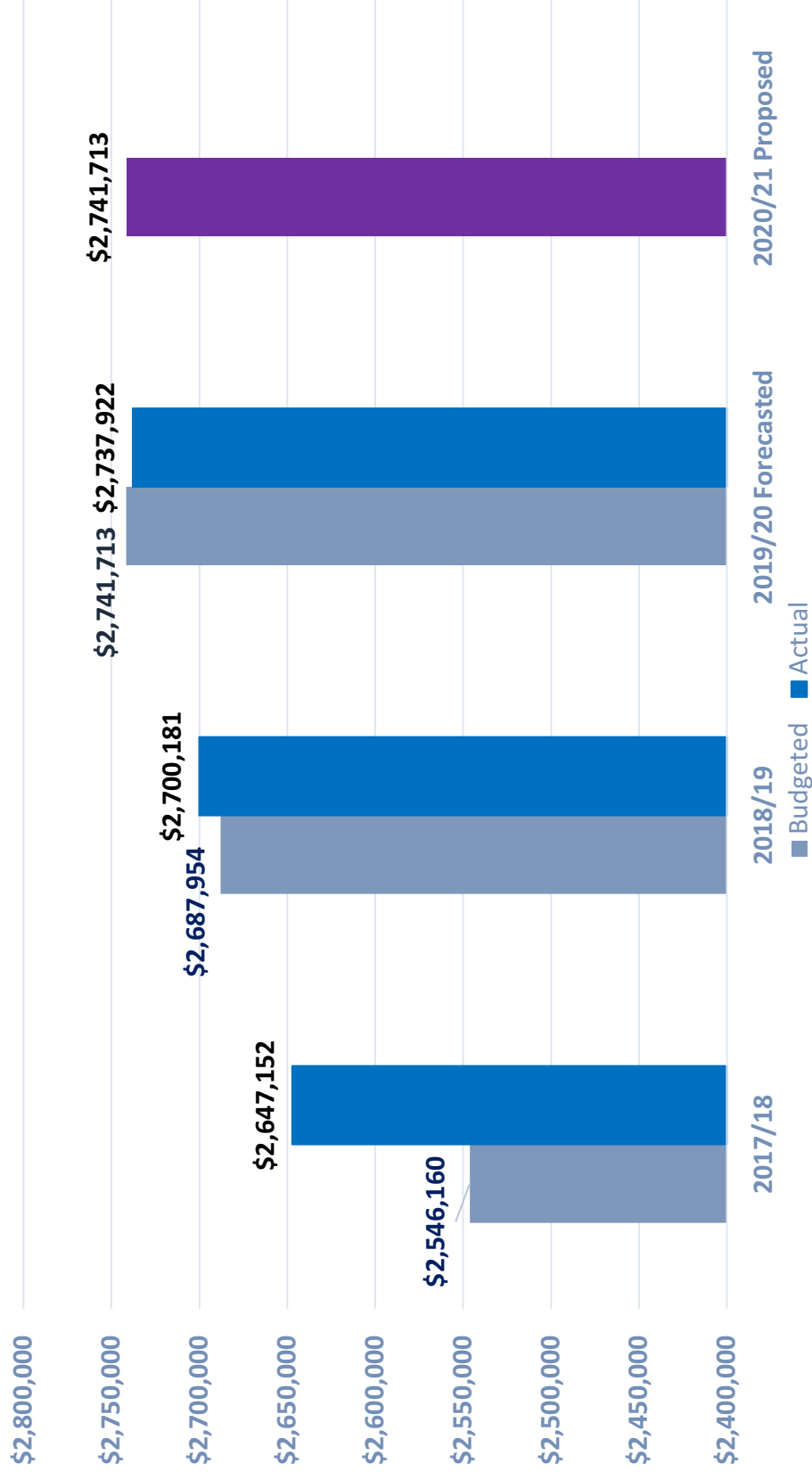
## Historical Perspective



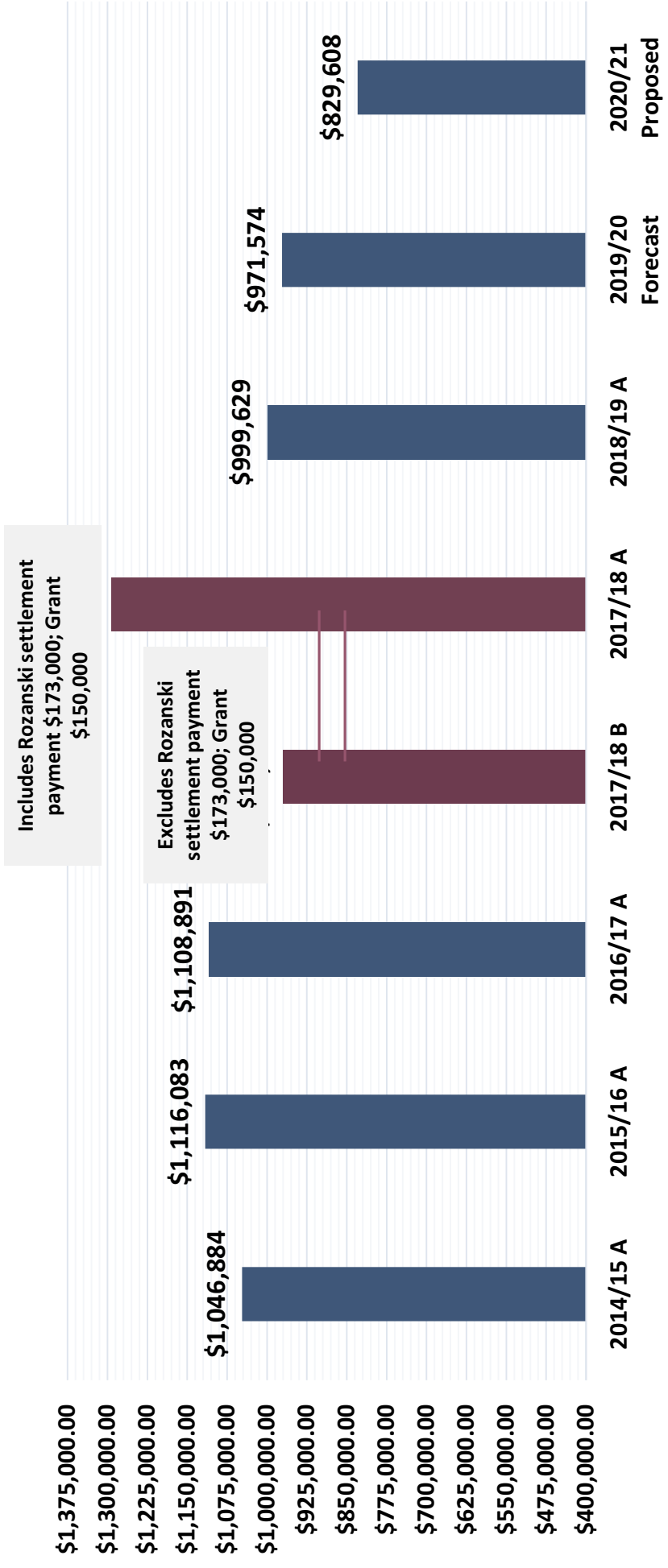
Audited #s except where otherwise noted

# Property Tax Receipts

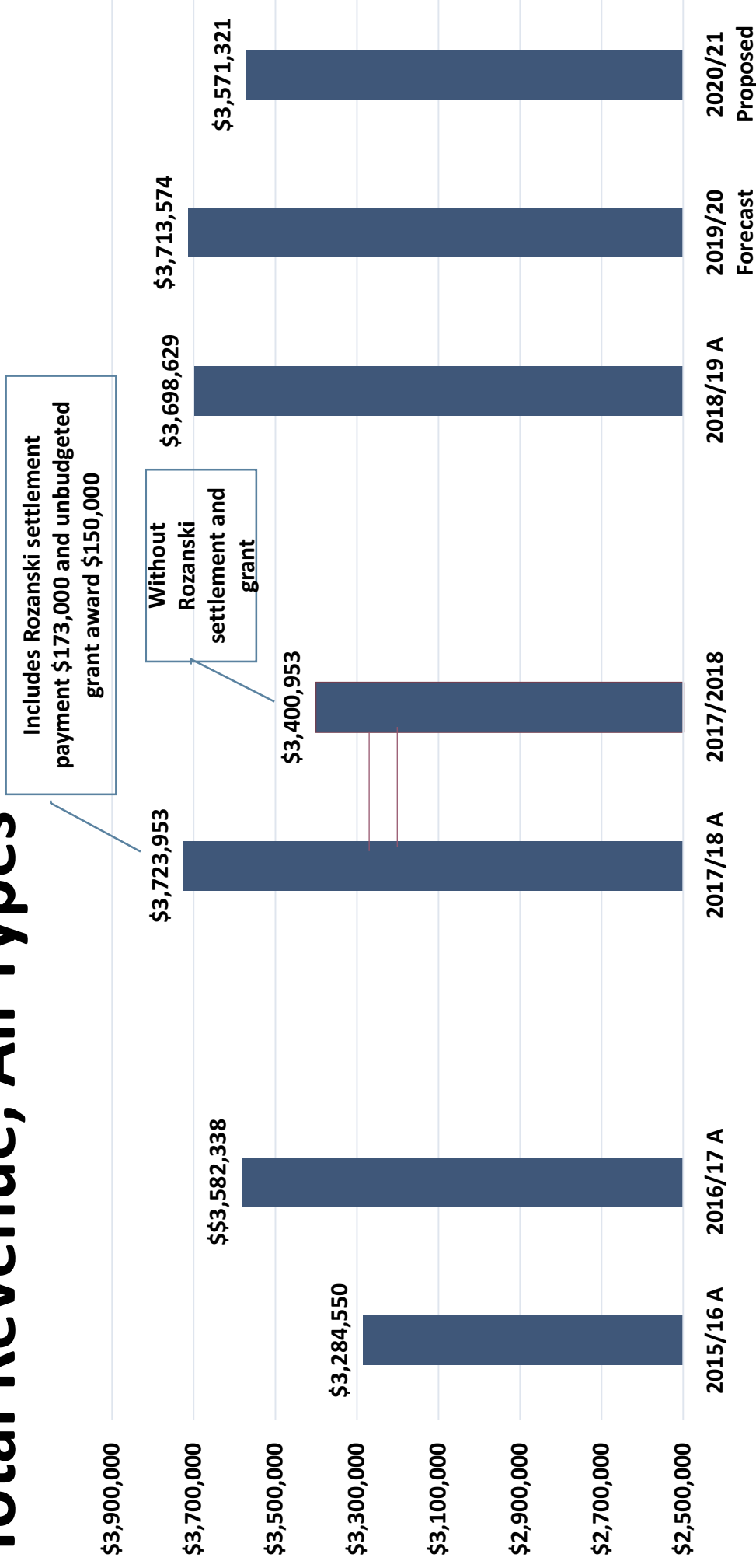
*Budget to Actual, 3-Yr View*



# Non-Property Tax Revenue



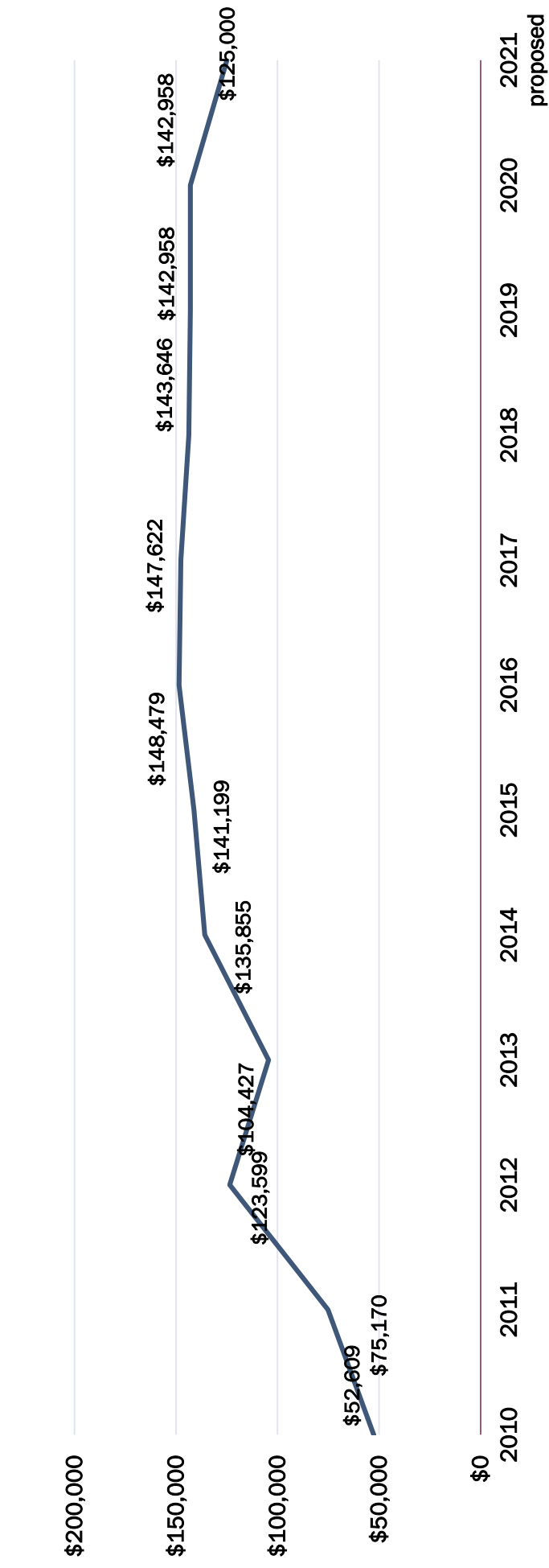
# Total Revenue, All Types



# Russell Fischer Fund Distribution

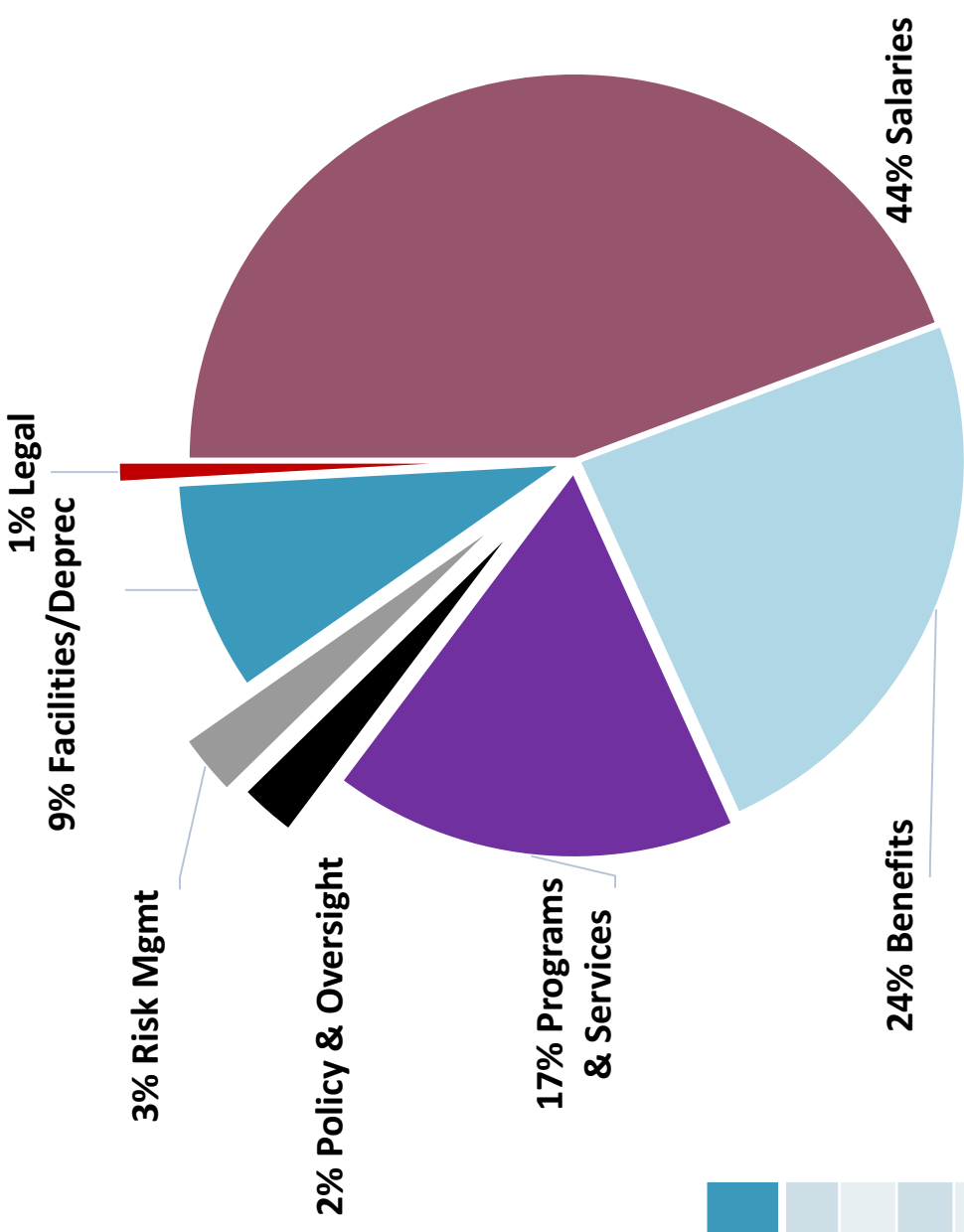
## Transportation Services

**\$1,200,195 since initial distribution**



# Expenditure Categories

Category	Amount
Salary	\$1,519,171
Benefit/OPEB/PERS	\$821,841
Program/Service	\$583,875
Facilities/Deprec	\$303,554
Risk Mgmt	\$89,976
Legal	\$30,000
Policy/Oversight	\$82,466
<b>TOTAL</b>	<b>\$3,430,883</b>



	2017/18	2018/19	2019/20	2020/21
Facilities/Dep	11%	10%	9%	9%
Legal	3%	1%	2%	1%
Policy & Oversight	3%	2%	1%	2%
Programs & Services	16%	18%	17%	17%
Risk Mgmt	2%	1%	1%	3%
Sal/Benefits	67%	68%	70%	68%

# Workforce

As a service agency, the District’s largest expense and most valuable asset is its workforce. One of the Guiding Principles states that we will “*Build(ing) 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*”. The current and proposed positions offer the District an intentional approach to continued success in innovation and excellence in service.

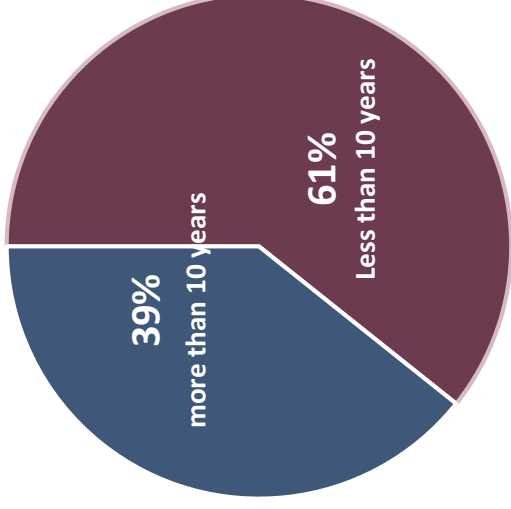
## Current

Tenure	# of EEs
0-5 years	14
6-10 years	3
11-15 years	4
Greater than 15 years	7
<b>TOTAL</b>	<b>28</b>

Hrs/wk	# of EEs
40 hrs/wk	14
39-30 hrs/wk	8
Less than 30 hrs/wk	6

## Proposed

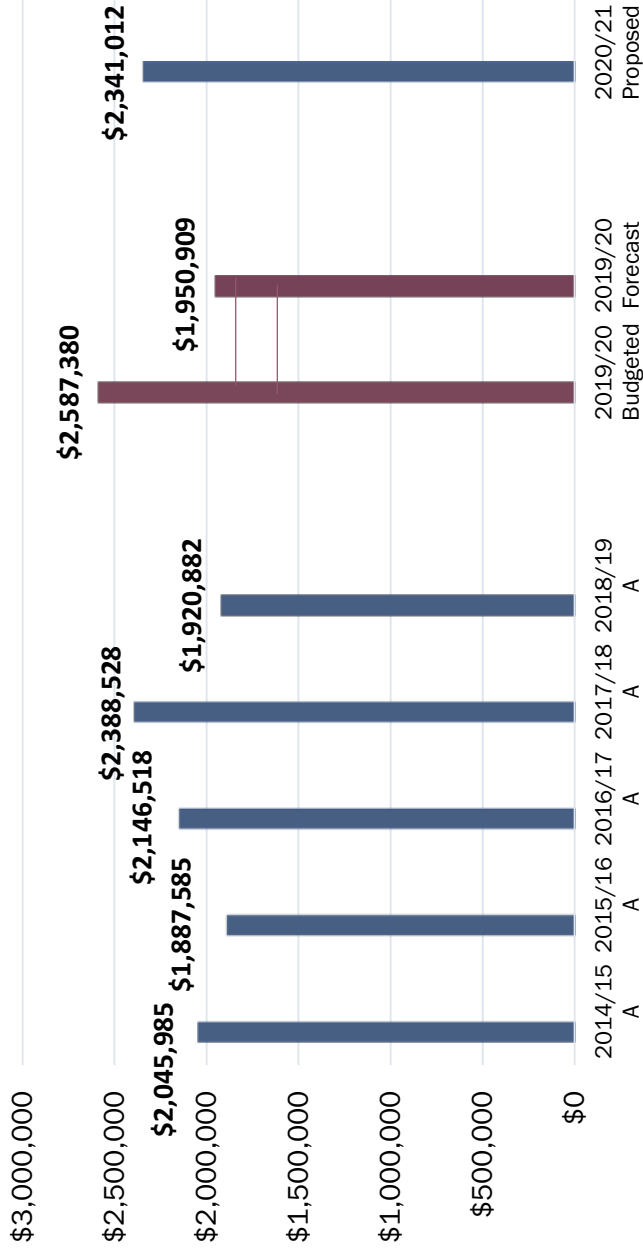
The proposed payroll budget and corresponding labor expense line items reflect a total of 31 positions. There are two open positions and one frozen position.



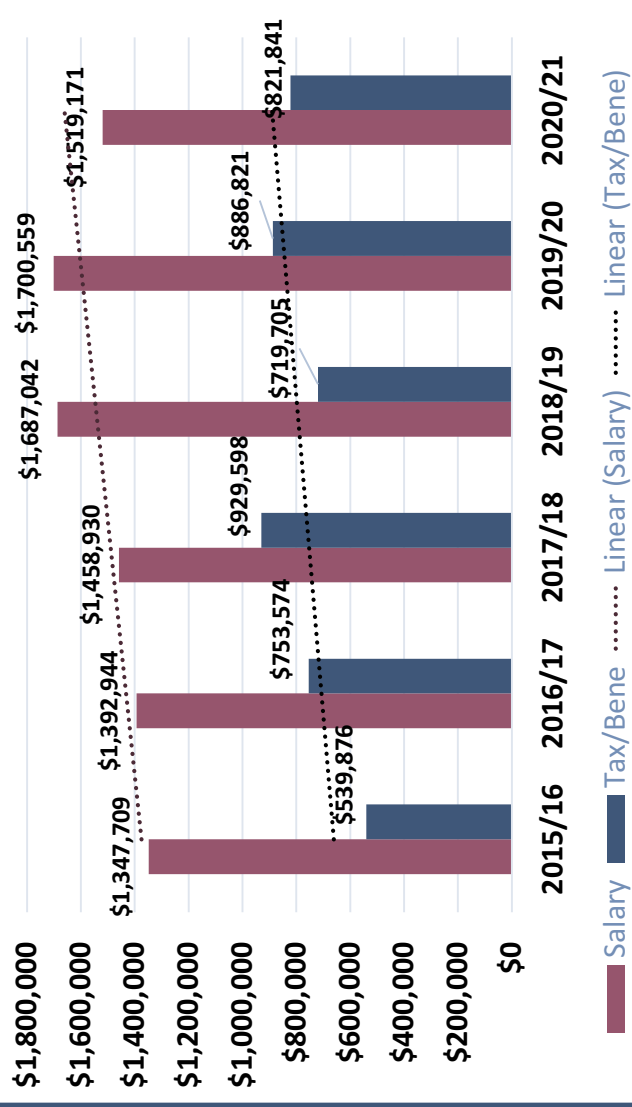


# Labor Costs

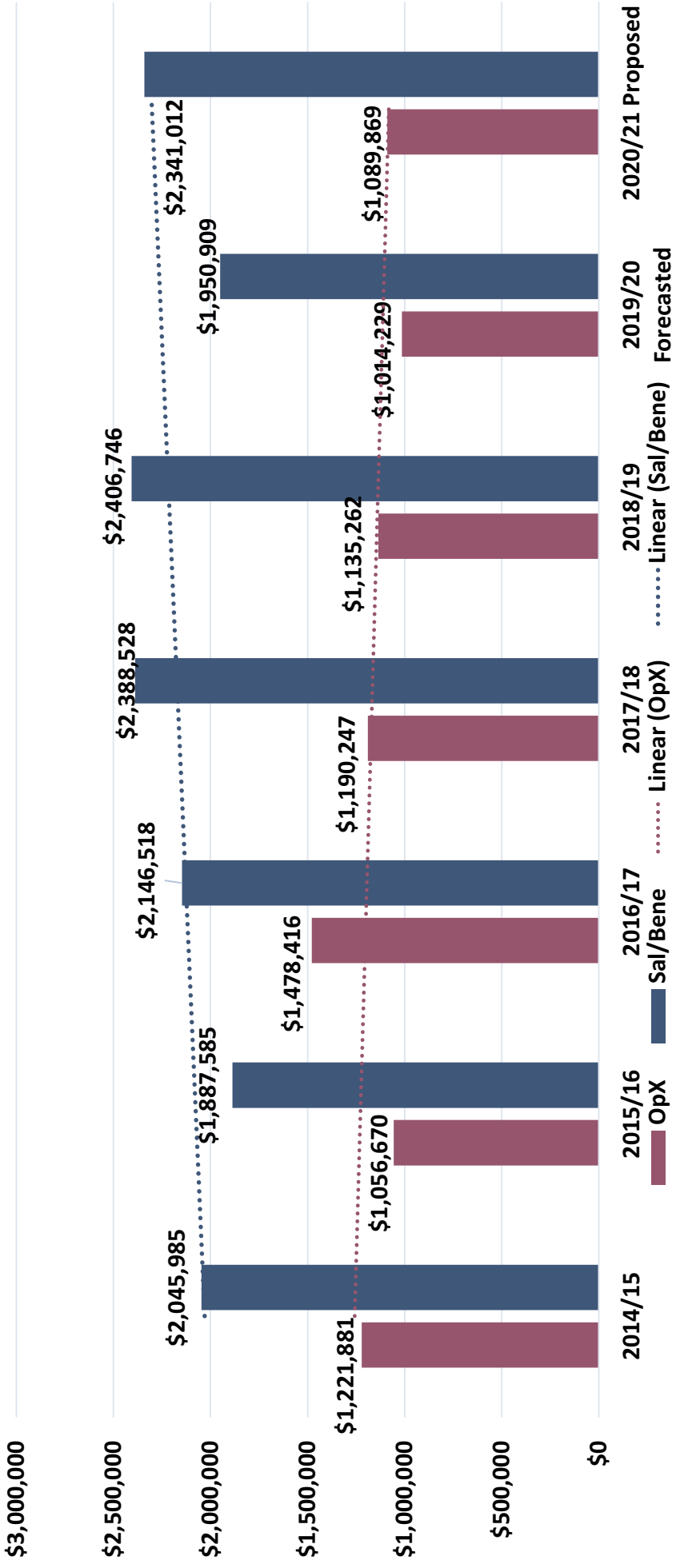
Total Labor Costs: Salary + Benefits



Total Labor Costs: Salary to Benefits Comparison

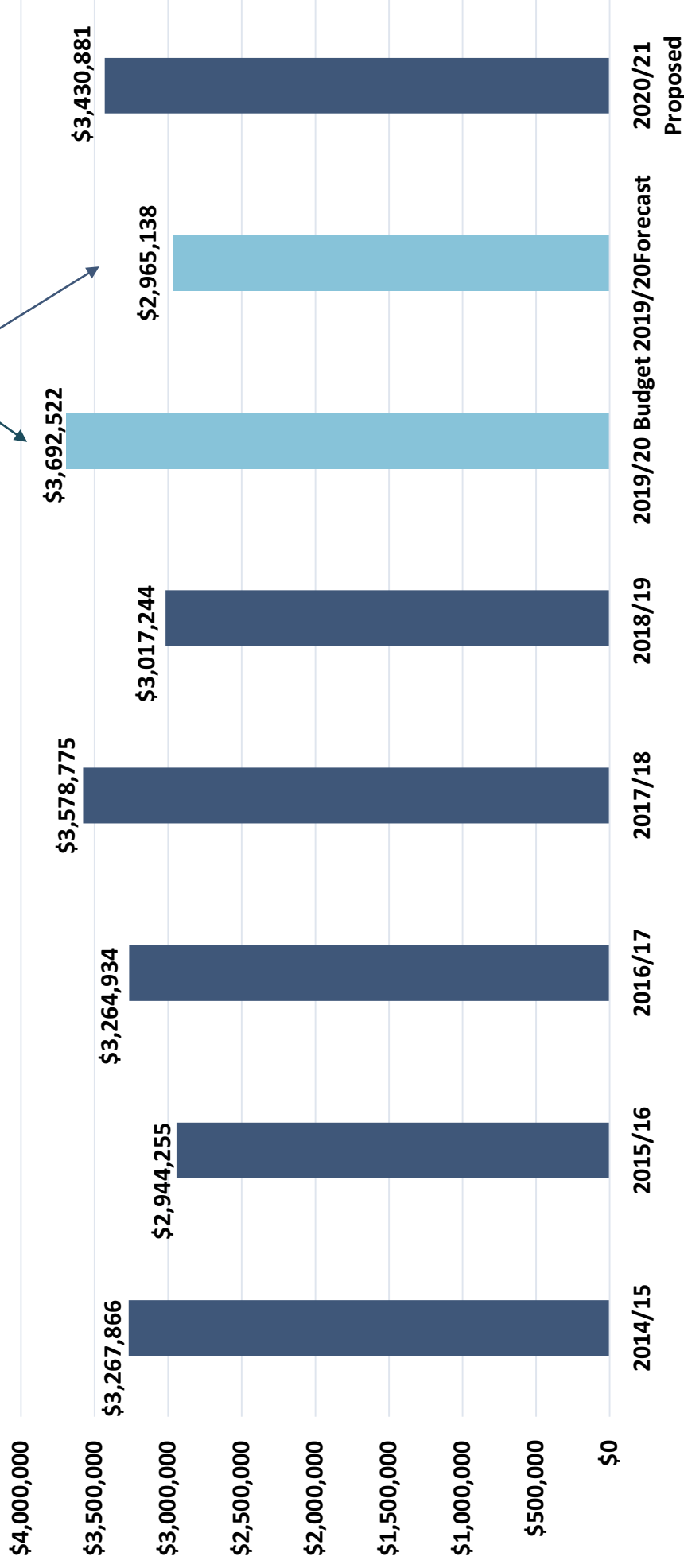


# Operating & Labor Cost Comparison

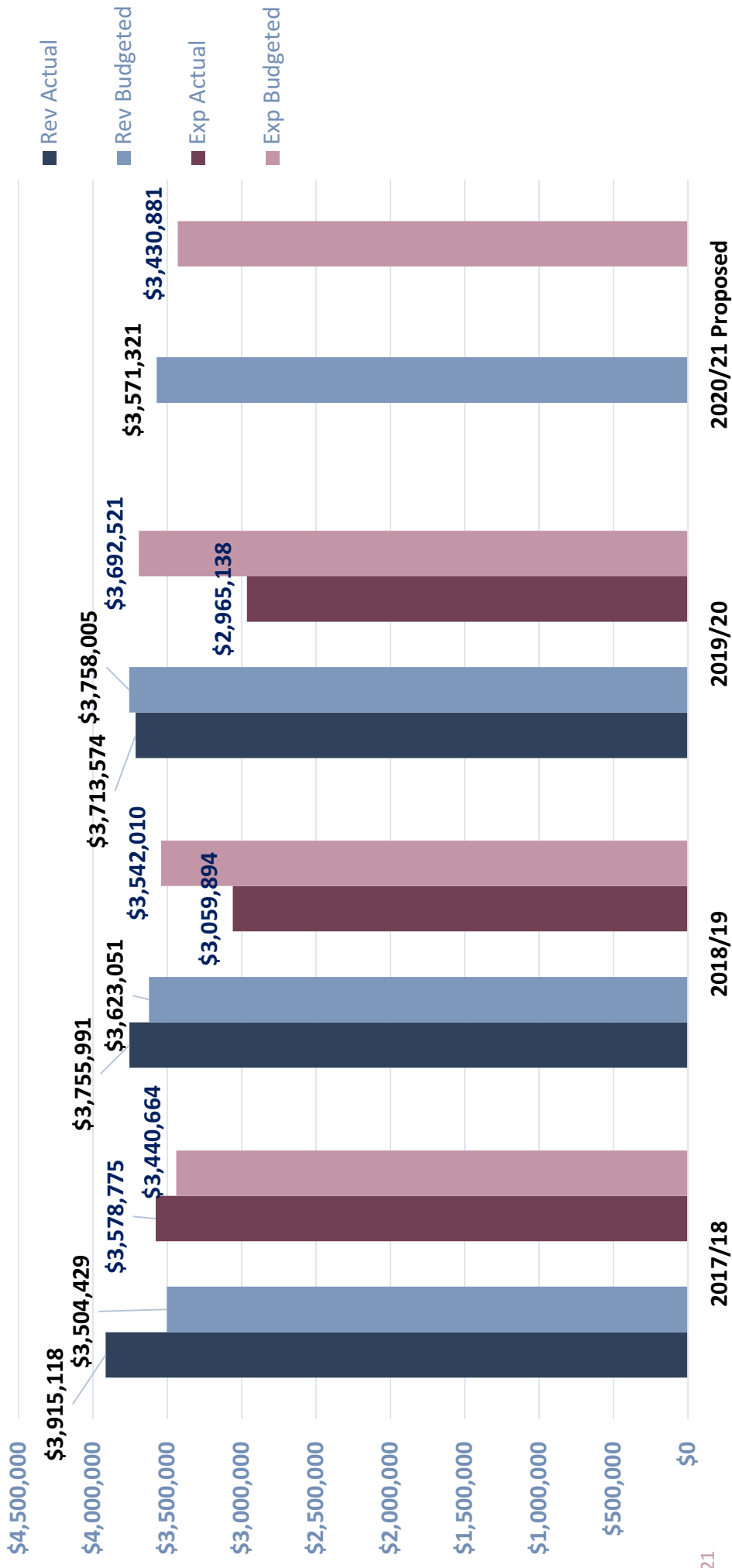


# Total Expenditures

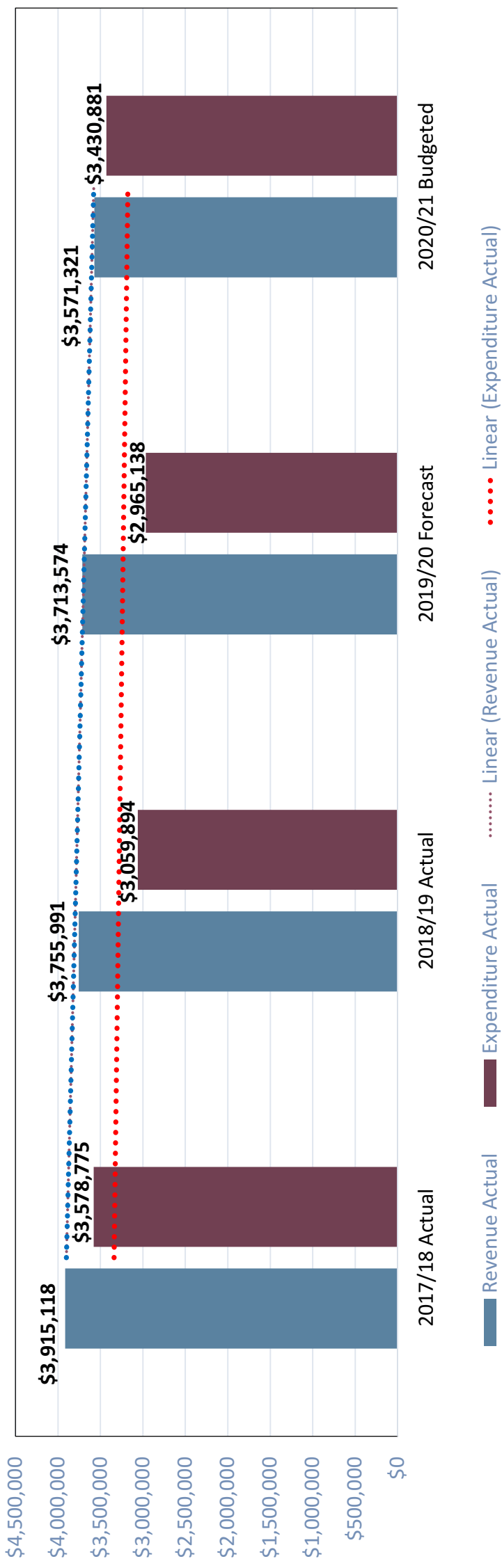
Difference between budget and forecasted ending of 2019/20; adjustments required due to COVID-19



# Total Revenue & Total Expenditures *(all types)*



# Total Revenue & Total Expenditures *(all types)*



# Operating Budget, Consolidated: Proposed

FY 2019/20

Revenues	Amount	Expenses	Amount
Property Tax Rev	\$2,741,713	Salaries/Ben/OPEB	\$2,341,012
Fee for Service	\$327,711	Programs/Services	\$583,875
Grants & Contracts	\$336,937	Facilities/Depreciation	\$303,554
Bequests	\$125,000	Risk Management	\$89,976
Other	<u>\$39,960</u>	Legal	\$30,000
<b>TOTAL REVENUE</b>	<b>\$3,571,321</b>	Policy/Oversight	<u>\$82,466</u>
		<b>TOTAL EXPENSE</b>	<b>\$3,430,883*</b>

Total Consolidated	
Revenue	\$3,571,321
Total Expenses	\$3,430,881*
<b>NET POSITION</b>	<b>\$140,440</b>

\*Rounding

# Capital Budget: Proposed

FY 2020/21

Department	Description	Quantity	Unit price	Amt not to exceed
Facilities	HVAC Rooftop unit #6; Install approx. 1983; 20 yr X; Adult Day Center	2	\$6,500	\$13,000
Facilities	Dividing Wall Custom folding wall/room divider; Sequoia 1 & 2; current equipment installed 2001	1	\$15,000	\$15,000
Facilities	AV Equipment; Remote/Telehealth Education Room	1 room augmentation	\$15,000	\$15,000
	<i>Sub-total</i>			<b>\$43,000</b>
	<i>Contingency</i>			<b>\$4,300</b>
	<b>TOTAL</b>			<b>\$47,300</b>



**SECTION 8**

**ITEMS FOR BOARD ACTION**

**SECTION 8-B  
REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND  
RECOMMENDATION FOR APPROVAL TO EXTEND THE CHIEF EXECUTIVE  
OFFICER EMPLOYMENT AGREEMENT UNTIL JUNE 30, 2023**

**JUNE 09, 2020**



## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“**Agreement**”) is dated effective July 1, 2019, 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 Ralston** (“**Employee**”).

1. **EMPLOYMENT TERM.** Employee’s employment term shall commence on July 1, 2019, and shall continue until June 30, ~~2023~~<sup>2022</sup> 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-Seven Thousand Nine Hundred and Seventy-Five Dollars and Twenty cents (\$177,975.20), payable on such schedule as CHCD employs for general payroll purposes.

3.2. **Vacation.** Employee shall accrue 280 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: \_\_\_\_\_  
Christopher Loh, MD  
President of the Board of Directors

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

**Kara Ralston**

By: \_\_\_\_\_  
Kara Ralston  
Chief Executive Officer

## 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.**

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Date

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Kara Ralston, Chief Executive Officer



**SECTION 8**

**ITEMS FOR BOARD ACTION**

**SECTION 8-C**

**REVIEW/ DISCUSSION/ACTION – IT IS THE RECOMMENDATION OF  
ADMINISTRATION THAT THE JUNE 23, 2020 BOARD OF DIRECTORS  
MEETING BE WAIVED IF THE OPERATING AND CAPITAL BUDGETS FOR  
FISCAL YEAR 2020/2021 ARE APPROVED ON THE  
FIRST READING, JUNE 09, 2020.**

**JUNE 09, 2020**



**SECTION 9**

**CHIEF EXECUTIVE OFFICER REPORT**

**JUNE 09, 2020**



**SECTION 10**

**BOARD PRESIDENT REPORT**

**JUNE 09, 2020**





**SECTION 11**

**BOARD MEMBERS COMMENTS AND/OR REPORTS**

**JUNE 09, 2020**