



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

**Regular Board Meeting**

**November 17, 2020**

**Zoom Meeting**

**Camarillo Health Care District Board of Directors Meeting  
November 17, 2020, 12:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

<https://zoom.us/j/97929068250?pwd=RjY5cE5ucXc5OEEd3ZEY5SkxKcHV5QT09>

**Meeting ID: 979 2906 8250 - Passcode: 252166**

One tap mobile

+16699009128,,97929068250# US (San Jose) 12532158782,,97929068250# US  
+(Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 979 2906 8250



## **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 COVID-19 Emergency**

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





## **2021 Board Meeting Calendar**

January 26, 2021, 12:00 p.m.

February 23, 2021, 12:00 p.m.

March 23, 2021, 12:00 p.m.

April 27, 2021, 12:00 p.m.

May 25, 2021, 12:00 p.m.

June 8, 2021, 12:00 p.m. (Budget)

June 22, 2021, 12:00 p.m. (If Needed)

July 27, 2021, 12:00 p.m.

August – Dark

September 28, 2021, 12:00 p.m.

October 26, 2021, 12:00 p.m.

November 16, 2021, 8:30 a.m. (Board Work Study)

December - Dark





**Agenda – November 17, 2020 – 12:00 p.m.**

**Regular Meeting of the Board of Directors - Zoom Meeting**

**Join Zoom Meeting**

<https://zoom.us/j/97929068250?pwd=RjY5cE5ucXc5OEEd3ZEY5SkxKcHV5QT09>

Meeting ID: 979 2906 8250 Passcode: 252166

One tap mobile

+16699009128,,97929068250# US (San Jose) +12532158782,,97929068250# US (Tacoma)

Dial by your location - +1 669 900 9128 US (San Jose)

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. To observe and /or participate in the Board meeting you are welcome to join our Zoom Meeting.

**Zoom Meeting**

**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

**Participants**

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

**Staff**

Kara Ralston, Chief Executive Officer  
Sonia Amezcua, Chief Administrative Officer  
Karen Valentine, Clerk to the Board  
Blair Barker, Care Services Director (Caregiver Ctr)  
Lynette Harvey, Clinical Services Director  
Mary Ann Ratto, Adult Day Services Director  
Luis Morales, III, Health Promotion Coach

**1. CALL TO ORDER**

**2. ROLL CALL**

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

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

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

COVID-19 RESPONSE: The Board reserves this time to hear from the public. If you wish to make a general public comment, or comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Monday, November 16, 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. PRESENTATION - None**

**7. CONSENT AGENDA**

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

- A. Approval of the Minutes of the Regular Board Meeting of October 27, 2020. **(Please see Section 7-A)**
- B. Approval of the Minutes of the Finance/Investment Committee Meeting of October 27, 2020. **(Please see Section 7-B)**
- C. Approval of the Minutes of the Executive/Agenda Building Committee Meeting of November 10, 2020. **(Please see Section 7-C)**

**Suggested Motion:** Motion to approve Consent Agenda as presented.

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

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

**9. ITEMS FOR ACTION**

- A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of, District disbursements for period ending October 31, 2020. **(Please see Section 9-A)**

**Suggested Motion:** Motion to approve District disbursements, financial reports, and monthly investment report for period ending October 31, 2020.

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

- B. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of Quarterly Investment Report for quarter ending September 30, 2020. **(Please see Section 9-B)**

**Suggested Motion:** Motion to approve Quarterly Investment Report period ending September 30, 2020.

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

- C. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of Policy Notice to Employees in the Event of a Potential Workplace COVID-19 Exposure. This policy is designed to address relevant AB 685 reporting amendments, which become effective immediately upon adoption, and will remain operative until December 31, 2022, unless extended by the District. **(Please see Section 9-C)**

**Suggested Motion:** Motion to approve Policy Notice to Employees in the Event of a Potential Workplace COVID-19 Exposure.

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



10. **BOARD REORGANIZATION**

**Call for Nominations:**

**A. PRESIDENT \_\_\_\_\_**

Nomination by \_\_\_\_\_

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

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

**B. VICE PRESIDENT \_\_\_\_\_**

Nomination by \_\_\_\_\_

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

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

**C. CLERK OF THE BOARD \_\_\_\_\_**

Nomination by \_\_\_\_\_

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

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

11. **CHIEF EXECUTIVE OFFICER REPORT**

- **Pursuant to** California Elections Code §10515, there being only one person who filed a Declaration of Candidacy for each office to be filled and no petition having been filed, the election scheduled for the 3<sup>rd</sup> day of November 2020, shall not be held. Therefore, the Board of Supervisors shall appoint Christopher Loh, Division 1, Thomas Doria, Division 2, and Mark O. Hiepler, Division 3, who shall take office and serve exactly as if elected at the general district election.
- **Program Reports – Power Point**

12. **BOARD PRESIDENT REPORT**

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

**14. FUTURE MEETING AND EVENTS**

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<b><u>Board of Directors Meetings</u></b>	
• <b>Full Board:</b>	<b>December 2020 - Dark</b>
• <b>Executive Committee: Loh, Brown</b>	Tuesday, January 19, 2021, 12:00 p.m.
• <b>Finance Committee</b>	Tuesday, January 26, 2021, <b>10:30 a.m.</b>
• <b>Full Board</b>	Tuesday, January 26, 2021, 12:00 p.m.
• <b>Executive Committee:</b>	Tuesday, February 16, 2021, 12:00 p.m.
• <b>Full Board:</b>	Tuesday, February 23, 2021, 12:00 p.m.
• <b>Executive Committee:</b>	Tuesday, March 16, 2021, 12:00 p.m.
• <b>Full Board:</b>	Tuesday, March 23, 2021, 12:00 p.m.

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**15. ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors is adjourned in recognition and appreciation of Renee Murphy on her retirement, and for 21 years of service. Meeting 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, November 13, 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, November 16, 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.

November 17, 2020





**SECTION 6**

**PRESENTATION**

**November 17, 2020**





**SECTION 7**

**CONSENT AGENDA**

**SECTION 7-A  
APPROVAL OF MINUTES OF  
THE REGULAR BOARD MEETING OF OCTOBER 27, 2020**

**November 17, 2020**



## MINUTES

October 27, 2020

### Regular Meeting of the Board of Directors Zoom Meeting – Meeting ID: 994 8092 0768

#### **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  
Karen Valentine, Clerk to the Board

#### **Participants:**

Rick Wood, *Financial Services Vendor, CSDA*

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, October 27, 2020, at 12:04 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 12:10 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 September 30, 2020.

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

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

**Nays:** None

**Absent:** None



**B. Review/ Discussion /Action** – Consideration, discussion, and the Finance/Investment Committee’s recommendation for approval of revision to District Policy 1150, Reserve Policy.

It was **MOVED** by Director Doria, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve revision to District Policy 1150, Reserve Policy.

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

**C. Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of District Resolution 20-09, Recognizing November 2020, as National Family Caregivers Month. The District currently has the largest Caregiver Center in Ventura County.

It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-09, Recognizing November 2020 as National Family Caregivers Month.

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

**8. Chief Executive Officer Report**

CEO Kara Ralston reported that services closed or limited by COVID-19 continue with reopening efforts, existing programs appropriate for virtual platforms continue to be developed, and new service lines continue to be sought and developed. Digital Bridge and Zoom Room have both seen increased client activity after the press release in the Camarillo Acorn and feature story in “Healthy Attitudes” magazine.

The Adult Day Center reopened September 8 at 25% capacity with nearly all slots booked, October was booked 97%, and November will expand to 2:1 ratio. Transportation service for the ride home only is available and being utilized.

The Caregiver Center has several programs which have successfully been converted to a virtual platform, including Caregiver Support Groups, REACH Program, Care Management, Care Consultations, Powerful Tools for Caregivers class, and Matter of Balance classes.

The Home Delivered Meal Program continues to serve more than 7,000 meals per month.

**9. Board President’s Report**

President, Christopher Loh discussed purchasing iPads or other newer technology for the Digital Bridge Program, bringing the technology to the client’s home.

Director Doria suggested starting a pilot program to bring Zoom Room capabilities to the client’s home for virtual medical appointments.

**10.** Having no further business this meeting was adjourned at 1:05 p.m.

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Richard Loft  
Clerk of the Board



**SECTION 7**

**CONSENT AGENDA**

**SECTION 7-B  
APPROVAL OF MINUTES OF  
THE FINANCE/INVESTMENT COMMITTEE MEETING OF OCTOBER 27, 2020.**

**November 17, 2020**

## MINUTES

October 27, 2020

**Finance/Investment Committee Meeting**  
Camarillo Health Care District Board of Directors  
**Zoom Meeting**  
**Meeting ID: 954 8192 5134**

**Board of Directors**

Tom Doria, MD, Director

**Staff**

Kara Ralston, Chief Executive Officer

Karen Valentine, Clerk to the Board

**Participants:**

Rick Wood, CSDA Financial Services

- 
1. **Call to Order** – The Finance/Investment Committee Meeting was called to order by Director Doria at 11:04 a.m.
  2. No public comment.
  3. Cash Investments – Reviewed the banking and investment results, and tax revenue for quarter ending September 30, 2020.
  4. Reviewed Preliminary Operating Results and Departmental Activities for quarter ending September 30, 2020.
  5. Reviewed District Disbursements and check record comparison for quarter ending September 30, 2020. Director Doria inquired on status of quarterly credit card report.
  6. Reviewed District Reserve Report.
  7. CEO Ralston discussed changes to District Policy 1150, Reserve Policy, deleting Section 1150.1. Director Doria agreed to bring it to the October 27, 2020 Regular Board of Directors Meeting.
  8. CEO Ralston presented the quarterly legal review.
  9. CEO Ralston discussed the effects of COVID-19 closures on District revenue and expenses. Rick Wood, CSDA Financial Services, discussed possible long-term effects of COVID-19 closures.
  10. The next Finance/Investment Committee Meeting will be held on January 26, 2021, at 10:30 a.m.
  11. Having no further business, this meeting is adjourned at 12:00 p.m.

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Tom Doria  
Director



**SECTION 7**

**CONSENT AGENDA**

**SECTION 7-C  
APPROVAL OF MINUTES OF  
THE EXECUTIVE COMMITTEE MEETING OF NOVEMBER 10, 2020**

**November 17, 2020**

# MINUTES

November 10, 2020

**Executive/Agenda Building Committee Meeting  
Camarillo Health Care District Board of Directors**

**ZOOM MEETING**

<https://zoom.us/j/97259513742?pwd=WkxhTFZrditjcW1rRS9GYjYjYjRkUT09>

Meeting ID: 972 5951 3742 - Passcode: 596973

One tap mobile - +16699009128,,97259513742# US (San Jose)

**Board Members Present:**

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

**Staff Present:**

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

- 
1. **Call to Order** – The Executive Committee Meeting was called to order by President Christopher Loh, at 12:04 p.m.
  2. **Roll Call** – Director Loh, Director Brown
  3. **Public Comment** – No Public Comment
  4. Reviewed the proposed Agenda for the Regular Board Meeting scheduled for November 17, 2020.
  5. **Consent Agenda**
    - A. Reviewed the Minutes of the October 27, 2020 Regular Board of Directors Meeting.
    - B. Reviewed the Minutes of the October 27, 2020 Finance/Investment Committee Meeting.
  6. **Action Items**
    - A. Reviewed District disbursements for period ending October 31, 2020.
    - B. Reviewed Quarterly Investment Report for period ending September 30, 2020.
    - C. Reviewed procedures for Board Reorganization.
    - D. Reviewed Policy for Notice to Employees in the Event of a Potential Workplace COVID-19 Exposure. This Policy is designed to address relevant AB 685 reporting amendments.
  7. **CEO Report** – CEO Ralston discussed District programs and services.
  8. **Board President’s Report**
  9. **Meeting Adjourned at 1:05 p.m.**

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Christopher Loh  
President



**SECTION 8**

**SECTION 8**

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

**November 17, 2020**







**SECTION 9**

**ITEMS FOR BOARD ACTION**

**SECTION 9-A  
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND  
RECOMMENDATION FOR APPROVAL OF DISTRICT DISBURSEMENTS  
FOR PERIOD ENDING OCTOBER 31, 2020.**

**November 17, 2020**

# Camarillo Health Care District

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

Sorted by Vendor

October 2020 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
68451	10/14/2020	ACCESS	Access TLC Caregivers DBA	841.50	V	
68452	10/14/2020	ACHD	ACHD	8,111.00	V	ANN
68440	10/7/2020	DUNCAN	Audree Duncan	107.47	EE	
68431	10/7/2020	B&BMAIL	B & B Mailing Services	1,802.80	V	QTLY
68453	10/14/2020	BETA WC	Beta Healthcare Group	6,957.00	V	
68462	10/21/2020	BETA	Beta Healthcare Group	3,029.50	V	MO
68463	10/21/2020	BETA WC	Beta Healthcare Group	2,487.00	V	MO
68444	10/7/2020	KNOX	Carrie Knox	95.00	V	
68446	10/7/2020	LOH	Christopher Loh, MD	200.00	B	
68432	10/7/2020	CMH	CMH Centers for Family Health	170.00	V	
68464	10/21/2020	COLANTUONO	Colantuono, Highsmith, Whatley, PC	1,707.50	V	
68454	10/14/2020	COMFORT	Comfort Keepers dba	1,224.00	V	
68455	10/14/2020	COMMANDER	Commander Printed Products	8,301.70	V	QTLY
68465	10/21/2020	CONEJO AWARD	Conejo Awards Corp	81.51	V	
68433	10/7/2020	CPI	CPI Solutions, Inc	960.02	V	
68456	10/14/2020	CPI	CPI Solutions, Inc	4,397.60	V	MO,Sep
68466	10/21/2020	CPI	CPI Solutions, Inc	4,400.10	V	MO,Oct
68434	10/7/2020	CSDA	CSDA Financial Serv	330.00	V	
68467	10/21/2020	CSDA	CSDA Financial Serv	7,478.00	V	ANN
68468	10/21/2020	DMV	Dept of Motor Services	5.00	V	
68435	10/7/2020	DIGITAL	Digital Deployment, Inc	200.00	V	MO
68437	10/7/2020	DOCUMENT SYS	Document Systems (DBA)	145.86	V	QTLY
68469	10/21/2020	DOCUMENT SYS	Document Systems (DBA)	190.73	V	QTLY
68439	10/7/2020	DOS CAMINOS	Dos Caminos Plaza	5,150.20	V	MO
68478	10/28/2020	NEWSOM	Eileen Newsom	100.00	F	
68470	10/21/2020	FANNING	Fanning & Karrh, CPAs	10,000.00	V	
68441	10/7/2020	FRONTIER	Frontier Communications	130.98	V	MO
68442	10/7/2020	HARTFORD	Hartford Life	1,035.64	V	MO
68471	10/21/2020	HAYMAN	Hayman Consulting dba	912.00	V	
68457	10/14/2020	HOME REMEDIE	Home Remedies dba	1,500.00	V	
68472	10/21/2020	ITS	Integrated Telemanagement Services, Inc	913.33	V	MO
68475	10/21/2020	PFEILER	Joe Pfeiler	40.00	Transp	refund
68443	10/7/2020	JTS	JTS Facility Services	1,850.00	V	MO
68436	10/7/2020	DO	Juliann Do	76.99	EE	
68479	10/28/2020	PETERSON	Kathleen Peterson	100.00	F	
68473	10/21/2020	KEARNS	Kearns Electric Company	278.75	V	
68458	10/14/2020	LEAF	Leaf	2,113.93	V	MO
68447	10/7/2020	METLIFE	MetLife Small Business	923.14	V	MO
68474	10/21/2020	PETTY	Petty Cash - Administrat	248.54		
68445	10/7/2020	LOFT	Richard Loft, MD	100.00	B	
68448	10/7/2020	SAFEWAY	Safeway Inc	45.65	V	
68480	10/28/2020	SO CA EDISON	Southern California Edison	2,523.78	V	MO

# Camarillo Health Care District

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

Sorted by Check Number

October 2020 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
68459	10/14/2020	SO CA GAS	Southern California Gas	256.97	V	MO
68476	10/21/2020	STAPLES	Staples Business Advantage	682.02	V	
68438	10/7/2020	DORIA	Thomas Doria, MD	100.00	B	
68449	10/7/2020	THOMSON	Thomson Reuters	480.00	V	ANN
68481	10/28/2020	TIM'S RELIAB	Timothy Jawork's Reliable Window	166.25	V	MO
68482	10/28/2020	TROPICAL	Tropical Car Wash	208.00	V	MO
68460	10/14/2020	UMPQUA	Umpqua Bank	4,054.61	V	
68477	10/21/2020	VALIC	VALIC	1,186.50	V	MO
68450	10/7/2020	VISION	Vision Services Plan	206.08	V	MO
68461	10/14/2020	VOYAGER	Voyager Fleet Systems Inc	348.75	V	MO

Cash account Total 88,955.40

Report Total 88,955.40

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

## Check Register Monthly Comparison

### FY 2020/21

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$155,740	\$47,551	\$147,667	\$88,955									\$109,978
<b>YTD Total</b>											<b>\$439,914</b>	

Notes FY 20/21:

July '20 Annual insurances

Sep '20 ADC Construction Loan pmt \$99K #6 of 7

### FY 2019/20

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$148,320	\$83,532	\$172,880	\$100,718	\$57,749	\$73,885	\$84,153	\$73,422	\$55,954	\$93,468	\$74,435	\$67,549	\$90,505
<b>YTD Total</b>											<b>\$1,086,065</b>	

Notes FY 19/20:

July '19 Annual insurances

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

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

**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 9**

**ITEMS FOR BOARD ACTION**

**SECTION 9-B  
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND  
RECOMMENDATION FOR APPROVAL OF QUARTERLY INVESTMENT  
REPORT FOR PERIOD ENDING SEPTEMBER 30, 2020.**

**November 17, 2020**

Camarillo Health Care District  
Cash Investment Report  
Q1 Ending September 30, 2020 (JulAugSep2020)

	Notes	Balance as of 6/30/20	Interest Rate at 9/30/20	Interest Earned	Deposits	Withdrawals	Transfers	Current Balance 9/30/20	% of Total Restricted/ Non-Restricted
<b>Restricted Cash Accounts</b>									
Funds - Restricted Scholarship	1	\$ 5,599	n/a	n/a				\$ 5,599	100.0%
<b>Total Restricted Cash</b>		<b>\$ 5,599</b>		<b>\$ -</b>				<b>\$ 5,599</b>	<b>100%</b>
<b>Non-Restricted Cash Accounts and Investments</b>									
Local Agency Investment Fund (LAIF)	2,3	\$ 3,605,316	0.84%	\$ 7,275	\$ 12,891		\$ (600,000)	\$ 3,018,207	78.6%
Bank of the West General	3,4,5	492,518	n/a	n/a	240,600	(956,125)	600,000	376,993	9.8%
Mechanics Bus. Savings	6	154,437	0.08%	32	2,553			157,021	4.1%
Mechanics Bus. Checking		280,713	0.01%	6	-	(29)		280,691	7.3%
Ventura County Treasurer Pool	7	5,304	1.50%		74	-		5,377	0.1%
Petty and Cash Drawer Accounts		1,155	n/a	n/a				1,155	0.0%
<b>Unrestricted Cash and Investments</b>		<b>\$ 4,539,444</b>		<b>\$ 7,313</b>				<b>\$ 3,839,444</b>	<b>100%</b>
<b>Total Cash and Investments</b>		<b>\$ 4,545,042</b>		<b>\$ 7,313</b>				<b>\$ 3,845,043</b>	
<b>Change during quarter</b>								<b>\$ (699,999)</b>	

1. No activity in the **Scholarship** fund
2. \$12,890.97 was deposited into **LAIF from QE June 2020 interest** and \$7,274.51 will be received in October for QE September interest
3. \$600,000 was transferred from LAIF to BOTW General
4. \$240,600 was deposited into **Bank of the West General** account
5. \$956,125 was withdrawn from **Bank of the West General** account to pay quarterly payables
6. \$2,553 was deposited in **Merchant Business Savings**; this is the cash deposits account
7. \$74 was deposited into **County Treasurer Pool** for interest earned quarters ended March and June 2020. September interest statement not received.

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

*Per California Government Code Section 53600 et. Seq., specifically section 53646 and section 53607, the attached investment report details all investment related activity in the current period. Camarillo Health Care District's (CHCD) investable funds are currently invested in LAIF and with the Ventura County Treasurer's investment pool, and their individual investment transactions are not reportable under the Government code. That said, CHCD's investment policy has taken a prudent investment course, in compliance with the "Prudent Investor's Policy" designed to protect public funds.*



## **SECTION 9**

### **ITEMS FOR BOARD ACTION**

#### **SECTION 9-C**

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND RECOMMENDATION FOR APPROVAL OF POLICY NOTICE TO EMPLOYEES IN THE EVENT OF A POTENTIAL WORKPLACE COVID-19 EXPOSURE. THIS POLICY IS DESIGNED TO ADDRESS RELEVANT AB 685 REPORTING AMENDMENTS, WHICH BECOME EFFECTIVE IMMEDIATELY UPON ADOPTION, AND WILL REMAIN OPERATIVE UNTIL DECEMBER 31, 2022, UNLESS EXTENDED BY THE DISTRICT.**

**November 17, 2020**

**POLICY FOR NOTICE TO EMPLOYEES  
IN THE EVENT OF A POTENTIAL WORKPLACE COVID-19 EXPOSURE**

*This Notice to Employees in the Event of a Potential Workplace COVID-19 Exposure (“Policy”) will apply with equal force to all Camarillo Health Care District (District) operations, and at all District worksites and facilities. This Policy supersedes any contrary provision of the Camarillo Health Care District’s (“District”) Personnel Employees Policies Handbook. Any provision of a current or subsequent Ventura County Health Officer Order or federal, state, or municipal order supersedes any contrary provision of this Policy. This Policy is designed to address relevant AB 685 reporting amendments, which become effective January 1, 2021. This Policy shall become effective immediately upon adoption, and will remain operative until December 31, 2022, unless extended by the District.*

Should the District receive notice of a potential workplace exposure to the virus that causes COVID-19, the District will undertake each of the following actions within one (1) business day of receiving such notice:

**1. PROVIDE WRITTEN NOTICE**

Provide written notice to all employees, and the employers of any individuals who provide contracted services for the District who were on the premises at the same worksite as the COVID-19 Positive Individual during that individual’s Infectious Period such that they may have been exposed to COVID-19. The District may provide such notice by personal service, email, text message, or other means that are reasonably anticipated to provide such notice to the employee, or employer in the case of individuals who provide contracted services for the District, within one (1) business day.

**2. PROVIDE INFORMATION REGARDING BENEFITS**

Provide all employees with information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers’ compensation, and options for exposed employees, including any COVID19-related leave, contractual paid sick leave, state-mandated leave, supplemental sick leave, or other negotiated leave provisions.

**3. PROVIDE ANTI-RETALIATION & ANTI-DISCRIMINATION PROTECTIONS**

Provide all employees who may have been exposed, with information regarding the anti-retaliation and anti-discrimination protections to which the employee is entitled.

**4. PROVIDE DISINFECTION & SAFETY PLAN**

Provide all employees, and the employers of individuals who provide contracted services for the District, if any, with the District’s disinfection and safety plan that the employer plans to implement and complete per the guidelines of the CDC. CDC guidance for cleaning and disinfecting public spaces and workplaces is provided at the following web address: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

*The Chief Executive Officer may review this Policy at least once every 30 days and may amend as deemed necessary.*





**SECTION 10**

**ITEMS FOR BOARD ACTION**

**SECTION 10**

**BOARD REORGANIZATION**

**Call for Nominations:**

- A. **PRESIDENT** \_\_\_\_\_
- B. **VICE PRESIDENT** \_\_\_\_\_
- C. **CLERK OF THE BOARD** \_\_\_\_\_

**November 17, 2020**





## **SECTION 11**

### **CEO REPORT**

**PURSUANT TO CALIFORNIA ELECTIONS CODE §10515, THERE BEING ONLY ONE PERSON WHO FILED A DECLARATION OF CANDIDACY FOR EACH OFFICE TO BE FILLED AND NO PETITION HAVING BEEN FILED, THE ELECTION SCHEDULED FOR THE 3<sup>RD</sup> DAY OF NOVEMBER 2020, SHALL NOT BE HELD. THEREFORE, THE BOARD OF SUPERVISORS SHALL APPOINT CHRISTOPHER LOH, DIVISION 1, THOMAS DORIA, DIVISION 2, AND MARK O. HIEPLER, DIVISION 3, WHO SHALL TAKE OFFICE AND SERVE EXACTLY AS IF ELECTED AT THE GENERAL DISTRICT ELECTION.**

**November 17, 2020**



**County of Ventura  
COUNTY CLERK AND RECORDER**

**MARK A. LUNN**  
County Clerk and Recorder  
Registrar of Voters

**JAMES B. BECKER**  
Assistant County Clerk and Recorder

**TRACY D. SAUCEDO**  
Assistant Registrar of Voters

**MARTIN E. COBOS**  
Operations Manager

**MIRANDA L. NOBRIGA**  
Public Information Officer

November 2, 2020

Ms. Kara Ralston, Chief Executive Officer  
Camarillo Health Care District  
3639 East Las Posas Road, Suite 117  
Camarillo, CA 93010

**Re: November 3, 2020 Presidential General Election**

Dear Ms. Ralston:

Pursuant to California Elections Code §10515 an election will not be held in the Camarillo Health Care District, Divisions 1, 2 and 3, as the number of candidates who filed declarations of candidacy did not exceed the number of offices to be filled for the November 3, 2020 Presidential General Election.

The above stated code authorizes the Board of Supervisors to make the direct appointment of the candidate to office. Enclosed is your copy of the certification that was presented to the Board of Supervisors requesting appointment of the directors at their October 20, 2020 meeting.

Please feel free to call me at (805) 654-2700 if you have any questions.

Sincerely,

**TRACY D. SAUCEDO, CERA, REO**  
Assistant Registrar of Voters

Enclosure

***Preserving History • Protecting Democracy***

**APPOINTMENT OF DIRECTORS  
CAMARILLO HEALTH CARE DISTRICT**

(One Director in Divisions 1, 2, and 3 – Full Term – to be Appointed)

I, Mark A. Lunn, County Clerk-Recorder, Registrar of Voters of the County of Ventura, hereby certify that at the close of filing only one person had filed a Declaration of Candidacy for the one office of Director in each of Divisions 1, 2, and 3 for

**CAMARILLO HEALTH CARE DISTRICT**

for full terms commencing December 4, 2020, and ending December 6, 2024, namely:

Division 1 – Christopher Loh, PO Box 1187, Somis CA 93066

Division 2 – Thomas Doria, 155 Cerro Crest Drive, Camarillo, CA 93010

Division 3 – Mark O. Hiepler, 410 La Marina Drive, Camarillo, CA 93010

Pursuant to Section 10515 of the Elections Code, there being only one person who filed a Declaration of Candidacy for each office to be filled and no petition having been filed, the election scheduled for the 3rd day of November 2020, shall not be held. Therefore, the Board of Supervisors shall appoint the above-named persons who shall take office and serve exactly as if elected at a general district election.

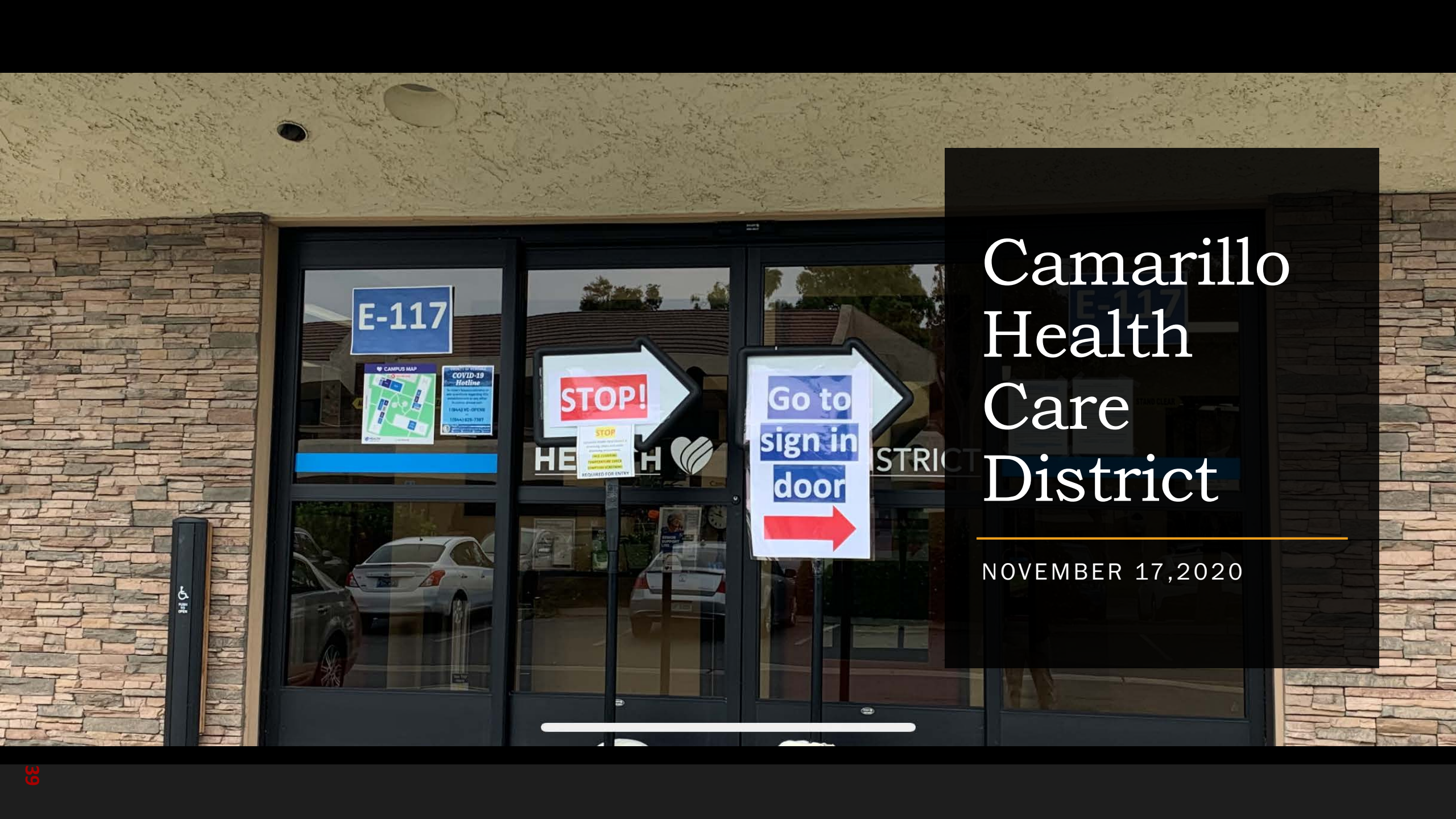
Dated this 20th day of October 2020.



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**MARK A. LUNN, CERA, REO**  
County Clerk-Recorder, Registrar of Voters  
County of Ventura





# Camarillo Health Care District

NOVEMBER 17, 2020



# COVID-19 Timeline

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- January 30: WHO declared “public emergency of international concern”
- March 11: WHO declared a COVID-19 a pandemic; California Governor Newsom issued Executive Order N-33-20 to “shelter in place”
- March 13: Camarillo Health Care District suspended onsite services and continued as an essential agency with telephonic services and resources (nutrition, SSL, care mgmt, care consultation, activity packets)
- April/May: Segregated buildings; reallocated resources to manage SNP
- June/July: Began transitioning appropriate services to virtual platforms; developed Digital Bridge and Zoom Room Programs to assist community; began reopening Care Management services meeting with clients outside, via phone, via Zoom
- September: Reopened Adult Day Center, Transportation, limited onsite services



# COVID-19 Prep

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## **Governance:**

- Governor issued Executive Order N-25-20, relaxing some Brown Act structures in order to allow boards to conduct essential business
- General Counsel confirmed District status as essential (“exempt from closure”) under GCC 3100
- Established remote/”safe” processes for necessary Board signatures
- Maintained weekly informational contact

## **Personnel:**

- Established safety protocol; building segregation; policies in compliance with FFCVRA
- Established executive scenarios to plan for cases of illness/exposure
- Adjusted staffing resources as needed
- 20% (6 EE) on leave, reduced or discharged

## **Budget:**

- Spending moratorium; emergency, covid-related, or disruptive necessary maintenance
- Reviewed contracts for quit clauses (in case necessary to discontinue)
- Reviewed cash forecast with Financial Services
- Strategizing for long term effect on enterprise/tax revenues

# COVID-19: Program Impact

## Dept 1: Administration

- COVID-19 safety and mitigation management protocol
- PPE procurement and inventory management
- VCPH compliance
- HR compliance policies
- COVID-19 operations and staffing reallocations
- Personnel, Resource & Budget management



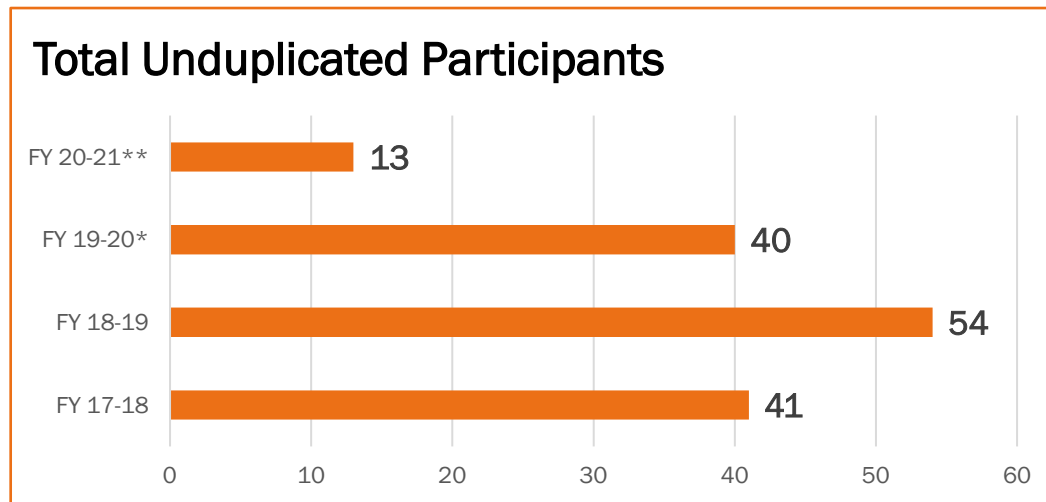




# COVID-19: Program Impact

## Dept 2: Adult Day Center

- Pre-COVID; all-time high enrollment; 33 out of 40 license
- Shutdown Friday March 13
- Developed Home Activity Packets for clients
- Maintained Care Consultation Services





# COVID-19: Program Impact

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## Dept 2: Adult Day Center, cont.

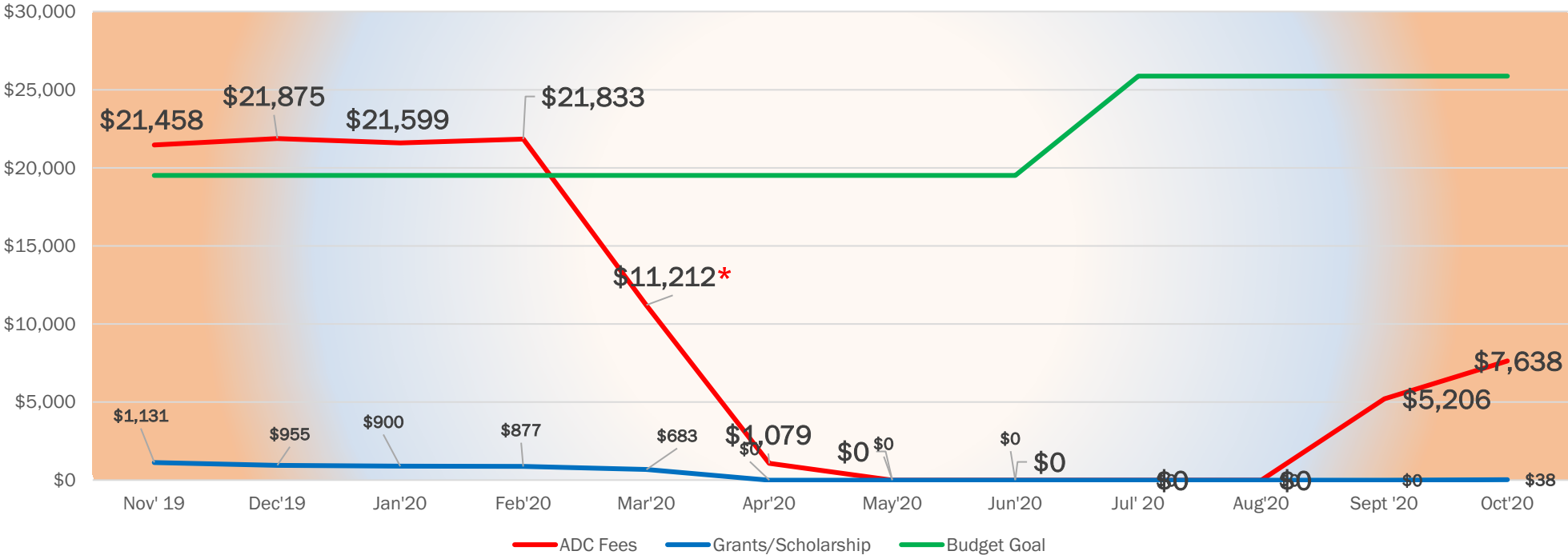
- Reopened September 8; 1:1 ratio; approx 25% capacity
- Oct 97% booked (6/day x 22 days = 132 slots; 4 empty slots)
- Increasing ratio 2:1 for Nov (12/day x 18 days = 216 slots)



# COVID-19: Program Impact

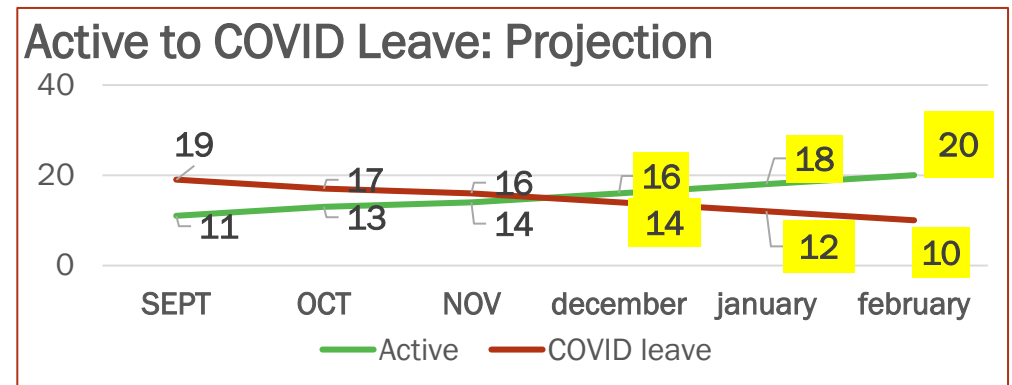
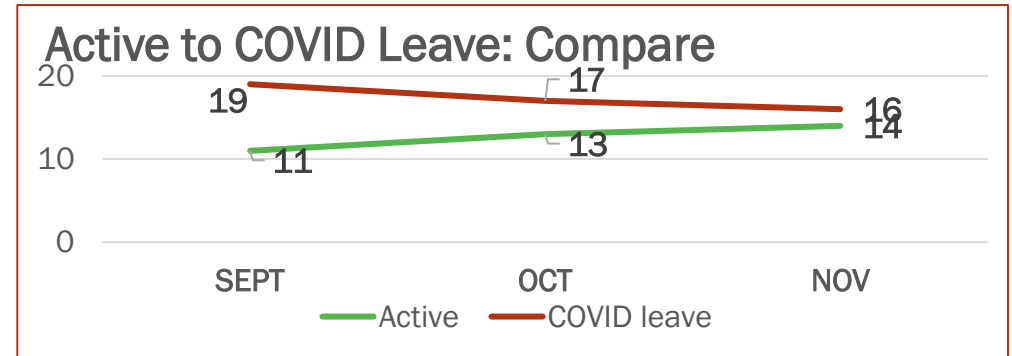
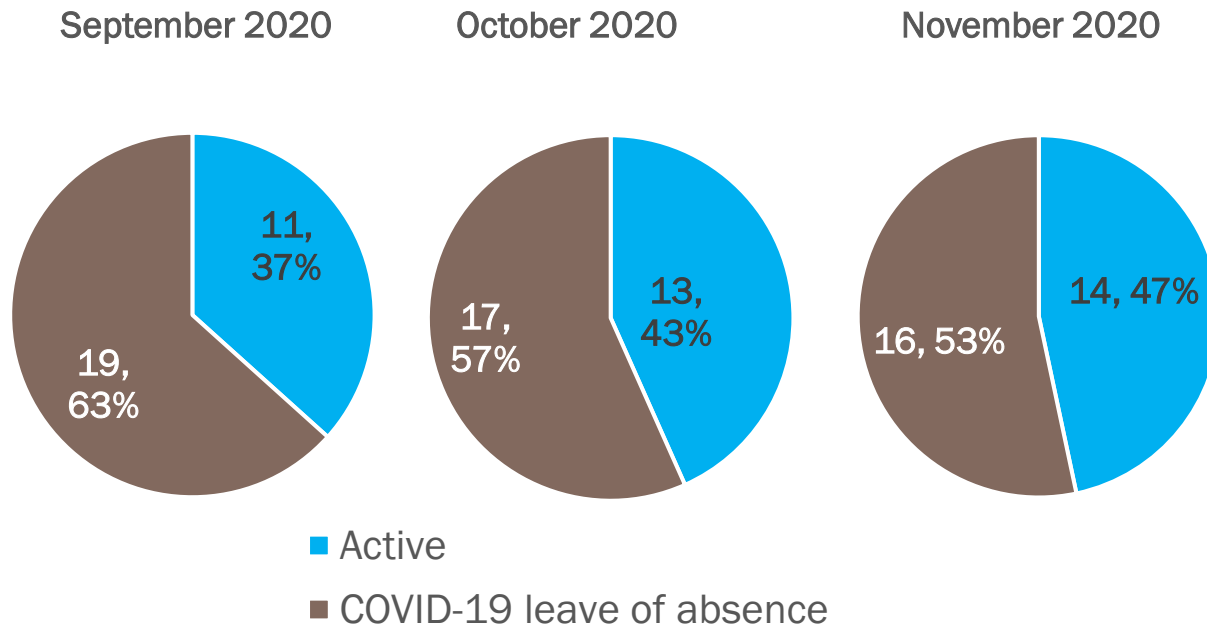
Dept 2: Adult Day Center, cont

Client Revenue per Month\*



# COVID-19: Program Impact

## Dept 2: Adult Day Center, cont

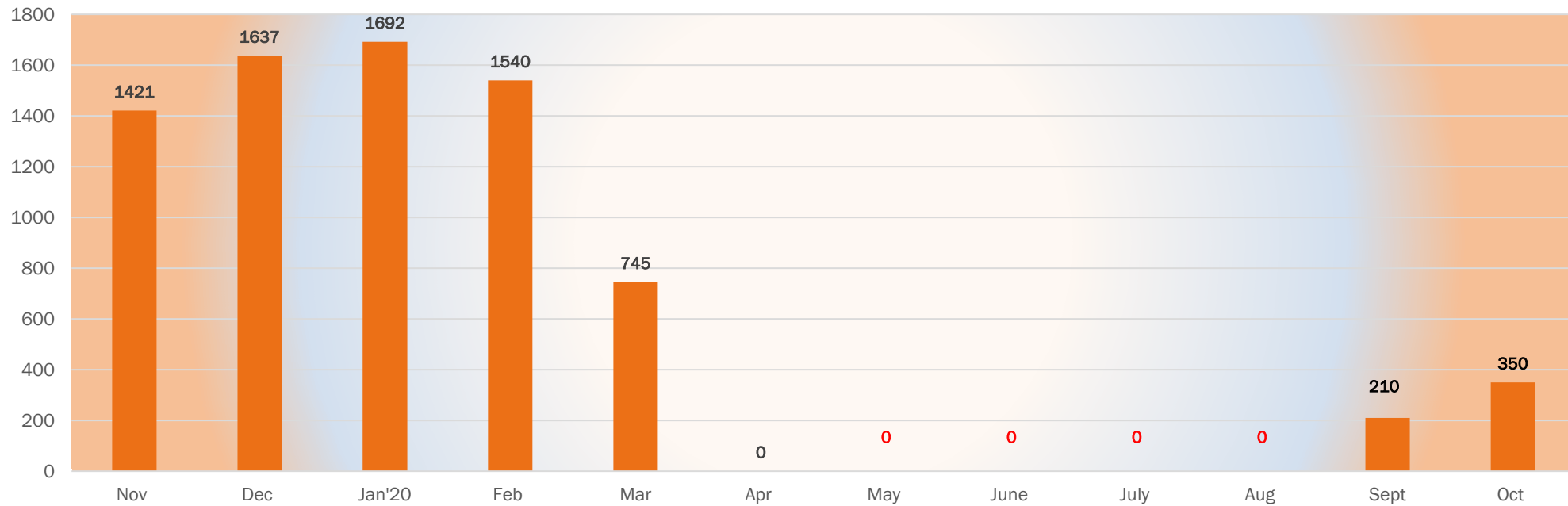


# COVID-19: Program Impact

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## Dept 2: Adult Day Center, cont

# of Service Hours per Month





# COVID-19 Program Impact

## Dept 4: Lifeline

- No COVID impact; telephone-based service



# COVID-19 Program Impact

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## Dept 5: Community Education, Facility Use

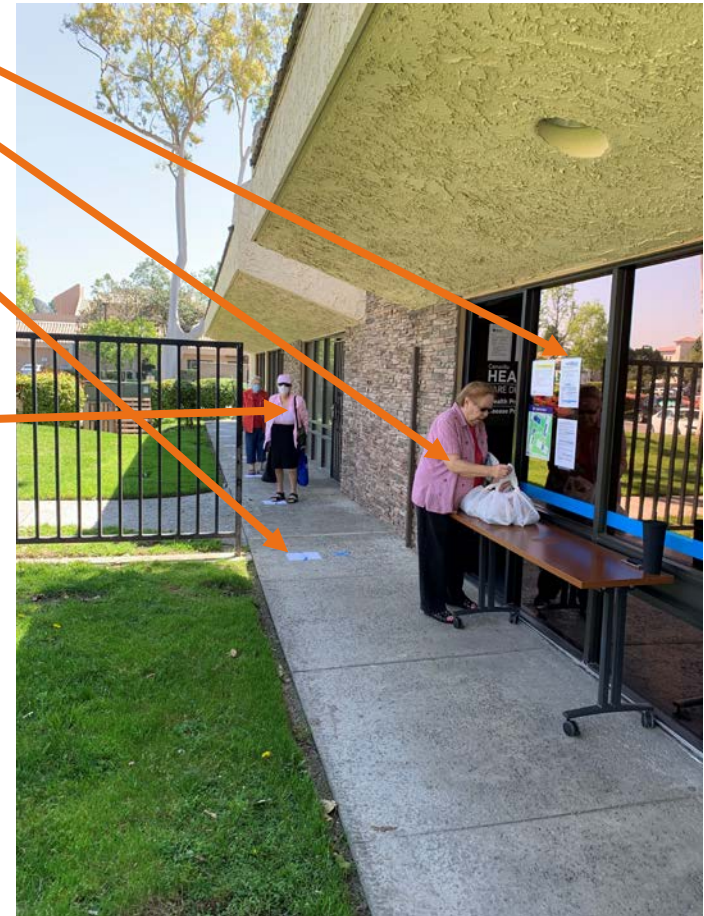
- Closed March 13, 2020
- Staffing reduced
- Working on strategies to reconfigure
- Social distancing requirements; instructor minimums
- Brain Injury Center continues
- Massage services resumed

# COVID-19 Program Impact

## Dept 6: Senior Nutrition Program

### Congregate Program

- Onsite cancelled; “take-out” only; very few clients (14)
- Reservations made
- Sidewalk marked and monitored
- Staff social distancing inside door



# COVID-19 Program Impact

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## Dept 6: Senior Nutrition Program

### Home Delivered Program

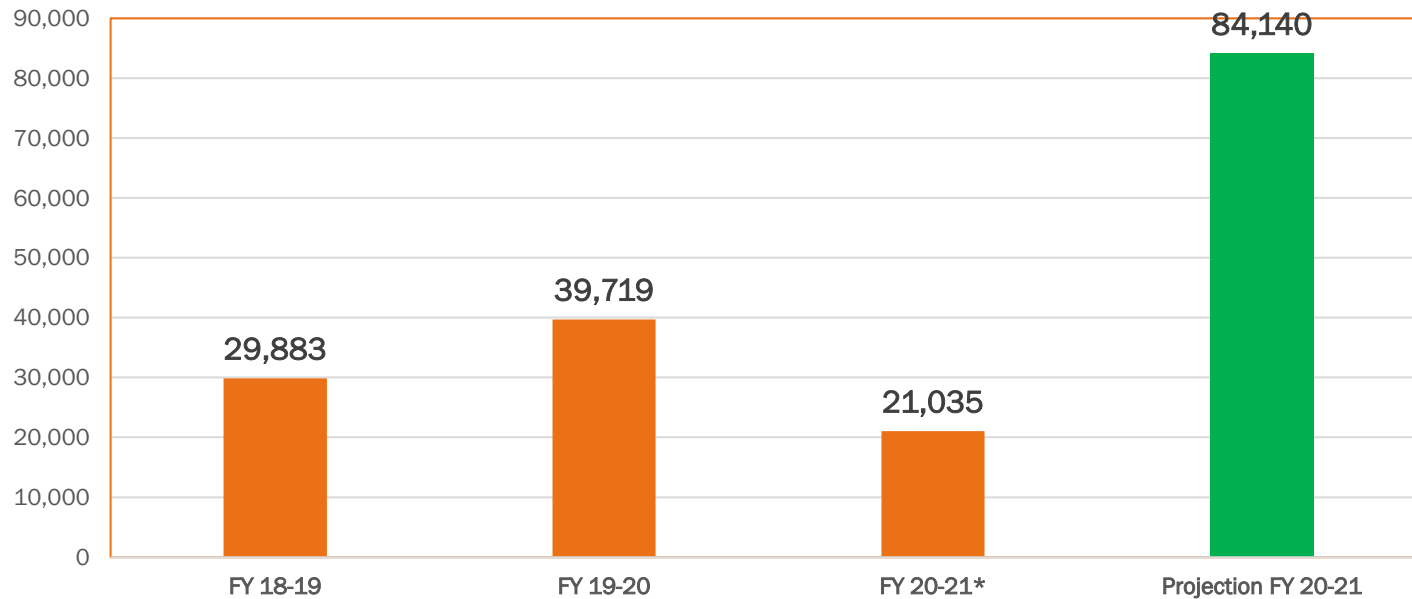
- pre-COVID averaging 2,700 meals/month
- By Q4 averaging 5,000 meals/month
- By Q1 20/21 averaging 7,000 meals/month
- Increased staffing; changed schedules to accommodate
- 19 Vols; 9 new since COVID; several on-hold
- 6 from website; 3 word of mouth
- \$10,000 donation



# COVID-19 Program Impact

## Senior Nutrition Program, cont.

### Total SNP Meals



# COVID-19 Program Impact

## Home Delivered Meals, cont.

### Meals include

- ✓ Frozen box entrée (chicken, beef, turkey, cheese, egg, or fish)
- ✓ Rice or pasta and vegetable
- ✓ Whole grain bread/butter
- ✓ 2 apples/2 oranges, 2 fruit cups, 1 Applesauce, 2-3 tomatoes
- ✓ 5 yogurts, 2 milks

### Delivery Routes

- About 20 routes
- Each route is different; 5m/wk and 7m/wk
- Farther driving distance has fewer meals
- Smaller routes but larger meal bundles but fewer stops

### Cancellation

- 26 in sept

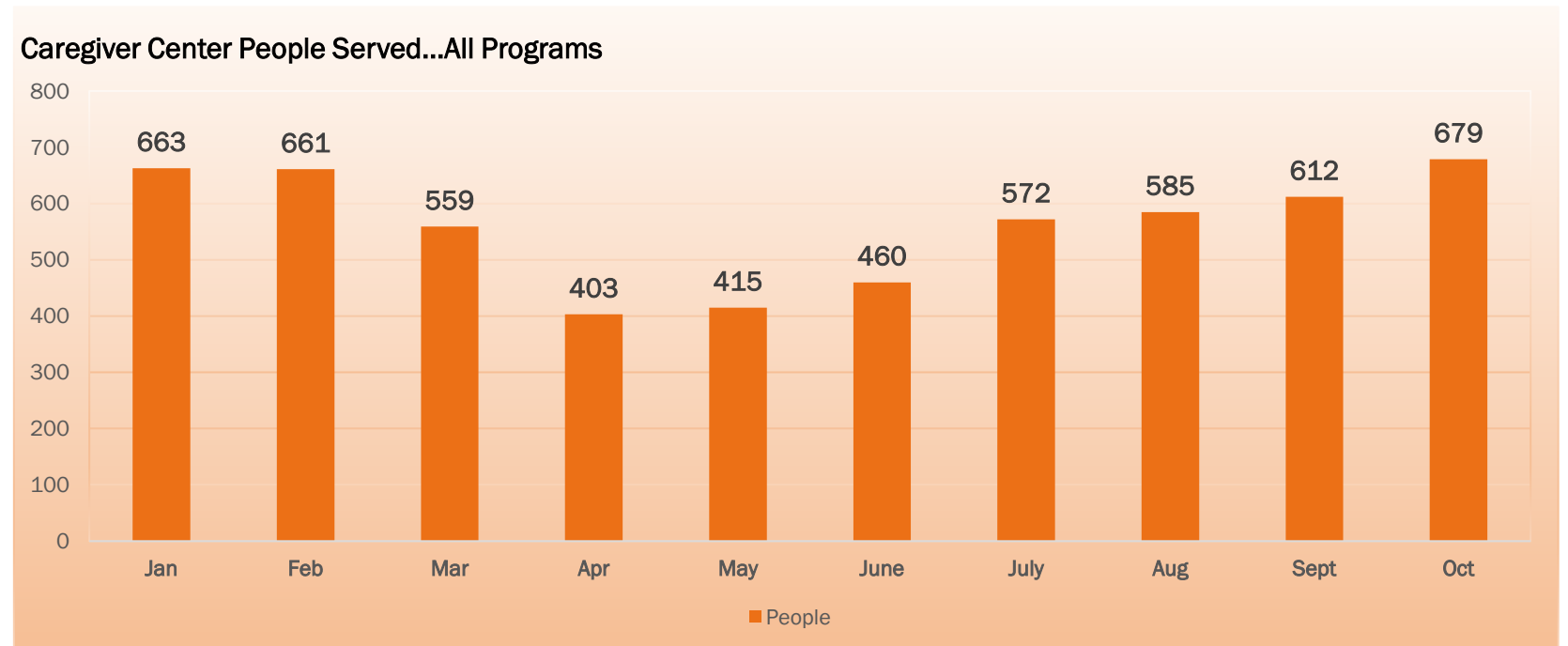
Cancellation	Reason
Dislikes food/Not what was expected	8
Family/Cg now providing meals	3
Moved in with Family	0
Moved into Care Facility	1
Moved to alternate Program	3
No longer desires services	2
No longer meets criteria	0
No longer needs service	2
Health has improved-able to cook	4
Dietary restrictions	1
Relocation out of service area	1
Deceased	1
On hold for extended time	0

# COVID-19 Program Impact

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## Dept 8: Caregiver Center

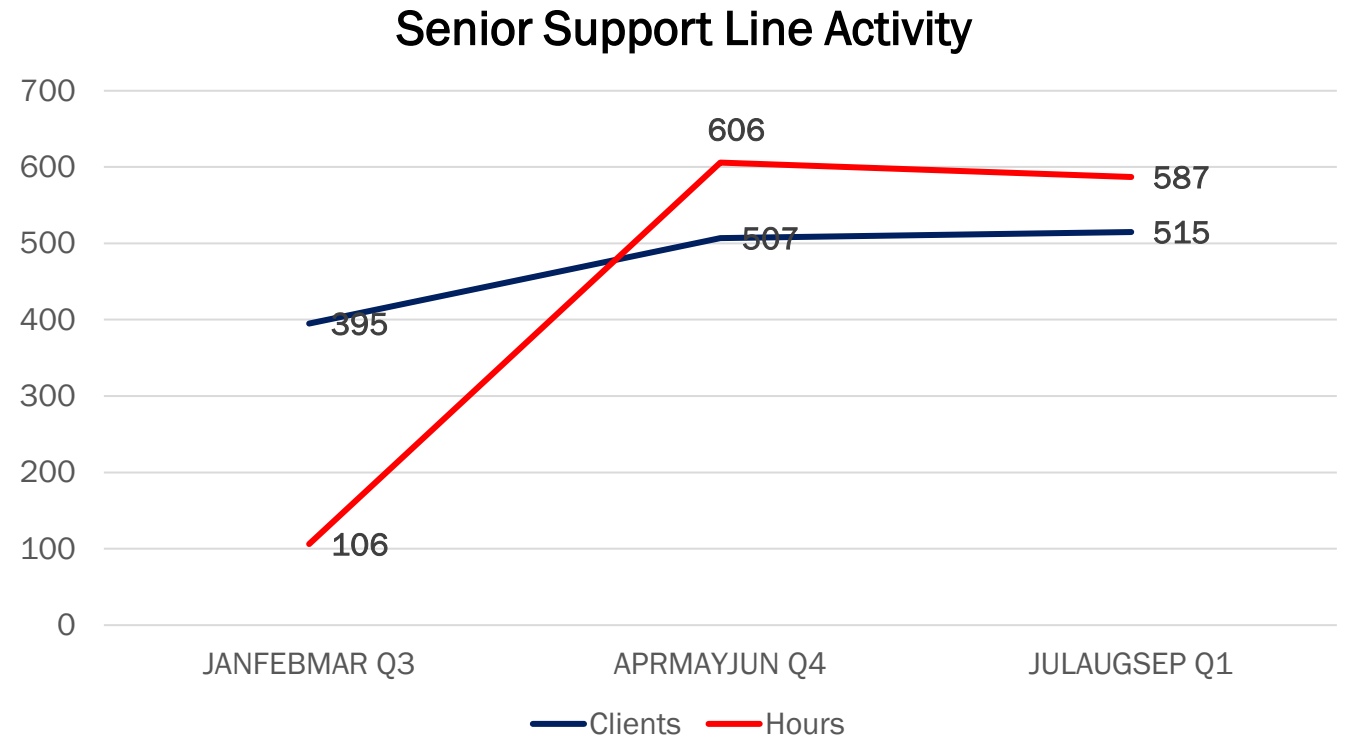
- Caregiver Training & Education
- REACH Program
- Senior Support Line
- Dementia Specialty
- Care Consultations
- Elder Legal Services
- Massage Services
- Brain Injury Center



# COVID-19 Program Impact

## Dept 8, cont'd

- Senior Support Line
  - FYE 3,566 contacts; all-time high
  - Reallocated staffing resources to assist

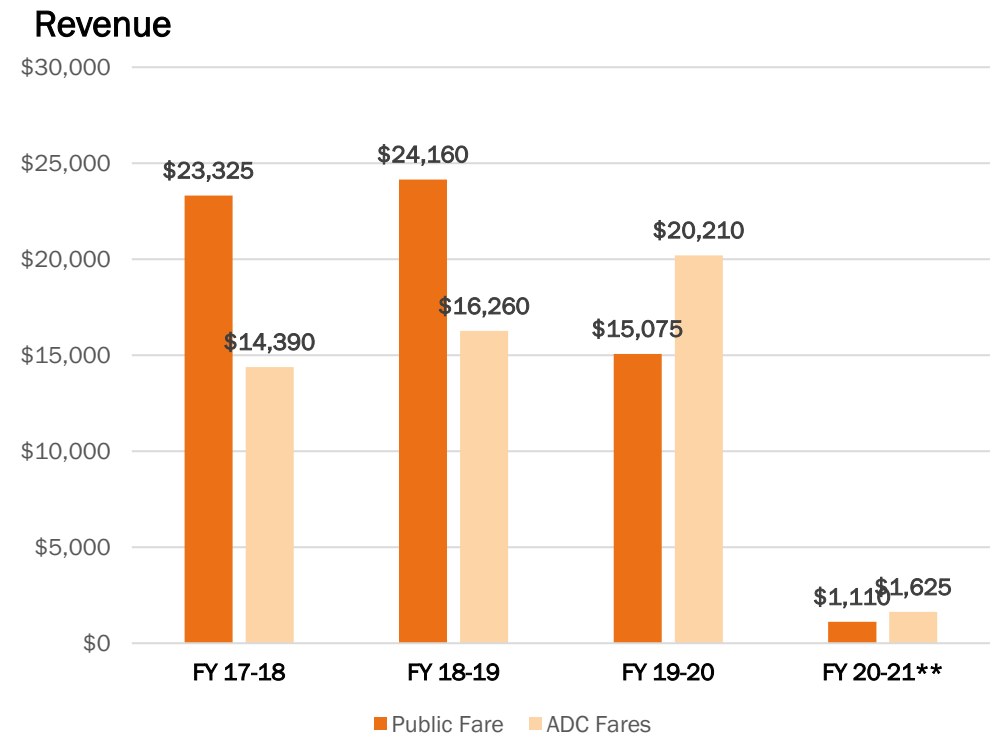




# COVID-19 Program Impact

## Dept 9: Transportation

- Soft reopening Sept 8; Social distancing/safety protocols
- Home only for ADC; New logo; new ideas



# COVID-19 Program Impact

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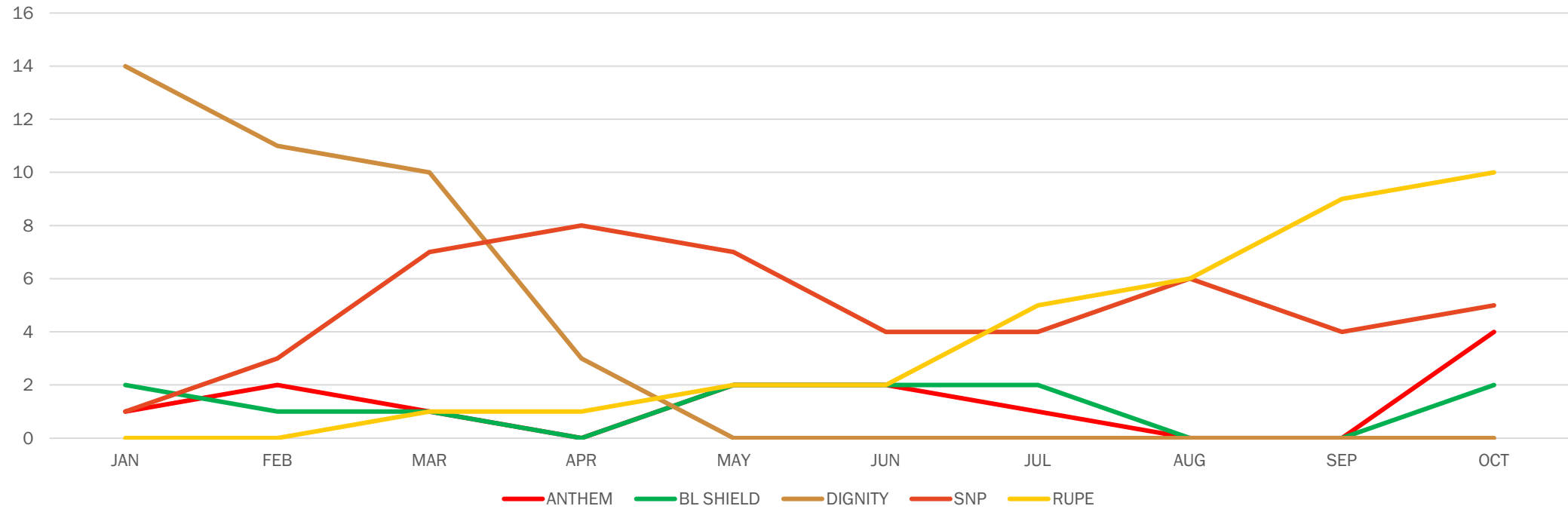
## Dept 11: Care Management

- Continued telephone service; ltd home visits Sept
- Anthem; Blue Shield; Dignity; Rupe
- Top 3 Dx: Memory Loss/Dementia; Hypertension;  
Status post Falls/Fractures (*most with co-morbidities of depression and anxiety*)
- 8-Ps
- Mental Health First AID
- Developed Digital Bridge and Zoom Room Programs

CONTRACTOR	LENGTH
Anthem	30-60 days
Blue Shield	30-60 days
SNP	60-90 days
Dignity Grant (Dementia)	90-120 days+
Rupe Grant (VA Families)	60-120 days (avg 90)

# COVID-19 Program Impact

## Care Mgmt by Contractor

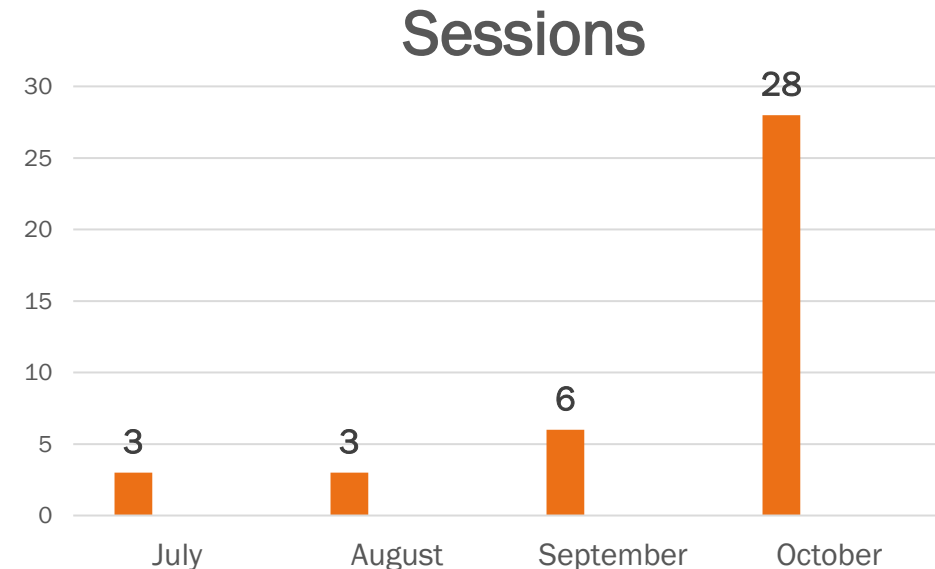


# COVID-19 Program Impact

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## Dept 11: Digital Bridge/Zoom Room

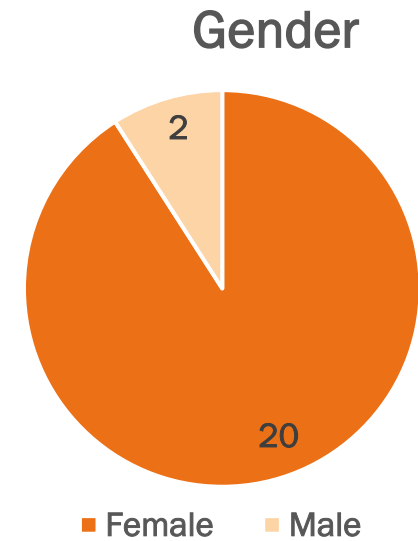
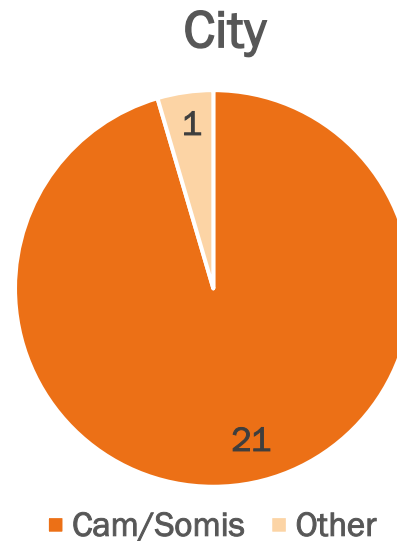
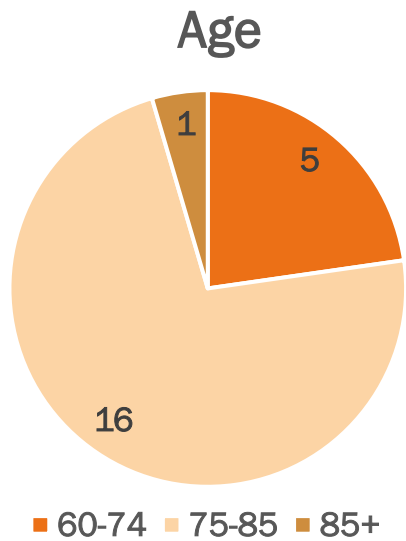
- Developed to assist with virtual platform
- Community members who don't have access to equipment to go virtual; lack confidence in use
- Zoom Room here for telehealth or connectivity calls
- Free of charge
- \$8,500 in community donations



# COVID-19 Program Impact

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Digital Bridge/Zoom Room, cont.

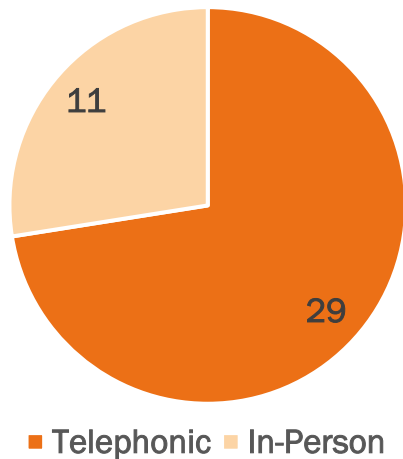


# COVID-19 Program Impact

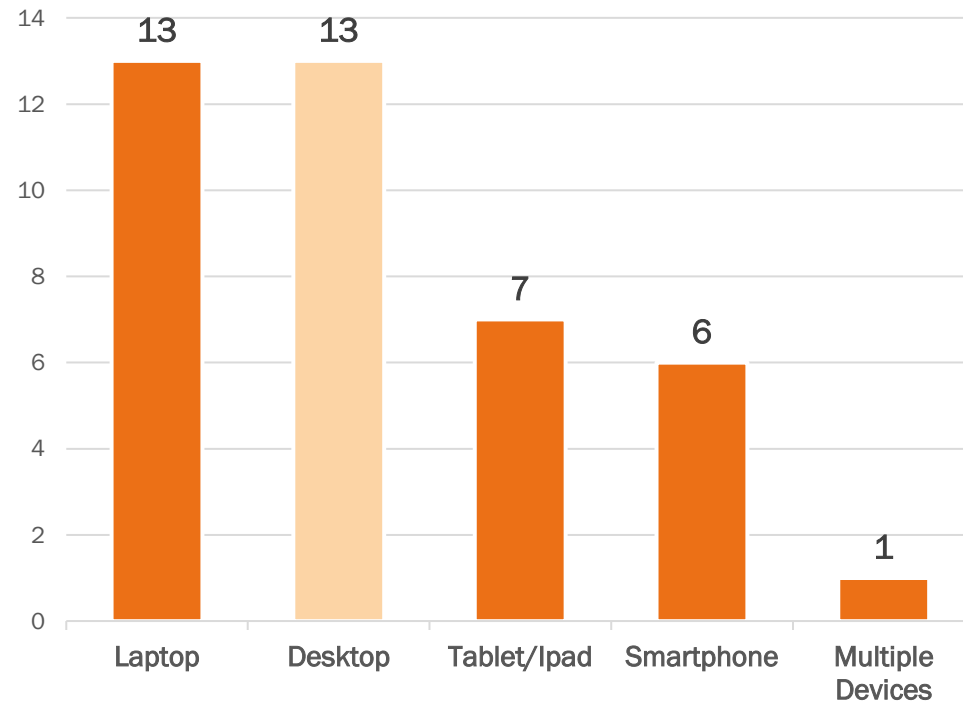
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Digital Bridge/Zoom Room, cont.

Type of Session



Device Type



# COVID-19 Program Impact

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## Zoom Room

- Physically use the room here
- Use District Zoom account
- Elder Legal Services
- Access District Class
- 6 total appointments to date

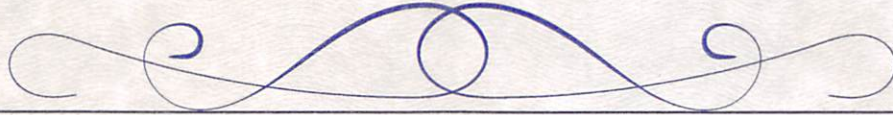
***“Today’s Elder Legal appointment was a Zoom meeting arranged through the Caregiver Center. Participants included the attorney in Ventura, a son in Texas, and a daughter and her husband in Orange County, all to discuss how best to help their Mom in Camarillo!”***







# District



## CERTIFICATE OF RECOGNITION

*Presented to*

*Renee Murphy*

*Camarillo Health Care District, Accounting Manager*

In recognition and appreciation of your twenty-one years  
of service with the Camarillo Health Care District.

**Congratulations!**

*Tuesday, November 17, 2020*

Camarillo Health Care District Board of Directors

Christopher Loh, MD, President

Rod Brown, Vice President

Mark Hiepler, Esq., Clerk of the Board

Thomas Doria, MD, Director

Richard Loft, MD, Director







PACIFIC  
COAST  
BUSINESS TIMES **20**  
YEARS  
1993-2013

## Who's Who in HEALTHCARE, INSURANCE & LIFE SCIENCES

November 6-12, 2020 • Vol. 21 No. 34

**Kara Ralston**

**CEO**

**Camarillo Health Care  
District**

**Camarillo**



Kara Ralston has served the Camarillo Health Care District since 1998 as chief administrative officer, chief operations officer and, most recently, as CEO. Ralston provides key leadership for the district in developing and guiding the mission and vision, setting strategy and direction, and leading the team in providing health and wellness services.

Ralston is a featured author and presenter for the Association of California Healthcare Districts and California Special Districts Association. She also led efforts to earn the district's certification from the Rosalynn Carter Institute's Resources Enhancing Alzheimer's Caregiver Health program. Ralston holds a bachelor's degree in public relations and a master's degree in business administration.





## **SECTION 12**

### **BOARD PRESIDENT'S REPORT**

**November 17, 2020**





**SECTION 13**

**BOARD MEMBERS COMMENTS AND/OR REPORTS**

**November 17, 2020**

