

**Regular Meeting of the Board of Directors**

3615 E. Las Posas Road, Sequoia Room, Camarillo, CA 93010

**Board of Directors - Present**

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

**Staff - Present**

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

**Consultants:**

Aleks R. Giragosian, ESQ, *Colantuono Highsmith & Whatley, PC*  
Shalene Hayman, *Hayman Consulting*

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1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, September 24, 2019, at 12:01 p.m., by Christopher Loh, Board President.
  2. **Roll Call** – Directors Loh, Brown, Loft, and Doria
  3. **Pledge of Allegiance** – Director Doria
  4. **Amendments to The Agenda** – None
  5. **Public Comment** – None
  6. **Presentations** – None
  7. **Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.  
**Vote: Aye- Loh, Brown, Loft, Doria      Nays – None      Absent – Hiepler**
  8. No items were pulled from the Consent Agenda.
  9. **Public Hearing #4 – Zone Based Elections:** No public comments were presented.

Board members viewed and discussed submitted maps. The Board of Directors selected Green Map.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria and **MOTION PASSED** that the Board of Directors approve the Green Map, to be used for implementing zone-based elections pursuant to Elections Code §10010(e)(3)AA) and Health and Safety Code 32100.1 and referred to as Exhibit A in Resolution 19-07.

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

**10. Items for Action**

**A. Review/ Discussion /Action –** Consideration, discussion, and staff recommendation for approval of District Resolution 19-07, transitioning from At-Large to By-Zone elections of Board Members pursuant to Health & Safety Code section 32100.1 and Elections Code section 10010.

It was **MOVED** by Director Brown, **SECONDED** by Director Loh and **MOTION PASSED** that the Board of Directors approve District Resolution 19-07, transitioning from At-Large to By-Zone elections of Board Members pursuant to Health & Safety Code section 32100.1 and Elections Code section 10010.

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

**B. Review/ Discussion/ Action –** Consideration, discussion, and recommendation for approval of district disbursements, financial reports, and monthly investment report for period ending July 31, 2019.

It was **MOVED** by Director Loh, **SECONDED** by Director Brown and **MOTION PASSED** that the Board of Directors approve district disbursements, financial reports, and monthly investment report for period ending July 31, 2019.

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

**C. Review/ Discussion /Action –** Consideration, discussion, and recommendation for approval of district disbursements, financial reports, and monthly investment report for period ending August 31, 2019.

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

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

**D. Review/ Discussion/ Action -** Consideration, discussion, and recommendation for approval of amending District Finance Policies. The Finance Committee has reviewed, and recommends that Section 3, Budget Process, be amended as follows:

The annual operating budget for the fiscal year will project income and expenses, and will provide for programs and support services planned for the year.

The annual capital budget for the fiscal year will project expenses for capital purchases as per the capital expense plan.

The Board of Directors will approve the annual operating budget and the annual capital budget on or before June 30, prior to the ensuing budget period.

Monthly financial statements comparing revenue and expenditures, including a balance sheet, will be provided to the Board of Directors, with significant variances clarified.

~~During the budget year, changes of income or expenditure which would materially or significantly alter the annual plan of operation, will be reflected in a budget revision and approved by the Board of Directors.~~

It was **MOVED** by Director Doria, **SECONDED** by Director Loh and **MOTION PASSED** that the Board of Directors approve amending the District Finance Policies by removing the last paragraph of Section 3, Budget Process.

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

**E. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of the Disclosure of Reimbursement Report, Policy 1120, Government Code 53065.5.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria and **MOTION PASSED** that the Board of Directors approve the Disclosure of Reimbursement Report, Policy 1120, Government Code 53065.5.

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

**F. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of the revised pay schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria and **MOTION PASSED** that the Board of Directors approve the revised pay schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5.

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

**G. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of District Resolution 19-08, Adoption of the 2020 Regular Board of Directors Meeting Calendar, Attachment B, pursuant to District By-Laws, Article IV, Section 1, Regular Board Meetings.

It was **MOVED** by Director Brown, **SECONDED** by Director Loh and **MOTION PASSED** that the Board of Directors approve District Resolution 19-08, Adoption of the 2020 Regular Board of Directors Meeting Calendar, Attachment B.

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

**11. Chief Executive Officer Report –**

CEO Ralston reported that the District is pleased to begin a cooperative partnership with Community Memorial Health Systems for the provision of a variety of health screenings and health education classes. The co-branding has already proven to increase awareness and attendance. The District is also pleased to welcome *CareerSmart* Learning, a group that facilitates CEUs for Administrators of Residential Care Facilities for the Elderly (RCFEs).

CEO Ralston reported on the District's participation in organizing the "Master Plan on Aging", a symposium hosted by the Ventura County Area Agency on Aging and the Hospital to Home Alliance, in cooperative work with Governor Newsom's office. Two reports will be generated and sent to the Ventura County Board of Supervisors for infrastructure improvements, and to the Governor, to be included in his Master Plan on Aging.

CEO Ralston announced that the District has won the Innovative Program of the Year Award from the California Special Districts Association, in recognition of the innovative Partnership to Improve Transitions project in partnership with Gold Coast Health Plan. The project addresses social determinants of health for high-risk clients transitioning from hospitals and skilled nursing facilities to home. The District received a \$150,000 grant from Gold Coast Health Plan to accomplish this project.

CEO Ralston is working with Community Property Management to reconsider installing motion detection lights in the courtyard area for the safety of clients and staff. Existing lights were removed when the new rock façade was installed.

The District will be holding a 50<sup>th</sup> Anniversary open house on Friday, November 8, 2019.

**12. Board President's Report –**

President Loh thanked Aleks Giragosian Esq., of Colantuono, Highsmith & Whatley, PC, for the firm's guidance in the transition to zone based elections. President Loh requested that upcoming future events be emailed to Board members.

**13. Having no further business, this meeting was adjourned at 1:37 p.m.**



Richard Loft  
Clerk of the Board