



**REGULAR BOARD MEETING**

**MAY 23, 2024 - 11:30 AM**

**CAMARILLO HEALTH CARE DISTRICT  
3615 E LAS POSAS ROAD, SEQUOIA ROOMS  
CAMARILLO, CA 93010**





## **2024 Board Meeting Calendar**

January 25, 2024, 11:30 a.m.

February 22, 2024, 11:30 a.m.

March 28, 2024, 11:30 a.m.

April 25, 2024, 11:30 a.m.

May 23, 2024, 11:30 a.m.

June 6, 2024, 11:30 a.m. (Budget)

June 27, 2024, 11:30 a.m. (Optional)

July - Dark

August 22, 2024, 11:30 a.m.

September 26, 2024, 11:30 a.m.

October 24, 2024, 11:30 a.m.

November 21, 2024, 8:30 a.m.  
(Annual Board Leadership and Education)

December - Dark



**Camarillo Health Care District  
Procedures for Communication With  
The Board of Directors**

Meetings with the Board of Directors are conducted for the purpose of accomplishing District business. As a matter of District policy and state law, meetings shall ordinarily be held in public. Pursuant to state law, the Board of Directors may conduct closed meeting sessions to discuss certain matters which are confidential.

Community involvement in the District is an essential element of an effective health care district.

Communications with the Board of Directors as a unit may be either in writing or by personal appearance at a meeting of the Board.

**Written Communication** – In order that the subject of the communication may be placed on the agenda, it must be requested in correspondence to the Board. Written communication addressed to the Board of Directors should reach the Administration office of the District no later than ten (10) business days prior to the date of the meeting at which the matter concerned is to be discussed.

**Oral Presentations by Members of the Public to the Board of Directors and Requests by the Public to Place a Matter Directly Related to District Business on a Board Agenda** – When an individual or group expects to communicate with the Board of Directors by means of personal appearance at a meeting of the Board or requests that a matter relating to District business be added to the Board’s agenda, the District’s Chief Executive Officer must be notified no later than ten (10) days before the Board meeting at which the matter concerned is to be discussed by the Board and those submitting the request.

Individuals wishing to comment on an agenda item when an item appears on the agenda for discussion or at the designated time for Public Comments, during the Board meeting, shall complete a Speakers Card and submit it to the Clerk of the Board.

It is desirable that when a statement presented to the Board is extensive or is formally requesting consideration of specific items the statement should be written and a copy filed with the Board of Directors.

Public comments at Board Meetings – The Board may receive comments or testimony at regularly scheduled meetings on matters **not on the agenda** which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which such testimony is taken.

**In addressing the Board, the following rules of courtesy will be observed:**

- **All remarks will be addressed to the President of the Board.**
- **Individuals will speak on a specific item of concern.**
- **Three (3) minutes will be allowed individuals, or in the case of a group of people speaking on a specific item, ten (10) minutes will be permitted for the presentation.**
- **Members of the Board of Directors reserve the right to waive time limitations.**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared, and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

The Board may discuss and take action on any agenda item properly submitted by a member of the public and published in an agenda. The Board President reserves the right to limit discussion and/or defer further deliberations on an agenda topic to a subsequent meeting if additional information is needed to render a decision or appropriate action. Matters involving legal procedure will be referred to Administration for study or further referral.



## AGENDA

### Regular Meeting of the Board of Directors

May 23, 2024 – 11:30 a.m.

Camarillo Health Care District  
3615 E Las Posas Road, Camarillo, CA 93010  
Sequoia Rooms

#### Board of Directors

Thomas Doria, MD, President  
Neal Dixon, MD, Vice President  
Paula Feinberg, Clerk of the Board  
Christopher Loh, MD, Director  
Lydia Dixon, PhD, Director

#### Staff

Kara Ralston, Chief Executive Officer  
Sonia Amezcua, Chief Administrative Officer  
Blair Barker, Program Officer  
Brandie Thomas, Clerk to the Board

#### Participants

Matthew Summers, Esq., *Colantuono Highsmith  
Whatley, PC*

#### Participants

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

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE – Director Feinberg

4. AMENDMENT(S) TO THE POSTED AGENDA: *Motion to approve* Agenda as amended.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ N. Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ L. Dixon \_\_\_\_\_

5. PUBLIC COMMENT – Ca. GC Section 54954.3

The Board reserves this time to hear from the public. Speakers are requested to complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.

6. **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. Meeting Minutes**

Recommendation: Approval of Regular Board Meeting of April 25, 2024. **(Section 6-A)**

**B. Financial Reports**

Recommendation: Approval of financial reports for period ending April 30, 2024.

**(Section 6-B)**

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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ N. Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ L. Dixon \_\_\_\_\_

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

**AGENDA ITEMS-ACTION**

8. **A. Review/ Discussion /Action** - Consideration, discussion, and recommendation from the Finance/Investment Committee revision of District Finance Policy, Financial Practices, Section 4. **(Section 8-A)**

**Motion to approve** Revision of District Finance Policy, Financial Practices, Section 4.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ N. Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ L. Dixon \_\_\_\_\_

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**30-MINUTE RECESS**  
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9. **A. Closed Session**

Pursuant to California Government Code 54957(b)(1) – Chief Executive Officer, Performance Evaluation.

**B. Reconvene and Announcement from Closed Session**

Pursuant to Government Code 54957.1 – The legislative body of any local agency shall publicly report any reportable action taken in closed session and the vote or abstention on that action of every member present.



**10. ACTION ITEM**

**Review/ Discussion /Action** - Consideration, discussion, and recommendation from the Performance Evaluation Ad Hoc Committee.

**Motion to approve**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ N. Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ L. Dixon \_\_\_\_\_

**AGENDA ITEMS-DISCUSSION**

**11. EMERGING OPPORTUNITIES** *GC 54954.2,(a)(1)*

- Discussion and consideration of emerging initiatives based on community need

**12. REPORTS**

- Board President Comments
- Board Committee Report(s)
  - Health Insurance Premiums Ad Hoc Committee
  - Program & Emerging Opportunities Committee
  - Healthy Camarillo Committee
- Board Member Comments
- Chief Executive Officer Report

**13. FUTURE MEETING AND EVENTS**

Board of Directors Meetings

<b>Regular Full Board</b>	<b>June 6, 2024 – CANCELLED</b>
Special Board Meeting	June 13, 2024 – 11:30 a.m. Budget Presentation
Executive Committee: <b>Doria/Dixon</b>	June 17, 2024 – 12:30 p.m. Waived if budget approved on first reading
Regular Full Board	June 27, 2024 – 11:30 a.m. Budget Presentation – Second Reading Waived if approved on first reading
Regular Full Board	July 2024 - DARK
Executive Committee: <b>Doria/Dixon</b>	August 12, 2024 – 12:30 p.m.
Finance Committee: <b>Loh/Feinberg</b>	August 22, 2024 – 10:00 a.m.
Regular Full Board	August 22, 2024 – 11:30 a.m.

14. **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 a 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, Brandie Thomas, 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 on [www.camhealth.com](http://www.camhealth.com) and the Camarillo Health Care District Administration Office, on or before, May 20, 2024, at 11:30 a.m.

**SECTION 6**

**CONSENT AGENDA 6-A**

**APPROVAL OF THE MINUTES  
REGULAR BOARD MEETING OF APRIL 25, 2024**



**Regular Meeting of the Board of Directors**

Camarillo Health Care District  
3615 E. Las Posas Rd. Camarillo, CA 93010  
Sequoia Rooms

**Board of Directors - Present**

Thomas Doria, MD, President  
Neal Dixon, MD, Vice President  
Paula Feinberg, Clerk of the Board  
Christopher Loh, MD, Director  
Lydia Dixon, PhD, Director

**Staff - Present**

Kara Ralston, Chief Executive Officer  
Sonia Amezcua, Chief Administrative Officer  
Blair Barker, Program Officer  
Brandie Thomas, Clerk to the Board

**Participants**

Aleks Giragosian, Esq., *Colantuono Highsmith  
Whatley, PC*

**Participants**

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 Thursday, April 25, 2024, at 11:30 a.m., by Thomas Doria, President.
  2. **Pledge of Allegiance** – Director N. Dixon
  3. **Amendments to the Agenda** - None
  4. **Public Comment** – None
  5. **Consent Agenda**

It was **MOVED** by Director N. Dixon, **SECONDED** by Director Feinberg, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

**ROLL CALL VOTE:** **Ayes:** Doria, N. Dixon, Feinberg, Loh, L. Dixon **Nays:** **Absent:**

6. **Action Items**

**8-A. Review/ Discussion /Action:** Consideration, discussion, and recommendation for approval of District Resolution 24-06, Requesting Consolidation of The Camarillo Health Care District General District Election with The Statewide General Election.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve District Resolution 24-06, Requesting Consolidation of The Camarillo Health Care District General District Election with The Statewide General Election.

**ROLL CALL VOTE:** **Ayes:** Doria, N. Dixon, Feinberg, Loh, L. Dixon **Nays:** **Absent:**

**8-B. Review/ Discussion /Action:** Consideration, discussion, and recommendation for approval of revision to Employment Policies Handbook, Reproductive Loss Leave, in compliance with SB 848, effective January 1, 2024.

It was **MOVED** by Director Loh, **SECONDED** by Director Feinberg, and **MOTION PASSED** that the Board of Directors approve revision to Employment Policies Handbook, Reproductive Loss Leave, in compliance with SB 848, effective January 1, 2024.

**ROLL CALL VOTE:** **Ayes:** Doria, N. Dixon, Feinberg, Loh, L. Dixon **Nays:** **Absent:**

**8-C. Review/ Discussion /Action:** Consideration, discussion, and recommendation for approval of District Resolution 24-05, declaring May 2024 as Older Americans Month.

It was **MOVED** by Director Loh, **SECONDED** by Director N. Dixon, and **MOTION PASSED** that the Board of Directors approve District Resolution 24-05, declaring May 2024 as Older Americans Month.

**ROLL CALL VOTE:** **Ayes:** Doria, N. Dixon, Feinberg, Loh, L. Dixon **Nays:** **Absent:**

**8-D. Review/ Discussion /Action:** Consideration, discussion, and recommendation for approval of the annual review of District Bylaws. Staff recommends no changes at this time.

It was **MOVED** by Director N. Dixon, **SECONDED** by Director Feinberg, and **MOTION PASSED** that the Board of Directors approve the annual review of District Bylaws.

**ROLL CALL VOTE:** **Ayes:** Doria, N. Dixon, Feinberg, Loh, L. Dixon **Nays:** **Absent:**

7. **Emerging Opportunities** *GC 54954.2, (a)(1)*

- President Doria reminded board members to submit Service Idea Forms to the Program & Opportunity Committee.
- Director N. Dixon presented an idea for district walking group to invite elected officials and community leaders for meet and greet opportunities.

8. **Reports**

- **Board President Comments** – Update on timeline for CEO Review was discussed.
- **Finance/Investment Committee**
  - Director Loh confirmed review of district financials.
- **Health Insurance Premium Ad Hoc Committee** – Vice President N. Dixon provided update on the continued study regarding the update of the employer health insurance contributions and plans.
- **Program & Opportunity Committee** – President Doria updated that discussions continue regarding service ideas for the VIP community.
- **Healthy Camarillo Committee** – No updates.
- **Board Member Comments** – No comments.
- **CEO Report**
  - CEO gave program reports as follows:
    - Reminded the Board of the previous announcement of a \$20,000 grant from the CA Collaborative for Long Term Supports and Services (CCLTSS); funding will provide planning and implementation of a caregiving symposium.
    - CEO Ralston reminded the Board that Zone 1, 2, and 3 Board seats are scheduled for the November election.
    - Announced a \$5000 grant awarded from SCAN Health plan to support the free services of PowerFit and BalanceFit.
    - Discussed structural changes of VCAAA relating to the Senior Nutrition Program; the District will now bill the food vendor directly.
    - VCAAA has informed SNP operators that due to lack of funds, some programs are on waitlist until July 1; our program is currently on waitlist.
    - Announced Program Officer, Blair Barker has been appointed to the VCAAA Advisory Committee.

9. Having no further business this meeting was adjourned at 1:02 p.m.

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Thomas Doria, MD  
President





**SECTION 6**

**CONSENT AGENDA 6-B**

**APPROVAL OF DISTRICT FINANCIAL REPORTS  
FOR PERIOD ENDING APRIL 30, 2024**



# Camarillo Health Care District

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

11:03 AM  
7-May-24

Sorted Alphabetically  
April 2024 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #1 [Five Star - General]						
80845	4/11/2024	ACCESS	Access TLC Caregivers DBA	704.00	V - VCAAA grant	MO
80869	4/17/2024	SAGE	Amber Sage	34.00	V - Class refund	
80847	4/11/2024	BAY ALARM	Bay Alarm Company	444.45	V - security camera vendor	MO
80825	4/3/2024	BENJAMIN	Benjamin Rose Institute on Aging	1,250.00	V - SHARE prog license renewal	ANN
80846	4/11/2024	BARKER	Blair Barker	851.49	EE - Travel reimb	
80826	4/3/2024	C3 INTEL	C3 Intelligence, Inc	190.00	V - HR/background checks	MO
80852	4/11/2024	CSDA	CA Special Districts Assoc	1,317.65	V - financial vendor	
80865	4/17/2024	KNOX	Carrie Knox	195.00	V -Graphic design vendor	
80848	4/11/2024	CENTRAL	Central Plaza Auto Service	339.31	V - fleet maintenance	
80871	4/24/2024	CENTRAL	Central Plaza Auto Service	545.48	V - fleet maintenance	
80849	4/11/2024	COLANTUONO	Colantuono, Highsmith, Whatley, PC	4,078.00	V - legal services	ONGOING
80850	4/11/2024	COMFORT	Comfort Keepers dba	248.00	V - VCAAA grant	MO
80828	4/3/2024	COMMANDER	Commander Powered by Proforma	3,643.31	V - Promotional items	
80851	4/11/2024	COMMANDER	Commander Powered by Proforma	3,665.75	V - work shirts/uniforms	
80872	4/24/2024	COMMANDER	Commander Powered by Proforma	461.18	V - work shirts/uniforms	
80873	4/24/2024	COMMUNITIES	Communities Lifting Communities	5,000.00	V - VCCHC annual dues	ANN
80862	4/17/2024	ONEJO AWARD	Conejo Awards Corp	1,008.15	V - envelopes/paper	
80874	4/24/2024	ONEJO AWARD	Conejo Awards Corp	27.89	V - name badges	
80875	4/24/2024	ONEJO VALLEY	Conejo Valley Senior Concern, INC	8,381.34	V - VCAAA OARR Grant	MO
80831	4/3/2024	DOS CAMINOS	Dos Caminos Plaza	5,962.00	V - COA monthly dues	MO
80832	4/3/2024	F M PEARCE	F M Pearce Co, Inc.	1,144.00	V - Qrtly preventive maint	QTRLY
80833	4/3/2024	FANNING	Fanning & Karrh, CPAs	15,956.20	V - Annual audit pymt	ANN
80835	4/3/2024	FRONTIER	Frontier Communications	235.98	V - cable vendor	MO

80863	4/17/2024	HABITAT	Habitat for Humanity of Ventura Count	214.19	V - VCAAA grant	MO
80836	4/3/2024	HARTFORD	Hartford Life	1,330.49	V - benefits/ins	MO
80864	4/17/2024	HAYMAN	Hayman Consulting dba	3,182.50	V - financial vendor	MO
80853	4/11/2024	ITS	Integrated Telemanagement Services, Ir	1,221.31	V - telephone vendor	MO
80837	4/3/2024	JTS	JTS Facility Services	60.00	V - spot carpet cleaning	MO
80854	4/11/2024	JTS	JTS Facility Services	2,310.00	V - janitorial vendor	MO
80855	4/11/2024	MORALES	Luis Morales III	214.95	EE - Travel reimb	
80838	4/3/2024	MERIPLEX/CPI	Meriplex Solutions	5,063.68	V - IT vendor	MO
80866	4/17/2024	MERIPLEX/CPI	Meriplex Solutions	200.00	V - BOD Ipad setup	
80839	4/3/2024	METLIFE	MetLife Small Business	1,059.36	V - benefits/ins	MO
80829	4/3/2024	DIXON	Neal P. Dixon	315.00	BOD	MO
80876	4/24/2024	NICKS WINDOW	Nicolas L. Benitz	300.00	V - window washer	MO
80834	4/3/2024	FEINBERG	Paula-Jeanne Feinberg	315.00	BOD	MO
80827	4/3/2024	CARTER	Peggy Carter	65.00	V - Class refund	
80867	4/17/2024	PETTY	Petty Cash - Administrat	265.01	V - petty cash reimb	MO
80877	4/24/2024	PEGASUS	Robert Michael Schwieger	3,600.00	V - VCAAA OARR Grant	
80840	4/3/2024	SAFEWAY	Safeway Inc	183.53	V - ADC nutrition	MO
80856	4/11/2024	SAFEWAY	Safeway Inc	188.09	V - ADC nutrition	MO
80868	4/17/2024	SAFEWAY	Safeway Inc	196.53	V - ADC nutrition	MO
80878	4/24/2024	SO CA EDISON	Southern California Edison	1,321.83	V - utilities	MO
80857	4/11/2024	SO CA GAS	Southern California Gas	750.85	V - utilities	MO
80841	4/3/2024	STAPLES	Staples Business Advantage	2,406.09	V - office supplies	MO
80842	4/3/2024	STRYKER	Stryker Sales, LLC	70.22	V - AED electrod pads	MO
80861	4/17/2024	ATKINSON	Thelma Atkinson	80.00	V - Class refund	
80830	4/3/2024	DORIA	Thomas Doria, MD	210.00	BOD	MO
80858	4/11/2024	TRI COUNTY	Tri County Office Furniture, Inc	314.25	V - Bookshelf/cabinet	
80843	4/3/2024	TROPICAL	Tropical Car Wash	580.00	V - fleet maintenance	MO
80870	4/17/2024	UMPQUA	Umpqua Bank	6,801.27	V - credit card	MO
80879	4/24/2024	VALIC	VALIC	1,413.05	V - benefits/ins	MO
80880	4/24/2024	VC LEGAL	Ventura County Legal Aid, INC	17,424.04	V - VCAAA OARR Grant	MO
80844	4/3/2024	VISION	Vision Services Plan	295.34	V - benefits/ins	MO
80859	4/11/2024	VOYAGER	Voyager Fleet Systems Inc	1,193.96	V - fleet gas	MO
80860	4/11/2024	XEROX	Xerox Financial Services	2,016.30	V - copier lease	MO

Report Total

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\$110,845.02  
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Legend of Payment Type	
BOD =	Board of Director
EE =	Employee
V =	Vendor

# Camarillo Health Care District

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

11:03 AM  
7-May-24

Sorted by Check Number  
April 2024 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #1 [Five Star - General]						
80825	4/3/2024	BENJAMIN	Benjamin Rose Institute on Aging	1,250.00	V - SHARE prog license renewal	ANN
80826	4/3/2024	C3 INTEL	C3 Intelligence, Inc	190.00	V - HR/background checks	MO
80827	4/3/2024	CARTER	Peggy Carter	65.00	V - Class refund	
80828	4/3/2024	COMMANDER	Commander Powered by Proforma	3,643.31	V - Promotional items	
80829	4/3/2024	DIXON	Neal P. Dixon	315.00	BOD	MO
80830	4/3/2024	DORIA	Thomas Doria, MD	210.00	BOD	MO
80831	4/3/2024	DOS CAMINOS	Dos Caminos Plaza	5,962.00	V - COA monthly dues	MO
80832	4/3/2024	F M PEARCE	F M Pearce Co, Inc.	1,144.00	V - Qrtly preventive maint	QTRLY
80833	4/3/2024	FANNING	Fanning & Karrh, CPAs	15,956.20	V - Annual audit pymt	ANN
80834	4/3/2024	FEINBERG	Paula-Jeanne Feinberg	315.00	BOD	MO
80835	4/3/2024	FRONTIER	Frontier Communications	235.98	V - cable vendor	MO
80836	4/3/2024	HARTFORD	Hartford Life	1,330.49	V - benefits/ins	MO
80837	4/3/2024	JTS	JTS Facility Services	60.00	V - spot carpet cleaning	MO
80838	4/3/2024	MERIPLEX/CPI	Meriplex Solutions	5,063.68	V - IT vendor	MO
80839	4/3/2024	METLIFE	MetLife Small Business	1,059.36	V - benefits/ins	MO
80840	4/3/2024	SAFEWAY	Safeway Inc	183.53	V - ADC nutrition	MO
80841	4/3/2024	STAPLES	Staples Business Advantage	2,406.09	V - office supplies	MO
80842	4/3/2024	STRYKER	Stryker Sales, LLC	70.22	V - AED electro pad	MO
80843	4/3/2024	TROPICAL	Tropical Car Wash	580.00	V - fleet maintenance	MO
80844	4/3/2024	VISION	Vision Services Plan	295.34	V - benefits/ins	MO
80845	4/11/2024	ACCESS	Access TLC Caregivers DBA	704.00	V - VCAAA grant	MO
80846	4/11/2024	BARKER	Blair Barker	851.49	EE - Travel reimb	
80847	4/11/2024	BAY ALARM	Bay Alarm Company	444.45	V - security camera vendor	MO

80848	4/11/2024	CENTRAL	Central Plaza Auto Service	339.31	V - fleet maintenance	ONGOING
80849	4/11/2024	COLANTUONO	Colantuono, Highsmith, Whatley, PC	4,078.00	V - legal services	MO
80850	4/11/2024	COMFORT	Comfort Keepers dba	248.00	V - VCAAA grant	MO
80851	4/11/2024	COMMANDER	Commander Powered by Proforma	3,665.75	V - work shirts/uniforms	MO
80852	4/11/2024	CSDA	CA Special Districts Assoc	1,317.65	V - financial vendor	MO
80853	4/11/2024	ITS	Integrated Telemanagement Services, Ir	1,221.31	V - telephone vendor	MO
80854	4/11/2024	JTS	JTS Facility Services	2,310.00	V - janitorial vendor	MO
80855	4/11/2024	MORALES	Luis Morales III	214.95	EE - Travel reimb	MO
80856	4/11/2024	SAFEWAY	Safeway Inc	188.09	V - ADC nutrition	MO
80857	4/11/2024	SO CA GAS	Southern California Gas	750.85	V - utilities	MO
80858	4/11/2024	TRI COUNTY	Tri County Office Furniture, Inc	314.25	V - Bookshelf/cabinet	MO
80859	4/11/2024	VOYAGER	Voyager Fleet Systems Inc	1,193.96	V - fleet gas	MO
80860	4/11/2024	XEROX	Xerox Financial Services	2,016.30	V - copier lease	MO
80861	4/17/2024	ATKINSON	Thelma Atkinson	80.00	V - Class refund	MO
80862	4/17/2024	ONEJO AWARD	Conejo Awards Corp	1,008.15	V - envelopes/paper	MO
80863	4/17/2024	HABITAT	Habitat for Humanity of Ventura Count	214.19	V - VCAAA grant	MO
80864	4/17/2024	HAYMAN	Hayman Consulting dba	3,182.50	V - financial vendor	MO
80865	4/17/2024	KNOX	Carrie Knox	195.00	V -Graphic design vendor	MO
80866	4/17/2024	MERIPLEX/CPI	Meriplex Solutions	200.00	V - BOD lpad setup	MO
80867	4/17/2024	PETTY	Petty Cash - Administrat	265.01	V - petty cash reimb	MO
80868	4/17/2024	SAFEWAY	Safeway Inc	196.53	V - ADC nutrition	MO
80869	4/17/2024	SAGE	Amber Sage	34.00	V - Class refund	MO
80870	4/17/2024	UMPQUA	Umpqua Bank	6,801.27	V - credit card	MO
80871	4/24/2024	CENTRAL	Central Plaza Auto Service	545.48	V - fleet maintenance	MO
80872	4/24/2024	COMMANDER	Commander Powered by Proforma	461.18	V - work shirts/uniforms	MO
80873	4/24/2024	COMMUNITIES	Communities Lifting Communities	5,000.00	V - VCCCHIC annual dues	ANN
80874	4/24/2024	ONEJO AWARD	Conejo Awards Corp	27.89	V - name badges	MO
80875	4/24/2024	ONEJO VALLEY	Conejo Valley Senior Concern, INC	8,381.34	V - VCAAA OARR Grant	MO
80876	4/24/2024	NICKS WINDOW	Nicolas L. Benitz	300.00	V - window washer	MO
80877	4/24/2024	PEGASUS	Robert Michael Schwieger	3,600.00	V - VCAAA OARR Grant	MO
80878	4/24/2024	SO CA EDISON	Southern California Edison	1,321.83	V - utilities	MO
80879	4/24/2024	VALIC	VALIC	1,413.05	V - benefits/ins	MO
80880	4/24/2024	VC LEGAL	Ventura County Legal Aid, INC	17,424.04	V - VCAAA OARR Grant	MO

Report Total

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\$110,845.02  
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Legend of Payment Type	
BOD =	Board of Director
EE =	Employee
V =	Vendor



## Check Register Monthly Comparison

### FY 2023/24

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)	w/out transfer
\$118,020	\$111,879	\$75,824	\$86,545	\$132,980	\$65,631	\$119,502	\$113,739	\$106,342	\$110,845	\$0	\$0	\$104,131	\$0
<b>YTD Total</b>											<b>\$1,041,306</b>		

**Notes FY 23/24:**

- Aug '23 OARR Grant \$48k
- Sept '23 OARR Grant \$20k
- Nov '23 OARR Grant \$43k
- Jan '24 Progress pymt Auditor \$10,000
- Jan '24 Purchase new Ford Escape vehicle \$34,890.45
- Jan '24 Various Cabinets/Wall Panels/Tackboard \$5,031 (50% deposit)
- Feb '24 Repair on ADC grease trap \$22,895
- Apr '24 Annual audit pymt \$15,956
- Apr '24 OARR Grant \$29,405

### FY 2022/23

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)	w/out transfer
\$169,824	\$59,053	\$123,545	\$3,146,143	\$96,299	\$71,201	\$2,222,982	\$79,747	\$69,296	\$104,044	\$81,193	\$306,713	\$614,213	\$106,334
<b>YTD Total</b>											<b>\$6,530,040</b>		

**Notes FY 22/23:**

- Sept '22 Purchased new Ford Escape vehicle \$46,572.46
- Oct '22 Purchased new Ford Escape vehicle \$42,541.59
- Oct '22 Transfer cash to open California Class account \$3,000,000 from LAIF
- Oct '22 Transfer cash to open 3 Five Star accounts \$4,500.00
- Oct '22 Purchase new computer equipment \$9,525.85
- Oct '22 Purchase new AC Units \$13,448.00
- Nov-22 Purchase new AC units Bldg E & G \$22,541
- Nov-22 Purchase new Refrigerator for Sr. Meals \$9,813
- Jan '23 Transfer cash to into Five Star Accounts \$2,150,000
- Feb-23 Payment to auditor \$15,000
- Apr-23 Purchase new SmartFit machine \$13,590
- May-23 Plumbing repairs - Bldg E, F \$7,85.00
- May-23 New computer equipment \$13,582.54 (1 Noteook & 12 Optiplex 3000's)
- Jun-23 Insurance policy renewals \$143,975
- Jun-23 Redistricting Fees \$21,000
- Jun-23 Trench repair Admin bldg \$19,700

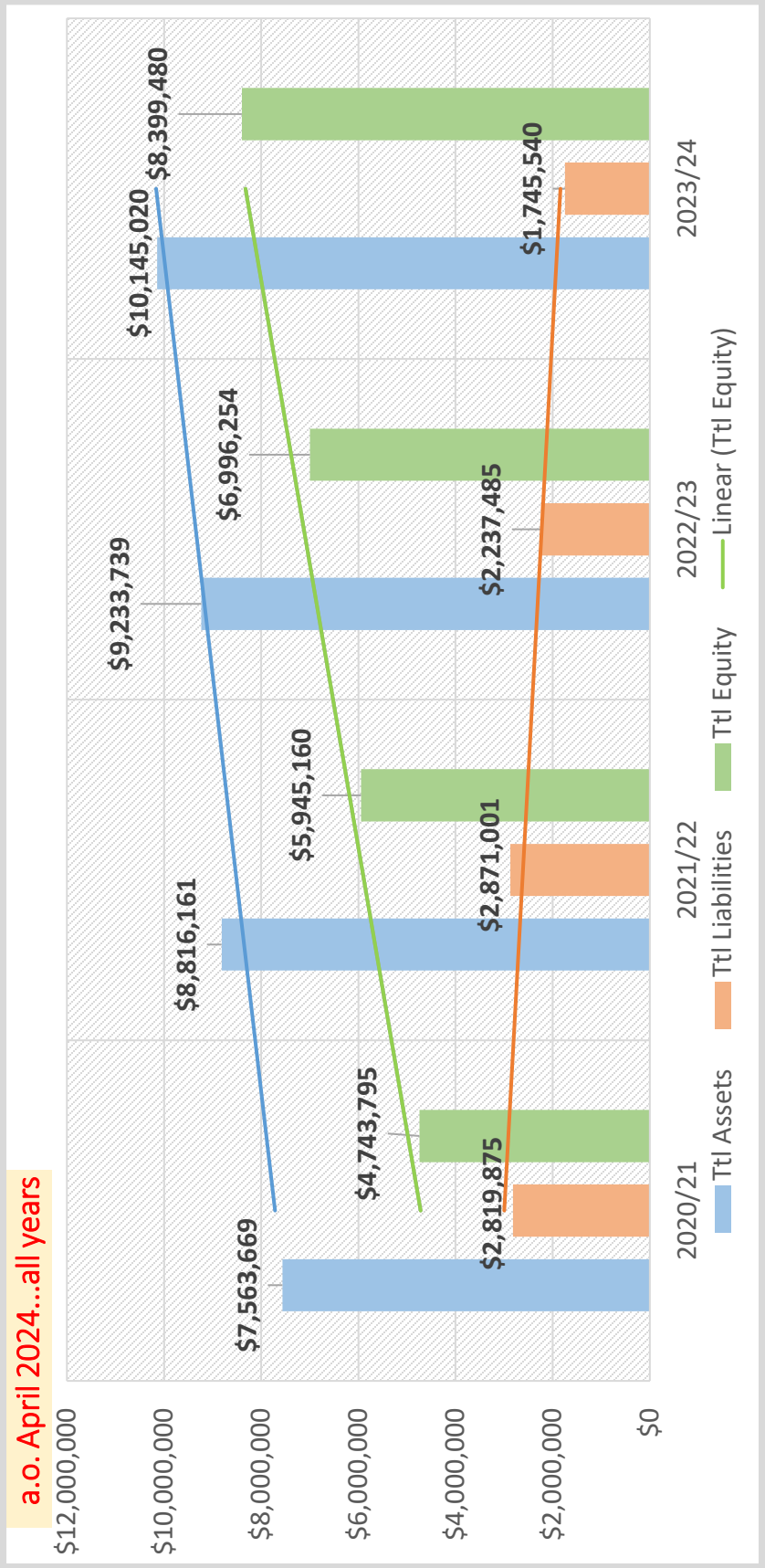
**NOTE: this is a comparison of checks only; does not include expenses such as OPEB accrual, salary/benefit expenses, UAL expense, depreciation; July and Aug of each year may or may not include month prior June expenses.**

# Camarillo Health Care District

## Statement of Net Assets

	April 2024	April 2023	\$ Variance	% Variance
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>CASH ACCOUNTS</b>				
Bank of the West General	0.00	4,100.34	(4,100.34)	-100.0%
Cash in General- Five Star	327,237.06	1,464,886.79	(1,137,649.73)	-77.7%
Cash in Money Market-Five Star	815,328.81	1,016,607.44	(201,278.63)	-19.8%
Petty Cash-Administration	1,000.00	1,000.00	0.00	0.0%
Cash Drawer-Community Educ	50.00	50.00	0.00	0.0%
Cash Drawers- Senior Nutrition	85.00	85.00	0.00	0.0%
California Class	3,762,640.49	3,564,475.97	198,164.52	5.6%
Cash-Local Agency Investment	328,662.78	269,205.18	59,457.60	22.1%
Cash - County Treasury Invstmn	6,923.34	5,976.64	946.70	15.8%
Mechanics, Rabo Savings	7,330.06	638,479.58	(631,149.52)	-98.9%
Cash-Restricted-Scholarship	7,163.75	7,253.75	(90.00)	-1.2%
<b>TOTAL CASH ACCOUNTS</b>	<b>5,256,421.29</b>	<b>6,972,120.69</b>	<b>(1,715,699.40)</b>	<b>-24.6%</b>
Accounts Receivable	4,360.00	1,939.70	2,420.30	124.8%
Employee Advance	3,285.36	0.00	3,285.36	100.0%
Accrued Interest Receivable	88.72	50.58	38.14	75.4%
City of Cam CDBG CV3 Rec	16,666.70	16,666.67	0.03	0.0%
City of Cam Care-A-Van	0.00	23,750.00	(23,750.00)	-100.0%
City of Cam CDBG VR	2,000.00	0.00	2,000.00	100.0%
Grant-VCAAA -Sr Nutrition Recl (3C)	54,554.00	24,105.91	30,448.09	126.3%
Grant-VCAAA Caregiver Rec (3E)	11,146.51	7,024.46	4,122.05	58.7%
Grant-VCAAA SS Line Rec (3B)	15,052.00	11,290.02	3,761.98	33.3%
Grant - VCAAA OARR Legal	45,815.56	28,214.93	17,600.63	62.4%
Grant - CDA Cal Grows	1,726.75	0.00	1,726.75	100.0%
Contract-PICF-Falls	625.00	5,582.86	(4,957.86)	-88.8%
Due Fr County-Property Tax	1,302,888.66	0.00	1,302,888.66	100.0%
<b>TOTAL Current Assets</b>	<b>6,714,630.55</b>	<b>7,090,745.82</b>	<b>(376,115.27)</b>	<b>-5.3%</b>
<b>Fixed Assets</b>				
Buildings & Improvements	3,188,100.36	3,188,100.36	0.00	0.0%
IS Equip	102,122.40	109,925.62	(7,803.22)	-7.1%
Equipment & Furnishings	270,585.34	266,189.76	4,395.58	1.7%
Transportation Vehicles	346,066.64	265,629.00	80,437.64	30.3%
Accum Depreciation-Buildings	(2,305,164.70)	(2,191,573.66)	(113,591.04)	-5.2%
Accum Depreciation-IS Equip	(100,989.07)	(101,446.59)	457.52	0.5%
Accum Depreciation-Equip&Furn	(196,327.77)	(204,502.05)	8,174.28	4.0%
Accum Depreciation-Vehicles	(219,514.84)	(211,929.48)	(7,585.36)	-3.6%
<b>TOTAL Fixed Assets</b>	<b>1,084,878.36</b>	<b>1,120,392.96</b>	<b>(35,514.60)</b>	<b>-3.2%</b>
<b>Other Assets</b>				
Prepaid Insurance	21,767.37	17,185.83	4,581.54	26.7%
Prepaid Workers Comp	(30,856.24)	(19,753.42)	(11,102.82)	-56.2%
Prepaid Other	444.45	0.00	444.45	100.0%

	<i>April 2024</i>	<i>April 2023</i>	<i>\$ Variance</i>	<i>% Variance</i>
Prepaid Postage	368.69	580.13	(211.44)	-36.4%
Pre Paid Rental/Lease	4,378.90	3,681.00	697.90	19.0%
Deferred Outflows of Resources GASB 68	1,850,122.00	437,497.00	1,412,625.00	322.9%
Overfunded GASB 75	12,151.00	423,617.00	(411,466.00)	-97.1%
Deferred Outflows of Resources GASB 75	487,135.00	159,793.00	327,342.00	204.9%
<b>TOTAL Other Assets</b>	<b>2,345,511.17</b>	<b>1,022,600.54</b>	<b>1,322,910.63</b>	<b>129.4%</b>
<b>TOTAL ASSETS</b>	<b>10,145,020.08</b>	<b>9,233,739.32</b>	<b>911,280.76</b>	<b>9.9%</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	32,861.62	22,136.43	10,725.19	48.5%
Medical Premium Payable-Emp	14.96	0.00	14.96	100.0%
Accrued Vacation	96,518.12	103,758.34	(7,240.22)	-7.0%
Scholarships-Volunteer Expense	1,595.97	1,595.97	0.00	0.0%
Scholarships-Senior Services	5,567.78	5,657.78	(90.00)	-1.6%
Deferred Revenue	3,637.99	16,853.31	(13,215.32)	-78.4%
<b>TOTAL Current Liabilities</b>	<b>140,196.44</b>	<b>150,001.83</b>	<b>(9,805.39)</b>	<b>-6.5%</b>
<b>Long-Term Liabilities</b>				
Net Pension Liability GASB 68	671,170.00	134,490.00	536,680.00	399.0%
Deferred Inflows of Resources GASB 68	161,022.00	878,821.00	(717,799.00)	-81.7%
Deferred Inflows of Resources GASB 75	773,152.00	1,074,172.00	(301,020.00)	-28.0%
<b>TOTAL Long-Term Liabilities</b>	<b>1,605,344.00</b>	<b>2,087,483.00</b>	<b>(482,139.00)</b>	<b>-23.1%</b>
<b>TOTAL LIABILITIES</b>	<b>1,745,540.44</b>	<b>2,237,484.83</b>	<b>(491,944.39)</b>	<b>-22.0%</b>
<b>EQUITY</b>				
Designated Reserves	2,999,201.22	2,999,201.22	0.00	0.0%
Retained Earnings	4,033,500.48	2,843,685.40	1,189,815.08	41.8%
Year-to-Date Earnings	1,366,777.94	1,153,367.87	213,410.07	18.5%
<b>TOTAL EQUITY</b>	<b>8,399,479.64</b>	<b>6,996,254.49</b>	<b>1,403,225.15</b>	<b>20.1%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,145,020.08</b>	<b>9,233,739.32</b>	<b>911,280.76</b>	<b>9.9%</b>



**Camarillo Health Care District  
Investment & Reserves Report**

**30-Apr-24  
2023 - 2024**

LAIF & CLASS	4/30/2024	Interest Earned	Quick Ratio	Current Ratio
Vehicle Fleet Reserve	81,618	3,529		
Technology Reserve	164,272	7,104		
Project/Special Use Reserve	163,273	7,060		
Capital Improvement Reserve	544,240	23,534		
General Operating Reserve	1,102,918	47,693		
Undesignated - General Operating	2,034,982	87,999		
<b>Total LAIF &amp; CLASS</b>	<b>4,091,303</b>	<b>176,920</b>	<b>37.49</b>	<b>47.89</b>

**Five Star Bank**

General Operating Fund - Five Star	327,237
Payroll - Five Star	0
Money Market Fund - Five Star	48,804
<b>Total Five Star Bank</b>	<b>48,804.37</b>

**Mechanics Bank**

Checking	0	0.00
Savings	7,330	93
<b>Total Savings &amp; CD's</b>	<b>7,330</b>	<b>92.55</b>

**Scholarships & Petty Cash Funds**

<b>Ventura County Treasurer Pool</b>	<b>6,923</b>	<b>679</b>
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**Total in interest earning accounts**

<b>5,256,421</b>	<b>226,496</b>
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	Minimum Target	6/30/2023 Balance	2023 Allocated	2023/2024 Interest	4/30/2024 Balance	Annual Funding Goal
<b>Reserve Funds</b>						
Vehicle Fleet Reserve	75,000	78,089	0	3,529	81,618	5,000
Technology Reserve	150,000	157,168	0	7,104	164,272	5,000
Project/Special Use Reserve	150,000	156,212	0	7,060	163,273	5,000
Capital Improvement Reserve	500,000	520,706	0	23,534	544,240	10,000
General Operating Reserve	1,941,834	1,055,225	0	47,693	1,102,918	100,000
<b>Reserves &amp; Contingencies</b>	<b>2,816,834</b>	<b>1,967,400</b>	<b>0</b>	<b>88,921</b>	<b>2,056,321</b>	<b>125,000</b>

Per California Government Code Section 53600 et. Seq., specifically 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 California CLASS, LAIF, and 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.

# Camarillo Health Care District

## Statements of Activities

**Year-to-Date Variance, April 2024 - current month, Consolidated by department**

	<i>10 Months Ended April 30, 2024</i>	<i>10 Months Ended April 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
<b>REVENUE</b>				
Tax Revenue-Admin	3,260,414.40	3,346,866.00	(86,451.60)	-2.6 %
Community Education	10,570.00	15,472.50	(4,902.50)	-31.7 %
Transportation Fees	6,157.50	15,083.30	(8,925.80)	-59.2 %
Transport Fees ADC	26,855.00	22,083.30	4,771.70	21.6 %
Sr Nutrition Home Delivered	27,174.55	26,775.00	399.55	1.5 %
Contract-PICF-Falls	9,987.20	18,106.70	(8,119.50)	-44.8 %
ADC Fees	166,767.00	166,666.70	100.30	0.1 %
Grant-VCAAA Caregiver Respite	22,596.53	33,333.30	(10,736.77)	-32.2 %
Grant - AAA OARR Legal	204,824.28	169,955.00	34,869.28	20.5 %
Grant - CDA Cal Grows	12,400.57	45,483.30	(33,082.73)	-72.7 %
Donations-Scholarship	90.00	2,083.30	(1,993.30)	-95.7 %
Sponsorship	0.00	600.00	(600.00)	-100.0 %
Healthy Attitude Advertising	4,000.00	3,000.00	1,000.00	33.3 %
Interest Income	226,495.91	104,166.70	122,329.21	117.4 %
Facility Use Rental	6,624.00	11,066.70	(4,442.70)	-40.1 %
Facility Use-Lease	7,716.75	7,997.50	(280.75)	-3.5 %
Donations	742.00	0.00	742.00	
Fischer Fund Distribution	151,615.42	155,000.00	(3,384.58)	-2.2 %
Grant-VCAAA-Sr Nutrition	134,602.80	155,550.00	(20,947.20)	-13.5 %
Grant -City of Cam-CDBG CV3	41,666.70	41,666.70	0.00	0.0 %
Grant- City of Cam CDBG VR	5,000.00	5,000.00	0.00	
Grant-VCAAA-SS Line	40,631.02	41,666.70	(1,035.68)	-2.5 %
Grant-SCAN Community	2,500.00	2,500.00	0.00	
<b>TOTAL REVENUE</b>	<b>4,369,431.63</b>	<b>4,390,122.70</b>	<b>(20,691.07)</b>	<b>-0.5 %</b>
	<b>4,369,431.63</b>	<b>4,390,122.70</b>	<b>(20,691.07)</b>	<b>-0.5 %</b>
	<b>4,369,431.63</b>	<b>4,390,122.70</b>	<b>(20,691.07)</b>	<b>-0.5 %</b>
<b>EXPENSES</b>				
Salaries	1,343,750.60	1,580,661.14	236,910.54	15.0 %
Payroll Taxes	104,635.24	128,027.70	23,392.46	18.3 %
Bene-Employer Expense to PERS Health	171,877.56	306,666.60	134,789.04	44.0 %
Bene-Employer Expense to PERS pension	112,422.76	135,751.60	23,328.84	17.2 %
Benefits - Workers Comp	20,749.96	26,035.00	5,285.04	20.3 %

	<i>10 Months Ended April 30, 2024</i>	<i>10 Months Ended April 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Benefits - Life/ADD	26,908.73	26,617.50	(291.23)	-1.1 %
Benefits-OPEB (Retiree)	70,205.43	55,514.20	(14,691.23)	-26.5 %
PERS Retirement UAL	92,624.00	146,000.00	53,376.00	36.6 %
Audit Fees	25,956.20	24,750.00	(1,206.20)	-4.9 %
Partnershp Initiatives	0.00	1,666.70	1,666.70	100.0 %
Legal Fees	47,889.04	25,000.00	(22,889.04)	-91.6 %
Contractors-Operations	87,700.02	111,229.20	23,529.18	21.2 %
Contractors Facilities	29,611.50	37,860.70	8,249.20	21.8 %
Contractors - Grants (Legal)	132,150.44	123,664.20	(8,486.24)	-6.9 %
Instructor Agreement Fees	3,140.90	3,482.50	341.60	9.8 %
Community/Staff Outreach	5,618.43	11,797.50	6,179.07	52.4 %
Dues/Subscriptions	42,566.68	45,662.50	3,095.82	6.8 %
Continuing Education-Trustee	24,508.79	12,367.33	(12,141.46)	-98.2 %
Continuing Education-Staff	28,959.76	48,908.30	19,948.54	40.8 %
Board Stipend/Costs	6,610.00	28,106.70	21,496.70	76.5 %
Emerging Community Opportunities	0.00	75,000.00	75,000.00	100.0 %
LAFCO Assessments	2,535.00	2,535.00	0.00	
Mileage	6,554.23	12,588.40	6,034.17	47.9 %
Program Matls/Activities	14,580.56	34,709.20	20,128.64	58.0 %
Gas & Oil	14,139.35	18,000.00	3,860.65	21.4 %
Fleet Maintenance	15,544.92	23,006.70	7,461.78	32.4 %
Minor Equipment	7,741.67	21,099.23	13,357.56	63.3 %
Supplies	14,188.27	12,245.00	(1,943.27)	-15.9 %
Postage	35,723.71	35,283.30	(440.41)	-1.2 %
Advertising & Promotion	32,658.17	30,603.30	(2,054.87)	-6.7 %
Refunds	1,146.00	1,083.30	(62.70)	-5.8 %
Printing	90,130.25	92,682.70	2,552.45	2.8 %
Repairs & Maintenance	46,451.44	15,115.70	(31,335.74)	-207.3 %
Association Fees	60,642.86	59,621.70	(1,021.16)	-1.7 %
Insurance	86,912.48	88,734.20	1,821.72	2.1 %
Storage Rent/Equip Lease	6,723.46	7,660.70	937.24	12.2 %
Telephone	21,706.44	20,800.10	(906.34)	-4.4 %
IT Services	54,373.33	55,732.50	1,359.17	2.4 %
Utilities	33,371.01	35,000.00	1,628.99	4.7 %
Licenses & Fees	3,213.97	6,306.60	3,092.63	49.0 %
Bank & Credit Card Charges	909.93	1,000.00	90.07	9.0 %
<b>TOTAL EXPENSES</b>	<b>2,927,133.09</b>	<b>3,528,577.00</b>	<b>601,443.91</b>	<b>17.0 %</b>
<b>OPERATING RESULTS</b>	<b>1,442,298.54</b>	<b>861,545.70</b>	<b>580,752.84</b>	<b>67.4 %</b>
<b>OTHER INCOME &amp; EXPENSE</b>				
Grant - CCLTSS	10,000.00	0.00	10,000.00	
Other Income -Administration	10,312.70	500.00	9,812.70	1962.5 %
Depreciation Expense	(95,833.30)	(95,833.30)	0.00	0.0 %
<b>TOTAL OTHER INCOME &amp; EXPENSE</b>	<b>(75,520.60)</b>	<b>(95,333.30)</b>	<b>19,812.70</b>	<b>20.8 %</b>

	<i>10 Months Ended April 30, 2024</i>	<i>10 Months Ended April 30, 2024 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
AFTER OTHER INCOME & EXPENSE	1,366,777.94	766,212.40	600,565.54	78.4 %
NET RESULTS	1,366,777.94	766,212.40	600,565.54	78.4 %



# Camarillo Health Care District

## Statements of Activities

**Year-to-Date Only, April 2024 - current month, April 2023 - 12 months back, Consolidated by department**

	<i>10 Months Ended April 30, 2024</i>	<i>10 Months Ended April 30, 2023</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
<b>REVENUE</b>				
Tax Revenue-Admin	3,260,414.40	3,164,163.77	96,250.63	3.0 %
Community Education	10,570.00	5,773.00	4,797.00	83.1 %
Transportation Fees	6,157.50	9,415.00	(3,257.50)	-34.6 %
Transport Fees ADC	26,855.00	17,237.50	9,617.50	55.8 %
Lifeline Fees	0.00	10,293.00	(10,293.00)	-100.0 %
Sr Nutrition Home Delivered	27,174.55	27,191.54	(16.99)	-0.1 %
Contract-PICF-Falls	9,987.20	20,845.98	(10,858.78)	-52.1 %
ADC Fees	166,767.00	108,579.00	58,188.00	53.6 %
Grant-VCAAA Caregiver Respite	22,596.53	19,289.53	3,307.00	17.1 %
Grant - AAA OARR Legal	204,824.28	28,214.93	176,609.35	625.9 %
Grant - CDA Cal Grows	12,400.57	0.00	12,400.57	
Contract-Caregiver Navigation Project	0.00	4,800.00	(4,800.00)	-100.0 %
Donations-Scholarship	90.00	370.00	(280.00)	-75.7 %
Sponsorship	0.00	600.00	(600.00)	-100.0 %
Healthy Attitude Advertising	4,000.00	4,000.00	0.00	
Interest Income	226,495.91	98,068.51	128,427.40	131.0 %
Facility Use Rental	6,624.00	6,125.00	499.00	8.1 %
Facility Use-Lease	7,716.75	3,862.00	3,854.75	99.8 %
Donations	742.00	10,060.00	(9,318.00)	-92.6 %
Fischer Fund Distribution	151,615.42	152,015.31	(399.89)	-0.3 %
Grant-VCAAA-Sr Nutrition	134,602.80	135,363.22	(760.42)	-0.6 %
Grant -City of Cam-CDBG CV3	41,666.70	41,666.67	0.03	0.0 %
Grant - City of Cam Care-A-Van	0.00	23,750.00	(23,750.00)	-100.0 %
Grant-Rupe Foundation-SHARE	0.00	2,083.30	(2,083.30)	-100.0 %
Grant- City of Cam CDBG VR	5,000.00	0.00	5,000.00	
Grant-VCAAA-SS Line	40,631.02	40,133.50	497.52	1.2 %
Grant-SCAN Community	2,500.00	5,756.22	(3,256.22)	-56.6 %
<b>TOTAL REVENUE</b>	<b>4,369,431.63</b>	<b>3,939,656.98</b>	<b>429,774.65</b>	<b>10.9 %</b>
	<b>4,369,431.63</b>	<b>3,939,656.98</b>	<b>429,774.65</b>	<b>10.9 %</b>
	<b>4,369,431.63</b>	<b>3,939,656.98</b>	<b>429,774.65</b>	<b>10.9 %</b>
<b>EXPENSES</b>				
Salaries	1,343,750.60	1,273,456.70	(70,293.90)	-5.5 %
Payroll Taxes	104,635.24	102,419.39	(2,215.85)	-2.2 %
Bene-Employer Expense to PERS Health	171,877.56	153,719.84	(18,157.72)	-11.8 %

	<i>10 Months Ended</i> <i>April 30, 2024</i>	<i>10 Months Ended</i> <i>April 30, 2023</i>	<i>Variance</i> <i>Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Bene-Employer Expense to PERS pension	112,422.76	97,441.77	(14,980.99)	-15.4 %
Benefits - Workers Comp	20,749.96	45,128.95	24,378.99	54.0 %
Benefits - Life/ADD	26,908.73	24,876.55	(2,032.18)	-8.2 %
Benefits-OPEB (Retiree)	70,205.43	61,343.01	(8,862.42)	-14.4 %
PERS Retirement UAL	92,624.00	153,175.00	60,551.00	39.5 %
Audit Fees	25,956.20	24,164.80	(1,791.40)	-7.4 %
Legal Fees	47,889.04	14,441.50	(33,447.54)	-231.6 %
Contractors-Operations	87,700.02	81,479.53	(6,220.49)	-7.6 %
Contractors Facilities	29,611.50	30,425.41	813.91	2.7 %
Contractors - Grants (Legal)	132,150.44	0.00	(132,150.44)	
Instructor Agreement Fees	3,140.90	0.00	(3,140.90)	
Community/Staff Outreach	5,618.43	7,399.03	1,780.60	24.1 %
Dues/Subscriptions	42,566.68	46,488.94	3,922.26	8.4 %
Continuing Education-Trustee	24,508.79	22,189.36	(2,319.43)	-10.5 %
Continuing Education-Staff	28,959.76	18,463.25	(10,496.51)	-56.9 %
Board Stipend/Costs	6,610.00	4,800.00	(1,810.00)	-37.7 %
LAFCO Assessments	2,535.00	2,413.00	(122.00)	-5.1 %
Mileage	6,554.23	8,527.45	1,973.22	23.1 %
Program Matls/Activities	14,580.56	11,860.10	(2,720.46)	-22.9 %
Gas & Oil	14,139.35	18,431.95	4,292.60	23.3 %
Fleet Maintenance	15,544.92	16,116.82	571.90	3.5 %
Minor Equipment	7,741.67	65,801.39	58,059.72	88.2 %
Supplies	14,188.27	7,733.56	(6,454.71)	-83.5 %
Postage	35,723.71	33,292.16	(2,431.55)	-7.3 %
Advertising & Promotion	32,658.17	8,033.06	(24,625.11)	-306.5 %
Refunds	1,146.00	425.00	(721.00)	-169.6 %
Printing	90,130.25	86,910.63	(3,219.62)	-3.7 %
Repairs & Maintenance	46,451.44	16,454.25	(29,997.19)	-182.3 %
Association Fees	60,642.86	57,420.00	(3,222.86)	-5.6 %
Insurance	86,912.48	77,749.26	(9,163.22)	-11.8 %
Storage Rent/Equip Lease	6,723.46	7,308.57	585.11	8.0 %
Telephone	21,706.44	23,905.47	2,199.03	9.2 %
IT Services	54,373.33	55,518.07	1,144.74	2.1 %
Utilities	33,371.01	38,426.44	5,055.43	13.2 %
Licenses & Fees	3,213.97	5,634.00	2,420.03	43.0 %
Bank & Credit Card Charges	909.93	1,075.32	165.39	15.4 %
<b>TOTAL EXPENSES</b>	<b>2,927,133.09</b>	<b>2,704,449.53</b>	<b>(222,683.56)</b>	<b>-8.2 %</b>
<b>OPERATING RESULTS</b>	<b>1,442,298.54</b>	<b>1,235,207.45</b>	<b>207,091.09</b>	<b>16.8 %</b>
<b>OTHER INCOME &amp; EXPENSE</b>				
Grant - CCLTSS	10,000.00	0.00	10,000.00	
Other Income -Administration	10,312.70	15,484.82	(5,172.12)	-33.4 %
Depreciation Expense	(95,833.30)	(97,324.40)	1,491.10	1.5 %
<b>TOTAL OTHER INCOME &amp; EXPENSE</b>	<b>(75,520.60)</b>	<b>(81,839.58)</b>	<b>6,318.98</b>	<b>7.7 %</b>

	<i>10 Months Ended April 30, 2024</i>	<i>10 Months Ended April 30, 2023</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
AFTER OTHER INCOME & EXPENSE	1,366,777.94	1,153,367.87	213,410.07	18.5 %
NET RESULTS	1,366,777.94	1,153,367.87	213,410.07	18.5 %

# Camarillo Health Care District

## Statements of Activities

**Year-to-Date Performance, April 2024 - current month, Consolidated by department**

	<i>10 Months Ended April 30, 2024</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
<b>REVENUE</b>				
Tax Revenue-Admin	3,260,414.40	3,346,866.00	86,451.60	97.4 %
Community Education	10,570.00	18,567.00	7,997.00	56.9 %
Transportation Fees	6,157.50	18,100.00	11,942.50	34.0 %
Transport Fees ADC	26,855.00	26,500.00	(355.00)	101.3 %
Sr Nutrition Home Delivered	27,174.55	32,130.00	4,955.45	84.6 %
Contract-PICF-Falls	9,987.20	21,728.00	11,740.80	46.0 %
ADC Fees	166,767.00	200,000.00	33,233.00	83.4 %
Grant-VCAAA Caregiver Respite	22,596.53	40,000.00	17,403.47	56.5 %
Grant - AAA OARR Legal	204,824.28	203,946.00	(878.28)	100.4 %
Grant - CDA Cal Grows	12,400.57	54,580.00	42,179.43	22.7 %
Donations-Scholarship	90.00	2,500.00	2,410.00	3.6 %
Sponsorship	0.00	800.00	800.00	
Healthy Attitude Advertising	4,000.00	4,000.00	0.00	100.0 %
Interest Income	226,495.91	125,000.00	(101,495.91)	181.2 %
Facility Use Rental	6,624.00	13,280.00	6,656.00	49.9 %
Facility Use-Lease	7,716.75	9,597.00	1,880.25	80.4 %
Donations	742.00	0.00	(742.00)	
Fischer Fund Distribution	151,615.42	155,000.00	3,384.58	97.8 %
Grant-VCAAA-Sr Nutrition	134,602.80	186,660.00	52,057.20	72.1 %
Grant -City of Cam-CDBG CV3	41,666.70	50,000.00	8,333.30	83.3 %
Grant- City of Cam CDBG VR	5,000.00	6,000.00	1,000.00	83.3 %
Grant-VCAAA-SS Line	40,631.02	50,000.00	9,368.98	81.3 %
Grant-SCAN Community	2,500.00	2,500.00	0.00	100.0 %
<b>TOTAL REVENUE</b>	<b>4,369,431.63</b>	<b>4,567,754.00</b>	<b>198,322.37</b>	<b>95.7 %</b>
	4,369,431.63	4,567,754.00	198,322.37	95.7 %
	4,369,431.63	4,567,754.00	198,322.37	95.7 %
<b>EXPENSES</b>				
Salaries	1,343,750.60	1,957,009.00	613,258.40	68.7 %
Payroll Taxes	104,635.24	153,633.00	48,997.76	68.1 %
Bene-Employer Expense to PERS Health	171,877.56	368,000.00	196,122.44	46.7 %
Bene-Employer Expense to PERS pension	112,422.76	162,902.00	50,479.24	69.0 %
Benefits - Workers Comp	20,749.96	31,242.00	10,492.04	66.4 %

	<i>10 Months Ended April 30, 2024</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Benefits - Life/ADD	26,908.73	31,941.00	5,032.27	84.2 %
Benefits-OPEB (Retiree)	70,205.43	66,617.00	(3,588.43)	105.4 %
PERS Retirement UAL	92,624.00	146,000.00	53,376.00	63.4 %
Audit Fees	25,956.20	24,750.00	(1,206.20)	104.9 %
Partnershp Initiatives	0.00	2,000.00	2,000.00	
Legal Fees	47,889.04	30,000.00	(17,889.04)	159.6 %
Contractors-Operations	87,700.02	133,475.00	45,774.98	65.7 %
Contractors Facilities	29,611.50	45,433.00	15,821.50	65.2 %
Contractors - Grants (Legal)	132,150.44	148,397.00	16,246.56	89.1 %
Instructor Agreement Fees	3,140.90	4,179.00	1,038.10	75.2 %
Community/Staff Outreach	5,618.43	14,157.00	8,538.57	39.7 %
Dues/Subscriptions	42,566.68	51,321.00	8,754.32	82.9 %
Continuing Education-Trustee	24,508.79	14,801.00	(9,707.79)	165.6 %
Continuing Education-Staff	28,959.76	58,690.00	29,730.24	49.3 %
Board Stipend/Costs	6,610.00	33,728.00	27,118.00	19.6 %
Emerging Community Opportunities	0.00	100,000.00	100,000.00	
Election Costs	0.00	1,000.00	1,000.00	
LAFCO Assessments	2,535.00	2,535.00	0.00	100.0 %
Mileage	6,554.23	15,106.00	8,551.77	43.4 %
Program Matls/Activities	14,580.56	41,651.00	27,070.44	35.0 %
Gas & Oil	14,139.35	21,600.00	7,460.65	65.5 %
Fleet Maintenance	15,544.92	27,608.00	12,063.08	56.3 %
Minor Equipment	7,741.67	24,359.00	16,617.33	31.8 %
Supplies	14,188.27	14,694.00	505.73	96.6 %
Postage	35,723.71	42,340.00	6,616.29	84.4 %
Advertising & Promotion	32,658.17	38,650.00	5,991.83	84.5 %
Refunds	1,146.00	1,300.00	154.00	88.2 %
Printing	90,130.25	97,639.22	7,508.97	92.3 %
Repairs & Maintenance	46,451.44	17,939.00	(28,512.44)	258.9 %
Association Fees	60,642.86	71,546.00	10,903.14	84.8 %
Insurance	86,912.48	106,481.00	19,568.52	81.6 %
Storage Rent/Equip Lease	6,723.46	9,193.00	2,469.54	73.1 %
Telephone	21,706.44	24,960.00	3,253.56	87.0 %
IT Services	54,373.33	66,879.00	12,505.67	81.3 %
Utilities	33,371.01	42,000.00	8,628.99	79.5 %
Licenses & Fees	3,213.97	17,550.00	14,336.03	18.3 %
Bank & Credit Card Charges	909.93	1,200.00	290.07	75.8 %
<b>TOTAL EXPENSES</b>	<b>2,927,133.09</b>	<b>4,264,505.22</b>	<b>1,337,372.13</b>	<b>68.6 %</b>
<b>OPERATING RESULTS</b>	<b>1,442,298.54</b>	<b>303,248.78</b>	<b>(1,139,049.76)</b>	<b>475.6 %</b>
<b>OTHER INCOME &amp; EXPENSE</b>				
Grant - CCLTSS	10,000.00	0.00	(10,000.00)	
Other Income -Administration	10,312.70	9,963.00	(349.70)	103.5 %
Depreciation Expense	(95,833.30)	(115,000.00)	(19,166.70)	83.3 %

	<i>10 Months Ended April 30, 2024</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
TOTAL OTHER INCOME & EXPENSE	(75,520.60)	(105,037.00)	(29,516.40)	71.9 %
AFTER OTHER INCOME & EXPENSE	1,366,777.94	198,211.78	(1,168,566.16)	689.6 %
NET RESULTS	1,366,777.94	198,211.78	(1,168,566.16)	689.6 %

Tax Revenue Analysis

	A	N	O	P	Q	R	S	T	U	V	W	X	Y
	Fiscal Year 2023-24		Fiscal Year 2022-23		Fiscal Year 21-22		Fiscal Year 2020-21						
	\$ Received	% to Budget	\$ Received	% to Budget	\$ Received	% to Budget	\$ Received	% to Budget	YTD	% to Budget	\$ Received	YTD	% to Budget
1	116,408.30	3.67%	65,989.87	2.08%	87,329.27	2.89%	63,219.88	2.31%					
2	0.00	3.67%	12,801.31	2.48%	0.00	3.19%	63,219.88	2.31%					
3	0.00	3.67%	16,320.31	2.99%	10,745.16	3.58%	0.00	2.31%					
4	0.00	3.67%	0.00	2.99%	95,111.49	3.74%	19,159.30	3.14%					
5	0.00	3.67%	47,707.46	4.50%	95,111.49	5.67%	3,588.84	3.14%					
6	1,766,295.06	59.28%	1,655,358.14	56.62%	52,882.57	66.76%	44,105.30	4.74%					
7	155,372.94	64.18%	193,223.80	62.71%	1,674,903.64	68.14%	1,474,833.48	58.54%					
8	28,271.45	65.07%	0.00	62.71%	37,732.82	68.14%	159,995.29	64.37%					
9	7,586.29	65.30%	667.75	62.73%	12,402.60	68.59%	5,801.59	64.58%					
10	1,318,844.94	106.83%	1,250,890.89	102.11%	1,165,534.21	111.10%	1,142,745.05	106.26%					
11	0.00	106.83%	85,216.56	104.80%	27,987.55	112.12%	57,605.09	108.36%					
12	0.00	106.83%	6,960.07	105.02%	39,063.68	113.55%	2,798.96	108.47%					
13	Approved Budget		Approved Budget		Approved Budget		Approved Budget				Approved Budget		
14													
15													
16													
17													
18													
19	Over (Under) Budget	45,913	159,343	26,006.59	3,020,034.00	2,741,713.00	232,139.78						





**SECTION 8**

**BOARD ACTION ITEM 8-A**

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,  
AND RECOMMENDATION FROM THE FINANCE/INVESTMENT  
COMMITTEE REVISION OF DISTRICT FINANCE POLICY,  
FINANCIAL PRACTICES, SECTION 4**





Camarillo  
**HEALTH**  
CARE DISTRICT

# FINANCE POLICY

Revised ~~May 23~~ November 16, 2024

# CAMARILLO HEALTH CARE DISTRICT FINANCE POLICY

## SECTION 1

### PURPOSE

The Camarillo Health Care District will follow generally accepted accounting principles and governmental accounting standards for the purpose of managing District finances.

## SECTION 2

### FINANCE/INVESTMENT COMMITTEE

It is the policy of the District that the Finance/Investment Committee is responsible for the fiscal oversight of District's cash and investments. Thus, the Finance/Investment Committee is responsible for monitoring, investing, and reinvesting District funds and for reporting or recommending any action to the Board of Directors.

The Finance/Investment Committee is authorized to make investments solely per the Government Code section 53601.5, et. Seq., the Health and Safety Code, Section 32000, et. Seq., and District Investment Policy.

## SECTION 3

### BUDGET PROCESS

The annual fiscal operating and capital budgets will project income, expenses, and capital improvement expenses to provide for programs and support services planned for the year. The Board of Directors will approve the annual operating and capital budgets on or before June 30 each year, following staff presentation(s) detailing all aspects of the proposed budgets, including but not limited to such budgeting tools as financial statements, balance sheets, and variance discussions.

## SECTION 4

### FINANCIAL PRACTICES

The Chief Executive Officer (CEO) will follow standard business practices in payment of District obligations and will maintain adequate liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), Chief Administrative Officer (CAO), and all members of the Board of Directors.

One signature will be required for checks up to the amount of ~~\$7,5005,000~~. Checks for more than that amount will require two (2) signatures, one of which shall be a member of the Board of Directors.

Wire transfers between District accounts shall require only one signature by an authorized signatory. All other wire transfers shall require two (2) signatures; one of which shall be a member of the Board of Directors.

Gifts of securities will be liquidated upon receipt unless otherwise restricted by the donor.

Funds will be invested according to the approved Investment Policy of the District.

The District will comply with the disclosure of reimbursements pursuant to Government Code Section 53065.5, which addresses reimbursement to a member of the Board of Directors for *"charges for services or product received."*

## SECTION 5

### ANNUAL AUDIT

The District will engage in an annual, independent financial audit by way of contract. Upon expiration of a current audit contract, the Board of Directors shall consider recommendations from the Finance/Investment Committee regarding a new audit contract and terms.

Following appropriate audit proposal review, the Finance/Investment Committee will present a recommendation to the Board of Directors for approval of an independent financial audit firm and contract terms.

The auditor will present complete audited financial statements, auditor's recommendation letter, and a Management Discussion & Analysis letter to the Board of Directors, for review and approval within six (6) regularly scheduled meetings of the Board of Directors, of the close of the fiscal year.

## SECTION 6

### ASSET PROTECTION

The Finance Policy of the District will be reviewed and approved by the Board of Directors annually.

Real estate may be acquired or divested under the CEO's supervision after approval by the Board of Directors and pursuant to Government Code 54956.8.

The CEO is authorized to purchase insurance against casualty and liability losses to the District or its Board members and employees in performance of their duties on behalf of the District.

## **SECTION 7**

### **RETURNED CHECK SERVICE CHARGE**

It is the policy of the Camarillo Health Care District to charge clients a service charge for any payment by check that is not honored by their bank.

According to California Civil Code, Chapter 522, Section 1719 (1983 Statutes), any person who writes a check, or any order for payment of money, which is not honored for lack of funds may be held liable in a court of law for three (3) times the amount of the check or \$100.00, whichever is greater plus the amount of the check and court costs.

## **SECTION 8**

### **DISTRICT CREDIT CARDS**

The Camarillo Health Care District has established credit card accounts in order to facilitate an efficient and cost-effective manner of handling purchasing needs. Credit card purchase shall be conducted in accordance with Credit Card Policy #1091.

## **SECTION 9**

### **CAPITAL EXPENDITURE**

The threshold for budgeted capital purchases shall be a value of \$3,000.00 or greater with an expected useful life of more than one year.

The Board of Directors approves an annual Capital Budget as part of the fiscal budgeting process. A list of capital expenditures will be included in the quarterly financial review.

## **SECTION 10**

### **DISTRICT FINANCE CHARGE**

The Camarillo Health Care District will charge clients a finance charge for any payment on account not made by the last day of the month. The District may charge an interest rate of 12% per year (1% per month) for unpaid balances.

## Record of Review History

Year of Review	Date of Review	Status
1998	November	Revised
1999	October 19	Reviewed
2000	October 24	Revised
2002	May 21	Revised
2003	May 20	Revised
2004	February 24	Revised
2005	January 25	Revised
2006	July 25	Revised
2007	January 23	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2012	January 24	Revised
2013	January 22	Revised
2016	April 26	Revised
2017	October 24	Revised
2019	September 24	Revised
2020	January 28	Revised
2021	January 26	Reviewed
2022	October 25	Revised
2023	November 16	Reviewed
<u>2024</u>	<u>May 23</u>	<u>Revised</u>





## **SECTION 12**

### **REPORTS**



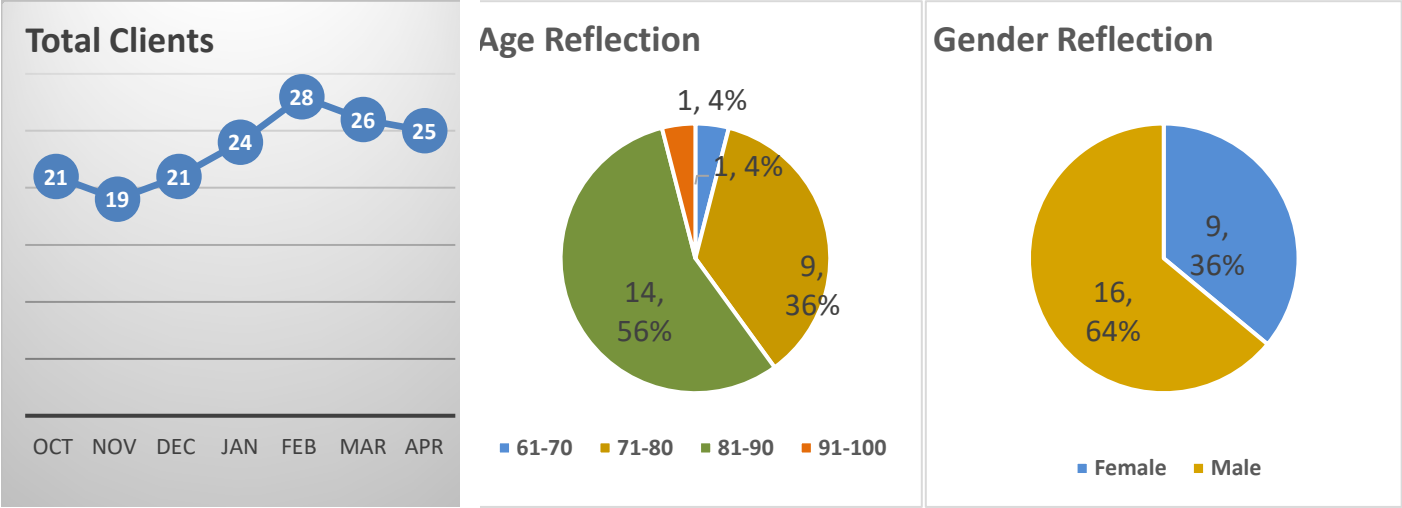
# MEMORANDUM

**DATE:** April 30, 2024  
**TO:** Kara Ralston, Chief Executive Officer  
**FROM:** Mary Ann Ratto, Adult Day Center Director  
**SUBJECT:** *April 2024 Monthly Report*

## PROGRAM DESCRIPTION

Since 1983, Camarillo Health Care District has operated a state-licensed Adult Day Center for adults (age 18 and over) with cognitive impairment and other special needs. With intentional thoughts, the Adult Day Center provides a compassionate and dynamic environment where persons with functional and cognitive disabilities can participate in meaningful activities, allowing them to remain as independent as possible with dignity, respect, and honor. Participants enjoy a variety of scheduled activities modified and designed to promote self-esteem, endurance, and engagement. Customized schedules are available full day, half day, multiple or single days in a week, with transportation options.

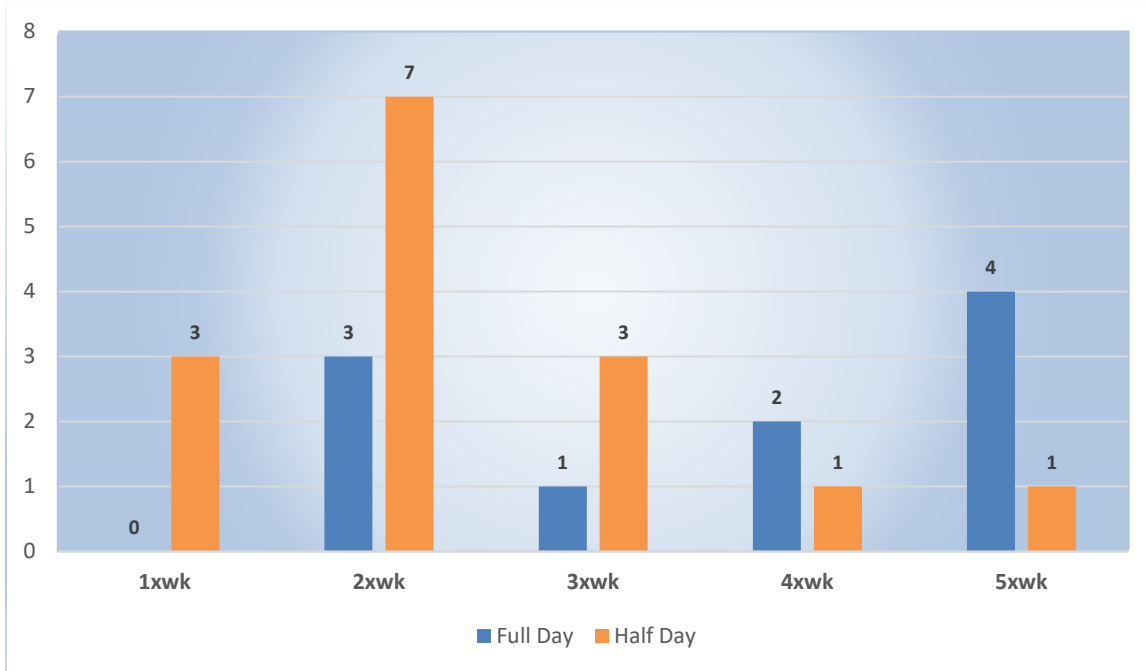
## PROGRAM QUICK VIEW



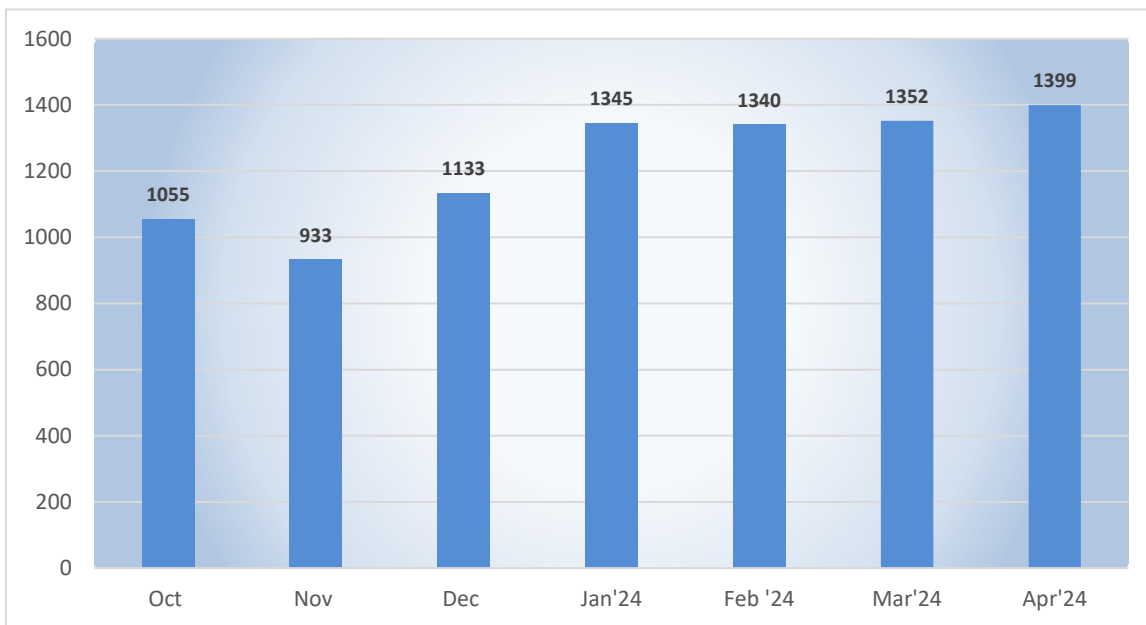
Total Clients: 25  
 Current average age: 78  
 Current oldest: 92 (ma)  
 Current youngest: 68 (ma)

	OCT	NOV	DEC	JAN'24	FEB	MAR	APR
<b>Female</b>	8	7	9	10	12	10	9
<b>Male</b>	13	12	12	14	16	16	16

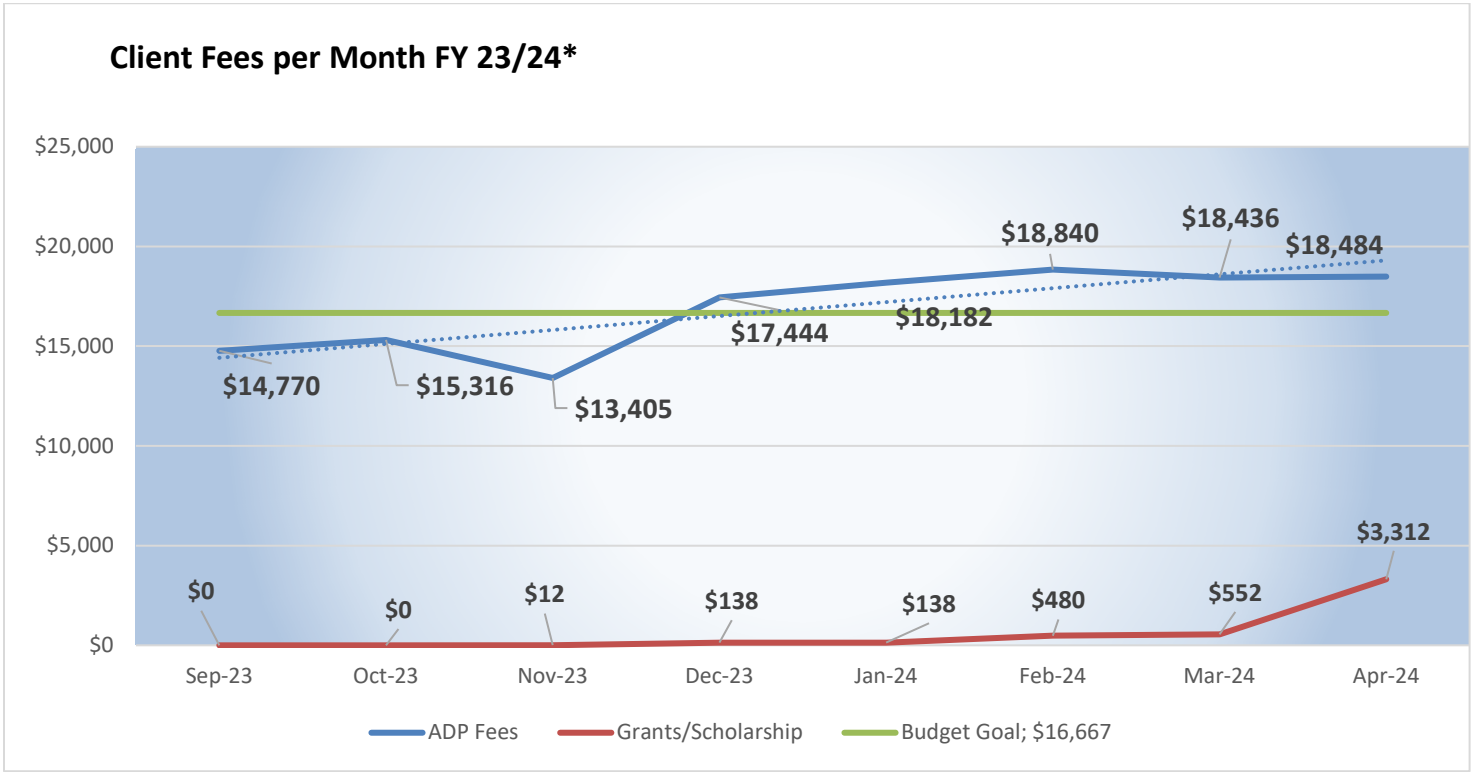
### ATTENDANCE BY # OF DAYS PER WEEK



### # of service hours per week



### Client Fees per Month FY 23/24\*



\*debit/credit margins for refunds; does not include property tax allocation

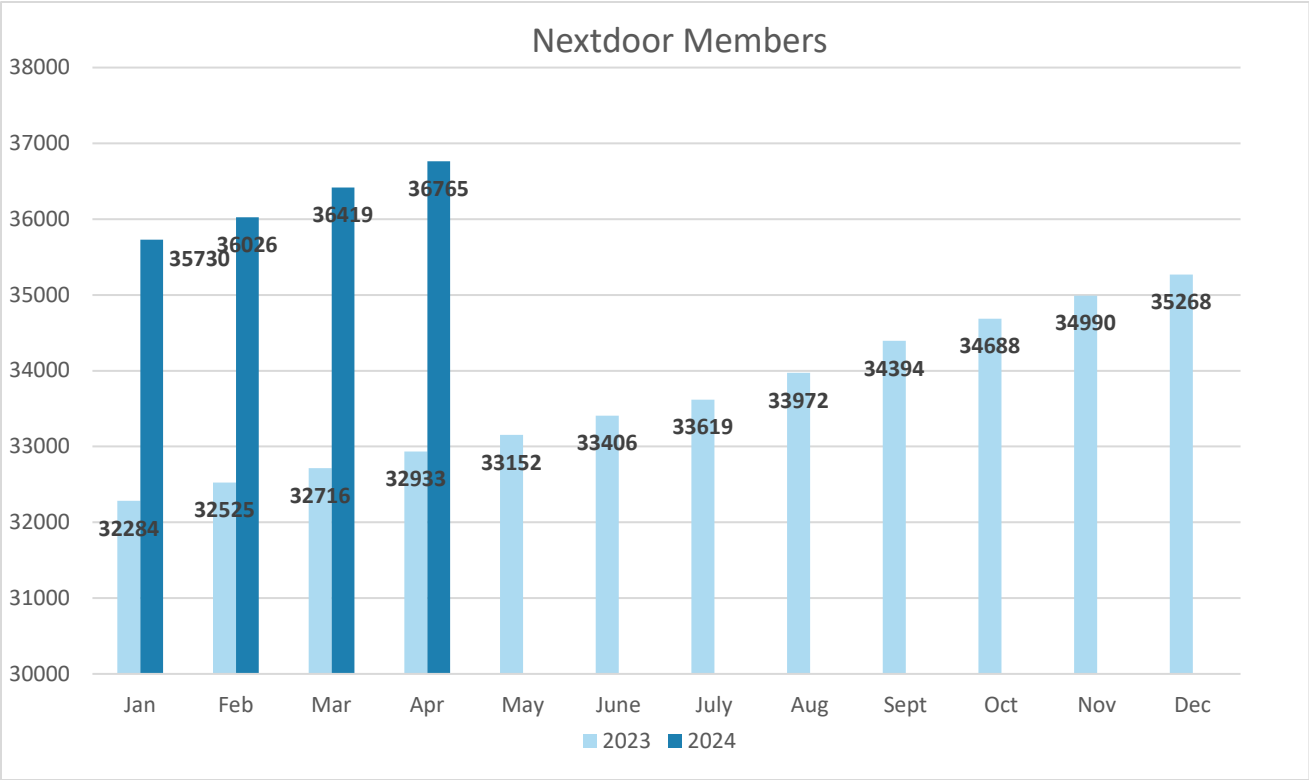
# MEMORANDUM

**DATE:** May 10, 2024  
**TO:** Kara Ralston, CEO  
**FROM:** Michelle Rogers, Community Education & Outreach Manager  
**SUBJECT:** *Monthly Program Report: April 2024*

## PROGRAM DESCRIPTION – Social Media

Community Education & Outreach focuses on developing, producing and facilitating the various educational and outreach platforms of Camarillo Health Care District, including:

- highlight classes, services, programs and departments, and posting consistently
- boost brand awareness by creating original content
- share timely and varied posts to create a dynamic social media portfolio
- curate, like and comment on content that aligns with mission; follow/like local agencies
- maintain a pulse on community conversations to help expand audience
- increase community engagement by asking and answering questions, hosting polls, and sharing our own thought leadership pieces that initiate and inform conversations.



### NEXTDOOR

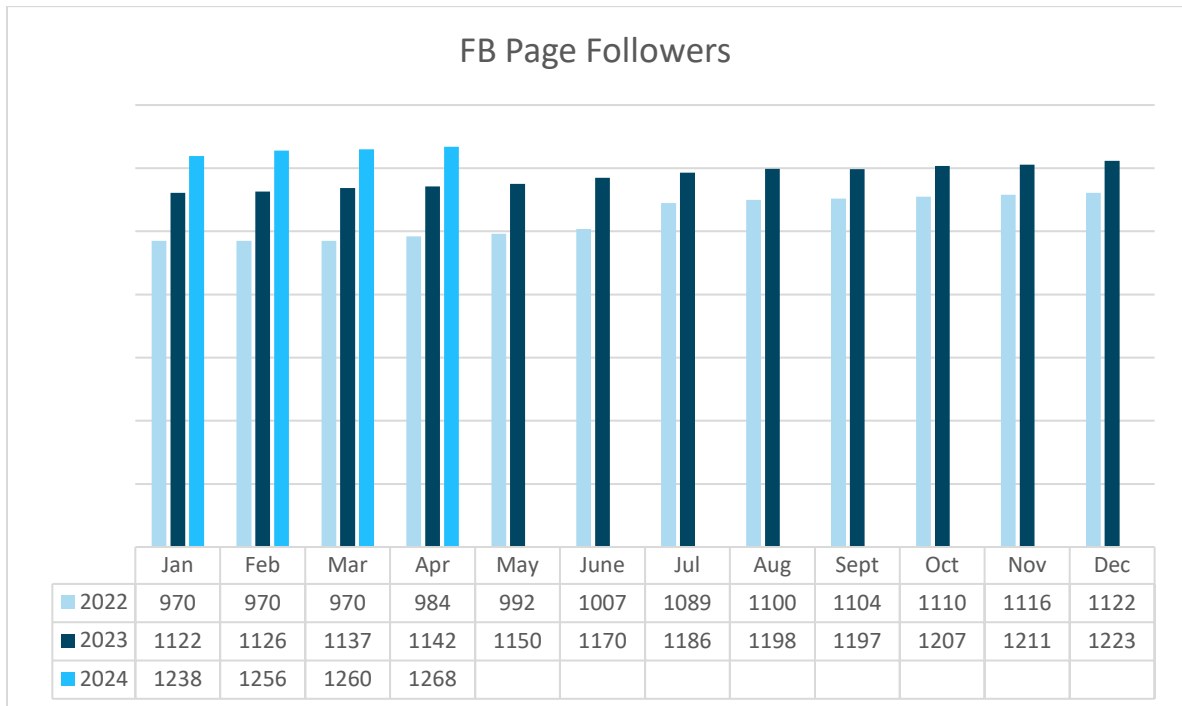
- There are 36,765 members in the geographic area we reach in Camarillo and Somis.
- 79,018 total impressions in April, up from 63,132 last month.
- 227 total interactions for April, up 51 from last month.

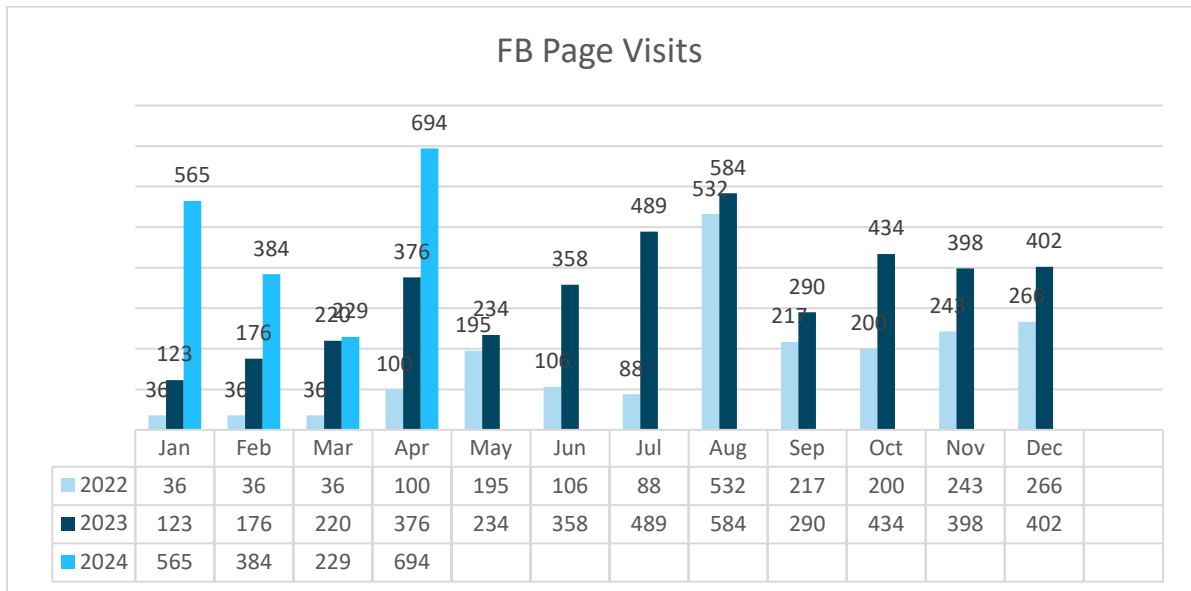
- **Impressions** are the number of times a post is seen (may include multiple views by the same people); **Interactions** include likes and comments.
- MOST POPULAR: Matter of Balance class; 3,928 impressions and 12 interactions
- 2nd MOST POPULAR: Growing Butterflies in ADC; 3,281 impressions and 29 interactions.

**FACEBOOK**

40% (473) of FB audience lives in Camarillo; 87% are women age 35-65+.

- PAGE VISITS: last 30 days, 694 visits; last 90 days, 1,400.
- HIGHEST REACH: World Autism Awareness Day and Autism Society office hours on campus; 2,124 reaches. (29,809 for the month)
  - **Reach** is the number of people who saw any post at least once.
  - **Impressions** are the number of times a post is seen and may include multiple views of the post by the same people.
- HIGHEST REACTIONS: Chronic Pain Self-Management series and Nutrition Counseling ; 7 reactions each. (266 for the month)
- HIGHEST ENGAGEMENT: Adventures in VR Hot Air Balloon Tour: 44 engagements. (2,517 for the month)
  - **Engagements** are a combination of reactions, likes, comments and shares.





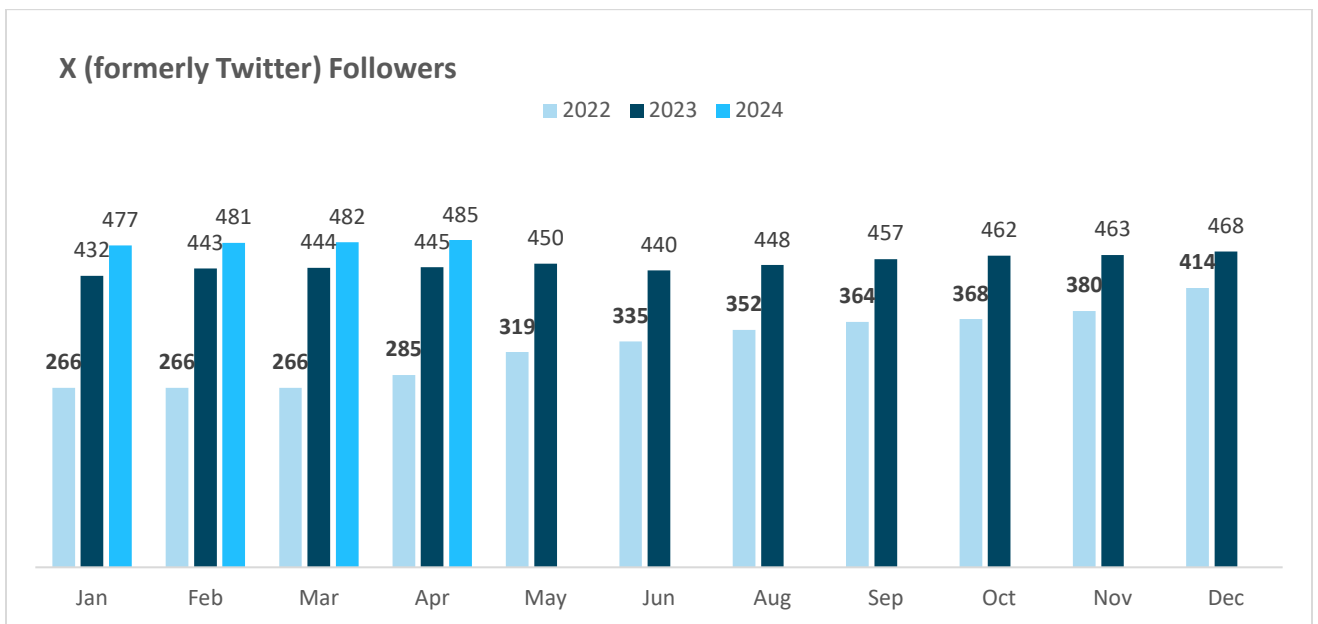
The spike in Facebook Page visits in April can be attributed to an employment ad that was boosted (paid) on April 30.

### **X (formerly called Twitter)**

There were 37 retweets for the month.

**Engagements** are clicks, retweets, replies, follows and likes; **Impressions** are the number of times a user saw the tweet; **Engagement rate** is the number of engagements divided by the total number of impressions. An engagement rate of 1-3% is considered “excellent.”

- TOP TWEET: Dr. Saranya Reghunathan presentation on aging ear, nose and throat with 52 impressions, 2 engagements and engagement rate of 3.8%.
- HIGHEST ENGAGEMENT: Senior Support Line, with an engagement rate of 9.4%.

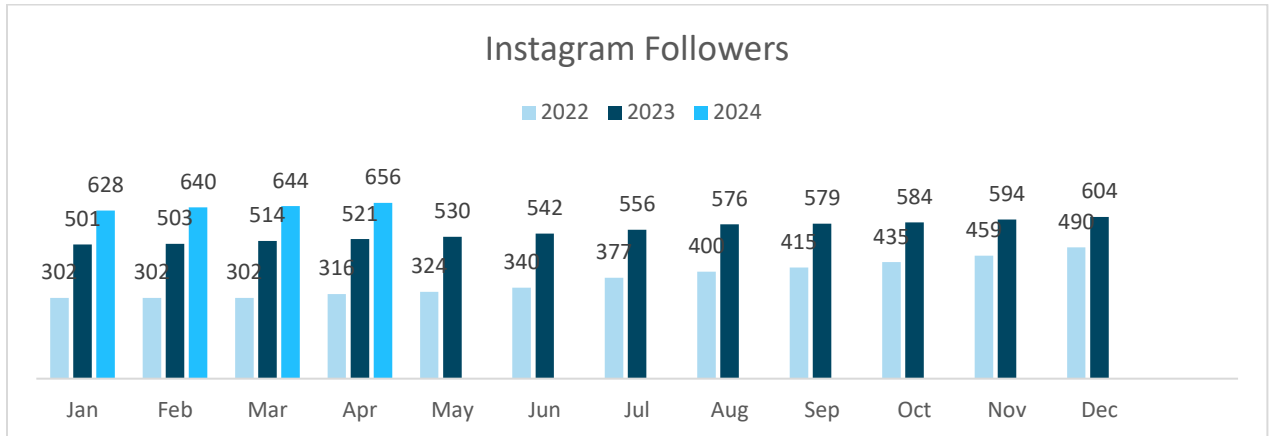




## INSTAGRAM

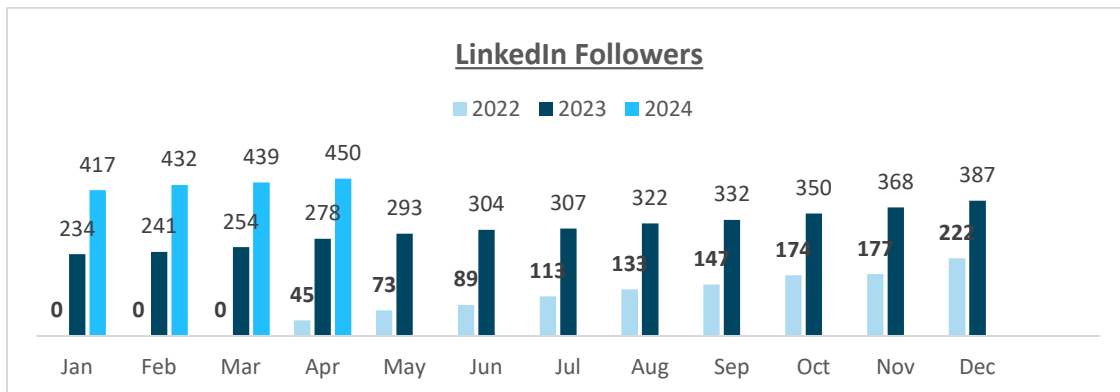
Instagram 90-day reach, 1,200; monthly, 356.

- HIGHEST REACH: Solar eclipse watching; 62 people.
- HIGHEST LIKES ON A POST: Adult Day Center, 4 likes.
- PROFILE VISITS: 49



## LINKEDIN

- 1,503 post impressions
  - **Impressions** are content viewed or displayed in a feed.
- MOST IMPRESSIONS: Fall prevention programming; 272 impressions.
- HIGHEST VIEWS: Fall prevention programming; 144 views.
- MOST REACTIONS: Fall prevention programming; 7 reactions.
- Search appearance is down 57%; post impressions up 8% and unique visitors up 13%.



## YOUTUBE (6/2022)

- Posted 38 videos since inception.
- 119 subscribers
- 79,131 views total; an increase of 171 over last month.
- MOST VIEWED VIDEO: Care-A-Van Transportation Services; 70,409 views.
- SECOND MOST VIEWED VIDEO: Virtual tour of Adult Day Center; 1,532 views.

- LATEST VIDEO: “Elder Legal Answers Your Questions on Special Needs Trusts” 3 views

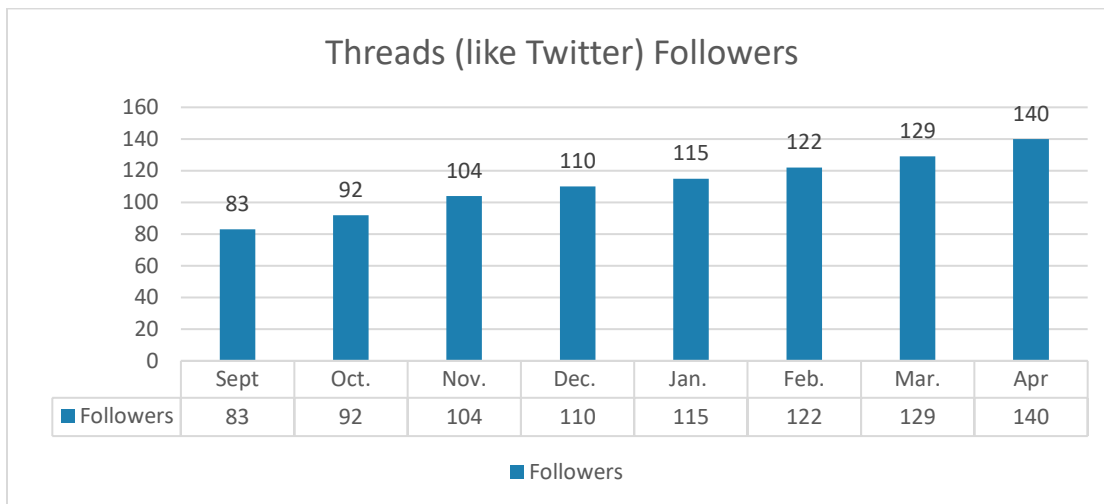
### **SOUNDCLOUD (podcast)**

*(SoundCloud is the platform used for the District’s podcast which shares health and caregiver journeys, and true, first-person stories about life, love and learning.)*

- 9 “Stories from the Heart” podcasts.
- 713 all-time “listens.”
- 22 “likes.”

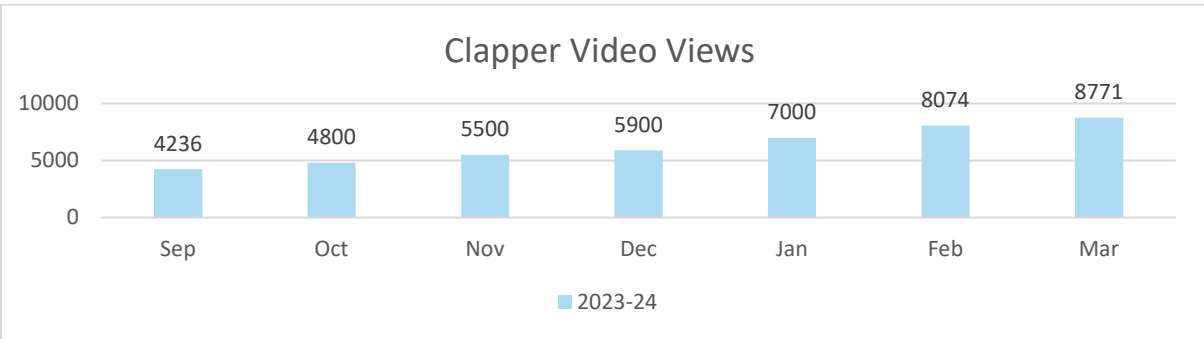
### **EMERGING SOCIAL MEDIA**

The social media landscape is always evolving and we watch trends to ensure we have a presence where our audience is on their preferred platforms. Some may be on Facebook or prefer Instagram, or use both. Others may have left X (formerly Twitter) for Threads, or joined Clapper as an alternative to TikTok. We now have a presence on both new platforms (Threads and Clapper), so we don’t miss anyone on social media with our messaging.



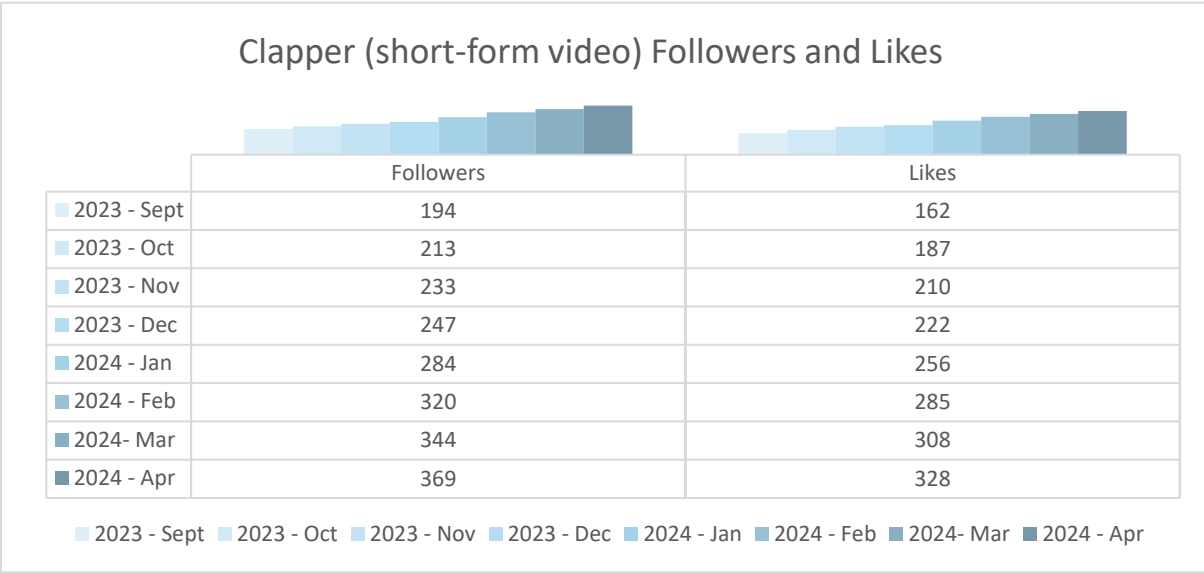
**THREADS** (7/2023): a Meta (Facebook/Instagram) product offered as an alternative to X, formerly Twitter, with the same functions: post words, photos, videos and links. Debuted in July 2023. Currently, there is no analytics tool.

- We have shared 26 posts for the month.
- We had 30 “likes” and our most popular post was about the Caregivers Center, with 3 likes.

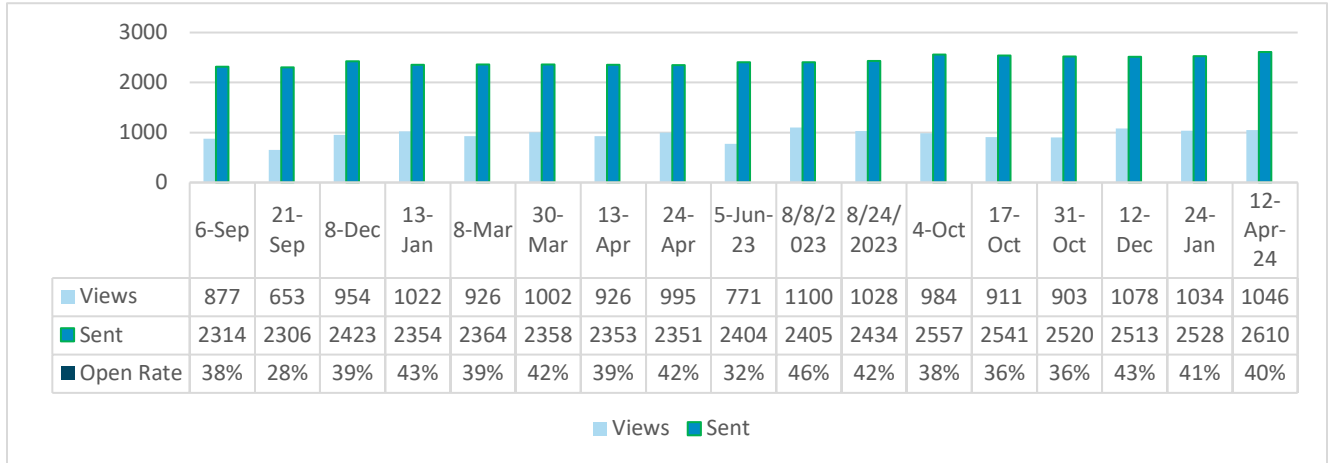


**CLAPPER (3/2023):** an American-owned alternative to TikTok, sharing short videos to communicate messages. It has many of TikTok’s features, including filters, effects and music options.

- We have shared four videos since inception in March 2023 featuring our Adventures in VR classes, Digital Bridge appointments, Adult Day Center craft activity and Dogs on a Leash, and these videos have 9,163 views and 328 likes in total.



**E-Newsletter** (launched June 2, 2022)



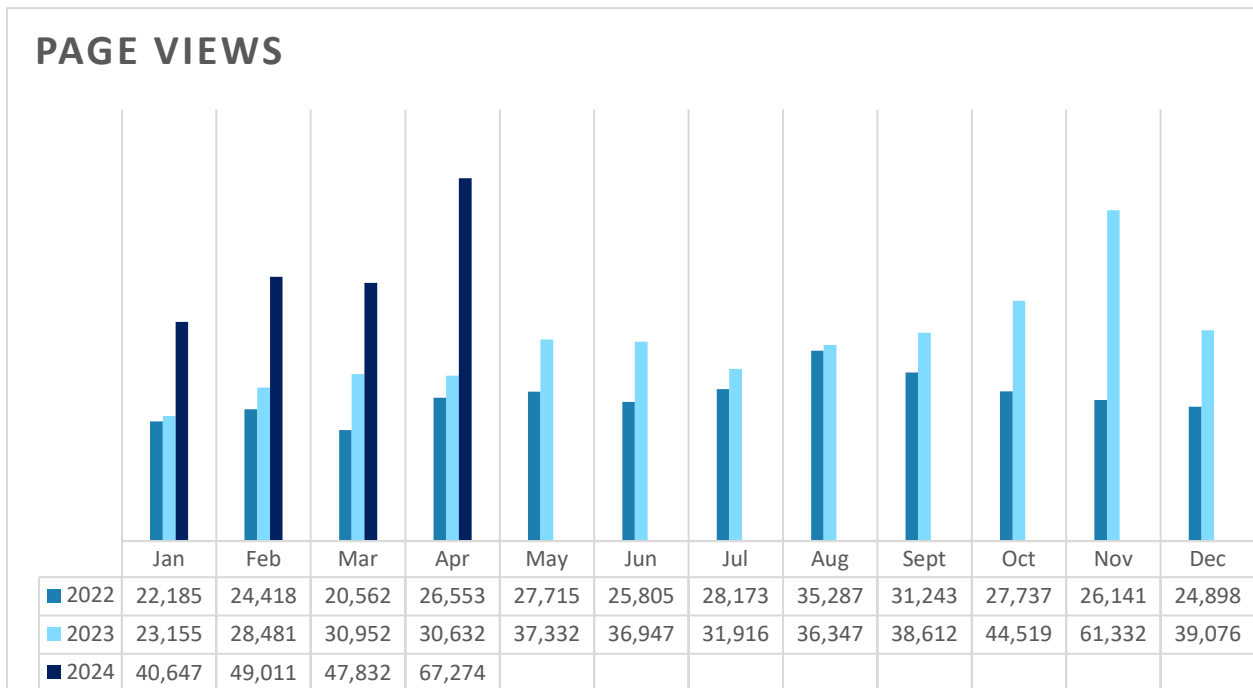
Since the launch of the e-newsletter in June 2022, a total of 25 newsletters have been sent. The open rate has been averaging 38%, which is considered a “top-tier score”; marketing experts say average open rate should be 15-25%.

- **Newsletter April 12, 2024**
  - Focused on our podcast, “Stories from the Heart,” inviting people to share their caregiver and health journeys.
  - 2,610 people received the e-newsletter
  - 1,046 opened and viewed it
  - 40% open rate (average open rate is 15-25%)

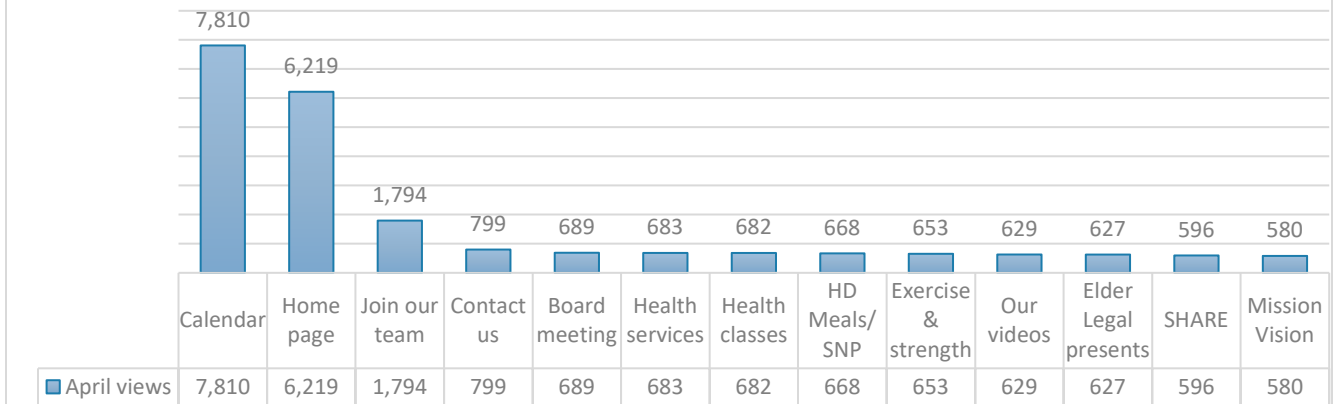
**Website**

April: 67,274 views; Average 37,000 views/month.

YOY growth: April 2024 shows 36,642 more views than April 2023. The highest increase on record.

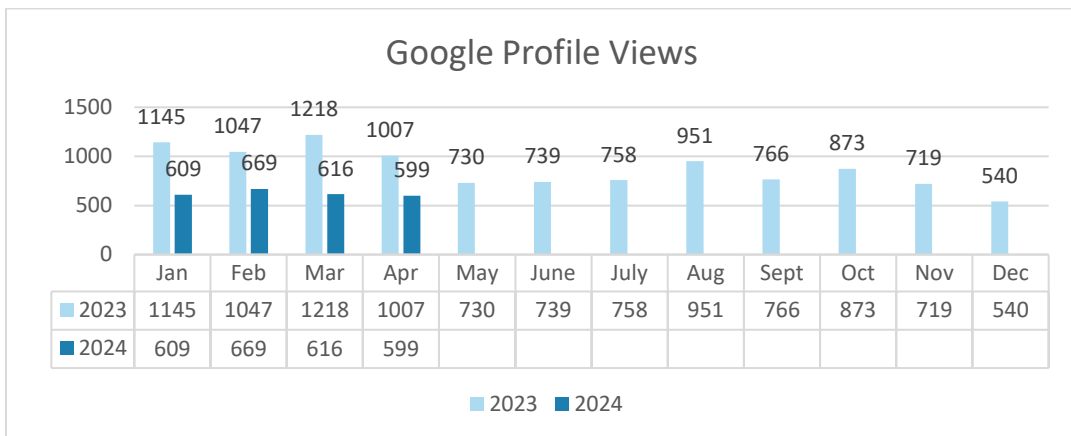
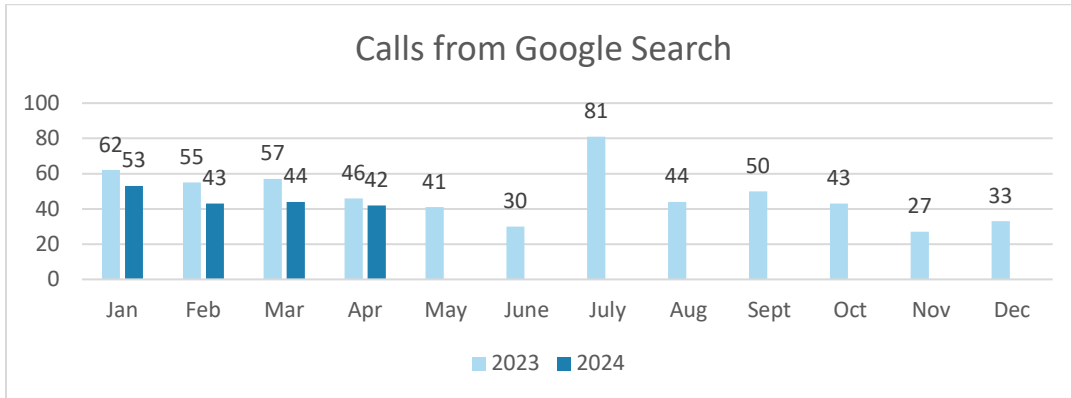


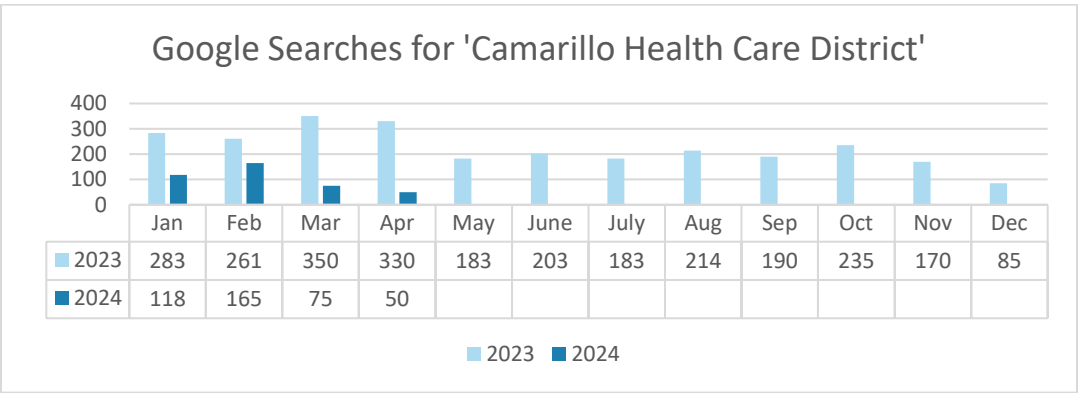
## Most popular content online



## Google Business Profile Report

Thirty-seven people sought directions to our campus via Google and 87 people visited our website from a Google search. We've had 166 business profile interactions, including calling or seeking directions from Google. (Note: Google has changed its methodology for tracking profile views and this has resulted in potentially lower numbers because now multiple views by the same user within 24 hours count as one unique impression.)





**CURRENT SOCIAL MEDIA AUDIENCE**

- Facebook
  - 87% female
  - Most age 35-65+
  - 40% from Camarillo, 7.7% Oxnard, 6.1% Ventura, 5.7% Thousand Oaks.
- Instagram
  - 72% are female
  - Most age 35-65+
  - 23% from Camarillo, 13% from Oxnard, 9% from Ventura, 7% from Thousand Oaks.
- Twitter
  - Doesn't record audience profile data.
- LinkedIn
  - 80% are from the greater LA area
  - 11.4% work in legislative offices, 6.3% in government administration, 6.3% in higher education, 5.5% in nonprofit organizations, 4.3% in wellness and fitness services, 3.1% in civic and social organizations, 2.8% in philanthropic fundraising services, 2.8% in mental health care, 2.8% in hospitals and healthcare and 2% in education and admin programs.

## April 2024 Report

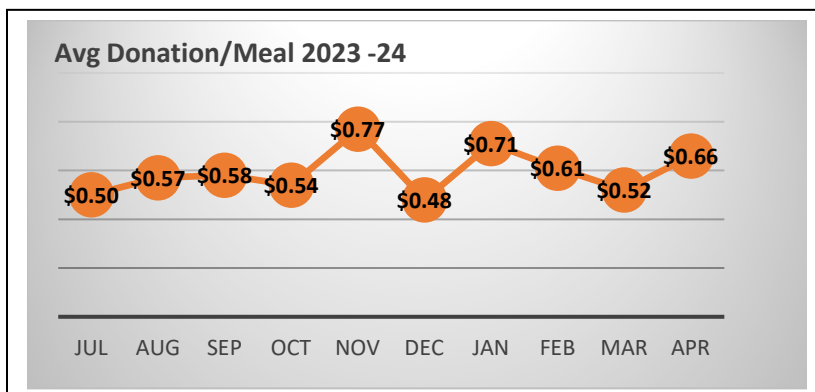
**Date:** May 10, 2024  
**To:** Kara Ralston, CEO  
**From:** Blair Barker, Program Officer  
 April Colbert, Senior Nutrition Coordinator  
 Monthly Program Report: **April 2024**

The Senior Nutrition Program (SNP) provides supplemental nutrition for Camarillo area residents aged 60 and over through the Ventura County Area Agency on Aging’s (VCAAA) nutrition grant program, in efforts to enhance physical, mental, and emotional well-being. Home Delivered Meals (HDM) are delivered to homebound seniors who are unable to procure or prepare their own meals, and include fresh fruit, dairy and grain products as supervised by VCAAA registered dietician. Up to 5 meals/week are delivered in a bundle once each week.

The District began administrating the operational arm of the Senior Nutrition Program in April 2005, under grant funding from the Ventura County Area Agency on Aging (VCAAA). In FY 2006/07, the City of Camarillo approved funding support for the Home Delivered portion of the Senior Nutrition. VCAAA manages the food procurement part of the program, while the District provides the operational and logistical support of implementation. Since the District’s participation in this program, more than 599,000 meals have been delivered.

	April 2024	Unduplicated Clients FYTD
<b>New clients</b>	+17	443 *
<b>Disenrolled Clients</b>	-9	
<b>Net Gain</b>	8	

\*May include clients currently on hold



There is no charge per funding agreement but a \$4.00 per meal donation is suggested by VCAAA.

TOTAL MEALS DELIVERED (cumulative)		VCAAA Funding	VCAAA meals granted	% program split	City Funding (HDM only)	City CBDG CV3 Funding (HDM only)
Program began April 1, 2005		\$27,602				
Total meals served FY 2005-2006	34,382	\$52,099				
Total meals served FY 2006-2007	28,234	\$84,468			\$32,000	
Total meals served FY 2007-2008	27,332	\$79,978			\$32,000	
Total meals served FY 2008-2009	26,168	\$82,424			\$35,000	
Total meals served FY 2009-2010	27,132	\$82,259			\$37,000	
Total meals served FY 2010-2011	22,598	\$84,166	25,700	62% HDM 38% Cong	\$37,000	
Total meals served FY 2011-2012	15,936	\$69,536	23,710	62% HDM 38% Cong	\$37,000	
Total meals served FY 2012-2013	12,941	\$60,800	20,075	96% HDM 4% Cong	\$37,000	
Total meals served FY 2013-2014	19,452	\$52,572	18,600	97% HDM 3% Cong	\$37,000	
Total meals served FY 2014-2015- (HDM+C)	23,036	\$52,572	20,460	97% HDM 3% Cong	\$37,000	
Total meals served FY 2015-2016 (HDM+C)	22,799	\$55,942	20,460	97% HDM 3% Cong	\$37,000	
Total meals served FY 2016-2017 (HDM+C+ ARCH)	23,148	\$69,660	22,320	93%HDM 7% Cong	\$37,000	
Total meals served FY 2017-2018 (HDM+C+ARCH)	25,396	\$69,375	22,500	97%HDM 3% Cong	\$37,000	
Total meals served FY 2018-2019 (HDM+C)	29,883	\$73,750	24,000	98% HDM 2% Cong	\$37,000	
Total meals served FY 2019-2020 (HDM+C)	39,719	\$84,375	27,500	96%HDM 4% Cong	\$37,000 + \$7500	
Total meals served July 2020- June 2021 (HDM + Cong.)	77,228	\$96,058	30,250	96%HDM 4% Cong	\$37,000	
FYTD Total meals served July 2021 - June 2022 (HDM + Cong.)	49,689	\$96,058	30,250	96% HDM 4% Cong	-	\$50,000
FYTD Total meals served July 2022 – June 2023 (HDM + Cong.)	52,766	\$96,058	30,250	96% HDM 4% Cong	-	\$50,000
<b>FYTD Total meals served July 2023 – June 2024 (HDM)</b>	45,769	\$186,660	51,000	100% HDM	-	\$50,000
<b>TOTAL cumulative meals</b>	<b>599,855</b>					



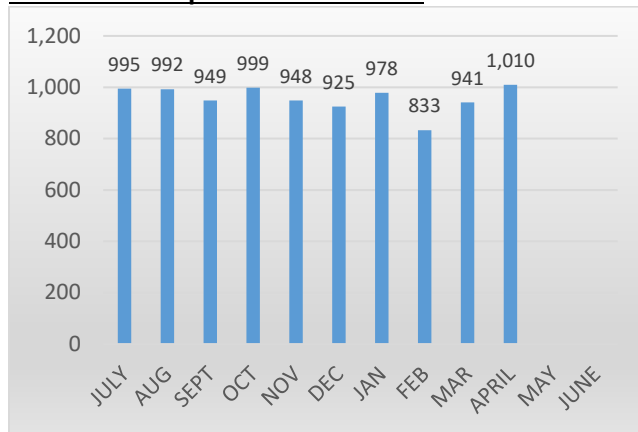
## NEW CLIENTS

Referral Source	# of clients
Friend/Neighbor/Family	5
Acorn	-
Former Congregate Client	-
Website/ Social Media	-
Healthy Attitudes magazine	3
Health Care Provider: APS/Hospital/Doctor/SWrkr	3
VCAA	-
Previous Client	1
Internal District referral	5
Walk-in	-
Hospice	-
OASIS Catholic charities	-
Project HOPE	-
<b>TOTAL</b>	<b>17</b>

## CANCELLATIONS

Reason Given	# of clients
No longer requires services	4
Family/Caregiver now providing meals	2
Moved in with family	-
Moved into care facility	1
Moved to alternate program	-
No longer meets criteria	-
Health improved: able to cook	-
Dietary restrictions	1
Relocation out of service area	1
Deceased	-
On hold for extended time	-
<b>TOTAL</b>	<b>9</b>

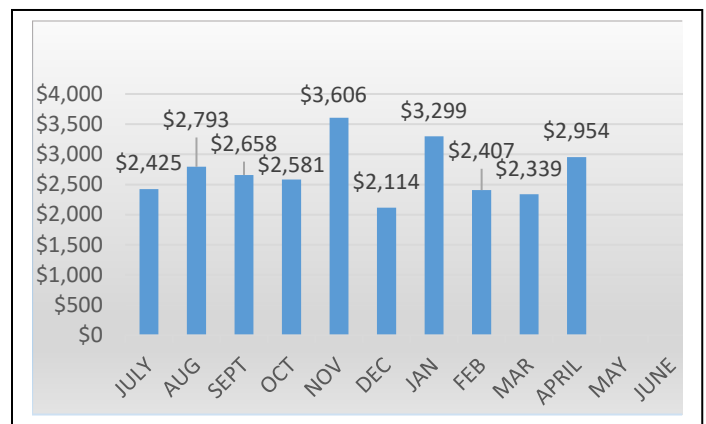
## Clients Served per Month 2023-24



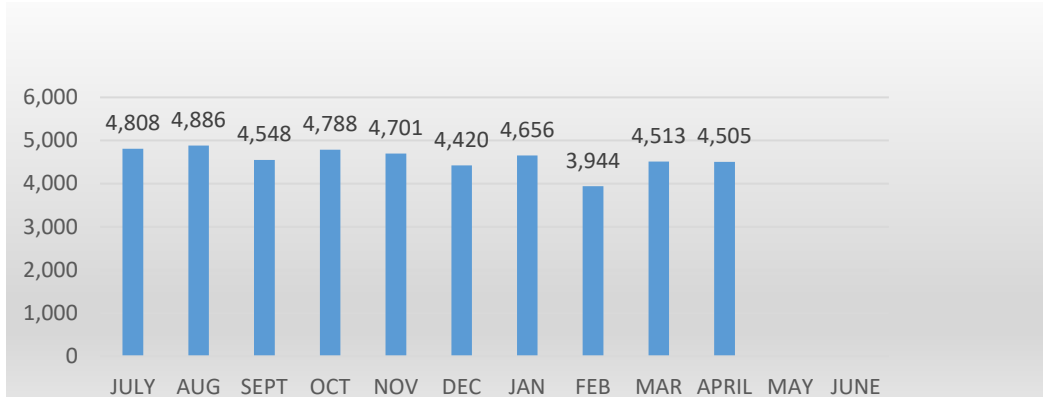
\*client count is duplicated count as clients receive meals each week

\*\* Meals served per month change if clients are on hold or meals are returned.

## Donations Rec'd per Month 2023-24

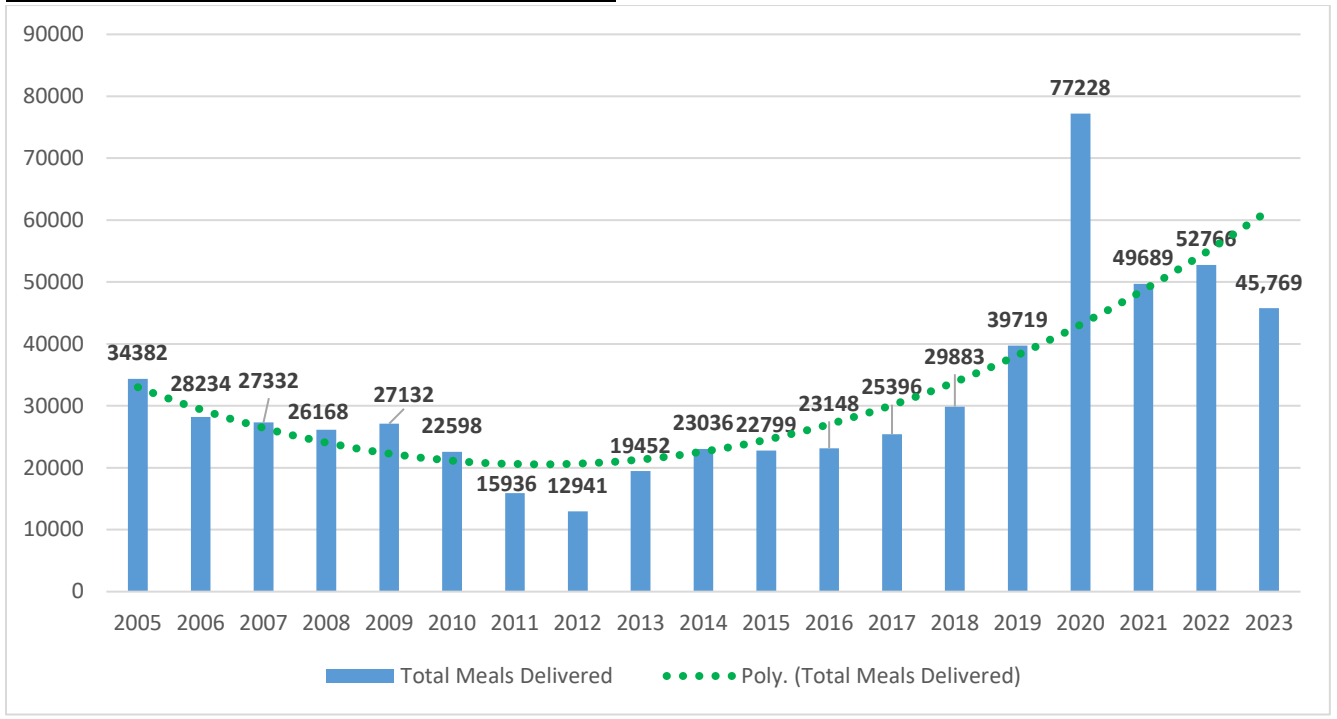


**Total Meals Delivered/Month**



\*monthly average 4,575

**Total Meals Delivered: Multi-Year View**



# MEMORANDUM

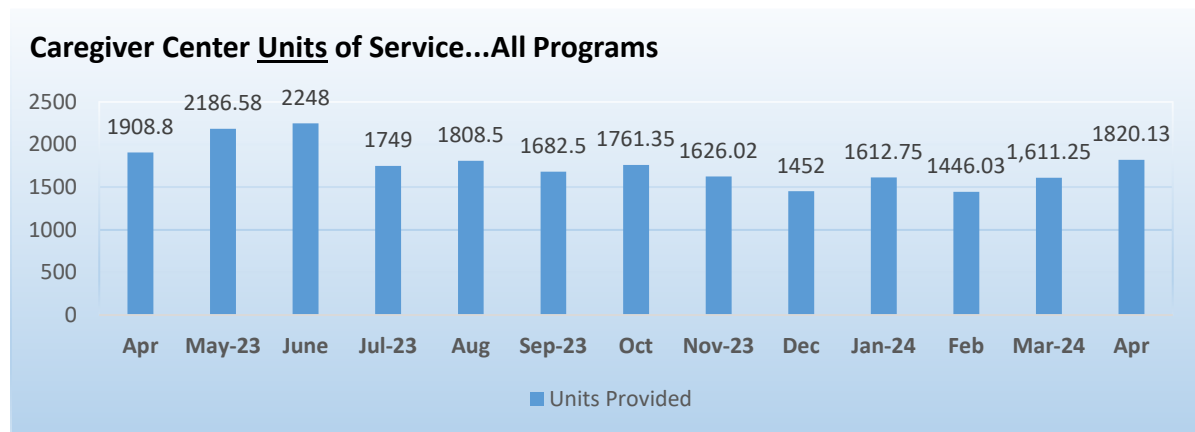
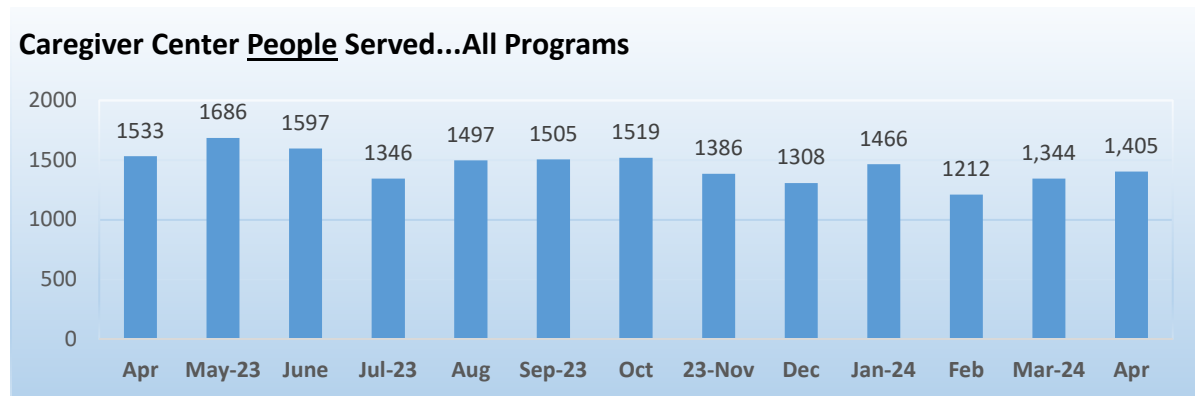
DATE: May 9, 2024  
TO: Kara Ralston, CEO  
FROM: Blair Barker, MPH, Care Services Director  
Caregiver Center of Ventura County  
RE: April 2024 Monthly Report

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## PROGRAM DESCRIPTION

The goal of the Caregiver Center is to decrease the impact of caregiver burden and empower people to better health. This is accomplished through strategic partnerships with medical and community-based providers for the delivery of caregiver education and training, access to resources, and increased quality of life outcomes. The Caregiver Center has a comprehensive array of programs and services including Powerful Tools for Caregivers, Personalized Care Consultations, Senior Support Line, Caregiver Skill-building, Respite Services, Home Modification Services, Dementia Education Classes, Support Groups, Walk-in Inquiry, and Caregiver Reminder Contacts.

## Overview of Units of Service Provided



Program	April - Units	April - People
Dealing with Dementia: class	0	0
Dementia Live: class	0	0
Powerful Tools for Caregivers: Virtual Class	0	0
Care Consultation: in-person	7.5	7
Care Consultation: phone	19.5	12
Caregiver Support Group	27	12
Respite: In Home Hours	32.75	3
Respite: ADP Hours	144	4
Home Modifications: Units Installed	0	0
Assistive Devices: Units installed	0	0
Senior Support Line: Peer Counseling	72	46
Senior Support Line: Telephone Reassurance	112.38	79
Caregiver Wellness Screening (Zarit Burden)	0	0
Depression Screening (PHQ-9)	1	1
Client follow-up ( <i>in-person, phone call, email, similar</i> )	358	286
Client Walk-ins	10	10
Resource & Education Request	351	313
Inquiry response: Email/phone reply	299	281
Caregiver Email Outreach	386	351
<b>TOTAL</b>	<b>1,820.13</b>	<b>1,405</b>

### **Caregiver Education: Powerful Tools for Caregivers & Dealing with Dementia Programs**

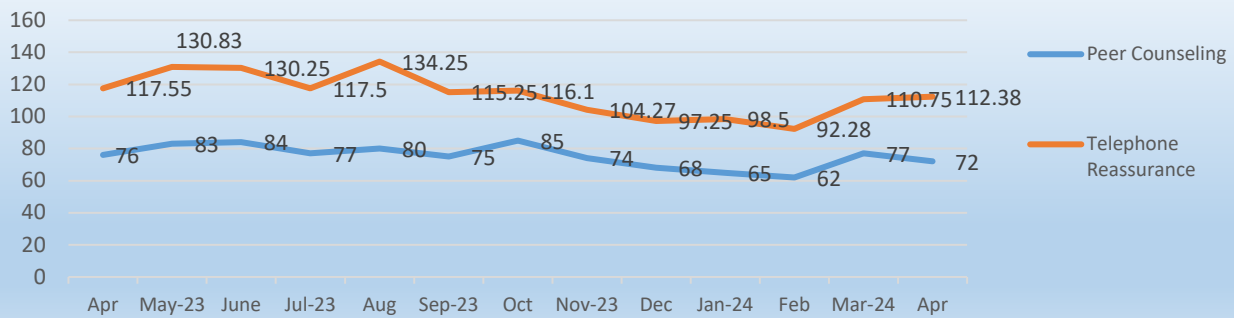
Caregiver Education	April	FYTD	Annual Contract Goal*	Target % of Contract Goal
Total Client Units*	0	82	113	73%
Clients served	0	18	N/A	N/A
<b>TOTAL</b>	<b>0</b>	<b>108</b>	<b>N/A</b>	<b>N/A</b>

*\*This number includes the VCAAA Caregiver Education grant funded programs (partially funded through Older Americans Act, Title III(E) Powerful Tools for Caregivers class sessions (virtual and in-person class series) and Dealing with Dementia. This chart represents counts of clients served as well as the hours provided by the Center through these two programs, as reported to VCAAA (which may differ from what is reported in larger chart above).*

### **Senior Support Line**

This chart represents measures of Senior Support Line (SSL) activities, either peer counseling or telephonic reassurance. Partially Funded Program through Older Americans Act federal funding, SSL is a toll-free reassurance and socialization program for Ventura County residents aged 60 and older, providing emotional and social support to reduce risks of isolation, socialization, wellness and safety checks, and connections to community resources.

## 2023-2024 Senior Support Line Hours



Senior Support Line (Title IIIB)	April	FYTD	Annual Contract Goal	Target % of Contract Goal
Peer Counseling: Hours	72	735	616	108%
Peer Counseling: Persons Served (unduplicated monthly)	46	500	375	121%
Telephone Reassurance: Hours *	112.38	1,098.53	N/A	N/A
Telephone Reassurance: Contacts	320	3,134	2,236	126%
Telephone Reassurance: Persons Served (unduplicated monthly)	79	696	278	222%
<b>TOTAL</b>	<b>629.38</b>	<b>6,163.53</b>	<b>N/A</b>	<b>N/A</b>

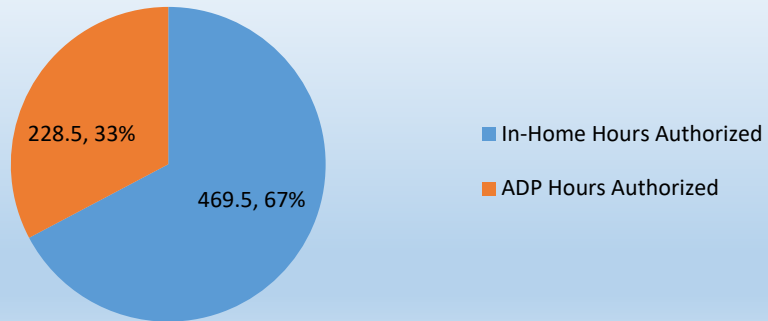
### Respite Hours

This chart and table represent measures of Respite hours and clients served by those hours, either in-home and/or at the Adult Day Center. The District periodically receives funding for in-home respite and adult day center respite through Older Americans Act, Title III E funding awarded by the VCAAAA.

Respite hours in the Adult Day Center grew in June 2023 (once emergency orders were lifted) and will continue to increase over the course of this fiscal year (23-24). Many families that received respite in the District’s Adult Day Center, shared positive remarks in previous months and noted the difference it made in their loved one’s life, including:

- “The scholarship was a huge help to me financially and I’m very grateful that you were able to offer it to us. Roy really looks forward to his Fridays at the Center. It’s nice to see him have a good reason to “clean up” because he has a place to go. Having a place that I feel good about sending Roy to is a great relief to me. It gives me a few hours in my week when I do not have to worry or think about what he is doing. Those few hours help me to relax and make it easier for me to handle this situation. Everyone there is wonderful and very helpful to Roy. I feel very fortunate that I live in Camarillo where they have such wonderful programs. Thank you again for all you do for us.”*

## 2023-2024 Caregiver Center - Respite Hours Authorized



Respite (Older Americans Act Title III E)	April	FYTD	Annual Contract Goal*	Target % of Contract Goal
Respite: In-home (hours)	32.75	469.5	406	116%
Respite: In-home (people)	3	40	N/A	N/A
Respite: ADP (hours)	144	228.5	489	47%
Respite: ADP (persons served)	4	33	N/A	N/A
<b>TOTAL</b>	<b>183.75</b>	<b>771</b>	<b>N/A</b>	

### Home Modifications and Assistive Devices

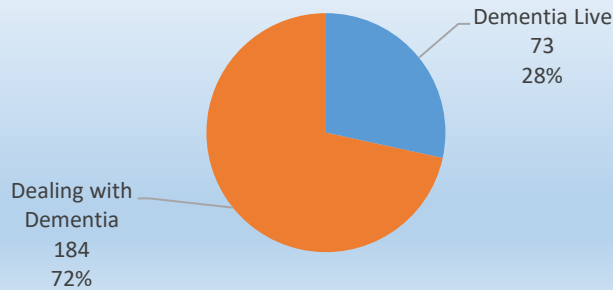
This table reflects the number of home modifications (anything that requires a bolt, screw, etc.) and assistive devices (no installation required) that have been authorized. The District periodically receives funding for Home Modifications and Assistive Devices through Older Americans Act, Title III E funding awarded by the VCAAA.

Home Modifications (Title III E)	April	FYTD	Annual Contract Goal	Target % of Contract Goal
Home Modifications: Units installed	0	10	66	15%
Home Modifications: Persons served	0	5	N/A	N/A
Assistive Devices: Units provided	0	1	3	33%
Assistive Devices: Persons served	0	1	N/A	N/A
<b>TOTAL</b>	<b>0</b>	<b>17</b>	<b>N/A</b>	

### Dementia Friendly Caregiver Engagement Project

Below is a chart that represents monthly and FYTD counts of clients and organizations served by the Center's dementia education programs. Grant funding was previously provided by the Arthur N. Rupe Foundation to expand dementia specialty programs and services to family and professional caregivers. Currently these classes being partially funded by VCAAA caregiver training and California Department of Aging grant related to the Master Plan for Aging – bold goal # 4 (Caregiving that Works) for a grant called CalGrows.

## Dementia Friendly Caregiver Training Hours

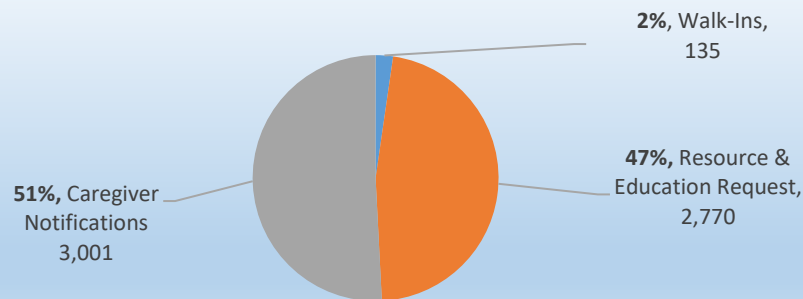


Dementia Friendly Caregiver Trainings	April	FYTD
Dementia Live: Hours	0	73
Dementia Live: Persons Trained	0	73
Dealing with Dementia: Hours	0	184
Dealing with Dementia: Persons Trained	0	51
<b>TOTAL</b>	<b>0</b>	<b>381</b>

### Caregiver Center Resource Activity

This chart represents Resource Specialist activity for the fiscal year, with April 2024 shown in the data table below.

## Caregiver Center Resource Activity



Caregiver Center Resource Activity	April	FYTD
Client walk-ins	10	135
Resource & Education Request	351	2,770
Caregiver Notification	386	3,001
<b>TOTAL</b>	<b>747</b>	<b>5,906</b>

The innovative dementia-specialty work accomplished in the Caregiver Center positions the District as a preferred provider to secure contracts and grant awards. The Center's work contributes to the District's strategic plan initiatives by providing evidence-based dementia training to caregivers to increase skillsets and education needed to provide quality care for their care partner and protect their own health.

# MEMORANDUM

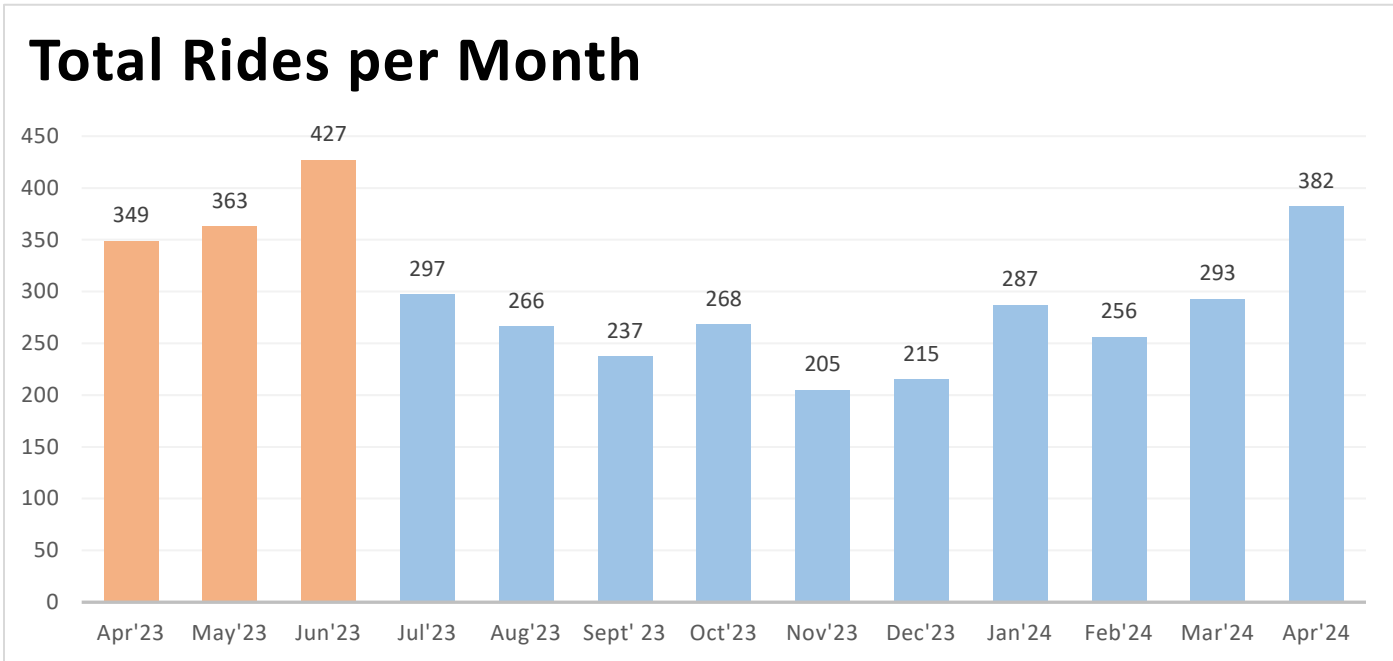
**DATE:** April 30, 2024  
**TO:** Kara Ralston, Chief Executive Officer  
**FROM:** Mary Ann Ratto, Director Adult Day Center  
**SUBJECT:** *April Monthly Report*


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## PROGRAM DESCRIPTION

Camarillo Health Care District provides door-through-door transportation for non-emergency medical appointments and other activities of daily living, including to and from District programs, throughout Ventura County. Drivers are trained in CPR and First Aid, and have additional sensitivity training in transporting frail, elderly cognitively challenged and mobility-challenged riders. Vehicles are equipped with hydraulic lifts to accommodate wheelchair clients, oxygen canisters, and other assistive mobility devices.

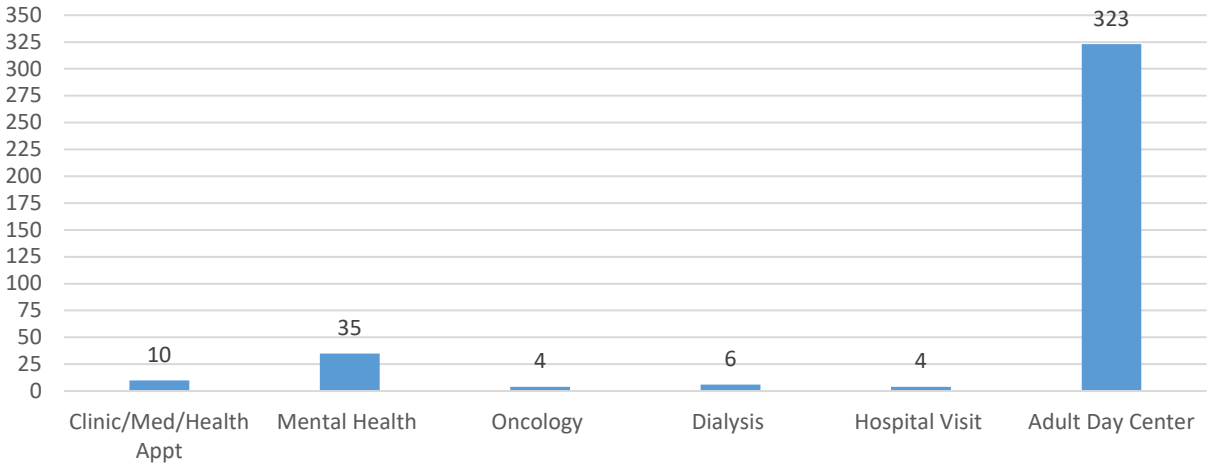
Rides originate in the service area and can be provided to destinations throughout Ventura County, and to Kaiser in Woodland Hills. Transportation services remain available with proper capacity, safety and spread mitigation limits.



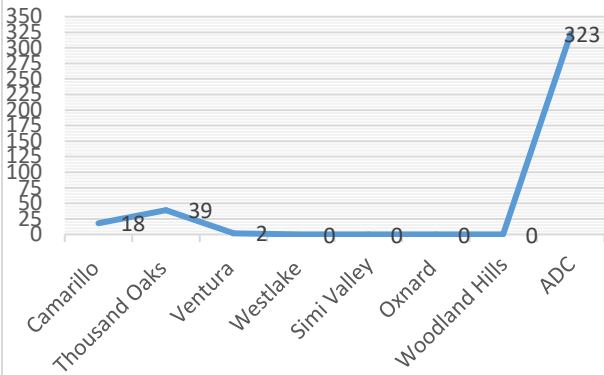
 *In partnership with the City of Camarillo, Care-A-Van transportation services provided free rides to Camarillo residents.*



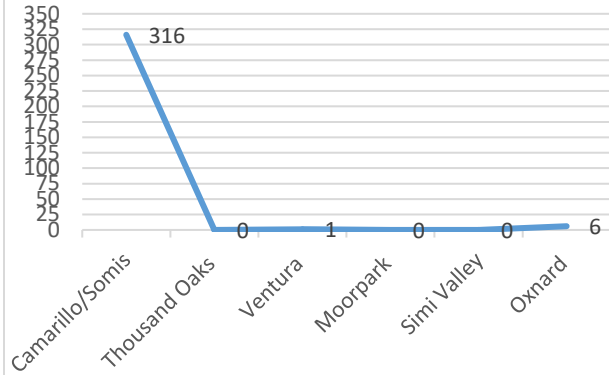
### Cause or Reason for Ride



### Ride Destinations



### Adult Day Ride Destinations

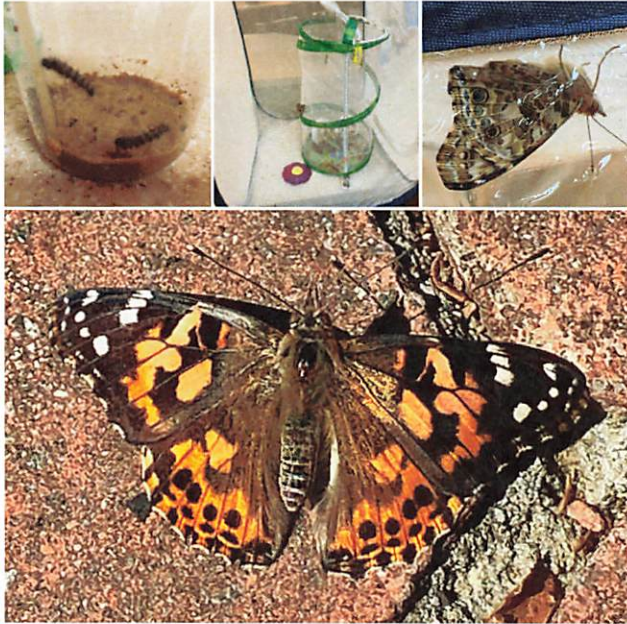




# Highlights

May 2024

Growing butterflies in Adult Day Center!



Jake the poodle enjoys Adult Day Center!

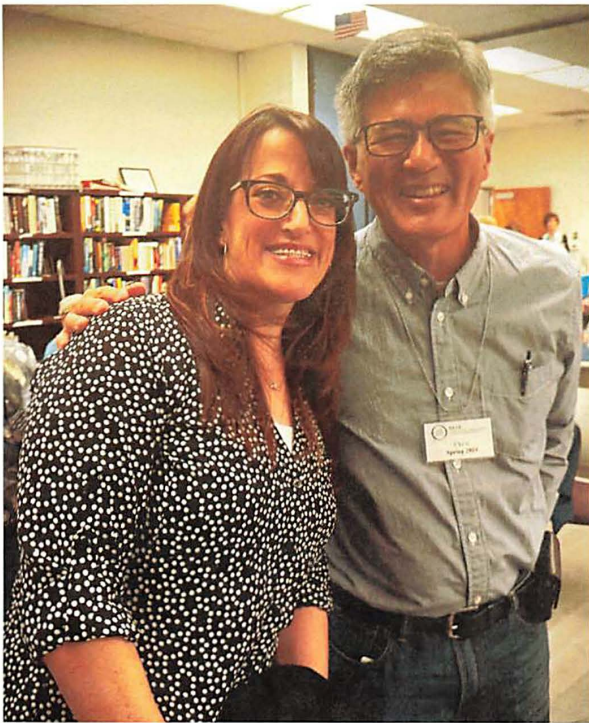


Fun and games in Adult Day Center

# Highlights

May 2024

Program Officer Blair Barker with Christopher Kondo, film maker and producer of “The Longevity Diaries: About Aging Gracefully”



Intern Leah,  
from CSUCI  
Service Learning  
Program



Justin Millard,  
MD,  
presenting  
“The Aging  
Spine”

# Highlights

May 2024

## Community Comments/Social Media Shoutouts



ocalvents

VR Ideas Tools Admin Read Professional Orgs Learning Opps Government Stores from Heart Reports Help

Monday, May 06

WORKSHOPS

**Powerful Tools for Caregivers**  
\$25 · Online  
● 11:00 AM - 12:30 PM

CALL TO REGISTER

HEALTH & WELLNESS

**Gentle Yoga**  
Starting at \$15 · Camarillo  
● 3:45 PM - 4:45 PM ● Camarillo Health Care District

CALL TO REGISTER

Wednesday, May 08

TECHNOLOGY

**Adventures in VR PRO**  
\$10 · Camarillo  
● 10:00 AM - 11:00 AM ● Camarillo Health Care District

CALL TO REGISTER

### Senior Choice Care calendar

Posted to Subscribers of Camarillo Health Care District

9 · 1,503 Impressions    Like    2 Comments    Share

**N**enie N. · Dara · 19h  
Care-A-Van Is Another Fine Service The Camarillo Health Care District Provides. Thank You!!  
Like Reply Share

**B**etty F. · Del Prado · 2m  
Such a great service! Thank you! I love Camarillo!

Dear, Camarillo Health Care District

In application Wanda, I was able to experience what my grandfather experienced in his neighborhood. I was able to see his home as "was" and I was able to see as it is today. I was able to see where my great grandfather lived.

# Highlights

May 2024

## Community Comments/Social Media Shoutouts

### Matter of Balance Class

Call Camarillo Health Care District to register!  
805-388-1952

**How to get up from a fall**

**How to prevent falls**

**Exercise to increase strength & balance**

**Recognize "Fall"-ty Habits**

**Create personal action planners**

**Make your home safer**

**June 12-July 31  
Wednesdays  
2-4 p.m.**

3639 E. Las Posas Road, Bldg. F, Suite 117 | Camarillo, CA 93605

Posted to Subscribers of Camarillo Health Care District

10 - 3,285 Impressions Like 2 Comments Share

Neenie N. • Dara • 2d  
Matter Of Balances Classes are Most Helpful. Also The Opportunity To Make New Friends!! Thank You camarillo Health Care District!

Like Reply Share

Robey W. • University Glen • 1d  
Neenie...

Signed up and had my first class! Thanks for the recommendation!

**HAPPENINGS**

**THE OCEANVIEW SOCIETY SCREENS IN CAPITANO AT PIZZA CRUISE 14 on Monday**

**GREEN THUMB NURSERY COUPON**  
\$5 OFF \$10 OFF

**VC Reporter 5/2/2024**

## Class listings in Ventura County Reporter

## SECTION 13

### FUTURE MEETINGS AND EVENTS

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<u>Board of Directors Meetings</u>	
<b>Regular Full Board</b>	<b>June 6, 2024 – CANCELLED</b>
<b>Special Board Meeting</b>	<b>June 13, 2024 – 11:30 a.m.</b> <b>Budget Presentation</b>
Executive Committee: <b>Doria/Dixon</b>	June 17, 2024 – 12:30 p.m. Waived if budget approved on first reading
Regular Full Board	June 27, 2024 – 11:30 a.m. Budget Presentation – Second Reading Waived if approved on first reading
Regular Full Board	<b>July 2024 - DARK</b>
Executive Committee: <b>Doria/Dixon</b>	August 12, 2024 – 12:30 p.m.
Finance Committee: <b>Loh/Feinberg</b>	August 22, 2024 – 10:00 a.m.
Regular Full Board	August 22, 2024 – 11:30 a.m.

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