



EXECUTIVE COMMITTEE MEETING

OCTOBER 14, 2024 – 12:30 PM

**CAMARILLO HEALTH CARE DISTRICT
3615 E LAS POSAS ROAD, OAK ROOM
CAMARILLO, CA 93010**



AGENDA

Executive Committee Meeting

October 14, 2024, 12:30 p.m.

Camarillo Health Care District
3615 E Las Posas Road, Camarillo, CA 93010
Oak Room

Board Members

Thomas Doria, MD, President
Neal Dixon, MD, Vice President

Staff

Kara Ralston, Chief Executive Officer
Brandie Thomas, Clerk to the Board

-
1. **Call to Order** – The Meeting of the Executive/Agenda Building Committee was called to order by _____, at _____.
 2. **Public Comment** - Ca. Government Code Section 54954.3 - The Board reserves this time to hear from the public.
 3. Approval of the Minutes; Executive Committee Meeting of September 16, 2024.
 4. Review the proposed Agenda for the Regular Board Meeting of October 24, 2024.
 5. **Board President Report**
 6. Next Executive Committee Meeting will be held on November 12, 2024, at 12:30 p.m.
 7. Meeting adjourned at _____.

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.



SECTION 3

**EXECUTIVE COMMITTEE MINUTES
OF SEPTEMBER 16, 2024**



MINUTES

September 16, 2024

Executive Committee Meeting

Camarillo Health Care District
3615 E Las Posas Road, Camarillo, CA 93010
Oak Room

Board of Directors – Present

Thomas Doria, MD, President

Staff - Present

Kara Ralston, Chief Executive Officer

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1. **Call to Order** – The Executive Committee Meeting was called to order by President Doria, at 12:35 p.m.
 2. **Public Comment** – None
 3. Approved Minutes of Executive Committee Meeting of August 12, 2024.
 4. Reviewed the proposed Agenda for the Regular Board Meeting of September 26, 2024.
 5. **Board President Report**
 6. Next Executive Committee Meeting will be held on October 14, 2024, at 12:30 p.m.
 7. Meeting adjourned at 1:40 p.m.

Thomas Doria, MD
President



SECTION 4

**PROPOSED AGENDA FOR REGULAR BOARD MEETING
OF OCTOBER 24, 2024**



AGENDA

Regular Meeting of the Board of Directors

October 24, 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

Senior Counsel

Aleks Giragosian, 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 Doria

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 September 26, 2024. **(Section 6-A)**

B. Financial Reports

Recommendation: Approval of financial reports for period ending September 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 for approval of District Resolution 24-10, Recognizing November 2024 as National Family Caregivers Month. **(Section 8-A)**

Motion to approve District Resolution 24-10, Recognizing November 2024 as National Family Caregivers Month.

Motion _____ Second _____ Pass _____ Fail _____

Doria _____ N. Dixon _____ Feinberg _____ Loh _____ L. Dixon _____

- B. Review/ Discussion /Action** - Consideration, discussion, and approval of Director Lydia Dixon’s February through April absence as she is scheduled to be out of the country on a Fulbright Scholar Award; per District Bylaws, Section 7, Attendance at Meetings. **(Section 8-B)**

Motion to approve The excused absences of Board of Director, Lydia Dixon, from the February, March and April 2025 Board of Director meetings.

Motion _____ Second _____ Pass _____ Fail _____

Doria _____ N. Dixon _____ Feinberg _____ Loh _____ L. Dixon _____

AGENDA ITEMS-DISCUSSION

9. **EMERGING OPPORTUNITIES**

- Discussion and consideration of emerging initiatives based on community need

10. **REPORTS**

- Board President Comments
- Board Committee Report(s)
 - Finance/Investment Committee
 - Program & Emerging Opportunities Committee
 - Healthy Camarillo Committee
- Board Member Comments
- Chief Executive Officer Report

11. **FUTURE MEETING AND EVENTS**

BOARD OF DIRECTORS MEETINGS

Executive Committee: Doria/Dixon	November 12, 2024 – 12:30 p.m.
Regular Full Board	November 21, 2024 – 8:30 a.m.
Regular Full Board	December - DARK
Executive Committee: Doria/Dixon	January 13, 2025 – 12:30 p.m.
Finance Committee: Loh/Feinberg	January 23, 2025 – 10:00 a.m.
Regular Full Board	January 23, 2025 – 11:30 a.m.

12. **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 and the Camarillo Health Care District Administration Office, on or before, October 21, 2024, at 11:30 a.m.



CONSENT AGENDA 6-A

**REGULAR BOARD MEETING MINUTES
OF SEPTEMBER 26, 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

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*

-
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, September 26, 2024, at 11:30 a.m., by Neal Dixon, Vice President.
 2. **Pledge of Allegiance** – Director L. Dixon
 3. **Presentation** – Mayor Tony Trembley presented the Healthy Camarillo Initiative. The primary goal is improving overall well-being and quality of life for area residents through collaborative efforts of the City of Camarillo, Camarillo Health Care District, and Pleasant Valley Recreation and Park District.
 4. **Amendments to the Agenda** - None
 5. **Public Comment** – None
 6. **Consent Agenda**

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

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

7. Action Items

9-A. Review/ Discussion /Action: Consideration of approval of Healthy Camarillo Initiative MOU.

It was **MOVED** by Director N. Dixon, **SECONDED** by Director L. Dixon, and **MOTION PASSED** that the Board of Directors adopt and sign the Health Camarillo Initiative MOU with CEO, Kara Ralston, as Authorized Signature/Designee.

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

9-B. Review/ Discussion /Action: Consideration, discussion, and approval of the Disclosure of Reimbursement Report for fiscal year 2023/2024, District Policy 1120.

It was **MOVED** by Director Loh, **SECONDED** by Director L. Dixon, and **MOTION PASSED** that the Board of Directors approve Disclosure of Reimbursement Report for fiscal year 2023/2024, District Policy 1120.

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

9-C. Review/ Discussion /Action: Consideration, discussion, and approval of District Resolution 24-09, Adopting the 2025 Regular Board Meeting Calendar.

It was **MOVED** by Director Feinberg, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve District Resolution 24-09, Adopting the 2025 Regular Board Meeting Calendar.

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

8. Emerging Opportunities

- No ideas submitted for discussion.

9. Reports

- **Board President Comments** – No comments.
- **Program & Opportunity Committee** – No report.
- **Healthy Camarillo Committee** – Meetings will be scheduled with further development of the Healthy Camarillo Initiative.
- **Board Member Comments** – No comments.
- **CEO Report**
 - The BALANCEfit and POWERfit services of the Fall Prevention Program have received the Innovative Program of the Year award from California Special Districts Association (CSDA). This is the second consecutive year winning the award in this category, and the 4th time in the last nine years.
 - The Tovertafel (“magic table” in Dutch) is the District’s latest innovation tool offered in the Adult Day Center. Designed for participants with cognitive and intellectual challenges, the interactive gaming system engages participants in “purposeful play”.
 - The District has received confirmation of a \$51,000 grant through the Ventura County Nutrition Infrastructure Grant to replace a senior nutrition refrigerator and to purchase a meal delivery vehicle.
 - Members of staff and Board of Directors attended the 2024 State of the City of Camarillo address with Mayor Tony Trembley presiding.

- 10.** Having no further business this meeting was adjourned at 12:45 p.m.

Neal Dixon, MD
Vice President



CONSENT AGENDA 6-B

**DISTRICT FINANCIAL REPORTS
FOR PERIOD ENDING SEPTEMBER 30, 2024**

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

2-Oct-24
9:27 AM

Sorted by Alphabetically

(Report period: September 1, 2024 to September 30, 2024)

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #1 [Five Star - General]						
81137	9/25/2024	ACCESS	Access TLC Caregivers DBA	957.00	V - VCAAA Grant	MO
81120	9/11/2024	ACQUA	Acqua Clear, Inc	790.54	V - water service	MO
81138	9/25/2024	AFLAC	Aflac	1,164.10	V - benefits/ins	MO
81121	9/11/2024	BAY ALARM	Bay Alarm Company	444.45	V - camera security	MO
81102	9/4/2024	BETA WC	Beta Healthcare Group	805.00	V - benefits/ins	MO
81139	9/25/2024	BETA	Beta Healthcare Group	3,765.26	V - auto ins policy for new vehicle	
81122	9/11/2024	BYRD	Byrd Locksmithing, Inc	82.90	V - lock maint/repairs	
81103	9/4/2024	C1 ELECTRIC	C1 Electric, Inc.	3,850.61	V - electric repair bldg E	
81133	9/18/2024	CSDA	CA Special Districts Assoc	1,533.48	V - financial services	MO
81143	9/25/2024	KNOX	Carrie Knox	1,600.00	V - Fall issue design work	QTRLY
81104	9/4/2024	CENTRAL	Central Plaza Auto Service	644.87	V - fleet maintenance	
81118	9/4/2024	CENTRAL	Central Plaza Auto Service	655.06	V - fleet maintenance	
81123	9/11/2024	COLANTUONO	Colantuono, Highsmith, Whatley	2,653.00	V - legal services	ONGOING
81140	9/25/2024	CONEJO AWARD	Conejo Awards Corp	117.98	V - badges/business cards	
81141	9/25/2024	DEPT SOCIAL	Dept of Social Services	303.00	V - ADC license renewal	ANNL
81105	9/4/2024	DOS CAMINOS	Dos Caminos Plaza	6,072.00	V - COA monthly dues	MO
81106	9/4/2024	F M PEARCE	F M Pearce Co, Inc.	492.20	V - AC unit maintenance	
81107	9/4/2024	FRONTIER	Frontier Communications	249.47	V - utilities	MO
81142	9/25/2024	HABITAT	Habitat for Humanity of Ventura	231.04	V - VCAAA Grant	MO
81108	9/4/2024	HARTFORD	Hartford Life	1,117.08	V - benefits/ins	
81124	9/11/2024	HAYMAN	Hayman Consulting dba	3,444.00	V - comptroller financial services	MO
81125	9/11/2024	ITS	Integrated Telemanagement Serv	1,244.91	V - telephone services	MO
81109	9/4/2024	JTS	JTS Facility Services	2,310.00	V - janitorial vendor	MO

81145	9/25/2024	RALSTON	Kara Ralston	23.86	V - reimb conference exp	EE
81119	9/5/2024	LIEBERT	Liebert Cassidy Whitmore	5,170.00	V - HR consortium membership	ANNL
81126	9/11/2024	LIEBERT	Liebert Cassidy Whitmore	2,437.50	V - legal services	ONGOING
81110	9/4/2024	MERIPLEX/CPI	Meriplex Solutions	5,174.53	V - IT vendor	MO
81127	9/11/2024	MERIPLEX/CPI	Meriplex Solutions	400.00	V - IT vendor	MO
81111	9/4/2024	METLIFE	MetLife Small Business	882.80	V - benefits/ins	MO
81128	9/11/2024	ROGERS	Mikal P Rogers	833.00	V - instructor fees	MO
81112	9/4/2024	NICKS WINDOW	Nicolas L. Benitz	300.00	V - window cleaning services	MO
81144	9/25/2024	NICKS WINDOW	Nicolas L. Benitz	300.00	V - window cleaning services	MO
81136	9/23/2024	PERRY FORD	Perry Ford	35,608.83	V - fleet; AAA SNP grant	
81134	9/18/2024	PITNEYBOWES	Pitney Bowes	200.36	V - postage lease	QTRLY
81113	9/4/2024	SAFEWAY	Safeway Inc	251.78	V - ADC nutrition	MO
81129	9/11/2024	SAFEWAY	Safeway Inc	373.72	V - ADC nutrition	MO
81146	9/25/2024	SAFEWAY	Safeway Inc	50.76	V - ADC nutrition	MO
81114	9/4/2024	SO CA GAS	Southern California Gas	340.15	V - utilities	MO
81115	9/4/2024	STAPLES	Staples Business Advantage	662.74	V - office supplies	MO
81149	9/30/2024	TRI-COUNTY	Tri-County Restaurant Supply, Ir	7,957.95	V - replaced refrigerator; AAA SNP grant	
81130	9/11/2024	USPOSTMASTER	U.S. Postmaster	9,571.16	V - HA Fall mailing	QTRLY
81135	9/18/2024	UMPQUA	Umpqua Bank	6,193.96	V - credit card	MO
81131	9/11/2024	VALIC	VALIC	100.31	V - benefits/retro	
81132	9/11/2024	VALIC	VALIC	155.44	V - benefits/retro	
81147	9/25/2024	VALIC	VALIC	1,490.77	V - benefits/ins	MO
81116	9/4/2024	VISION	Vision Services Plan	231.16	V - benefits/ins	MO
81148	9/25/2024	VOGUE	Vogue Sign, Inc.	1,313.78	V - inspection on exterior lights/signs	
81117	9/4/2024	XEROX	Xerox Financial Services	2,016.30	V - copier lease	MO
				=====		
				Report Total		
				=====		
				\$116,568.81		
				=====		

Legend of Payment Type	
BOD =	Board of Director
EE =	Employee
V =	Vendor

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

2-Oct-24
9:27 AM

Sorted by Check Number

(Report period: September 1, 2024 to September 30, 2024)

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81145	9/25/2024	RALSTON	Kara Ralston	23.86	V - reimb conference exp	EE
81146	9/25/2024	SAFEWAY	Safeway Inc	50.76	V - ADC nutrition	MO
81147	9/25/2024	VALIC	VALIC	1,490.77	V - benefits/ins	MO
81148	9/25/2024	VOGUE	Vogue Sign, Inc.	1,313.78	V - inspection on exterior lights/signs	
81149	9/30/2024	TRI-COUNTY	Tri-County Restaurant Supply, Ir	7,957.95	V - replaced refrigerator; AAA SNP grant	
				Report Total		
						\$116,568.81

Legend of Payment Type	
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Check Register Monthly Comparison

FY 2024/25

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)	w/out transfer
\$145,876	\$94,486	\$116,569	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,977	\$118,977
YTD Total											\$356,930		

Notes FY 24/25

- Jul '24 Progress pymt Auditor \$10,000
- Jul '24 ADC Tovertafel System \$13,030
- Aug '24 Arthur J. Gallagher Ins Policies \$41,172.82
- Aug '24 Tri County Furniture \$4,980.21
- Sept '24 Purchase new Ford Escape \$35,608.83 for SNP
- Sept '24 Tri County Furniture \$7,957.95

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
\$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	\$117,474	\$117,474
YTD Total											\$6,530,040		

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
- May-24 Insurance policy renewals \$91,260.65
- May-24 Van wrap \$12,393.48
- Jun-24 Insurance policy renewals \$20,858.00
- Jun-24 Purchase of new computers \$15,950.05
- Jun-24 Purchase of new chairs for board/classroom \$4,150.56
- Jun-24 Purchase of ADC activity equipment \$28,047.00
- Jun-24 Purchase 1 year advertising contract with ACORN \$18,408.00

DRAFT

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.



ACTION ITEM 8-A

**DISTRICT RESOLUTION 24-10
RECOGNIZING NOVEMBER 2024
AS NATIONAL FAMILY CAREGIVERS MONTH**



RESOLUTION NO. 24-10

In Recognition of National Family Caregivers Month

Resolution of The Board of Directors
Camarillo Health Care District
Camarillo, California

WHEREAS, November is the month where we take time to recognize, praise and support the millions of people who dedicate their time and lives, often unpaid, to care for a family member in need; and

WHEREAS, family caregivers face challenges and health emergencies, juggle priorities, and can suffer isolation and depression as they care for loved ones; and

WHEREAS, while family caregiving may be a labor of love, it can exact a heavy toll on the caregiver; physically, mentally, and financially, with many caregivers putting their own health and financial security at risk for the sake of their loved one; and

WHEREAS, more than eight in ten Americans say caregiving for a loved one is “the new normal”; and

WHEREAS, Camarillo Health Care District embraces a guiding principle of recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training and support; and

WHEREAS, Camarillo Health Care District therefore stands in unity with family caregivers in celebration of National Caregivers Month, and is proud to offer a broad array of services through the award-winning Caregiver Center; and

WHEREAS, the Caregiver Center is a federally designated family caregiver resource center that received the nation’s top award in caregiving in 2017 from Former First Lady Rosalynn Carter through her Rosalynn Carter Institute for Caregiving;

NOW, THEREFORE, BE IT RESOLVED, that the Camarillo Health Care District Board of Directors, does hereby recognize November of 2024 as National Family Caregivers Month.

ADOPTED, SIGNED, AND APPROVED this 24th day of October 2024.

Thomas Doria, President
Board of Directors
Camarillo Health Care District

Attest: _____
Paula Feinberg, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss

I, **Paula Feinberg**, Board of Director of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 24-10 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 24th day of October 2024, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Paula Feinberg, Clerk of the Board
Board of Directors
Camarillo Health Care District