



**Regular Board of Directors Meeting
3615 E Las Posas Road, Suite 161
Camarillo, CA 93010
Tuesday, May 28, 2019
12:00 p.m.**

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2019 Board Meeting Calendar

January 22, 2019, 12:00 p.m.

February 26, 2019, 12:00 p.m.

March 26, 2019, 12:00 p.m.

April 23, 2019, 12:00 p.m.

May 28, 2019, 12:00 p.m.

June 11, 2019, 12:00 p.m. (Budget)

June 25, 2019, 12:00 p.m. (If Needed)

July 23, 2019, 12:00 p.m.

August – Dark

September 24, 2019, 12:00 p.m.

October 22, 2019, 12:00 p.m.

November - Dark

December 10, 2019, 8:30 a.m. (Board Work Study)

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Agenda – May 28, 2019 – 12:00 p.m.

Regular Meeting of the Board of Directors
3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors

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

Staff

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

Participants

Shalene Hayman, *Hayman Consulting*

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE – Director Hiepler

4. DELETIONS/CORRECTIONS TO THE POSTED AGENDA

5. PUBLIC COMMENT - Ca. GC Section 54954.3

The Board reserves this time to hear from the public. Please 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. PRESENTATIONS

- Sharon Stone, Care Coordinator, MSW – RCI REACH Certification, conferred by the RCI Training Center for Excellence.

7. CONSENT AGENDA

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

- A. Approval of the minutes of the Finance/Investment Committee Meeting of April 23, 2019.
(Please see Section 7-A)**

B. Approval of the Minutes of the Regular Board Meeting of April 23, 2019.
(Please see Section 7-B)

C. Approval of the Minutes of the Executive Committee Meeting of May 17, 2019.
(Please see Section 7-C)

Suggested Motion: Motion to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

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

9. **ITEMS FOR BOARD ACTION**

A. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Disbursements, financial reports, and monthly investment report for period ending April 30, 2019. **(Please see Section 9-A)**

Suggested Motion: Motion to approve District disbursements, financial reports, and monthly investment report for period ending April 30, 2019

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

B. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of quarterly investment report for period ending March 31, 2019. **(Please see Section 9-B)**

Suggested Motion: Motion to approve quarterly investment report for period ending March 31, 2019.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

C. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Resolution 19-04, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool. **(Please see Section 9-C)**

Suggested Motion: Motion to approve Resolution 19-04, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

D. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of disposal of surplus property and equipment as recommended by staff in Attachment A, dated May 28, 2019, pursuant to District Policy 1130. **(Please see Section 9-D)**

Suggested Motion: Vote to approve disposal of surplus property and equipment as shown on Attachment A, dated May 28, 2019.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

E. Review/Discussion/ Action – Consideration, discussion, and the Finance Committee’s recommendation for approval of revisions to the District’s Investment Policy, Section 5, Subsection 5.5, Section 6, and Section 7, CA Government Code 53646 and 53607. Please refer to the red line copy of the policy in the Board Packet. **(Please see Section 9-E)**

Suggested Motion: Motion to approved recommended revisions to the District’s Investment Policy, Section 5, Subsection 5.5, Section 6, and Section 7.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

F. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of revision to District Policy 1130, Surplus Property Policy. It is staff’s recommendation that Section 1130.1 be revised as follows:

1130.1 Determination of Surplus Property - The term “surplus property” shall mean any ~~fixed asset~~ ~~fixed asset/property~~, other than real property, that is no longer needed or useable by the District. **(Please see Section 9-F)**

Suggested Motion: Motion to approve revision to District Policy 1130, Section 1130.1, Surplus Property Policy.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

10. CHIEF EXECUTIVE OFFICER REPORT

11. BOARD PRESIDENT REPORT

Discussion and formation of Ad Hoc Liaison Committee to meet with the City of Camarillo to discuss the Senior Nutrition Program.

12. BOARD MEMBERS COMMENTS AND/OR REPORTS

13. FUTURE MEETING AND EVENTS

Board of Directors Meetings	
• Executive Committee: Loh, Brown	Tuesday, June 4, 2019, 12:00 p.m.
• Full Board:	Tuesday, June 11, 2019, 12:00 p.m. Budget Presentation – First Reading
• Full Board:	Tuesday, June 25, 2019, 12:00 p.m. Budget Presentation – Second Reading May be waived and meeting cancelled if budget is approved following the first reading.
• Executive Committee: Loh, Brown	Tuesday, July 16, 2019, 12:00 p.m.
• Finance/Investment: Doria, Hiepler	Tuesday, July 23, 2019, 11:00 a.m.
• Full Board:	Tuesday, July 23, 2019, 12:00 p.m.
• August 2019 - Dark	

Upcoming Community Events	
• State of the Chamber Spanish Hills Country Club Camarillo Chamber of Commerce	Thursday, June 20, 2019 11:30 a.m. to 1:30 p.m.
• State of the County Courtyard by Marriott 600 E Esplanade Drive, Oxnard, CA	Thursday, August 1, 2019 11:30 a.m. – 1:30 p.m.
• Ventura County Medical Resource Foundation Fainer/Tauber Community Awards	Thursday, August 8, 2019 5:30 p.m. to 9:15 p.m. Lloyd Butler Estate

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 need for action arises.

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com, on Friday, May 24, 2019, on or before 4:00 p.m.



SECTION 6

PRESENTATIONS

SECTION 6

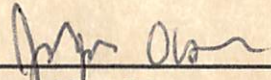
MAY 28, 2019

The RCI Training Center for Excellence

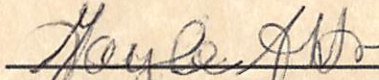
Presented this 7th day of March, 2019

Sharon Stone

Upon completion of all training components with a demonstration of
mastery of skills for RCI REACH.



Dr. Jennifer Olsen
Executive Director
Rosalynn Carter Institute for Caregiving



Gayle Alston, MS
Director: Training Center of Excellence
Rosalynn Carter Institute for Caregiving

Renewal required March 7, 2021



SECTION 7

CONSENT AGENDA

**SECTION 7-A
APPROVAL OF MINUTES OF
THE FINANCE/INVESTMENT COMMITTEE MEETING OF APRIL 23, 2019.**

MAY 28, 2019



MINUTES

April 23, 2019

Finance/Investment Committee Meeting

Camarillo Health Care District Board of Directors
3615 E Las Posas Road, Boardroom, Camarillo, CA 93010

Board of Directors

Tom Doria, MD, Director

Staff

Kara Ralston, Chief Executive Officer

Sue Tatangelo, Chief Resource Officer

Renee Murphy, Accounting Manager

Karen Valentine, Clerk to the Board

Participants:

Rick Wood, CSDA Financial Services

Shalene Hayman, Hayman Consulting

1. **Call to Order** – The Finance/Investment Committee Meeting was called to order by Director Doria at 11:03 a.m.
2. No public comment.
3. The Committee reviewed banking and investment results, and tax revenue for the quarter ending March 31, 2019.
4. The Committee reviewed departmental financial results for period ending March 31, 2019. Rick Wood, CSDA Financial Services, completed the requested analysis of the current “Construction Loan” and reported there is no benefit to retiring the loan through payoff at this time.
5. CEO Ralston discussed disbursements and the Check Register Monthly Comparison for quarter ending March 31, 2019. Director Doria requested that the existing credit card analysis also be presented at the Finance/Investment Committee Meetings.
6. CEO Ralston presented a quarterly review of legal fees.
7. The Finance/Investment Committee performed their annual review of the District’s Investment Policies. The Finance/Investment committee recommends that proposed revisions to the District’s Investment Policy, Section 5, Sub-section 5.5, Section 6, and Section 7, be presented to the full Board for approval at the May 28, 2019 Regular Board Meeting.
8. The next Finance/Investment Committee Meeting is scheduled for July 23, 2019, at 11:00 a.m.
9. The Meeting adjourned at 12:00 p.m.

Tom Doria
Director



SECTION 7

CONSENT AGENDA

**SECTION 7-B
APPROVAL OF MINUTES OF
THE REGULAR BOARD MEETING OF APRIL 23, 2019.**

MAY 28, 2019

Regular Meeting of the Board of Directors

3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors - Present

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

Staff - Present

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

Consultants:

Rick Wood, CSDA Financial Services
Shalene Hayman, Hayman Consulting

1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, March 26, 2019, at 12:04 p.m., by Christopher Loh, Board President.
2. **Pledge of Allegiance** – Director Brown
3. **Amendments to The Agenda** – Page 44 was replaced due to a printing problem.
4. **Public Comment** – None
5. **Presentations** - None
6. **Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

Vote to Approve Consent Agenda as Presented

Director Loh	Absent
Director Brown	Aye
Director Loft	Aye
Director Hiepler	Absent
Director Doria	Aye

7. **Continued Business – (For Action)**

A. Consideration, discussion, and staff recommendation for approval of District Policy 1160, Legislative Advocacy Policy. The purpose of this policy is to guide Camarillo Health Care District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve District Policy Number 1160, Legislative Advocacy Policy.

<u>Vote to Approve District Policy 1160, Legislative Advocacy Policy.</u>	
Director Loh:	Absent
Director Brown:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

B. Consideration, discussion, and recommendation for approval of Resolution 19-02, amending District By-Laws, Article VI, Section 2, Standing Committees of the Board, subsection (a) and subsection (b) to read:

(a) Executive Committee, shall consist of the following two (2) members of the Board of Directors: the President **and** Vice President, or their designee.

The function of this committee is to review policies and procedures, serve as the personnel committee, **serve as the legislative advocacy committee**, and make recommendations to the Board of Directors.

(b) Finance/Investment Committee, shall consist of two (2) members of the Board of Directors.

The function of this committee is to review the financial **and investment** operations and policies of the District to maintain financial stability **of** the Camarillo Health Care District. The committee shall review any policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in financial practices. The committee reviews and determines **any** course of action regarding investment decisions (per the District’s Investment Policy).

It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED** to approve Resolution 19-02, Amending District By-Laws.

Vote to approve Resolution 19-02, Amending District By-Laws

Director Loh:	Absent
Director Brown:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

8. DISCUSSION / ACTION

A. Review/ Discussion/ Action – Consideration, discussion, and staff recommendation for approval of District Disbursements, financial reports, and monthly investment report for the period ending March 31, 2019.

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

Vote to approve District disbursements, financial reports, and monthly investment report for the period ending March 31, 2019.

Director Loh:	Absent
Director Brown:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

B. Consideration, discussion, and staff recommendation for approval of the engagement letter from Fanning & Karrh for the June 30, 2019 financial audit.

It was **MOVED** by Director Doria, **SECONDED** by Director Loft and **MOTION PASSED** that the Board of Directors approve the Fanning & Karrh engagement letter for the June 30, 2019 financial audit.

Vote to approve the Fanning & Karrh engagement letter for the June 30, 2019 financial audit.

Director Loh:	Absent
Director Brown:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

C. Consideration, discussion, and recommendation for approval of revision of District Policy 1080, Committees of the Board of Directors, Section 1080.6, sub-section 1080.6.1 and 1080.6.2 to read:

1080.6.1 Executive Committee: shall consist of the following two (2) members of the Board of Directors: President and Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee, **serve as the legislative advocacy committee**, participate in agenda building, and make recommendations to the full Board of Directors.

1080.6.2 Finance/Investment Committee: shall consist of two (2) members of the Board of Directors; may also include up to (2) non-board members at the discretion and appointment of the full Board. Non-Board committee members may serve a one (1) year term, but may be reappointed at the discretion of the Board.

The function of this committee is to review the financial and investment operations and policies of the District ~~in an effort~~ to maintain financial stability ~~for~~ of the Camarillo Health Care District. The committee shall review policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in financial practices. The committee reviews and determines any course of action regarding investment decisions per the District's Investment Policy.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the revisions to District Policy 1080, Section 1080.6, sub-sections 1080.6.1 and 1080.6.2.

Vote to approve revisions to District Policy 1080, Section 1080.6, sub-sections 1080.6.1 and 1080.6.2.

Director Loh:	Absent
Director Brown:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

D. Consideration, discussion, and staff recommendation for approval of District Resolution 19-03, Declaring May 2019 as Older Americans Month.

It was **MOVED** by Director Brown, **SECONDED** by Director Loft and **MOTION PASSED** that the Board of Directors approve District Resolution 19-03, Declaring May 2019 as Older Americans Month.

Vote to approve District Resolution 19-03, declaring

Director Loh:	Absent
Director Brown:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

9. **Chief Executive Officer Report** – CEO Ralston introduced Mary Ann Ratto, Adult Day Center Director, who presented information on the ADS Plus grant. The ADS Plus Study, conducted by Johns Hopkins University and the University of Minnesota, is a five-year study that seeks to evaluate the efficacy of an evidence-based program for family caregivers caring for older adults with dementia who are enrolled in a participating adult day service site. The study also seeks to evaluate the process by which the program is implemented in participating sites and the experiences of family caregivers.

CEO Ralston presented the following Program Reports for March 2019:

- Adult Day Program (Dept 2) continues to show an increase in revenues, an increase in utilization of full day service, and a slight increase in utilization of extended service. Oldest member this month was 100 years old.
- Community Education, Volunteers & Facilities (Dept 5) reports 540 hours of service contributed by volunteers in a variety of District programs; ten volunteers assisted in the congregate meal program along with seven volunteers from the Amber’s Light Lions Club; Produce Day welcomed a partnership with Community Memorial Health Systems to provide blood glucose and blood pressure monitoring; a total of 2,025 clients were served this month.
- Senior Nutrition Program (Dept 6) served 2,638 total meals in March 2019, and has provided over 330,000 meals since its inception in April of 2005. CEO Ralston reminded the Board that the Volunteer Appreciation Luncheon would be on April 24, 2019. Bikers Against Child Abuse (B.A.C.A.) will be the featured guest speaker.

CEO Ralston reported that information from Mark Poindexter, the District’s former financial auditor, whose business, home and the District’s 2017 nearly-completed audit were destroyed in the Thomas Fire, has indicated that his insurance does not cover fees paid for unfinished work, but that he is joined in a lawsuit against Southern California Edison, which is due to be heard in 2020.

The District has received a \$10,000 Grant from the SCAN Foundation to act as the lead fiscal agent of the Hospital to Home Alliance which is a collaborative promoting Population Health Outcomes. The Foundation supports Long Term Support Services (LTSS), part of the Foundation’s Master Plan on Aging.

CEO Ralston attended the Association of California Health Care Districts (ACHD) Legislative Days in Sacramento.

Dos Caminos Plaza Association has approved the District's request to stripe the windows of District buildings as part of the logo refresh project. The project includes new window signage, overhead box signage, window striping and vehicle wraps. District meeting rooms will also be named following a tree theme.

- 10.** Having no further business, this meeting was adjourned at 1:17 p.m.

Richard Loft
Clerk of the Board

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SECTION 7

CONSENT AGENDA

**SECTION 7-C
APPROVAL OF MINUTES OF
THE EXECUTIVE COMMITTEE MEETING OF MAY 17, 2019.**

MAY 28, 2019

MINUTES

May 17, 2019

Executive/Agenda Building Committee Meeting

Camarillo Health Care District Board of Directors
3615 E Las Posas Road, Board Room, Camarillo, CA 93010

Board Members Present:

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

Staff Present:

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

1. **Call to Order** – The Executive Committee Meeting was called to order by President, Christopher Loh, at 12:06 p.m.
2. **Public Comment** – No Public Comment
3. Reviewed the proposed Agenda for the May 28, 2019 Board of Directors Meeting.
4. Reviewed the Consent Agenda and attachments for the May 28, 2019 Board of Directors Meeting.
5. **Reviewed Action Items**
 - A. Reviewed District Disbursements for period ending April 30, 2019.
 - C. Reviewed Resolution 19-04, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.
 - D. Reviewed Attachment A of Policy 1130, Disposal of Surplus Property. CEO Ralston informed the committee that an additional Action Item will be added to the Board Meeting Agenda; revising District Policy 1130, Subsection 1130.1, defining “surplus property”.
6. CEO Report – CEO Ralston discussed Program Reports, Grant Awards, employee travel and education, budgeting, District reserve funding, and District rebranding efforts.
7. Board President’s Report – Discussed the appointment of Ad Hoc Liaison Committee (with concurrence of the Board) to meet with the City of Camarillo’s Liaison Committee to discuss senior nutrition and other areas of interest.
8. Next Executive Committee Meeting is scheduled for Wednesday, June 5, 2019, at 12:00 p.m.
9. Meeting adjourned at 1:01 p.m.

Christopher Loh
President



SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-A
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT DISBURSEMENTS,
FINANCIAL REPORTS, AND MONTHLY INVESTMENT REPORT FOR
PERIOD ENDING APRIL 30, 2019.**

MAY 28, 2019

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

April 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
67177	4/3/2019	ACADEMY	The Academy of Culinary Arts	220.50	V	
67198	4/10/2019	ACCESS	Access TLC Caregivers DBA	93.50	V	
67178	4/3/2019	AFLAC	Aflac	1,238.91	V	MO
67179	4/3/2019	ANACAPA	Anacapa Heating & Air, Inc	230.00	V	
67199	4/10/2019	ANDERSON	Anderson Refrigeration dba	115.00	V	
67180	4/3/2019	ANDERSON B	Bradley Anderson	49.00	F	
67224	4/24/2019	ANDISITES	AndiSites, Inc	189.00	V	MO
67225	4/24/2019	ASA	American Society on Aging	685.00	V	
67181	4/3/2019	B&BMAIL	B & B Mailing Services	1,795.74	V	Qtrly
67200	4/10/2019	BANYAI	Danette Banyai	175.00	F	
67182	4/3/2019	BETA	Beta Healthcare Group	2,089.83	V	MO
67212	4/17/2019	BETA WC	Beta Healthcare Group	2,253.00	V	MO
67201	4/10/2019	CMH	CMH Centers for Family Health	50.00	V	
67202	4/10/2019	COMFORT	Comfort Keepers dba	616.00	V	
67203	4/10/2019	COMMANDER	Commander Printed Products	15,233.90	V	Qtrly
67226	4/24/2019	CPI	CPI Solutions, Inc	4,360.00	V	MO
67227	4/24/2019	CRADDOCK	Blair Craddock	300.42	EE	
67183	4/3/2019	CSDA	CSDA Financial Serv	1,505.43	V	MO
67213	4/17/2019	CYPRESS	Cypress Place Sr Living	75.00	V	
67214	4/17/2019	DASH	Dash Pest Control Inc	250.00	V	
67228	4/24/2019	DIAL	Dial Security	936.00	V	MO
67184	4/3/2019	DIGITAL	Digital Deployment, Inc	200.00	V	MO
67215	4/17/2019	DJ'S	DJ'S CA CATERING, INC	930.39	V	Annually
67216	4/17/2019	DOCUMENT SYS	Document Systems (DBA)	821.56	V	Qtrly
67185	4/3/2019	DOS CAMINOS	Dos Caminos Plaza	4,669.06	V	MO
67186	4/3/2019	DOSCAMSTORAC	Dos Caminos Plaza, Inc	50.00	V	MO
67229	4/24/2019	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	2,617.00	V	
67204	4/10/2019	FRONTIER	Frontier Communications	131.08	V	MO
67187	4/3/2019	GODINEZ	Jose Godinez	227.50	F	
67188	4/3/2019	HARTFORD	Hartford Life	1,093.59	V	MO
67205	4/10/2019	HOME REMEDIE	Home Remedies dba	835.00	V	
67189	4/3/2019	HUFF	Susan Huff	50.00	F	
67230	4/24/2019	ITS	Integrated Telemanagement Services,	790.88	V	MO
67190	4/3/2019	IVEY	Jane Ivey	189.00	F	
67206	4/10/2019	JOSE	Myka Jose	111.94	EE	
67217	4/17/2019	JTS	JTS Facility Services	1,990.00	V	MO
67231	4/24/2019	JTS	JTS Facility Services	550.00	V	
67232	4/24/2019	KAVALSKY	Neal Kavalsky	100.00	V	MO
67233	4/24/2019	KNOX	Carrie Knox	45.00	V	
67207	4/10/2019	LEAF	Leaf	2,025.32	V	MO
67191	4/3/2019	METLIFE	MetLife Small Business	1,099.70	V	MO
67234	4/24/2019	MEYERS	Meyers Nave	947.10	V	

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

April 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
67208	4/10/2019	MORAN	Carmen Moran	173.42	EE	
67235	4/24/2019	MUSTANG	Mustang Marketing dba	3,050.00	V	M
67236	4/24/2019	PETTY	Petty Cash - Administrat	383.51		
67192	4/3/2019	PVREC	Pleasant Valley Recreation & Park Di:	380.74	V	Annualy
67218	4/17/2019	PVREC	Pleasant Valley Recreation & Park Di:	75.00	V	
67193	4/3/2019	ROGERS	Rogers & Partners, Inc	224.00	F	
67219	4/17/2019	SAFEWAY	Safeway Inc	173.01	V	
67209	4/10/2019	SIMI	Simi Valley Council on Aging	50.00	V	
67220	4/17/2019	SO CA GAS	Southern California Gas	417.28	V	MO
67221	4/17/2019	STAPLES	Staples Business Advantage	1,031.62	V	
67237	4/24/2019	STUDIO	Studio Channel Islands Arts Center	200.00	F	
67194	4/3/2019	TNT	TNT Automotive	402.46	V	
67222	4/17/2019	TNT	TNT Automotive	171.70	V	
67238	4/24/2019	TNT	TNT Automotive	114.00	V	
67223	4/17/2019	UMPQUA	Umpqua Bank	5,894.99	V	MO
67239	4/24/2019	VALIC	VALIC	1,140.86	V	MO
67210	4/10/2019	VILLASENOR	Veronica Villasenor	153.12	EE	
67195	4/3/2019	VISION	Vision Services Plan	204.58	V	MO
67196	4/3/2019	WYLY	Paulette Wyly	34.80	EE	
67197	4/3/2019	YOUNG	Jennifer Young	131.78	EE	
67211	4/10/2019	ZEPEDA	Monica Zepeda	183.68	EE	

Cash account Total 66,525.90

Report Total 66,525.90

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

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Check Register Monthly Comparison

FY 2018/19

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$191,346	\$67,537	\$177,381	\$78,216	\$66,770	\$72,910	\$90,114	\$70,252	\$72,696	\$66,526			\$95,375
YTD Total											\$953,747	

Notes FY 18/19:

July '18 Annual insurances, computers project, deposit-Admin furn

Sep '18 ADC Construction Loan pmt \$99K #4 of 7

FY 2017/18

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg
\$126,068	\$94,075	\$156,395	\$70,789	\$80,990	\$68,708	\$75,510	\$66,744	\$85,204	\$92,133	\$112,587	\$641,545	\$139,229
YTD Total											\$1,670,749	

Notes FY 17/18:

July '17 Annual insurances paid

Sept '17 ADC Construction Loan Pmt \$99K #3 of 7

May '18 HA Printing, BOTW \$10K, Legal \$24K, Audit \$8K

Jun '18 \$500K CERBT payment

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
Statements of Activities
Comparison to Budget for the
Ten Months Ending April 30, 2019**

	Audited Actual 15 - 16	Audited Actual 16 - 17	Audited Actual 17 - 18	Current Year- to-Date	Budget to- date	Annual Budget 2018- 19	Y-T-D vs Annual Budget. Target at 10 months is 83%
REVENUES							
Tax revenue	\$ 2,375,896	\$ 2,490,350	\$ 2,622,977	\$ 2,529,692	\$ 2,239,962	\$ 2,687,954	94.11%
Program and facilities revenue	398,419	359,482	364,026	311,285	344,885	413,862	75.21%
Grants and agency funding	238,124	329,844	520,445	326,965	285,476	320,777	101.93%
Community Support and sponsorship	14,286	13,173	10,148	4,684	9,750	11,700	40.03%
Investment and interest income	155,200	161,872	178,365	183,022	170,270	177,000	103.40%
Other income	102,619	30,867	219,157	32,968	9,798	11,758	280.39%
Total Revenues	\$ 3,284,543	\$ 3,385,589	\$ 3,915,118	\$ 3,388,617	\$ 3,060,141	3,623,051	93.53%
EXPENSES							
Personnel cost							
Wages and salaries	1,347,709	1,392,944	1,458,930	1,190,641	1,405,868	1,687,042	70.58%
Payroll taxes	110,164	111,521	116,185	96,621	107,549	129,059	74.87%
Benefits	189,450	371,003	395,795	274,666	343,509	412,210	66.63%
OPEB	233,378	233,005	367,024	30,814	104,982	125,979	24.46%
Retirement UAL	29,064	38,046	50,594	70,585	52,456	52,456	134.56%
Total personnel cost	1,909,765	2,146,518	2,388,528	1,663,328	2,014,365	2,406,746	69.11%
Other expenses							
Contractors and professional fees	300,824	395,721	420,682	257,074	294,732	366,434	70.16%
Facilities and related	238,656	230,961	251,617	190,870	190,666	228,556	83.51%
Depreciation	175,355	164,193	156,337	121,393	120,531	144,637	83.93%
Program related expense	80,067	71,985	81,180	63,352	62,752	74,918	84.56%
Advertising and promotion	77,736	83,139	98,188	78,816	102,782	117,300	67.19%

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Ten Months Ending April 30, 2019**

	Audited Actual 15 - 16	Audited Actual 16 - 17	Audited Actual 17 - 18	Current Year- to-Date	Budget to- date	Annual Budget 2018- 19	Y-T-D vs Annual Budget. Target at 10 months is 83%
Supplies and office expense	68,046	71,473	83,965	60,829	71,065	83,860	72.54%
Board and staff	61,358	76,237	68,808	44,211	96,620	94,944	46.57%
Community partnerships	2,500	2,200	1,000	-	2,500	2,500	0.00%
Combined other expenses	30,007	22,506	28,469	18,781	18,960	22,115	84.92%
Total other expenses	1,034,549	1,118,416	1,190,247	835,325	960,608	1,135,264	73.58%
Operations Net	340,229	120,655	336,343	889,965	85,168	81,041	1098.17%
Adjustments							
Total expenses	2,944,314	3,264,934	3,578,775	2,498,652	2,974,973	3,542,010	70.54%
Net position after adjustments	\$ 340,229	\$ 120,655	\$ 336,342	\$ 889,965	\$ 85,168	\$ 81,042	1098.15%

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Camarillo Health Care District
Statements of Net Assets
as of April 2019

ASSETS	Apr 30, 2018	Apr 30, 2019
Current Assets:		
Cash and Checking Accounts	\$ 1,375,891	\$ 407,995
Investment Accounts	2,776,223	3,853,495
Tax, Grants and Accounts Receivable	89,149	81,389
Total Current Assets	4,241,262	4,342,878
Noncurrent Assets:		
Property, plant and equipment - net	1,410,500	1,335,209
IS equipment - net	25,510	26,139
Transportation vehicles - net	55,593	29,220
Prepays	3,212	7,418
Total Noncurrent Assets	1,494,815	1,397,985
Deferred Outflows of Res GASB 68	431,775	490,144
Deferred Outflows of Res GASB 75	990,100	500,000
Total Assets	\$ 7,157,952	\$ 6,731,008
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	\$ 70,569	\$ 44,397
Construction Loan 2019	85,482	88,688
Employment costs	100,318	107,659
Scholarships	3,918	6,217
Deferred Revenue	14,367	37,500
Total Current Liabilities	274,653	284,461
Noncurrent Liabilities		
Construction Loan to 2021	276,166	187,478
Net Pension Liability GASB 68	1,203,554	1,449,034
Accrued OPEB liability GASB 75	2,400,273	1,746,599
Deferred Inflows of Res GASB 68	309,287	211,794
Total Noncurrent Liabilities	4,189,279	3,594,904
Net Assets:		
Unrestricted - prior	1,531,070	1,961,678
Unrestricted - current	1,162,950	889,965
Total Net Assets	2,694,020	2,851,643
Total Liabilities and Net Assets	\$ 7,157,952	\$ 6,731,008

Quick Ratio

Cash, Checking, Investment
14.98 4,261,491

Current Ratio

Current Assets
15.27 4,342,878

Camarillo Health Care District
Statements of Net Assets
as of April 2019

ASSETS	Apr 30, 2019	Apr 30, 2018	Apr 30, 2017	Apr 30, 2016	Apr 30, 2015
Current Assets:					
Cash and Checking Accounts	\$ 407,995	\$ 1,375,891	\$ 358,293	\$ 1,164,088	\$ 992,631
Investment Accounts	3,853,495	2,776,223	2,923,285	1,784,921	1,269,820
Tax, Grants and Accounts Receivable	81,389	89,149	(90,265)	(348,012)	36,030
Total Current Assets	\$ 4,342,878	4,241,262	3,191,313	2,600,997	2,298,480
Noncurrent Assets:					
Property, plant and equipment - net	1,335,209	1,410,500	1,532,260	1,654,719	2,148,334
IS equipment - net	26,139	25,510	17,876	24,880	31,818
Transportation vehicles - net	29,220	55,593	81,967	108,406	158,969
Prepays	7,418	3,212	8,812	35,907	36,083
Total Noncurrent Assets	1,397,985	1,494,815	1,640,915	1,823,912	2,375,204
Deferred Outflows of Res GASB 68	490,144	431,775	264,803	112,553	
Deferred Outflows of Res GASB 75	500,000	990,100			
Total Assets	\$ 6,731,008	\$ 7,157,952	\$ 5,097,031	\$ 4,537,462	\$ 4,673,685
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Accounts Payable	\$ 44,397	\$ 70,569	\$ 33,092	\$ 41,709	\$ 31,454
Construction Loan 2018	88,688	85,482	82,393	79,415	76,544
Employment costs	107,659	100,318	98,501	100,346	193,269
Scholarships	6,217	3,918	6,249	19,265	7,058
Deferred Revenue	37,500	14,367	9,983	7,583	2,103
Total Current Liabilities	284,461	274,653	230,218	248,317	310,429

Camarillo Health Care District
Statements of Net Assets
as of April 2019

	Apr 30, 2019	Apr 30, 2018	Apr 30, 2017	Apr 30, 2016	Apr 30, 2015
Noncurrent Liabilities					
Construction Loan to 2021	187,478	276,166	361,648	444,041	523,456
Net Pension Liability GASB 68	1,449,034	1,203,554	821,635	959,515	-
Accrued OPEB Liability GASB 75	1,746,599	2,400,273	348,239	223,647	198,000
Deferred Inflows of Res GASB 68	211,794	309,287	450,825	250,690	-
Total Noncurrent Liabilities	3,594,904	4,189,279	1,982,347	1,877,893	721,456
Net Assets:					
Unrestricted - prior	1,961,678	1,531,070	2,535,771	2,195,543	3,262,816
Unrestricted - current	889,965	1,162,950	348,694	215,709	378,985
Total Net Assets	2,851,643	2,694,020	2,884,465	2,411,252	3,641,802
Total Liabilities and Net Assets	\$ 6,731,008	\$ 7,157,952	\$ 5,097,031	\$ 4,537,462	\$ 4,673,685
Quick Ratio (Cash, Checking & Investment Accounts divided by Total Current Liabilities)	14.98	15.12	14.25	11.88	7.29
Current Ratio (Total Current Assets divided by Total Current Liabilities)	15.27	15.44	13.86	10.47	7.40

Quick Ratio - measures the dollar amount of liquid assets available for each dollar of current liabilities. Thus a quick ratio of 1.5 means that a company has \$1.50 of liquid assets available to cover each \$1 of current liabilities.

Current Ratio - shows how many times over the firm can pay its current debt obligations based on its assets.

Camarillo Health Care District
Report to the Board
For the Month Ending April 30, 2019

	Notes	Balance as of 3/31/19	Interest Rate at 4/30/19	Interest Earned	Deposits	Withdrawals	Current Balance 4/30/19	% of Total Restricted/ Non-Restricted
Restricted Cash Accounts								
Funds - Restricted Scholarship	1	\$ 6,157	n/a	n/a	350	(290)	\$ 6,217	100.0%
Total Restricted Cash		\$ 6,157		\$ -			\$ 6,217	100%
Non-Restricted Cash Accounts and Investments								
Local Agency Investment Fund (LAIF)	2,3	\$ 2,518,081	2.55%		\$ 917,614		\$ 3,435,696	80.7%
Bank of the West General	4,5	400,802	n/a	n/a	1,119,681	(1,116,812)	403,671	9.5%
Rabobank Business Savings		130,098	0.05%	6	2,464	-	132,567	3.1%
Rabobank Business Checking		280,645	0.02%	5	-	-	280,650	6.6%
Ventura County Treasurer Pool		4,582	2.52%		-	-	4,582	0.1%
Petty and Cash Drawer Accounts		1,155	n/a	n/a			1,155	0.0%
Unrestricted Cash and Investments		\$ 3,335,363		\$ 11			\$ 4,258,321	100%
Total Cash and Investments		\$ 3,341,520		\$ 11			\$ 4,264,538	
Change during month							\$ 923,018	

1. \$290 was withdrawn from Scholarship funds to subsidize Adult Day Center services for one client
2. \$917,614 was deposited into LAIF; 1)\$900,000 from unexpended funds from Property Tax, 2) \$17,614.45 from interest earned
3. \$1,119,681 was deposited into Bank of the West; 1) \$1,045,441 from Treasurer property tax, 2) \$74,240 from daily deposits
4. \$1,116,812 was withdrawn from Bank of the West; 1) \$900,000 to LAIF, 2)\$216,812 to pay monthly payables
5. \$2,464 was deposited in Rabobank Business Savings; this is the cash deposits account

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



SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-B
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF QUARTERLY INVESTMENT
REPORT FOR PERIOD ENDING MARCH 31, 2019.**

MAY 28, 2019

Camarillo Health Care District
Report to the Finance Committee
For the Quarter Ending March 31, 2019

Notes	Balance as of 12/31/18	Interest Rate at 3/31/19	Quarterly Interest Earned	Deposits	Withdrawals	Current Balance 3/31/19	% of Total Restricted/ Non-Restricted
Restricted Cash Accounts							
Funds - Restricted Scholarship	1	\$ 5,954	n/a	n/a	1,073.20	(870.00)	\$ 6,157 100.0%
Total Restricted Cash		\$ 5,954		\$ -		\$ 6,157	100%
Non-Restricted Cash Accounts and Investments							
Local Agency Investment Fund (LAIF)	2,3	\$ 1,508,202	2.39%	\$ 17,614	\$ 1,409,879	\$ (400,000)	\$ 2,518,081 75.5%
Bank of the West General	4,5	1,899,202	n/a	n/a	\$ 665,360	\$ (2,163,759)	400,802 12.0%
Rabobank Business Savings	6	124,275	0.05%	15	5,808		130,098 3.9%
Rabobank Business Checking		280,631	0.02%	14	-	-	280,645 8.4%
Ventura County Treasurer Pool	7	4,452	2.52%	36	129	-	4,582 0.1%
Petty and Cash Drawer Accounts		1,155	n/a	n/a			1,155 0.0%
Unrestricted Cash and Investments		\$ 3,817,917		\$ 17,680		\$ 3,335,362	100%
Total Cash and Investments		\$ 3,823,871		\$ 17,680		\$ 3,341,519	
						\$ (482,352)	

Notes

1. \$870 was withdrawn from Scholarship funds to subsidize Adult Day Center services for one client for 3 months
2. \$1,400,000 was deposited in LAIF with unexpended funds from the December 2018 property tax check
3. \$400,000 was withdrawn end of March from LAIF for standard operational cash flow purposes
4. \$665,360 was deposited into Bank of the West; 1) \$400,000 from LAIF, 2) \$265,360 from daily deposits
5. \$2,163,759 was withdrawn from Bank of the West: 1) \$1,400,00 to LAIF, 2) \$763,759 to pay monthly payables
6. \$5,808 was deposited in Rabobank Business Savings; this is the for cash deposits account
7. The Ventura County Treasurer Pool interest statement was not received for the quarter ending 3/31/19 until 4/24/19

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



SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-C

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT RESOLUTION 19-04,
SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION IN
THE VENTURA COUNTY TREASURY POOL.**

MAY 28, 2019

RESOLUTION NO. 19-04

SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION IN THE VENTURA COUNTY TREASURY POOL

*Resolution of the Board of Directors
Camarillo Health Care District
Ventura County, California*

WHEREAS, Investment Policies of the Camarillo Health Care District (District), revised April 23, 2019, state that temporarily unexpended funds shall only be invested in accordance with principles of sound treasury management, in the order of safety, liquidity and yield; and

WHEREAS, Investment Policies of the District, revised April 23, 2019, state that any such investment shall be in accordance with the provisions of California Government Code Sections §53600 et seq., the Health and Safety Code §32000 et seq.; and

WHEREAS, California Government Code §53684 allows the District, with the consent of the County Treasurer-Tax Collector, to deposit excess funds in the County Treasury for the purpose of investment by the County Treasurer-Tax Collector, pursuant to Section §53601 or §53635; and

WHEREAS, the District has determined that the deposit of temporarily unexpended funds into the Ventura County Treasury Pool in accordance with §53684 of the California Government code, is in the best interest of the Camarillo Health Care District.

NOW, THEREFORE, BE IT RESOLVED, by the Camarillo Health Care District as follows:

Section 1. The deposit and withdrawal of temporarily unexpended District funds in the Ventura County Treasury Pool is authorized, and will be made in accordance with §53684 of the California Government Code for the purpose stated herein.

Section 2. The following members of the Camarillo Health Care District Board of Directors, Chief Executive, or their successors, shall be authorized to order the deposit or withdrawal of temporarily unexpended funds in the Ventura County Treasury Pool:

Christopher Loh	President of the Board of Directors
Rod Brown	Vice President of the Board of Directors
Richard Loft	Clerk of the Board of Directors
Mark Hiepler	Director
Tom Doria	Director
Kara Ralston	Chief Executive Officer
Sue Tatangelo	Chief Resource Officer

ADOPTED, SIGNED, AND APPROVED this 28th day of May 2019.

Christopher Loh, President
Board of Directors
Camarillo Health Care District

Attest: _____
Richard Loft, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Richard Loft, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 19-04 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 28th day of May 2019, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Richard Loft, Clerk of the Board
Board of Directors
Camarillo Health Care District

JEFFERY S. BURGH
AUDITOR-CONTROLLER



ASSISTANT
AUDITOR-CONTROLLER
JOANNE McDONALD

COUNTY OF VENTURA
800 SOUTH VICTORIA AVE.
VENTURA, CA 93009-1540

CHIEF DEPUTIES
BARBARA BEATTY
AMY HERRON
JILL WARD

April 15, 2019

MICHELLE YAMAGUCHI

Camarillo Health Care District
3639 E. Las Posas Road, Suite 117
Camarillo CA 93010

RECEIVED
APR 18 2019

Attention: Kara Ralston, Chief Executive Officer

BY: _____

SUBJECT LOCAL AGENCY SIGNATURE AUTHORIZATIONS - FISCAL YEAR 2019-20
DEPT: CHC
FUND: [REDACTED]

Dear Ms. Ralston:

If your agency uses the Ventura County Financial Management System (VCFMS) to record financial information or invests in the County's Treasury Pool, the *County of Ventura Auditor-Controller Signature Authorization Form for Local Agencies* (Attachment I) for fiscal year 2019-20 must be completed with original "wet" signatures and returned to our office by June 21, 2019.

In addition, local agencies that require wire transfers must complete the *County of Ventura Auditor-Controller Authorized Signatures for Wire Transfers Form* (ASWT, Attachment II) for fiscal year 2019-20. Please note, the approving entity head generally should not be listed as a sole authorized signatory on the ASWT. If the entity head is the sole authorized signatory, approval by your governing Board and supporting documentation must be submitted with the ASWT Form.

If you need to send a wire transfer, please contact our office to obtain a copy of the *Wire Transfer Request* (WTR) Form. For security reasons, we only provide the WTR upon request. As a reminder, in accordance with County Wire Transfer Procedures, wires are subject to minimum notification deadlines based on wire amount, **and the original WTR with "wet signatures" must be received by our office before the wire will be released.**

If you would like to receive Attachment I, Attachment II or the WTR in "fillable" PDF format you may e-mail Ana Wong at Ana.Wong@ventura.org.

Please provide documentation identifying who is authorized to sign and/or authorize wire transfers for your agency. Generally, this is a board resolution or other board approved document identifying specific individuals or positions.

Monthly VCFMS reports in PDF format are distributed by email. Reports are generally available on the 3rd business day of the month. You may update email information on the *Signature Authorization Form* or by emailing Ana.Wong@ventura.org.

If you elect to record budget information in VCFMS, please submit your final FY 2019-20 line item detail budget as soon as available. Budget appropriation, with or without controls, must be indicated on your submission. Please note, appropriation without controls will allow overspending of budget. A certified copy of your board's resolution adopting your final budget must also be submitted along with the name of the person authorized by your board to sign budget modifications.

If your agency needs to record transactions prior to submission of your final budget, or for additional information, please contact Ana Wong at (805) 654-3133 or via email at Ana.Wong@ventura.org.

Sincerely,

JEFFERY S. BURGH
Auditor-Controller

Attachments I and II

**COUNTY OF VENTURA
AUDITOR-CONTROLLER
AUTHORIZED SIGNATURES FOR WIRE TRANSFERS (ASWT)**

Department Camarillo Health Care District Fund(s) [REDACTED]

Authorized Individuals/Signatures	Initials	Purpose (Bail, Bond Pmt, etc.)	Receiving Bank Name and Account No.	\$ Amount (Limit)
Printed Name/Title: <u>Christopher Loh, President</u> Signature:		Transfer of Funds	Bank of the West [REDACTED]	
Printed Name/Title: <u>Rod Brown, Vice President</u> Signature:		Transfer of Funds	Bank of the West [REDACTED]	
Printed Name/Title: <u>Richard Loft, Clerk of the Board</u> Signature:		Transfer of Funds	Bank of the West [REDACTED]	
Printed Name/Title: <u>Mark Hiepler, Director</u> Signature:		Transfer of Funds	Bank of the West [REDACTED]	
Printed Name/Title: <u>Tom Doria, Director</u> Signature:		Transfer of Funds	Bank of the West [REDACTED]	

Period: July 1, 2019 to June 30, 2020

of Signatures Required: 2

- Note:**
1. Number of signatures required **MUST** be entered or forms will be returned.
 2. Entity or Special District: Attach support of approval as required by entity – board letter, agency head letter, etc.
 3. When bank names and account numbers are too numerous to list, please indicate so. However, wire transfer requests to bank accounts not listed on the originating department's ASWT require two authorized signatures.
 4. The approving department/entity head generally should not be listed as an authorized signatory on the ASWT. If the department/entity head is the authorized signatory, an additional authorized signature is required on the *Wire Transfer Request* form.

Signature of Agency/Department/Entity Head

Kara Ralston, Chief Executive Officer

Printed Name/Title

Administration

Department

805-388-1952, ext. #108

Telephone Number

Supersedes existing lists. Date: 05/28/2019

In addition to existing lists. Date: _____

**COUNTY OF VENTURA
AUDITOR-CONTROLLER
AUTHORIZED SIGNATURES FOR WIRE TRANSFERS (ASWT)**

Department Camarillo Health Care District Fund(s) [REDACTED]

Authorized Individuals/Signatures	Initials	Purpose (Bail, Bond Pmt, etc.)	Receiving Bank Name and Account No.	\$ Amount (Limit)
Printed Name/Title: <u>Kara Ralston, Chief Executive Officer</u> Signature:		Transfer of Funds	Bank of the West [REDACTED]	
Printed Name/Title: <u>Sue Tatangelo, Chief Resource Officer</u> Signature:		Transfer of Funds	Bank of the West [REDACTED]	
Printed Name/Title: _____ Signature:				
Printed Name/Title: _____ Signature:				
Printed Name/Title: _____ Signature:				

Period: July 1, 2019 to June 30, 2020

of Signatures Required: 2

- Note:**
1. Number of signatures required **MUST** be entered or forms will be returned.
 2. Entity or Special District: Attach support of approval as required by entity – board letter, agency head letter, etc.
 3. When bank names and account numbers are too numerous to list, please indicate so. However, wire transfer requests to bank accounts not listed on the originating department's ASWT require two authorized signatures.
 4. The approving department/entity head generally should not be listed as an authorized signatory on the ASWT. If the department/entity head is the authorized signatory, an additional authorized signature is required on the *Wire Transfer Request* form.

Signature of Agency/Department/Entity Head _____

Kara Ralston, Chief Executive Officer

Printed Name/Title

Administration

Department

805-388-1952, ext. #108

Telephone Number

Supersedes existing lists. Date: 05/28/2019

In addition to existing lists. Date: _____



SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-D
REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISPOSAL OF SURPLUS PROPERTY
AND EQUIPMENT AS RECOMMENDED BY STAFF IN ATTACHMENT A,
DATED MAY 28, 2019, PURSUANT TO DISTRICT POLICY 1130.**

MAY 28,2019

Surplus Property and Equipment Disposal Recommendation, May 28, 2019

Asset #	Purchase Date	ASSET DESCRIPTION	STAFF RECOMMENDATION	NOTES
29	1985, 1/23/95	Fire Alarm System	1130.3; Disposed	Obsolete; removed during renovation
136	1985, 12/05/85	Steel 2 Door Storage Cabinet	1130.2.3.3; Negotiated Sale*	Furnishings included in Flynn Rd. property sale
138	1986, 5/01/86	Steel 4 Drawer Lateral File	1130.2.3.3; Negotiated Sale*	Furnishings included in Flynn Rd. property sale
324	1991, 11/07/91	Generator-Honda EX4500	1130.2.3	Obsolete
156	1995, 12/01/95	Generator & Ext Cords	1130.3; Disposed	Obsolete; replaced with Asset #324
200	1998, 11/16/98	Reception Station, Suite F153	1130.3; Disposed	Obsolete; replaced with new in 2018
56	1998, 8/31/98	Suite 153, 154/Phone Jack	1130.3; Disposed	Obsolete; removed during renovation
206	1999, 6/09/99	Table Top Lecturn	1130.3; Disposed	Obsolete, no longer useful
323	2001, 10/31/01	Literature Display Stands	1130.3; Disposed	Obsolete, no longer useful
325	2001, 11/20/01	2 Rotating, 2 Display Stands, Ste 167	1130.3; Disposed	Obsolete, no longer useful
317	2001, 7/25/01	4 Drwr Lateral File HON694LQ	1130.2.3.3; Negotiated Sale*	Furnishings included in Flynn Rd. property sale
481	2007, 7/20/07	Modular Furniture-Flynn Rd	1130.2.3.3; Negotiated Sale*	Furnishings included in Flynn Rd. property sale
510	2008, 1/30/08	Desk, File, Chair -Nurses	1130.3; Disposed	Obsolete, no longer useful
511	2008, 1/30/08	Desk, File, 2 Chairs-ADC Coordinator	1130.3; Disposed	Obsolete; removed during renovation
529	2008, 7/22/08	Windows Server 2003 Licenses	1130.3; Disposed	Obsolete; incompatible technology
664	2011, 8/25/11	Doorway Arch-Ste 115	1130.3; Disposed	Obsolete; removed during renovation

**Surplus Property Policy 1130.3 Donation or Disposal - If the District is unable to sell surplus property after using the methods provided [in the policy], or if the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be donated to a charitable organization, recycled, destroyed, or disposed of as junk.*



SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-E

REVIEW/DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION, AND THE FINANCE COMMITTEE’S RECOMMENDATION FOR APPROVAL OF REVISIONS TO THE DISTRICT’S INVESTMENT POLICY, SECTION 5, SUBSECTION 5.5, SECTION 6, AND SECTION 7, CA GOVERNMENT CODE 53646 AND 53607. PLEASE REFER TO THE RED LINE COPY OF THE POLICY IN THE BOARD PACKET.

MAY 28, 2019



INVESTMENT POLICY

Revised ~~March 27, 2018~~ May 28, 2019

Camarillo Health Care District
3639 E. Las Posas Road, Camarillo, CA 93010
805-388-1952

CAMARILLO HEALTH CARE DISTRICT INVESTMENT POLICIES

SECTION 1

PURPOSE

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To establish overall policies and procedures for the management of investment funds.

SECTION 2

OBJECTIVES

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Temporarily unexpended funds of the Camarillo Health Care District shall be invested in accordance with principles of sound treasury management and in accordance with provisions of California Government Code Sections 53600 et seq., the Health and Safety Code, Section 32000 et seq. and these Investment Policies.

2.1 Overall Risk Profile

The basic objectives of the Camarillo Health Care District's investment program are, in order of priority:

- Safety of invested funds;
- Maintenance of sufficient liquidity to meet cash flow needs; and,
- Attainment of a reasonable yield consistent with the first two objectives.

2.2 Safety Objective

The Camarillo Health Care District shall insure the safety of its invested funds by limiting credit and interest rate risks. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of portfolio securities will fall due to an increase in general interest rates. The achievement of these objectives shall be accomplished in the manner described below:

2.2.1. Credit risk will be mitigated by:

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- Limiting investments to the safest types of securities;
- Pre-qualifying with an established procedure of the financial institutions with which it will do business;
- Diversifying the investment portfolio so that the failure of any one issuer or backer will not place an undue financial burden on the District; and
- Monitoring all of the District's investments to anticipate and respond appropriately to a significant reduction of credit worthiness of any of the issuers. The current financial health of depositories or security dealers with

whom the District does business will be evaluated at least annually by staff. The results of the evaluation will be submitted to the Finance/Investment Committee.

2.2.2 Interest rate risk will be mitigated by:

- Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to their maturation to meet those specific needs;
- Investment duration will be as outlined in California Government Code Section 53601; and
- Occasionally restructuring the portfolio to minimize the loss of market value and/or to maintain reasonable cash flows.

2.2.3. The physical security or safekeeping of the District's investments is also important element of safety; safekeeping requirements are defined in Section 4 of this Policy)

2.3 Liquidity Objective

The District's financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Investment instruments and maturities are described herein.

2.4 Yield Objective

Yield on the District's investment portfolio is of tertiary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. While it may occasionally be necessary or strategically prudent for the District to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio, these Policies specifically prohibit trading securities for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates.

Specifically, "when, as and if issued" trading and open-ended portfolio restructuring transactions are prohibited.

No representative of the District is authorized to engage in margin transactions or reverse repurchase agreements on behalf of the District.

2.5 Time Frame for Investment Decisions

The District's investment portfolio shall be structured to provide that sufficient funds from investments are available every month to meet the District's anticipated cash needs. Subject to the safety provisions outlined above, the choice of investment instruments and maturities shall be based upon an analysis of anticipated cash needs, existing and anticipated revenues, interest rate trends and specific market opportunities. Investment duration will be as outlined in California Government Code Section 53601.

2.6 Definition of Investment & Reserve Funds

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Investment and reserve funds, for the purpose of this Policy, are District funds which are available for investment at any one time, except those minimum balances required by the District's banks to compensate them for the cost of banking services, and which provide the means by which the District may achieve the objectives described in Reserve Policy #1150. For general operating purposes, it is deemed prudent to work toward the goal of an available sum equal to fifty percent (50%) of annual budgeted expenditures.

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SECTION 3

INVESTMENT PARAMETERS

3.1 Types of Investments Authorized

Funds may be invested only in the following:

- U.S. Treasury Securities maturing in two (2) years or less;
- The Local Agency Investment Fund (LAIF);
- Ventura County Treasury Fund;
- Collateralized demand and time deposits in Los Angeles County and Ventura County banks and savings and loan associations;
- Certificates of deposit, preferably of banks and savings and loans headquartered in California, but if not available, any banking/savings and loan institution in the U. S., maturing in two (2) years or less, which shall be insured by each institution at the maximum amount required by regulations of the FDIC. Certificates of deposit may not exceed amount insured by FDIC at any one institution;
- Money market accounts;
- CalTRUST.

No more than 30% of the total portfolio shall be invested in any single type of investment.

(Note: The Local Agency Investment Fund, CalTRUST, and the Ventura County Treasury Fund are pooled investments, consisting of a variety of instruments; therefore, they are not subject to the 30% rule.)

The portfolio shall be defined as the average amount, from the prior fiscal year, of investment funds and any “unrestricted cash and cash equivalent funds.”

3.2. Qualification of Brokers, Dealers, and Financial Institutions

United States Treasury issue transactions shall be conducted only with the Federal Reserve, or the bank providing banking services for the District, or security dealers from the list issued by the Federal Reserve Bank of New York.

3.3 Pre-formatted Wire Transfers

Wherever possible, the District will use pre-formatted wire transfers to restrict the transfer of funds to pre-authorized accounts only. When transferring funds to an account, the bank is required to call back a second authorized employee for confirmation that the transfer is authorized. Wire transfers between brokers and/or security dealers are prohibited.

3.4 Notice of Policies

The District shall send a copy of the current edition of the Investment Policy and enabling resolution upon opening an account and annually to all institutions which are approved to handle Camarillo Health Care District investments. Receipt of this Policy and authorizing resolution, including confirmation that it has been reviewed by persons handling the District's account, shall be acknowledged in writing within thirty (30) days.

3.5 Place and Time for Conducting Business

Investment transactions shall not be conducted from any other place other than Camarillo Health Care District offices during normal business hours.

SECTION 4

SAFEKEEPING OF SECURITIES

4.1 Safekeeping

The District shall contract with a bank, trust company or broker for the safekeeping of securities which are owned by the District as part of its investment portfolio.

4.2 Security Transfers

The authorization to release District securities will be telephoned to the appropriate bank by an authorized District official other than the person who initiated the transaction.

Authorized District officials are the Chief Executive Officer and designees. A written confirmation outlining details for the transaction and confirming the telephoned instructions will be sent to the bank within five (5) working days.

SECTION 5

RESPONSIBILITIES

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5.1 Responsibilities of the Accounting Department

The Accounting Department is charged with the responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District, and for the deposit and investment of those funds in accordance with principles of sound treasury management and with applicable laws and ordinances.

5.2 Responsibilities of the Chief Financial Officer, or contracted financial services vendor

The Chief Financial Officer, or contract financial services vendor, shall perform the monthly review and reconciliation of accounting investments as well as be responsible for the conduct of all Accounting Department functions.

5.3 Responsibilities of the Chief Executive Officer

The Chief Executive Officer is responsible for directing and supervising the assigned designee and is responsible further to keep the Board of Directors fully advised as to the financial condition of the District.

5.4 Responsibilities of the District's Auditing Firm

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The District's auditing firm's responsibilities shall include but not be limited to the examination and analysis of fiscal procedures and the examination, checking and verification of accounts and expenditures. A review of the District's investment program is a part of the responsibility described above.

5.5 Responsibilities of the Board of Directors

The Board of Directors shall annually review and approve the written Investment Policy. As provided in the Policy, the Directors shall receive, review, and accept quarterly and monthly investment reports, per California Government Code section 53646, and Government Code section 53607, which will be included in the Financial Reports at Consent Calendar of the regularly scheduled meetings of the Board of Directors in the month following the meeting of the Finance/Investment Committee.

5.6 Responsibilities of the Finance/Investment Committee

There shall be a Finance/Investment Committee consisting of two (2) members of the Board of Directors and no more than two (2) citizens having experience in accounting, banking, or financial investments. Citizen members shall be approved by the Board, and serve one-year terms, commencing in January each year, upon confirmation by the Board. No members of the Finance/Investment Committee shall profit in any way from activities of the Committee. The Chief Executive Officer and assigned designee(s) shall serve as staff liaison to the Committee. The Committee shall meet quarterly to discuss the quarterly investment reports, investment strategy, investment and banking procedures, as well as the anticipated cash flow projection and any other significant investment-related activities being undertaken. The Committee's meetings will be summarized in minutes, which are distributed to the Board of Directors with the quarterly investment report.

SECTION 6

INVESTMENT REPORTING

6.1 QUARTERLY INVESTMENT REPORT

Under the direction of the assigned designee, a quarterly monthly investment report will be prepared, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and all security transactions made over the past quarter. This management summary will be prepared in a manner which will allow the Chief Executive Officer and Board of Directors to ascertain whether investment activities during the reporting period have deviated from the District's Investment Policy. The District adopts California Government Code section 53607, and section 53646 et seq, to define reporting responsibilities.

The quarterly monthly investment report will include the following:

6.1.1 A listing of individual securities and deposits held at the end of the reporting period;

6.1.2 The market value of marketable securities at the end of the reporting period;

6.1.3 All security transactions occurring during the period whether or not the transaction has been fully settled;

6.1.4 Balances at the beginning of the period at market;

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~~6.1.5 Additions to the Local Agency Investment Fund, such as transfers of funds from
other accounts;~~

~~6.1.6 Interest or dividend income credited to the account. If interest or dividends
are not paid as earned, the interest amounts receivable should be shown;~~

~~6.1.7 Realized gains or losses on sales of investments;~~

~~6.1.8 Unrealized gains or losses during the period;~~

~~6.1.9 The nature of all such investments in the portfolio should be described;~~

~~6.1.9.1 With respect to interest bearing investments, the investment report
should indicate the face rate of interest and the effective yield to
the District based on its cost of the investment; and~~

~~6.1.9.2 Shall include the statement: "All District investments are shown
above and conform to the District's Investment Policies. All
investment transactions during this period are included in this
report."~~

SECTION 7

ANNUAL REVIEW AND INVESTMENT DELEGATION

These Investment Policies shall be reviewed annually by the Board of Directors in accordance with State law to ensure its consistency with respect to the overall objectives of safety, liquidity, and yield. Proposed amendments to these Policies shall be prepared by the Finance/Investment Committee before submission to the Board of Directors for consideration. Also, the Board will annually review and approve the delegated authority to invest District funds, as required by California Government Code section 53607.

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Record of

Review/Revision History

Year of Review	Date of Review	Status
1995	November 23	Adopted and Approved
1996	January 23	Revised
1996	March 26	Revised
1997	June 24	Revised
1998	June 2	Revised
1998	October 27	Revised
1999	July 27	Revised
2000	February 22	Revised
2000	June 27	Revised
2000	July 25	Reviewed
2001	August 28	Revised
2002	May 21	Revised
2002	November 12	Revised
2003	August 26	Reviewed
2005	March 8	Reviewed
2006	July 25	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2015	January 27	Reviewed
2016	September 27	Revised
2017	November 14	Revised
2018	March 27, 2018	Revised
2019	May 28, 2019, 2019	Reviewedvised

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SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-F

REVIEW/DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION, AND STAFF’S RECOMMENDATION FOR APPROVAL OF REVISIONS TO DISTRICT POLICY 1130, SUBSECTION 1130.1, SURPLUS PROPERTY POLICY. PLEASE REFER TO THE RED LINE COPY OF THE POLICY IN THE BOARD PACKET.

MAY 28, 2019

Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Surplus Property Policy

POLICY NUMBER: 1130

1130.1 Determination of Surplus Property - The term “surplus property” shall mean any ~~asset~~ fixed asset/property, other than real property, that is no longer needed or useable by the District. The Chief Executive or his/her designee shall at least annually review the District’s equipment and inventory and complete a surplus property form for each item deemed surplus. The Chief Executive Officer or his/her designee shall present a list of surplus property to the Board for its review and approval prior to disposition of the property.

1130.2 Methods of Disposition - The Chief Executive Officer or his/her designee is responsible for the disposition of District surplus property. Once the Board has approved the list of surplus property, the Chief Executive Officer or his/her designee shall determine which of the following methods of disposition to use; the priority for disposition shall be in the order listed below:

1130.2.1 Trade In – Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property. All trade-in offers will be submitted for the review and approval of the Chief Executive Officer.

1130.2.2 Return to Manufacturer – Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.

1130.2.3 Sale – The District may offer surplus property for sale. All surplus property is for sale “as-is” and “where-is” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale.

Appropriate methods of sale are as follows:

1130.2.3.1 Public Auction – Surplus property may be sold at public auction. The District may contract with a professional auctioneer.

1130.2.3.2 Sealed Bids – Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsive bidder.

1130.2.3.3 Negotiated Sale – Surplus property may be sold directly to a purchaser if it is determined that only one known buyer is available or interested in acquiring the property.

1130.2.3.4 Selling for Scrap – Surplus property with a minimal fair market value may be sold as scrap.

1130.3 Donation or Disposal - If the District is unable to sell surplus property after using the methods provided in sections 1 through 3, above, or if the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be donated to a charitable organization, recycled, destroyed, or disposed of as junk.

1130.4 Proceeds - All sales of surplus property shall be paid to the District by certified check, money order, or in manner agreeable to the Chief Executive Officer. The Chief Executive Officer shall be authorized to sign bills of sale and any other documents evidencing the transfer of title to such surplus property by and on behalf of the District.

1130.5 District Employees and Officers - District employees, directors and officers are prohibited from purchasing surplus property offered for sale by the District.

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SECTION 10

CHIEF EXECUTIVE OFFICER REPORT

MAY 28, 2019

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SECTION 10

**CHIEF EXECUTIVE OFFICER REPORT
PROGRAM REPORTS
ADULT DAY CENTER – DEPARTMENT 2**

MAY 28, 2019

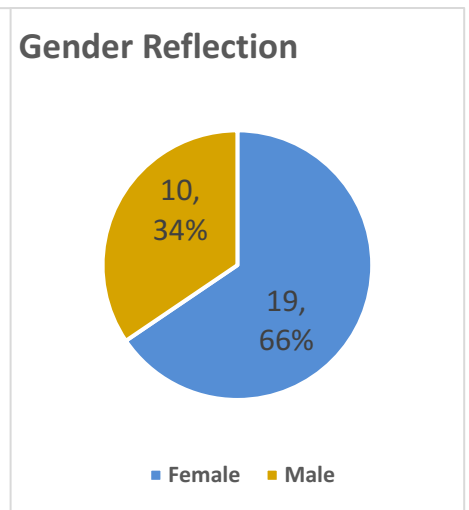
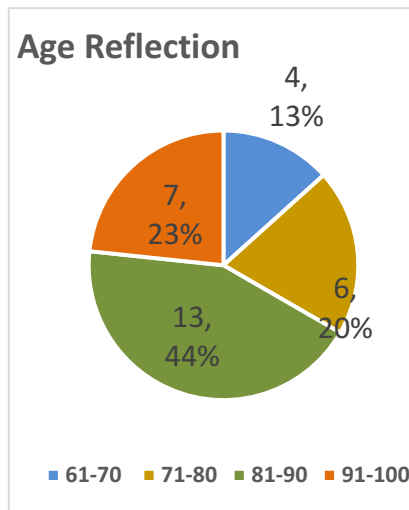
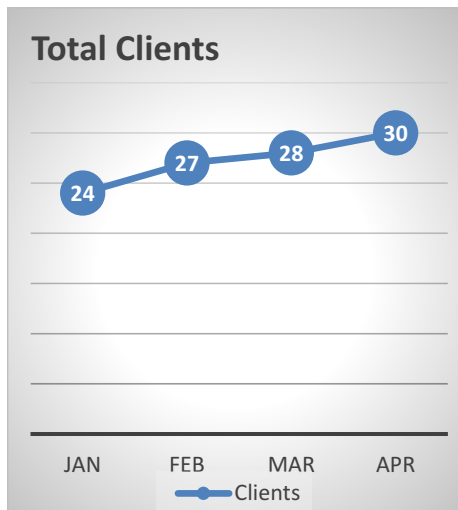
MEMORANDUM

DATE: April 30, 2019
TO: Kara Ralston, Chief Executive Officer
FROM: Mary Ann Ratto, Adult Day Center Director
SUBJECT: *April 2019 Monthly Report*

PROGRAM DESCRIPTION

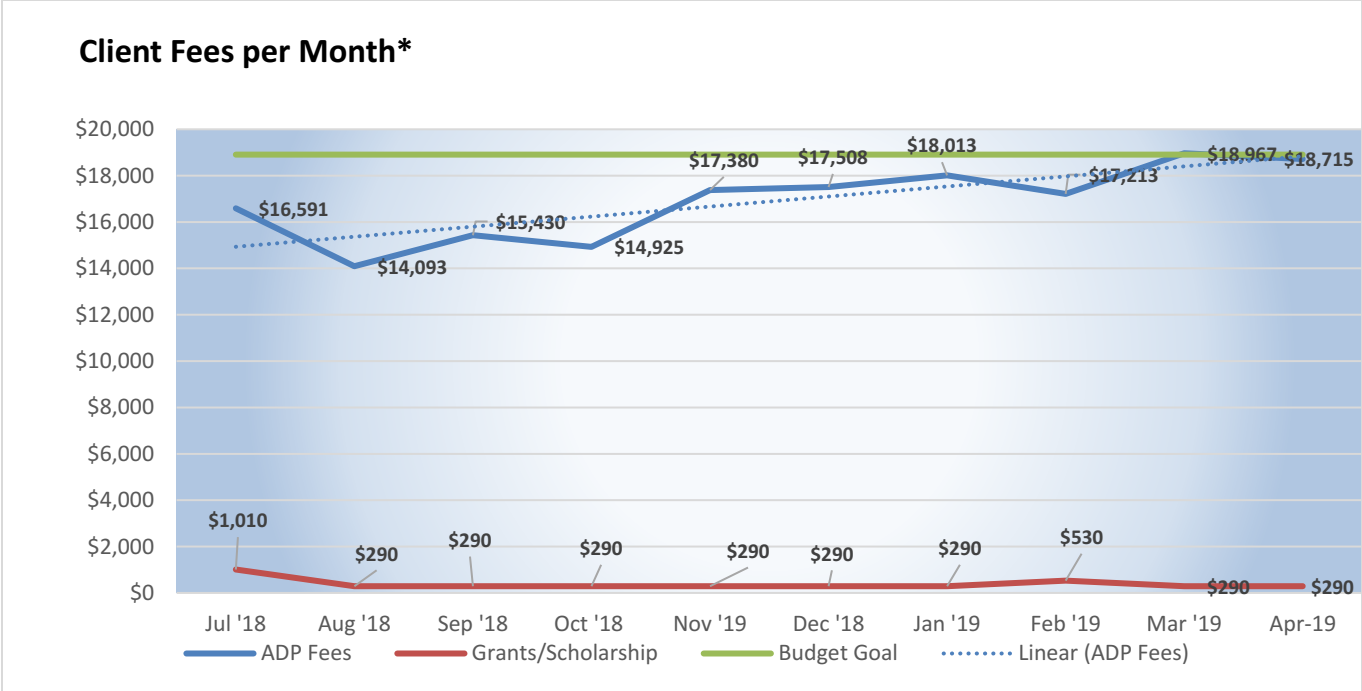
For the past 36 years (since 1983), Camarillo Health Care District has operated a state-licensed Adult Day Center for adults (age 18 and over) with cognitive impairment and other special needs. With intentional thoughts, the Adult Day Center provides a compassionate and dynamic environment where persons 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. Extended hours are available until 5:30pm.

PROGRAM QUICK VIEW

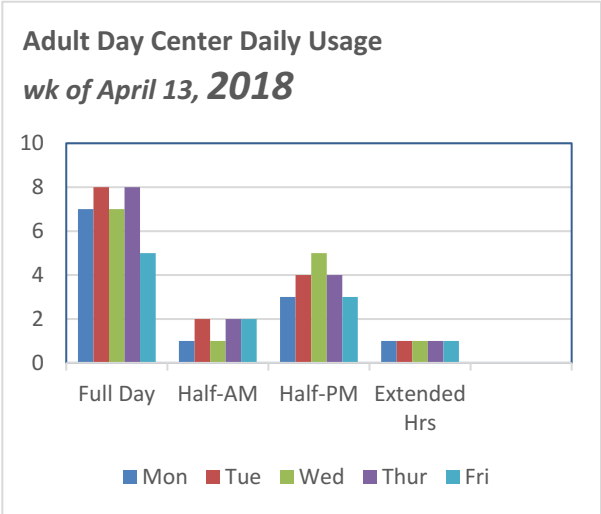
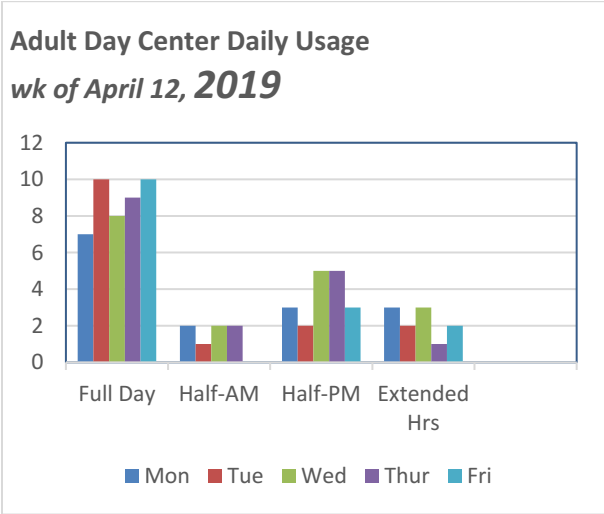


Total Clients:	30
Current average age:	82
Current oldest:	95 (fe)
Current youngest:	67 (ma)

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Female	17	20	18	17	17	19	18	19	17	18	18	19
Male	7	6	6	3	5	6	7	7	7	9	10	11

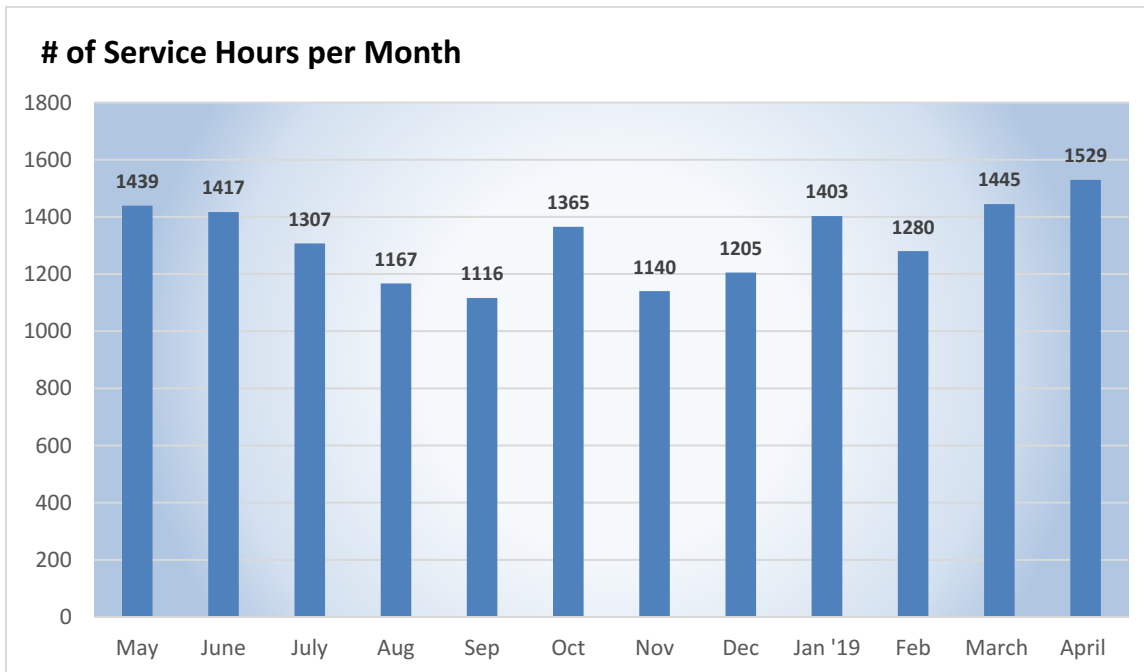
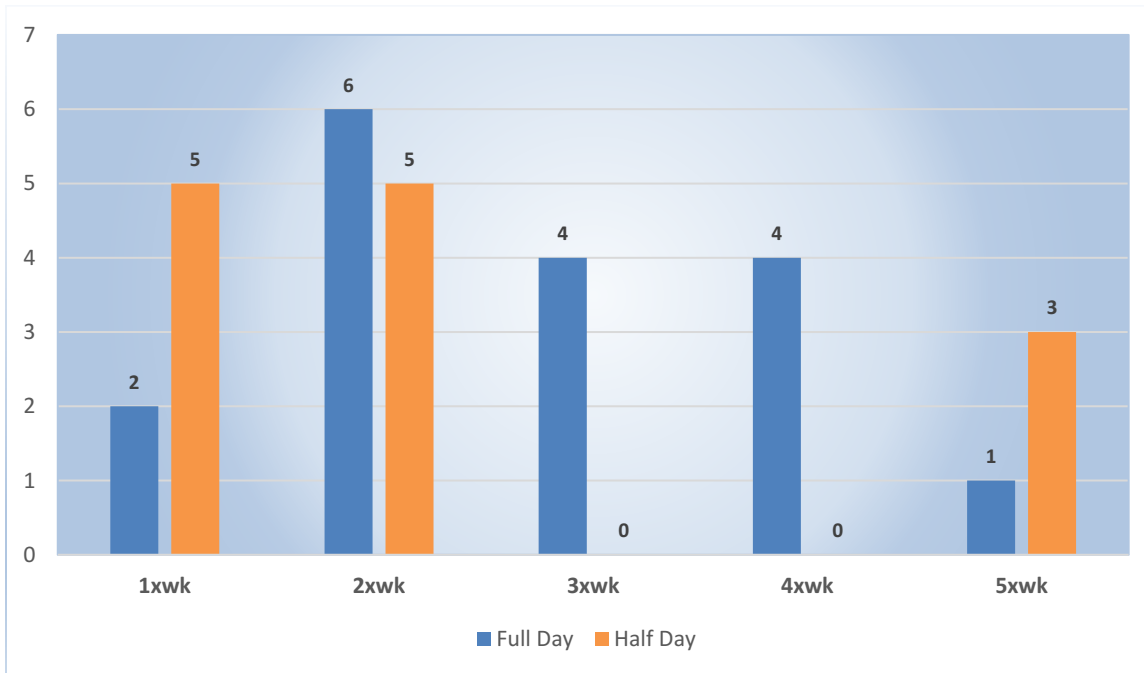


*debit/credit margins for refunds; does not include property tax allocation



This snapshot of similar weeks, a year apart, shows an overall increase of full day clients, shows the preference for the afternoon if a half-day schedule is selected, and shows increased utilization of the extended hours option (from 3:00pm-5:30pm, Mon-Thurs, 5pm Fridays).

ATTENDANCE BY # OF DAYS PER WEEK



NON-ATTENDANCE of ENROLLED CLIENT

	May	June	July	Aug	Sept	Oct	Nov	Dec '18	Jan '19	Feb	Mar	Apr
Doesn't want to attend									1	1	1	
Illness	1						1	1	1			2
Behavioral concerns			1	1	1	1	1			1		
Hip Fracture												
Family proving care in home												
Temporarily relocated	1		1	1	1	1	1					
Traveling						1	1					1
Temporary placement											1	
Unreported Reason												
Active Clients on LOA	2	0	2	2	2	3	4	1	2	2	2	3
Declining Health	1							1	1	1		
Hospice Care				2								
Deceased				1				1			1	
Attending another program												
Relocated				1					1			1
Care provided in the home												
Placement		1		1	1							
Financial Concerns												
Refused to attend	1	1						1				1
Disenrolled from Program	2	2	0	5	1	0	0	3	2	1	1	2

Adult Day Center: April 2019

Volunteers

ADC Volunteers: 26

Type of Volunteer: Nursing Students, Retired Teacher, Retired Lawyer, Military Veterans, Dog Lovers, Professional Caregiver, St. John's Seminarians and College Students.

Newsbites:

- ADP Director reelected to Board of Directors of CAADS
- Family/Caregiver support group held 2 meetings
- Free respite for caregivers attending Caregivers CAN series available
- Community Partnerships for client benefit:
 - CSUCI Service Learning Program
 - Cal Lutheran Service Learning Program
 - Dos Caminos Elementary ASB students
 - St. John's Seminary Field Placement
 - Love on a Leash Pet Therapy
 - Studio Channel Islands art sessions
 - Chef du Jour: Alma Via of Camarillo
 - RN Vital Checks

Animal, Art & Music Therapy, Dakim Brain Fitness, Jingo, April Fool's Jokes, Chef Du Jour, Nail Art, Exercise programs, Puzzles, Gardening, Sing-a-Longs, Laughing Wellness, Easter Trivia, Guess the secret ingredient-baking, Games in the Lion's Den, Earth Day, Activities with Curley, A Stroll Down Memory Lane with Guest Speakers, Arbor Day, Science Experiments, Tuesday crafts, and Musical Performances...





SECTION 10

**CHIEF EXECUTIVE OFFICER REPORT
PROGRAM REPORTS
COMMUNITY SERVICES – DEPARTMENT 5**

MAY 28, 2019

MEMORANDUM

TO: Kara Ralston, CEO
FROM: Department 5; Community Services
DATE: April 30, 2019
RE: April 2019 Monthly Report

Community Services, Volunteer & Facilities Department Description

- Community Education manages the placement of the various meetings, screenings, class and exercise sessions, registrations and payments.
- Facilities manages the District campus, ensuring optimum safety, maintenance and hospitality of the buildings and equipment, participates in room use assignments, implements set-up and tear down of room furniture and equipment for each session, and solicits and manages facility rental space
- Volunteer services manages the utilization of a growing team of volunteers, including recruitment, training and retention.

Volunteer Services

This table details how many volunteers assisted in the various program and services of the District. The National Value of a volunteer hour is currently at \$24.69 (<https://independentsector.org/value-of-volunteer-time-2018/>), while the California value is \$29.09. Volunteers add an invaluable dimension to the services of the District, and we are so very appreciative of their time, talents and compassion. The volunteer appreciation event was held on Wednesday, April 24th, with 54 attendees who enjoyed the speaker from the volunteer organization B.A.C.A. (Bikers Against Child Abuse), speaking about empowering children with presence and support 24/7. The volunteers had a barbeque lunch, and received a “thank you” potted plant. The District managers and supervisors from all departments attended the luncheon to acknowledge and thank the volunteers for their generous time and heart. The feedback for the speaker, food and gift were all positive.

The District has added a new volunteer driver for the Home Delivered Meal Program, the ride-a-long has been completed and paperwork for the background check and TB are currently being processed. A current volunteer in the Adult Day Program has recruited her husband to volunteer in the program for the summer since he is a teacher.

District Department	#Vols	Hours	Nat'L Hrly Value	Total Value
Adult Day Program	26	241	24.69	5950.29
Sr. Nutrition Congregate Café	9	19	24.69	469.11
Produce Day Collaborative	9	36	24.69	888.84
Sr. Nutrition Home Delivered Meal Drivers	22	107	24.69	2641.83
Senior Lunch Program	1	36	24.69	888.84
Evidence Based Class Inst/Facilitator Vol	4	65	24.69	1604.85
Caregiver Center: Senior Support Line	6	125	24.69	3086.25
Healthy Attitudes Magazine Delivery	6	28.5	24.69	703.66
TOTALS	83	657.5		\$16,233.67

Community Education

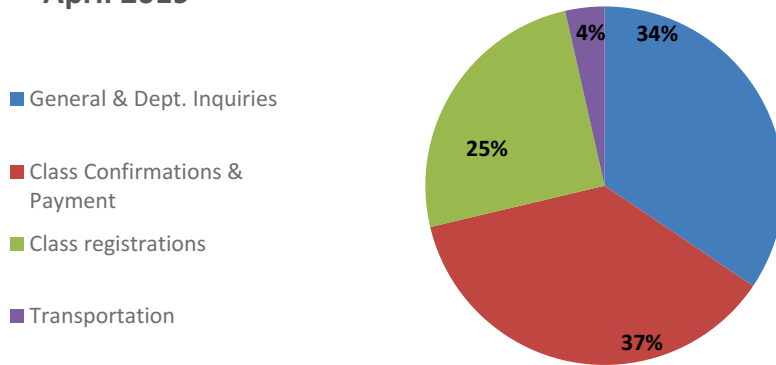
In addition to a continuing variety of classes and other interactive opportunities, the following highlights monthly activities:

- On April 11th the District hosted the monthly Produce Day in collaboration with Food Share. Approximately 1,860 pounds of surplus fruits and vegetables was distributed to 187 people. Partners Community Memorial Health Systems and Camarillo Library, provided blood pressure and blood glucose screening and information on upcoming events, respectively.
- Apple a Day Cafe was assisted by 9 volunteers with 6 from Camarillo Amber’s Light Lion Club.
- Tuesday, April 23rd the District held “Diabetic Cooking Made Delicious” a demonstration class with Chef Raymond Acuna, who experimented with new flavors while keeping fat, carbs and sugar under control. Reviews for the cooking classes have been excellent, and more classes are scheduled for the summer.

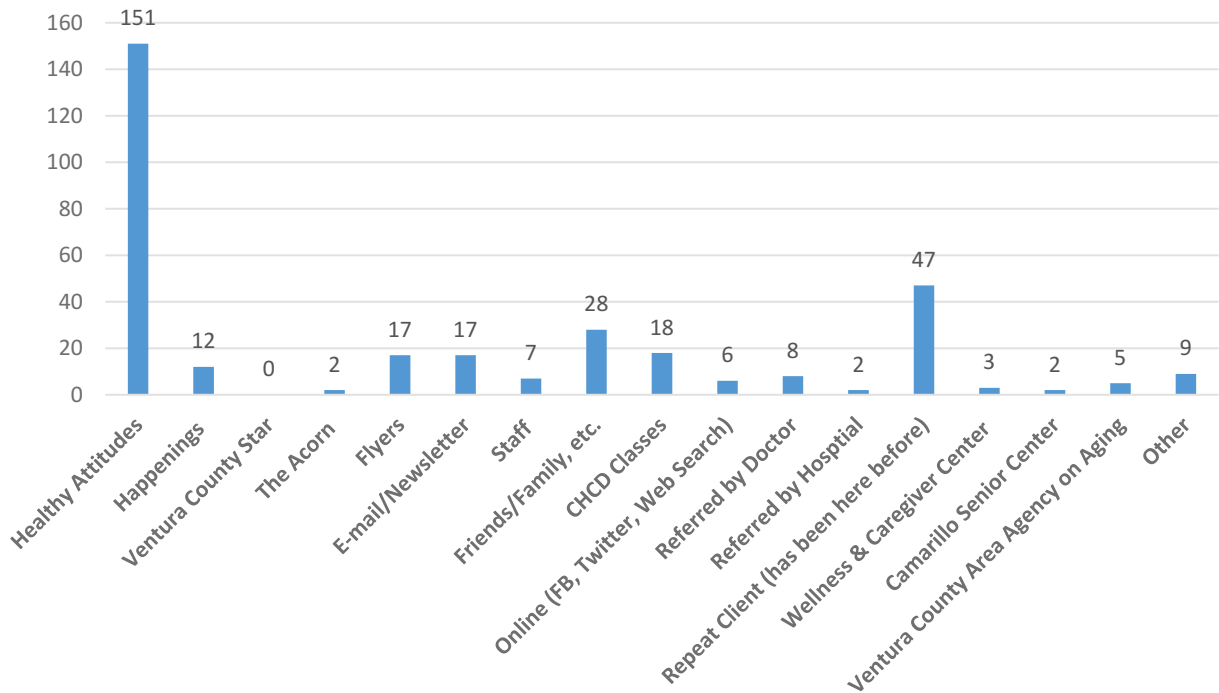
Clients Served April 2019

Category	Mar-19	Apr-19	MOM Variance	Apr-18	YOY Variance
Gen Community	390	477	87	372	105
Support Groups	767	849	82	676	173
Screenings	0	6	6	0	6
Health Advocacy	16	16	0	17	-1
Counseling	22	9	-13	29	-20
Evidence-Based	172	241	69	57	184
<u>General/Holistic/Other</u>	<u>658</u>	<u>666</u>	<u>8</u>	<u>905</u>	<u>-239</u>
TOTAL	2025	2264	239	2056	208

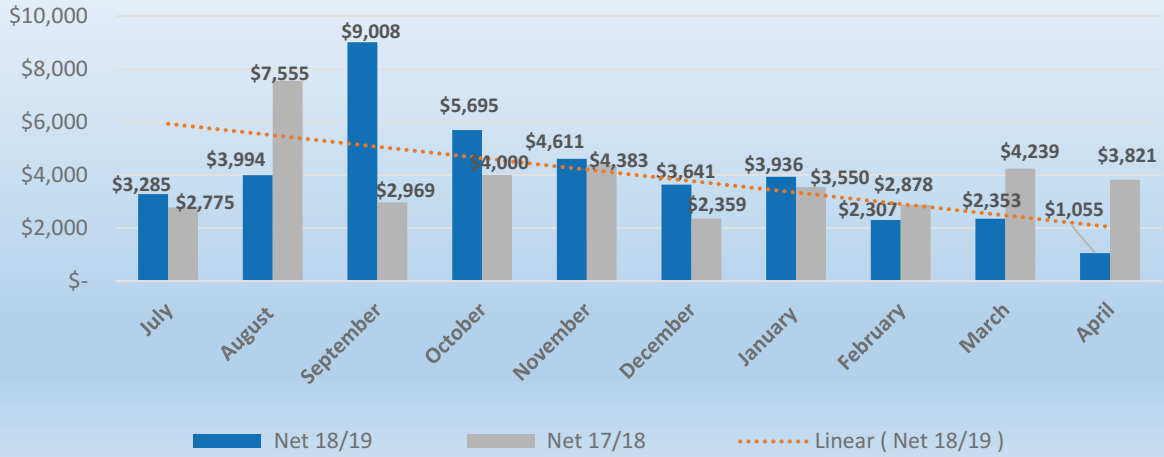
RECEPTION ACTIVITY April 2019



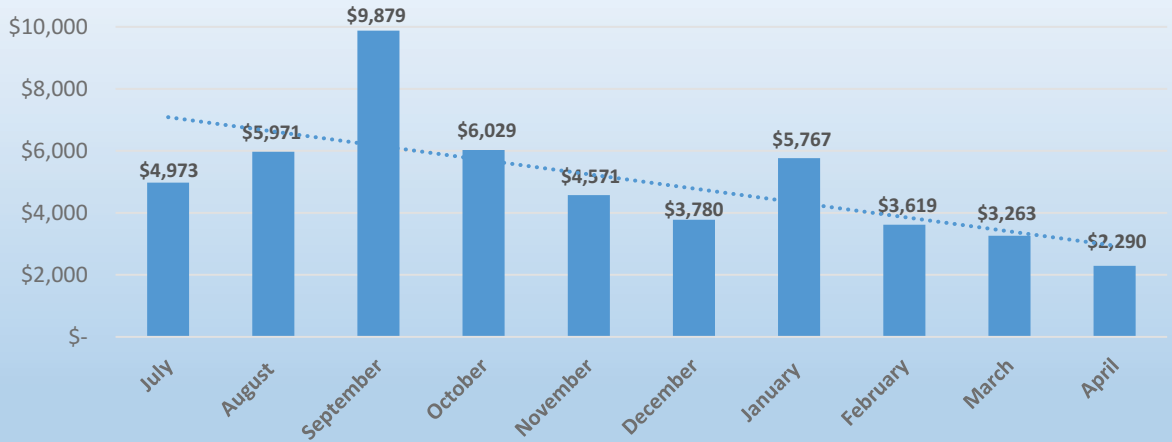
April 2019



Community Education & Facilities Net Revenue, YOY



Community Education & Facilities Gross Revenue, Current Year



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SECTION 10

**CHIEF EXECUTIVE OFFICER REPORT
PROGRAM REPORTS
SENIOR NUTRITION PROGRAM – DEPARTMENT 6**

MAY 28, 2019

April 2019 Report

Date: May 3, 2019
To: Kara Ralston, CEO
From: Blair Craddock, Care Services Director
 Jennifer Young, Senior Nutrition Coordinator

Monthly Program Report: April 2019

The Senior Nutrition Program provides supplemental nutrition for residents age 60 and over at either the congregate meal site or by home delivery, to enhance physical, mental and emotional well-being.

Glossary of Terms:

SNP: Senior Nutrition Program
HDM: Home Delivered Meals
Cong: Congregate Meals
VCAAA: Ventura County Area Agency on Aging
ARCH: Pilot project with VCAAA and Gold Coast Health Plan

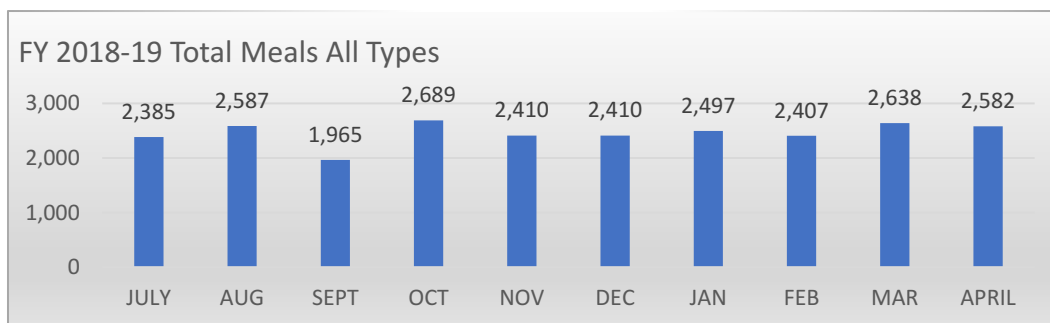
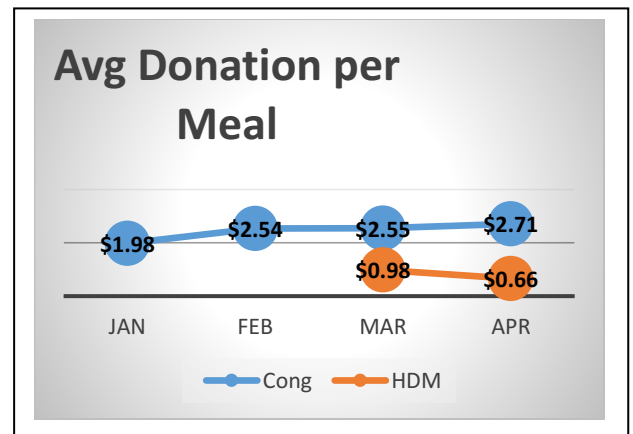
- Home Delivered Meals - Frozen meals are delivered by volunteers to homebound seniors who are unable to procure or prepare their own meals. Fresh fruit and vegetables, dairy and grain products are also provided. Up to 5 meals/week are delivered in a bundle on either Mondays, Wednesdays or Fridays. Holiday meals are delivered the delivery day preceding the holiday.
- Apple-A-Day Café - Hot meals are served to ambulatory residents age 60 and over at the District congregate site on the third Thursday of each month.

The SNP is partially funded by the Older Americans Act, through the Ventura County Area Agency on Aging, the City of Camarillo, and District property tax allocation. There is no charge per funding agreement but a \$3.00 per meal donation by attendees is suggested as required by the VCAAA.

At-a-Glance (See also charts on following pages)

	April 2019	Clients FYTD
New HDM clients	12 – 8 disenroll = 4 net gain	248
New Cong. clients	1	95

New Enrollments



Program Activity: Referrals

Referral Source	HDM	Cong
Friend/Neighbor/Family	3	0
Outreach to Springville Senior Complex	0	0
Website/Online Search	3	0
Healthy Attitudes magazine	0	0
Social Worker Referral	2	0
Doctor office/Hospital	0	0
Adult Protective Services	0	0
Shop Ahoy delivery service	0	0
Internal District referral-general	1	0
Internal District referral-evidence based	0	0
Former client	3	1
District Produce Day	0	0
Walk-in	0	0
TOTAL	12	1

Program Activity: HDM Cancellations/Disenrollments

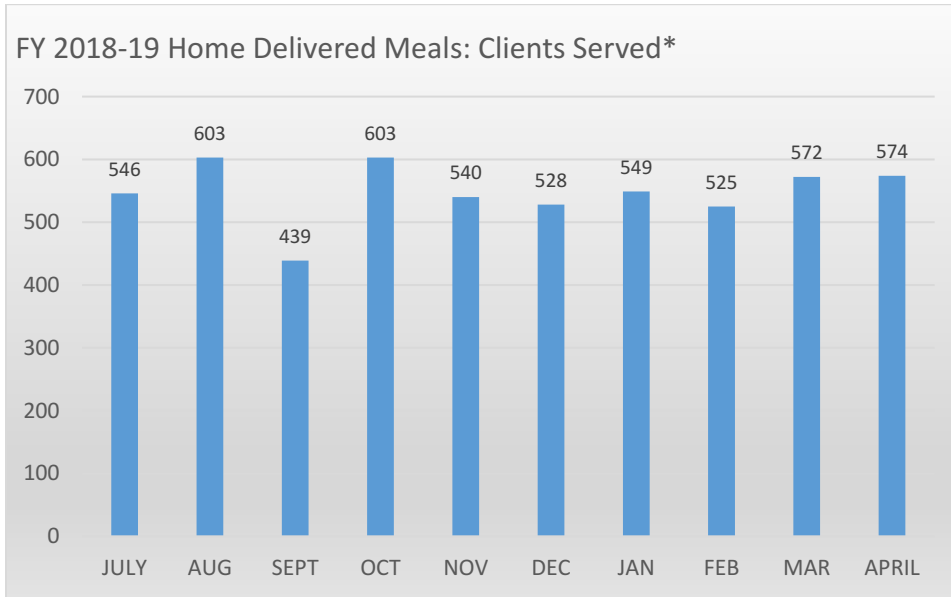
Reason Stated	April 2019
Dislikes the food	1
Family/Cgr now providing meals	1
Moved in with Family	0
Moved into Care Facility	0
On hold; pending re-start	0
Did not desire services	0
No longer meets criteria	0
No longer needs service	2
Dietary restrictions	0
Refused to give reason	0
Relocation	0
Deceased	4
Client did not follow program	0
TOTAL	8

Program History

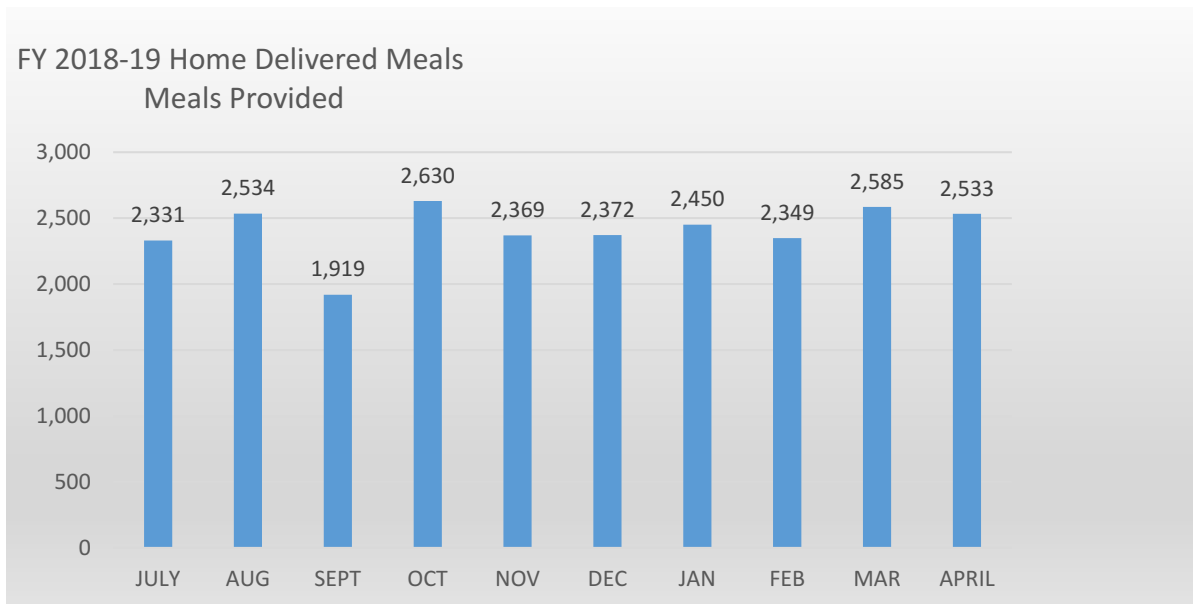
The District began administrating the operational arm of the Senior Nutrition Program in April 2005, under grant funding from the Ventura County Area Agency on Aging (VCAAA). In FY 2006/07, the City of Camarillo approved funding support for the Home Delivered portion of the Senior Nutrition. VCAAA manages 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 3,000 people have received over 333,000 meals, averaging about 23,000 meals/year.

TOTAL MEALS SERVED (cumulative)		VCAAA Funding	VCAAA meals allowed	% program split	City 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
FYTD Total meals served 2018 / April 2019 (HDM+C+ARCH)	24,570	\$73,750	24,000	98% HDM 2% Cong	\$37,000
TOTAL cumulative meals served since program inception; all meal types; commenced April 2005	333,124				

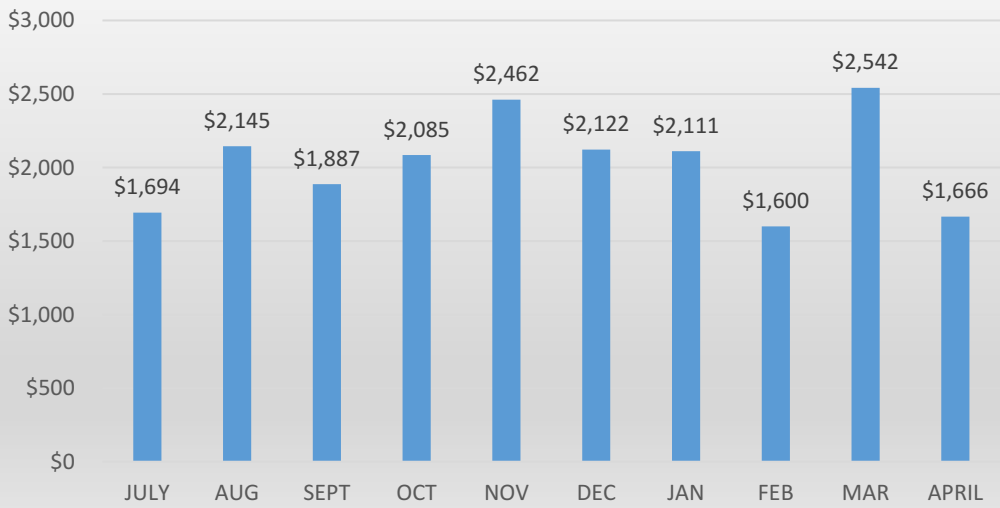
HOME DELIVERED MEAL PROGRAM OVERVIEW – CHARTS



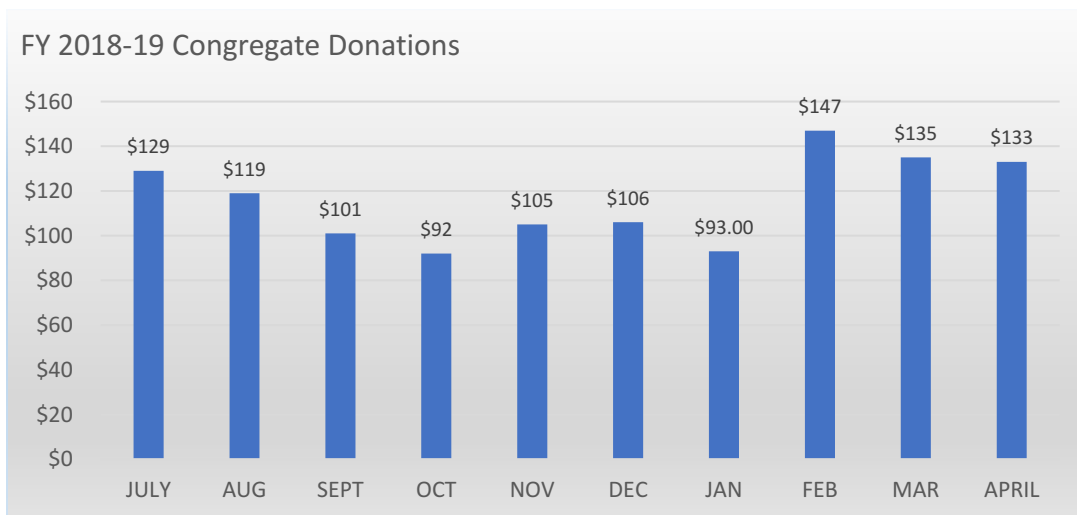
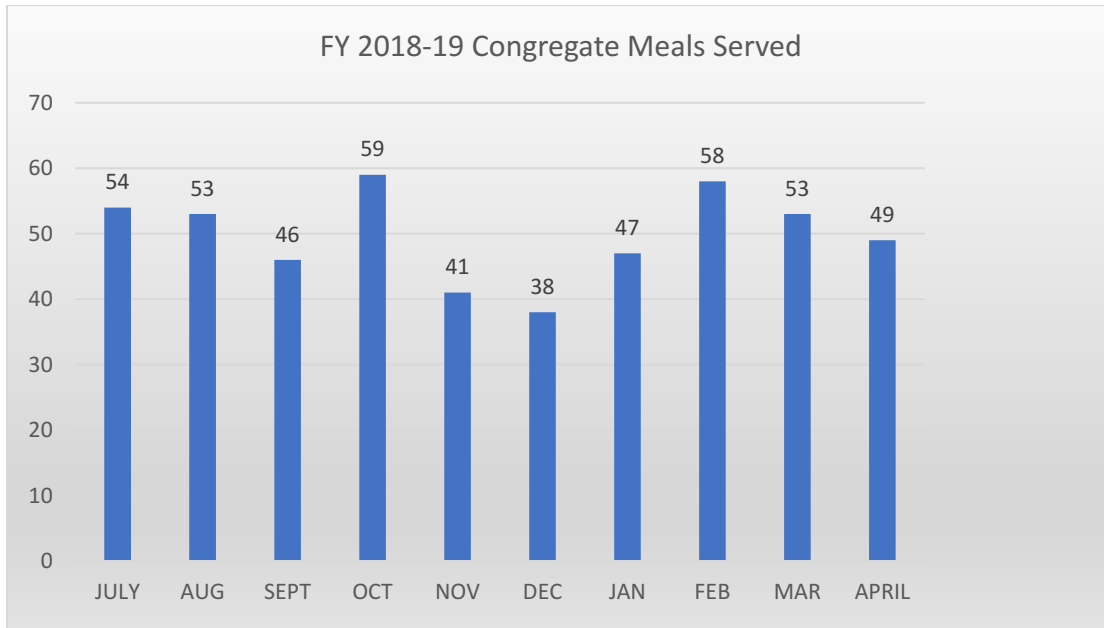
*client count is a duplicated count because people need to eat everyday



FY 2018-19 Home Delivered Meal Donations



CONGREGATE MEAL PROGRAM – OVERVIEW



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SECTION 11

BOARD PRESIDENT REPORT

MAY 28, 2019

Kara Ralston

From: Dave Norman <dnorman@cityofcamarillo.org>
Sent: Monday, May 6, 2019 1:55 PM
To: Kara Ralston
Subject: Liaison Committee Meeting

Kara:

The City has a Liaison Committee comprised of two Council Members that is uses to meet with similarly constituted Liaison Committees of other agencies – like yours. We meet to talk about specific topics or to learn more about what the other agency does. Sometimes some really neat things come of these meetings.

Our current Liaison Committee is comprised of Mayor Kevin Kildee and Council Member Susan Santangelo, and I would like to have them get together with two of your Board Members to get a better understanding of the Nutrition Program.


We can discuss other issues that you could see us coordinating on in coming up with an agenda for the meeting.

Please think it over and let me know, or give me a call.

Thanks.

DAVE NORMAN, City Manager
City of Camarillo
601 Carmen Drive, Camarillo, CA 93010
(805) 388-5307

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SECTION 12

BOARD MEMBERS COMMENTS AND/OR REPORTS

MAY 28, 2019

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CORRESPONDENCE

MAY 28, 2019

Saturday

Dear Jennifer,

Thank you for all you do in supplying and organizing the food deliveries for seniors.

I have enjoyed the meatloaf slices and hamburger patty. It was a nice thick serving - much like home cooked. I think changing to Sun Meadow has been a good choice. They are easier to open, at least for me, as well.

I hope you enjoy your week.
God bless you.

RECEIVED
MAY 20 2019

By: _____