



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Suite 161  
Camarillo, CA 93010  
Tuesday, May 23, 2017  
12:00 p.m.**

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## **2017 Board Meeting Calendar**

January 24, 2017, 12:00 p.m.

February 28, 2017, 12:00 p.m.

March 28, 2017, 12:00 p.m.

April 25, 2017, 12:00 p.m.

May 23, 2017, 12:00 p.m.

June 6, 2017, 12:00 p.m. (Budget)

June 27, 2017, 12:00 p.m. (If Needed)

July 25, 2017, 12:00 p.m.

August – Dark

September 19, 2017, 12:00 p.m.

October 24, 2017, 12:00 p.m.

November 28, 2017, 12:00 p.m.

December 5, 2017, 8:30 a.m. (Board Work Study)

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**AGENDA**

**May 23, 2017, 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**

Rod Brown, MBA, President  
Christopher Loh, M.D., Vice President  
Scott W. Packham, DDS, Clerk of the Board  
Richard Loft, M.D., Director  
Mark Hiepler, Esq., Director

**Staff**

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

**Participants**

Michael Velthoen, Esq., *Ferguson Case Orr Paterson, LLP*  
David Mitchell, CPA, *Mitchell & Associates*

- 
1. **Call to Order/Roll Call**
  2. **Pledge of Allegiance – Director Loft**
  3. **Amendments to the Agenda**  
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
  4. **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.
  5. **Presentations –**
  6. **Discussion/Action Items-** Consideration, Discussion, and Decision:

Review and **Approve/ Deny/ Amend** District Disbursements and Financial Report for period ending April 30, 2017, presented by David Mitchell, CPA, Mitchell & Associates.  
**(Please see Section 6)**

**Suggested Motion–** Vote to approve District Disbursements and Financial Report ending April 30, 2017.

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

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Packham \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_

- 7. **Closed Session:**
  - A. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court Case No. 56-2016-00487601-CU-MC-VTA.
  - B. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956(d)(1) Rozanski vs. Camarillo Health Care, Ventura County Superior Court case 56-2016-00489673-CU-WM-VTA.
  - C. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.
  - D. Pursuant to California Government Code 54957(b)(1) – Chief Executive Officer Performance Evaluation.

8. **Reconvene from Closed Session -**

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

- A.
- B.
- C.
- D.

10. **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 Chairperson may request a motion to approve as presented.

- A. Approval of Minutes of the Regular and Special Board Meeting of April 25, 2017. (Please see Section 10-A)
- B. Approval of Minutes of the Executive Committee Meeting of May 15, 2017. (Please see Section 10-B)
- C. Approve the disposal of surplus property and equipment as recommended by staff in Attachment A, dated May 23, 2017, pursuant to District Policy 1130. (Please see Section 10-C)

**Suggested Motion** – Vote to approve Consent Agenda as presented.

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

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Packham \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_

11. **Discussion/Action Items- Consideration, Discussion, and Decision:**

**A. Review and Approve/ Deny/ Amend –** It is the recommendation of Administration that the Board of Directors approve the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5. **(Please see Section 11-A)**

**Suggested Motion:** Vote to approve the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR), Title 2, Section 570.5

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

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Packham \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_

**B. Review and Approve/ Deny/ Amend –** It is the recommendation of Administration that the Board of Directors approve the revised California Special Districts, Financial Services Agreement, effective July 1, 2017. **(Please see Section 11-B)**

**Suggested Motion:** Motion to approve the Financial Services Agreement, with the California Special Districts Association, effective July 1, 2017.

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

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Packham \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_

**C. Review and Approve/ Deny/ Amend -** Consideration, discussion, and recommendation for approval of Resolution 17-05, Signature Authorization, and Investment Authorization in the Ventura County Treasury Pool. This resolution and Authorized Signatures form are necessary for the District to invest temporarily unexpended funds with Ventura County, in accordance with the provisions of CA Government Code §53684. **(Please see Section 11-C)**

**Suggested Motion:** Motion to adopt Resolution 17-05, Signature Authorization, and Investment Authorization in the Ventura County Treasury Pool.

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

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Hiepler \_\_\_\_\_ Loft \_\_\_\_\_ Packham \_\_\_\_\_

12. **CEO Report**

13. **Board Reports**

14. **Future Meeting and Events**

**Board of Directors Meetings**

- Executive Committee (Brown/Loh) Tuesday, May 30, 2017, 12:00 p.m.
- Full Board (Budget Presentation – First Reading) Tuesday, June 6, 2017, 12:00 p.m.
- Full Board (Budget Presentation – Second Reading) Tuesday, June 27, 2017, 12:00 p.m.  
Second reading may be waived
- Executive Committee (Brown/Loh) Tuesday, July 18, 2017, 12:00 p.m.
- Full Board Tuesday, July 25, 2017, 12:00 p.m.
- Finance Committee (Packham/Hiepler) Tuesday, July 25, 2017, 11:00 a.m.

**Events**

- 24<sup>th</sup> Annual Fainer/Tauber Awards Thursday, August 17, 2017; 5:00 p.m.  
Ventura County Medical Resource Foundation  
at Ancient Creek at Petersen Ranch, Somis
- 3<sup>rd</sup> Annual Party for the Park Saturday, August 26 2017; 5:30 p.m.  
Pleasant Valley Recreation & Parks District  
at Camarillo Grove Park, Camarillo
- 13<sup>th</sup> Annual Spirit Awards Gala Saturday, August 26, 2017; no time listed  
United Way of Ventura County  
at Four Seasons Hotel, Westlake Village

15. **Adjournment** - Having no further business, this meeting 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](http://www.camhealth.com), on Friday, May 19, 2017, at 4:00 p.m.



**SECTION 6**

**ACTION ITEMS**

**SECTION 6  
REVIEW AND APPROVE/DENY/AMEND DISTRICT DISBURSEMENTS AND  
FINANCIAL REPORT FOR PERIOD ENDING APRIL 30, 2017, PRESENTED BY  
DAVID MITCHELL, CPA, MITCHELL & ASSOCIATES**

**MAY 23, 2017**

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May 1, 2017

11:12 am

# Camarillo Health Care District

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

Sorted by Check Number

April 2017 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #4 [Bank of the West General]					
65151	04/05/17	BANYAI	Danette Banyai	0.00	196.00
65152	04/05/17	BETA	Beta Healthcare Group	0.00	862.82
65153	04/05/17	CABRERA	Carmen Cabrera	0.00	258.94
65154	04/05/17	CARNELL	Samantha Carnell	0.00	72.19
65155	04/05/17	CARRERA	Armando Carrera	0.00	123.12
65156	04/05/17	COMMUNITY M	Community Memorial Hospital	0.00	126.26
65157	04/05/17	CRADDOCK	Blair Craddock	0.00	119.31
65158	04/05/17	CRAWFORD L	Lorenzo Crawford	0.00	85.40
65159	04/05/17	DOS CAMINOS	Dos Caminos Plaza	0.00	4433.00
65160	04/05/17	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	0.00	15242.76
65161	04/05/17	FREIE	Barbara Freie	0.00	168.00
65162	04/05/17	GODINEZ	Jose Godinez	0.00	191.80
65163	04/05/17	HARTFORD	Hartford Life	0.00	1092.39
65164	04/05/17	IVEY	Jane Ivey	0.00	111.30
65165	04/05/17	JONES	Lynn Jones	0.00	662.09
65166	04/05/17	JTS	JTS Facility Services	0.00	1891.00
65167	04/05/17	LEAVE	Leave it To Lori	0.00	165.20
65168	04/05/17	MEDITECH	Meditech Health Services	0.00	550.00
65169	04/05/17	METLIFE	MetLife Small Business	0.00	490.98
65170	04/05/17	MITCHELL	Mitchell & Associates, APC	0.00	2800.00
65171	04/05/17	MOVING SR	Moving Seniors Forward	0.00	330.00
65172	04/05/17	NORR	Paul Norr	0.00	207.20
65173	04/05/17	PITNEYBOWES	Pitney Bowes	0.00	196.27
65174	04/05/17	PVREC	Pleasant Valley Recreation & Park Distr	0.00	362.50
65175	04/05/17	ROGERS	Rogers & Partners, Inc	0.00	112.00
65176	04/05/17	SAFEGWAY	Safeway Inc	0.00	153.09
65177	04/05/17	TATANGELO	Sue Tatangelo	0.00	183.40
65178	04/05/17	VALENTINE	Karen Valentine	0.00	64.68
65179	04/05/17	VISION	Vision Services Plan	0.00	130.44
65180	04/05/17	WYLY	Paulette Wyly	0.00	24.30
65181	04/12/17	ANACAPA	Anacapa Heating & Air, Inc	0.00	1070.00
65182	04/12/17	ANDISITES	AndiSites, Inc	0.00	189.00
65183	04/12/17	ASSISTED	*	Voided: Continued Stub	
65184	04/12/17	ASSISTED	Assisted Healthcare Services	0.00	2640.87
65185	04/12/17	BOTW	Bankcard Center	0.00	9060.76
65186	04/12/17	BUCKLEY	Elizabeth Buckley	0.00	720.00
65187	04/12/17	CAST	Julie Cast	0.00	100.00
65188	04/12/17	CMH	CMH Centers for Family Health	0.00	100.00
65189	04/12/17	FRONTIER	Frontier Communications	0.00	124.99
65190	04/12/17	HARMALA	Michelle Harmala	0.00	200.00
65191	04/12/17	HARVEY	Lynette Harvey	0.00	152.29
65192	04/12/17	HOME REMEDIE	Home Remedies dba	0.00	325.00
65193	04/12/17	KAVALSKY	Neal Kavalsky		Voided
65194	04/12/17	LEAF	Leaf	0.00	1905.71
65195	04/12/17	LIVINGSTON	Livingston CareGivers	0.00	650.00
65196	04/12/17	MEDITECH	Meditech Health Services		Voided
65197	04/12/17	PREFERRED	Preferred Population Health Management	0.00	27500.00
65198	04/12/17	READY	ReadyRefresh	0.00	199.39
65199	04/12/17	SAGE	Sage Network, Inc	0.00	3190.00
65200	04/12/17	SO CA GAS	Southern California Gas	0.00	549.23
65201	04/12/17	VCMA	Ventura County Medical Association	0.00	200.00
65202	04/12/17	WENGER	Phillip J Wenger Construction	0.00	200.00
65203	04/12/17	YOUNG	Jennifer Young	0.00	68.15
65204	04/13/17	KAVALSKY	Neal Kavalsky	0.00	100.00
65205	04/13/17	MEDITECH	Meditech Health Services	0.00	1245.00

65206	04/19/17	B&BMAIL	B & B Mailing Services	0.00	1571.77
65207	04/19/17	CAMARILLO	Camarillo Hospice	0.00	40.00
65208	04/19/17	HUFF	Susan Huff	0.00	100.00
65209	04/19/17	MASTERPAGES	Carrie Dittmar	0.00	175.00
65210	04/19/17	MEDITECH	Meditech Health Services	0.00	550.00
65211	04/19/17	MEYERS	Meyers Nave	0.00	4995.90
65212	04/19/17	PETTY	Petty Cash - Administrat	0.00	312.77
65213	04/19/17	SAGE	Sage Network, Inc	0.00	81.08
65214	04/19/17	TNT	TNT Automotive	0.00	183.92
65215	04/19/17	VCAAA	VC Area Agency on Aging	0.00	20.25
65216	04/19/17	VOYAGER	Voyager Fleet Systems Inc	0.00	781.19
65217	04/19/17	WEST COAST A	West Coast Air Conditioning	0.00	230.00
65218	04/26/17	BETA WC	Beta Healthcare Group	0.00	2411.00
65219	04/26/17	BROWN	Rodger Brown		Voided
65220	04/26/17	BYRD	Byrd Locksmithing	0.00	127.51
65221	04/26/17	COMMANDER	Commander Printed Products	0.00	14380.21
65222	04/26/17	DIAL	Dial Security	0.00	1248.00
65223	04/26/17	DOCUMENT SYS	Document Systems (DBA)	0.00	1005.60
65224	04/26/17	ESSEFF	Pat Esseff	0.00	90.00
65225	04/26/17	ITS	Integrated Telemanagement Services, Inc	0.00	856.82
65226	04/26/17	LOFT	Richard Loft, MD	0.00	100.00
65227	04/26/17	MEDITECH	Meditech Health Services	0.00	550.00
65228	04/26/17	RALSTON	Kara Ralston	0.00	125.00
65229	04/26/17	SAFEWAY	Safeway Inc	0.00	148.27
65230	04/26/17	STAPLES	Staples Business Advantage	0.00	363.51
65231	04/26/17	VALIC	VALIC	0.00	1046.67
65232	04/26/17	VCVCC	Ventura Co Volunteer Coord Council	0.00	45.00

Cash account Total                    0.00            113436.30

Report Total                                0.00            113436.30

(\*) One or more checks have payee names that do not  
match the name contained within the database record.

**Camarillo Health Care District**  
**Statements of Net Assets**  
**Ten Months Ending April 30, 2017**

<b>ASSETS</b>	<u>Apr 17</u>	<u>July 2016</u>	<u>Variance</u>
<u>Current Assets:</u>			
Cash and Checking Accounts	\$358,293	\$123,499	\$ 234,794
Investment Accounts	2,923,285	2,488,969	434,315
Accounts and Grants Receivable	(90,265)	77,569	(167,834)
Total Current Assets	<u>3,191,313</u>	<u>\$2,690,038</u>	<u>501,275</u>
<u>Noncurrent Assets:</u>			
Property, plant and equipment - net	1,532,260	1,637,840	(105,580)
IS equipment - net	17,876	27,145	(9,269)
Transportation vehicles - net	81,967	103,945	(21,978)
Prepays	8,812	7,894	918
Total Noncurrent Assets	<u>1,640,915</u>	<u>1,776,824</u>	<u>(135,909)</u>
Deferred Outflows of Resources	264,803	264,803	-
Total Assets	<u>\$ 5,097,031</u>	<u>\$4,731,665</u>	<u>\$ 365,366</u>
 <b>LIABILITIES AND NET ASSETS</b>			
<u>Current Liabilities:</u>			
Accounts Payable	\$ 33,092	\$ 50,196	\$ (17,104)
Construction Loan 2015	82,393	79,415	2,978
Employment costs	98,501	146,648	(48,147)
Accrued OPEB liability	348,239	182,281	165,958
Scholarships	6,249	13,271	(7,022)
Deferred Revenue	9,983	7,583	2,400
Total Current Liabilities	<u>578,458</u>	<u>479,394</u>	<u>99,064</u>
<u>Noncurrent Liabilities</u>			
Construction Loan to 2021	361,648	444,041	(82,393)
Net Pension Liability	821,635	821,635	-
Deferred Inflows of Resources	450,825	450,825	-
Total Noncurrent Liabilities	<u>1,634,108</u>	<u>1,716,501</u>	<u>(82,393)</u>
<u>Net Assets:</u>			
Unrestricted - prior	2,535,771	2,195,543	340,228
Unrestricted - current	348,694	340,228	8,466
Total Net Assets	<u>2,884,465</u>	<u>2,535,771</u>	<u>348,694</u>
Total Liabilities and Net Assets	<u>\$ 5,097,031</u>	<u>\$ 4,731,665</u>	<u>\$ 365,366</u>

**Camarillo Health Care District**  
**Statements of Activities**  
**Comparison to Budget for the**  
**Ten Months Ending April 30, 2017**

	Current Year		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Fav/(Unfav)</u>
<b>REVENUES</b>			
Tax revenue	\$ 2,172,622	\$2,059,998	\$ 112,624
Program and facilities revenue	279,991	359,098	(79,108)
Grants and agency funding	272,594	259,568	13,026
Community Support and sponsorship	41,147	32,729	8,418
Investment and interest income	152,072	154,583	(2,511)
Other income	20,805	30,698	(9,892)
Total Revenues	\$ 2,939,231	\$ 2,896,674	\$ 42,557
<b>EXPENSES</b>			
Personnel cost			
Wages and salaries	1,120,147	1,218,216	98,068
Payroll taxes	94,820	93,193	(1,627)
Benefits	238,636	313,163	74,528
OPEB	192,025	168,168	(23,856)
Retirement UAL	31,705	31,705	0
Total personnel cost	1,677,333	1,824,446	147,113
Other expenses			
Contractors and professional fees	312,126	312,726	600
Facilities and related	191,129	212,428	21,299
Depreciation	136,827	135,133	(1,695)
Program related expense	58,426	68,348	9,923
Advertising and promotion	74,685	77,737	3,052
Supplies and office expense	52,991	54,318	1,327
Board and staff	67,868	103,400	35,532
Community partnerships	200	2,500	2,300
Combined other expenses	18,953	22,559	3,607
Total other expenses	913,204	989,149	75,945
Total expenses	2,590,537	2,813,595	223,058
Net position	\$ 348,694	\$ 83,079	\$ 265,615



# Camarillo Health Care District

Financial Report  
For Ten Months Ending  
*APRIL 30, 2017*

## Current Assets

<u>Statements of Net Assets</u>	APRIL 2017	JULY 2016	CHANGE
Cash & Checking Accounts	\$358,293	\$123,499	\$234,794
Investment Accounts	2,923,285	2,488,969	434,315
Accounts & Grants Receivables	(90,265)	77,569	(167,834)
<b>TOTAL CURRENT ASSETS</b>	<b>\$3,191,313</b>	<b>\$2,690,038</b>	<b>\$501,275</b>

## Non-Current & Total Assets

<u>Statements of Net Assets</u>	APRIL 2017	JULY 2016	CHANGE
Property, plant and equipment – net	\$1,532,260	\$1,637,840	\$(105,580)
IS equipment – net	17,876	27,145	(9,269)
Transportation vehicles – net	81,967	103,945	(21,978)
Prepaid Expenses	8,812	7,894	918
Deferred Outflows of Resources	264,803	264,803	0
<b>TOTAL ASSETS</b>	<b>\$5,097,031</b>	<b>\$4,731,665</b>	<b>\$365,366</b>

## Liabilities

<u>Statements of Net Assets</u>	APRIL 2017	JULY 2016	CHANGE
Accounts payable	\$33,092	\$50,196	\$(17,104)
Construction Loan 2016	82,393	79,415	2,978
Employment costs	98,501	146,648	(48,147)
Accrued OPEB liability	348,239	182,281	165,958
Scholarships	6,249	13,271	(7,022)
Deferred Revenue	9,983	7,583	2,400
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$578,458</b>	<b>\$479,394</b>	<b>\$99,064</b>



## Liabilities

<u>Statements of Net Assets</u>	APRIL 2017	JULY 2016	CHANGE
Construction Loan to 2021	\$361,648	\$444,041	\$(82,393)
Net Pension Liability	821,635	821,635	0
Deferred Inflows of Resources	450,825	450,825	0
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>\$1,634,108</b>	<b>\$1,716,501</b>	<b>\$(82,393)</b>

## Net Assets &amp; Total Liabilities

<u>Statements of Net Assets</u>	APRIL 2017	JULY 2016	CHANGE
Unrestricted – prior	\$2,535,771	\$2,195,543	\$340,228
Unrestricted – current	348,694	340,228	8,466
<b>TOTAL NET ASSETS</b>	<b>\$2,884,465</b>	<b>\$2,535,771</b>	<b>\$348,694</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$5,097,031</b>	<b>\$4,731,665</b>	<b>\$365,366</b>

## Revenues

<u>Statements of Activities</u>	APRIL 2017	BUDGET	VARIANCE Fav/(Unfav)
Tax revenue	\$2,172,622	\$2,059,998	\$112,624
Program and Facilities	279,991	359,098	(79,108)
Grants and agency funding	272,594	259,568	13,026
Community Support and sponsorship	41,147	32,729	8,418
Investment and interest	152,072	154,583	(2,511)
Other income	20,805	30,698	(9,892)
<b>TOTAL REVENUES</b>	<b>\$2,939,231</b>	<b>\$2,896,674</b>	<b>\$42,557</b>

## Expenditures

(Page 1 of 2)

<u>Statements of Activities</u>	APRIL 2017	BUDGET	VARIANCE Fav/(Unfav)
Wages and salaries	\$1,120,147	\$1,218,216	\$98,068
Payroll taxes	94,820	93,193	(1,627)
Benefits	238,636	313,163	74,528
OPEB & Retirement UAL	223,730	199,873	(23,856)
Contractors and Professional fees	312,126	312,726	600
Facilities and related	191,129	212,428	21,299
Depreciation	136,827	135,133	(1,695)
Program related expense	58,426	68,348	9,923

## Expenditures

(Page 2 of 2)

<u>Statements of Activities</u>	APRIL 2017	BUDGET	VARIANCE Fav/(Unfav)
Advertising and promotion	\$74,685	77,737	3,052
Supplies and office expense	52,991	54,318	1,327
Board and staff	67,868	103,400	35,532
Community partnerships	200	2,500	2,300
Combined other expenses	18,953	22,559	3,607
<b>TOTAL EXPENDITURES</b>	<b>\$2,590,537</b>	<b>\$2,813,595</b>	<b>\$223,058</b>

## Recap of Activities:

*Ten Months Ended*

<u>Statements of Activities</u>	APRIL 2017	BUDGET	VARIANCE Fav/(Unfav)
Total Revenue	\$2,939,231	\$2,896,674	\$42,557
Total Expenditures	\$2,590,537	\$2,813,595	\$223,058
<b>NET POSITION</b>	<b>\$348,694</b>	<b>\$83,079</b>	<b>\$265,615</b>

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**SECTION 7**

**SECTION 7-A  
CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING ITIGATION, ONE CASE,  
GOVERNMENT CODE §54956.9(D)(1),  
CAMARILLO HEALTH CARE VS. ROZANSKI, VENTURA COUNTY SUPERIOR  
COURT CASE NO. 56-2016-00487601-CU-MC-VTA**

**MAY 23, 2017**

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**SECTION 7**

**SECTION 7-B  
CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, ONE CASE,  
GOVERNMENT CODE §54956.9(D)(1),  
ROZANSKI VS. CAMARILLO HEALTH CARE, VENTURA COUNTY SUPERIOR  
COURT CASE NO. 56-2016-00489673-CU-WM-VTA**

**MAY 23, 2017**

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**SECTION 7**

**SECTION 7-C  
CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, ONE CASE,  
GOVERNMENT CODE §54956.9(D)(1),  
FERGUSON VS. CAMARILLO HEALTH CARE, VENTURA COUNTY SUPERIOR  
COURT CASE NO. 56-2016-00478549-CU-BC-VTA**

**MAY 23, 2017**

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**SECTION 7**

**SECTION 7-D  
CLOSED SESSION  
PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957(B)(1) –  
CHIEF EXECUTIVE OFFICER PERFORMANCE EVALUATION.**

**MAY 23, 2017**

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**SECTION 8**

**RECONVENE FROM CLOSED SESSION**

**MAY 23, 2017**

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**SECTION 9**

**ANNOUNCEMENT OF CLOSED SESSION  
GOVERNMENT CODE 54957.1**

**MAY 23, 2017**

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**SECTION 10**

**CONSENT AGENDA**

**APPROVAL OF MINUTES  
BOARD MEETING  
APRIL 25, 2017**

**SECTION 10-A**

**MAY 23, 2017**

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**MINUTES**

April 25, 2017

**Regular Meeting of the Board of Directors and  
Special Meeting of the Board of Directors**

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

**Board of Directors - Present**

Rod Brown, MBA, President  
Mark Hiepler, Esq., Director  
Richard Loft, M.D., Director -

**Staff - Present**

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

**Participants - Present**

David Mitchell, CPA, *Mitchell & Associates*  
Michael Velthoen, Esq., *Ferguson Case Orr Paterson, LLP*

- 
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, April 25, 2017, at 12:03 p.m., by Rod Brown, President.
  2. **Pledge of Allegiance** - Director Loft
  3. **Amendments to The Agenda** – There are no amendments to the agenda.
  4. **Public Comment** – None
  5. **Presentations** - None
  6. **Discussion/Action Item** -
    - A. It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending March 31, 2017.

**Vote to Approve February 28, 2017 Financial Report**

**Director Brown:** Aye  
**Director Loh:** Absent  
**Director Packham:** Absent  
**Director Loft:** Aye  
**Director Hiepler:** Aye

**7. Closed Session – 12:21 p.m.**

- A.** Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court, Case No. 56-2016-00487601-CU-MC-VTA.
- B.** Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956(d)(1) Rozanski vs. Camarillo Health Care, Ventura County Superior Court case 56-2016-00489673-CU-WM-VTA.
- C.** Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.

**8. Reconvene from Closed Session – 1:06 p.m.**

**9. Announcement of Closed Session**

- A.** No Reportable Action
- B.** No Reportable Action
- C.** No Reportable Action

**10. Action Item from Special Meeting Agenda of April 25, 2017**

The Board of Directors discussed a request from the Ventura County District Attorney's Office to waive the Attorney Client privilege between Ralph Ferguson, former District general counsel, and the District on records, including those which may be on District-issued or funded cell phone, iPad, laptop, and computer of Jane Rozanski for matters relating to the following litigation.

Existing Litigation, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court, Case No. 56-2016-00487601-CU-MC-VTA.

Existing Litigation, one case, Government Code §54956(d)(1) Rozanski vs. Camarillo Health Care, Ventura County Superior Court case 56-2016-00489673-CU-WM-VTA.

Existing Litigation, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Brown, and the **MOTION PASSED** that the Board of Directors of the Camarillo Health Care District agrees to waive their attorney client privilege between Ralph Ferguson, former District general counsel, and the District, subject to a fully executed confidentiality agreement agreed to by the Ventura County District Attorney's Office and the District, on records, including those which may be on District-issued or funded cell phone, iPad, laptop, and District issued computer of Jane Rozanski, for use only by the Ventura County District Attorney's office and consistent with the confidentiality agreement, for the matters set forth above.

<b><u>Vote to Waive Attorney Client Privilege with Ralph Ferguson and the District for use only with the Ventura County District Attorney's Office, subject to Confidentiality Agreement.</u></b>	
<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Absent</b>
<b>Director Packham:</b>	<b>Absent</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>

- 11. **Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda.

<b><u>Vote to Approve Consent Agenda</u></b>	
<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Absent</b>
<b>Director Packham:</b>	<b>Absent</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>

- 12. **Discussion/Action Items – Consideration, Discussion, and Vote:**

**A.** It was **MOVED** by Director Brown, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve District Resolution 17-04, declaring May 2017 as Older Americans Month.

<b><u>Vote to Approve District Resolution 17-04</u></b>	
<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Absent</b>
<b>Director Packham:</b>	<b>Absent</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>

B. Chief Executive Officer, Kara Ralston, presented Draft #2 of the District's 2017-2020 Strategic Plan. Executive Staff will provide individual reports per contract to the Board on a regular basis. Updates will be tied to the existing budget. It was suggested by CEO Ralston that proprietary information and proprietary contracts be excluded from the final copy of the 2017-2020 Strategic Plan.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve Draft #2 as the final version of the Camarillo Health Care District's Strategic Plan for 2017-2020. All proprietary information and proprietary contracts will be excluded from the final document.

**Vote to Approve Draft #2 of the 2017-2020 Strategic Plan as the Final Version.**

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

C. CEO Ralston presented information to the Board on Colantuono, Highsmith & Whatley, PC, as an additional resource for oversight and general District issues. Director Hiepler questioned the fee structure which was further explained by CEO Ralston.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the representation letter from Colantuono, Highsmith & Whatley, PC, providing legal guidance on oversight and general District issues.

**Vote to Approve Letter of Representation with Colantuono, Highsmith & Whatley, PC.**

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

13. **CEO Report** – CEO Ralston discussed the positive feedback the District has received on our latest issue of “Healthy Attitudes”.

14. **Board Reports** – None

15. **Future Meetings**

**Board of Directors Meetings**

- Executive Committee (**Brown, Loh**) May 15, 2017, 12:00 p.m.
- Full Board: May 23, 2017, 12:00 p.m.
- Executive Committee (**Brown, Loh**) May 30, 2017, 12:00 p.m.
- Full Board (Budget Presentation – First Reading) June 6, 2017, 12:00 p.m.
- Full Board (Budget Presentation – Second Reading) June 27, 2017, 12:00 p.m.  
Second Reading may be waived and meeting cancelled.

16. Having no further business, this meeting is adjourned at 1:34 p.m.

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Rod Brown  
President

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**SECTION 10**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
HELD ON MAY 15, 2017**

**SECTION 10-B**

**MAY 23, 2017**

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**MINUTES**

**May 15, 2017**

**Executive/Agenda Building Committee Meeting**

Camarillo Health Care District Board of Directors

3615 E Las Posas Road, Boardroom, Camarillo, CA 93010

**Board Members Present:**

Rod Brown, MBA, President

Chris Loh, MD, Vice President

**Staff Present:**

Kara Ralston, Chief Executive Officer

Karen Valentine, Clerk to the Board

- 
1. **Call to Order** – The Executive Committee was called to order by Committee Chair, Rod Brown, at 12:00 p.m.
  2. **Public Comment** – No Public Comment
  3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, April 25, 2017. There was one change to the Minutes, changing the word propriety to proprietary in four places, under Section 12 -B.
  4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, May 23, 2017.
  5. Reviewed proposed Action Items on the May 23, 2017 regular Board Meeting Agenda. Director Brown requested that Action Item 11-C, Disposal of Surplus Property and Equipment, be moved to the Consent Agenda.
  6. Board Members Interests and Concerns – Directors Brown and Loh, requested a preliminary review of the Capital and Financial budgets for 2017/2018. CEO Ralston provided the Committee with the District’s preliminary draft budgets.
  6. The Next Executive Committee Meeting is scheduled for Tuesday, July 18, 2017, at 12:00 p.m.
  7. Meeting adjourned at 1:25 p.m.

---

Rod Brown  
President

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**SECTION 10**

**CONSENT AGENDA**

**SECTION 10-C**

**APPROVE THE DISPOSAL OF SURPLUS PROPERTY AND EQUIPMENT AS  
RECOMMENDED BY STAFF IN ATTACHMENT A, DATED MAY 23, 2017,  
PURSUANT TO DISTRICT POLICY 1130.**

**MAY 23, 2017**

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## Surplus Property and Equipment Disposal Recommendation, May 23, 2017

ASSET DESCRIPTION	STAFF RECOMMENDATION	NOTES
Recliner, Brown Fabric, Motorized	1130.2.3.3; Negotiated Sale*	Not Economically Repairable
Recliner, Green Fabric	1130.2.3.3; Negotiated Sale*	Not Economically Repairable
Recliner, Blue Fabric, Motorized	1130.2.3.3; Negotiated Sale*	Not Economically Repairable
Bookcase – White Oak Laminate	1130.2.3.3; Negotiated Sale*	Obsolete
Chair – Upholstered Armless	1130.2.3.3; Negotiated Sale*	Not Economically Repairable
Rolling Service Cart	1130.2.3.3; Negotiated Sale*	Obsolete
Microwave – White Countertop	1130.2.3.3; Negotiated Sale*	Obsolete
Microwave – Black Mountable	1130.2.3.3; Negotiated Sale*	Obsolete
Misc. Tables	1130.2.3.3; 1130.2.3.4; Negotiated Sale or Sell for Scrap*	Replaced with New in 2014
Cubicle Wall and Parts	1130.2.3.4; Sell for Scrap*	Obsolete; Poor Condition
Laminate Cabinet	1130.2.3.4; Sell for Scrap*	Obsolete; Poor Condition
Desk Chair Black; Office Chair	1130.2.3.4; Sell for Scrap*	Not Economically Repairable
Tradeshow Cases (2)	1130.2.3.4; Sell for Scrap*	Obsolete; Unsaleable
Café' Display Signs (2)	1130.3; Recycle	Not Economically Repairable
Chair Frame	1130.3; Recycle	Not Economically Repairable
Pop Up Canopy (2)	1130.2.3.4; Sell for Scrap*	Not Economically Repairable
Lifeline Tabletop Display	1130.3; Recycle	Obsolete
Projector Screens (2)	1130.3; Recycle	Obsolete; Incompatible Technology
30" Round Press Wood Table	1130.3; Recycle	Not Economically Repairable
Executive Desk Chair Brown	1130.2.3.4; Sell for Scrap*	Not Economically Repairable
Netgear N150 Access Point WN604	1130.3; Recycle	Obsolete
Logitech Mk700 Wireless Desktop keyboard plus Mouse (2)	1130.3; Recycle	Obsolete
Linksys Wireless – G WAP54G	1130.3; Recycle	Obsolete
Linksys Wireless – G Range Expander WRE54G	1130.3; Recycle	Obsolete
Linksys Wireless – G Range Expander WRE54G	1130.3; Recycle	Obsolete

Sony Digital Camera w/black case	1130.3; Recycle	Obsolete
PC2TV Model APG-300	1130.3; Recycle	Obsolete
Fuji ScanSnap S1500	1130.3; Recycle	Obsolete
Kensington Pocket Keypad/Calculator	1130.3; Recycle	Obsolete
Finger Pulse Monitor w/serial port	1130.3; Recycle	Obsolete

***\*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 11**

**ACTION ITEMS**

**SECTION 11-A**

**REVIEW AND APPROVE/ DENY/ AMEND – IT IS THE RECOMMENDATION OF ADMINISTRATION THAT THE BOARD OF DIRECTORS APPROVE THE REVISED PAY SCHEDULE, ATTACHMENT B, DETERMINING THE AMOUNT OF COMPENSATION EARNABLE PURSUANT TO CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 2, SECTION 570.5.**

**MAY 23, 2017**

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**Camarillo Health Care District  
Pay Schedule -effective May 2017**

<b>Classification</b>	<b>Time Base</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Officers</b>			
Chief Executive Officer	Annual	\$ 151,840.00	\$ 214,240.00
Chief Resource Officer	Annual	\$ 74,880.00	\$ 122,304.00
Chief Administrative Officer	Annual	\$ 74,880.00	\$ 122,304.00
<b>Directors</b>			
Program & Operations Director	Annual	\$ 70,000.00	\$ 120,100.00
Clinical Services Director	Annual	\$ 70,000.00	\$ 120,100.00
Adult Day Center Director	Annual	\$ 52,000.00	\$ 68,640.00
Community Services Director	Annual	\$ 52,000.00	\$ 68,640.00
Wellness & Caregiver Center Director	Annual	\$ 52,000.00	\$ 68,640.00
<b>Managers</b>			
Accounting Manager	Hourly	\$ 18.00	\$ 30.00
Adult Day Center Manager	Annual	\$ 43,680.00	\$ 60,320.00
Business Development Manager	Annual	\$ 47,840.00	\$ 66,560.00
Care Transitions Manager	Annual	\$ 43,680.00	\$ 60,320.00
Community Affairs Manager	Hourly	\$ 18.00	\$ 30.00
Community Education Manager	Hourly	\$ 18.00	\$ 30.00
Community Outreach Manager	Hourly	\$ 18.00	\$ 30.00
Community Services Manager	Annual	\$ 39,520.00	\$ 62,400.00
Health Promotion Manager	Annual	\$ 39,520.00	\$ 62,400.00
Senior Support Manager	Annual	\$ 39,520.00	\$ 58,240.00
Wellness & Caregiver Center Manager	Annual	\$ 43,680.00	\$ 60,320.00
<b>Coordinators</b>			
Adult Day Center Coordinator	Hourly	\$ 17.00	\$ 25.00
Care Coordinator	Hourly	\$ 17.00	\$ 25.00
Health Promotion Coordinator	Hourly	\$ 17.00	\$ 25.00
Senior Nutrition Coordinator	Hourly	\$ 17.00	\$ 25.00
Transportation Coordinator	Hourly	\$ 17.00	\$ 25.00
<b>Assistants &amp; all other positions</b>			
Accounting Assistant	Hourly	\$ 14.00	\$ 20.00
Activity Leader I	Hourly	\$ 13.00	\$ 18.00
Activity Leader I (On-Call)	Hourly	\$ 13.00	\$ 18.00
Activity Leader II	Hourly	\$ 13.50	\$ 18.50
Administrative Assistant	Hourly	\$ 13.00	\$ 18.00
Administrative Assistant, HR	Hourly	\$ 18.00	\$ 25.87
*Health Promotion Coach	Hourly	\$ 18.00	\$ 23.29
Driver	Hourly	\$ 15.00	\$ 18.00
Driver (On-Call)	Hourly	\$ 15.00	\$ 18.00
Executive Assistant	Hourly	\$ 18.00	\$ 26.00
Resource Specialist	Hourly	\$ 13.00	\$ 18.00
Senior Nutrition Assistant	Hourly	\$ 13.00	\$ 18.00

\*title change

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**SECTION 11**

**ACTION ITEMS**

**SECTION 11-B  
REVIEW AND APPROVE/ DENY/ AMEND – IT IS THE RECOMMENDATION  
OF ADMINISTRATION THAT THE BOARD OF DIRECTORS APPROVE THE  
REVISED CALIFORNIA SPECIAL DISTRICTS, FINANCIAL SERVICES  
AGREEMENT, EFFECTIVE JULY 1, 2017.**

**MAY 23, 2017**

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**AGREEMENT FOR ACCOUNTING & FINANCIAL SERVICES**  
**BETWEEN**  
**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)**  
**AND**  
**CAMARILLO HEALTH CARE DISTRICT (DISTRICT)**

THIS AGREEMENT FOR ACCOUNTING & FINANCIAL SERVICES (this “Agreement”) is made and entered into this [REDACTED] day of [REDACTED], 2017, by and between Camarillo Health Care District, a special district organized under the laws of the State of California, hereinafter referred to as “District,” and California Special Districts Association, hereinafter referred to as “CSDA.”

**RECITALS**

This Agreement is entered into on the basis of the following facts, understandings and intentions of the parties to this Agreement:

- A. District desires to engage the professional services of CSDA to perform such professional services as are specified in Section 1 and Exhibit A hereof.
- B. CSDA agrees to provide such services to District in accordance with the terms and conditions of this Agreement, and represents and warrants to District that CSDA possesses the necessary skills, qualifications, and personnel to provide such services, all for the benefit of District.
- C. The performance of such professional services by CSDA has been determined by District to be in the public interest.

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual covenants contained herein, District and CSDA agree as follows:

1. **Scope of Work.**

CSDA shall, as an independent contractor, perform the work and render the services described in Exhibit A, attached hereto and incorporated herein by this reference (the “Work”). The Work is not intended to replace services normally provided by licensed professionals, such as attorneys or auditors.

2. **Payment.**

A. District hereby agrees to pay CSDA an amount **NOT TO EXCEED** Twenty Three Thousand Seven Hundred Sixty dollars (\$23,760.00) for the Work, which shall include all fees, costs, expenses and other reimbursables, as set forth in CSDA’s fee schedule, attached hereto and incorporated herein as Exhibit B. This dollar amount is not a guarantee that District

will pay that full amount to CSDA, but is merely a limit of potential District expenditures under this Agreement.

B. CSDA shall not perform any Work or incur any costs whatsoever under the terms of this Agreement until receipt of written authorization to proceed from District's Contract Administrator.

C. District shall not compensate CSDA for any services performed or fees, costs, or reimbursables incurred which are not authorized under this Agreement.

D. Compensation for all Work performed, and fees, costs, or reimbursables incurred, shall not exceed \$1,980 in any single month without prior written approval of District's Contract Administrator. Such approval shall not supersede or affect the overall not-to-exceed amount specified in Section 2(A) of this Agreement.

E. CSDA shall submit monthly invoices for the Work actually performed which shall specifically describe the details of the Work performed for which compensation is requested, and itemize the actual time expended by CSDA in providing such work. The monthly invoice shall describe the Work performed, the time spent performing such Work, the hourly rate charged therefor, and the identity of individuals performing such Work for the benefit of District. The monthly invoice shall also include a detailed itemization of expenses incurred for which reimbursement is requested.

F. If the Work is satisfactorily completed and the monthly invoice is accurately computed, then District shall pay the invoice within thirty (30) days of its receipt. If payment of any monthly invoice is not received by CSDA within 30 days of its receipt, CSDA shall not be required to perform any further Work until such payment has been received and the District is current on payment of all past due invoices to CSDA. CSDA may also suspend performance of the Work if District fails to maintain its CSDA membership during the term of this Agreement.

G. CSDA shall properly advise District as soon as reasonably practicable upon gaining knowledge of a condition, event or series of events that may affect the scope and/or cost of Work to be provided pursuant to this Agreement. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to writing for review and approval by the District. In the event the parties wish to change the services or compensation contained in this Agreement and its Exhibits, the parties shall execute a written amendment signed by both parties in accordance with Section 9.

### 3. **Term.**

A. This Agreement shall take effect on, and shall end on, the dates set forth in Exhibit A, unless earlier terminated as provided below.

B. This Agreement may be terminated without cause by either party upon 30 days written notice to the other party.



C. In the event of termination, District shall pay CSDA for all Work satisfactorily performed and all expenses incurred as of the effective date of termination. CSDA shall prepare and submit to District a final invoice pursuant to the provisions of Section 2 hereof.

**4. Subcontractors.**

CSDA may employ other consultants necessary in connection with the performance of the Work with the prior written consent of District. The services of such consultants shall be coordinated and paid for by CSDA and District shall reimburse CSDA for the costs incurred in retaining such consultants as part of the monthly invoice from CSDA to District.

**5. Ownership, Keeping, and Status of Records.**

A. All documents prepared by CSDA under this Agreement, whether in electronic or any other form, shall be the exclusive property of District. By this Agreement, CSDA transfers all of its right, title and interest in such documents to District. CSDA shall deliver such documents to District upon expiration or termination of this Agreement.

B. CSDA shall maintain any and all records or other documents evidencing or relating to charges for Work or expenditures and disbursements charged to the District under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CSDA under this Agreement.

C. Any records or documents that this Agreement requires CSDA to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the District. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of District or as part of any audit of the District, for a period of three (3) years after final payment under this Agreement.

**6. Confidential Information and Disclosure.**

A. The term "Confidential Information," as used herein, shall mean any and all confidential, proprietary, or trade secret information, whether written, recorded, electronic, oral or otherwise, where the Confidential Information is made available in a tangible medium of expression and marked in a prominent location as confidential, proprietary and/or trade secret information. Confidential Information shall not include information that: (a) was already known to the Receiving Party or is otherwise a matter of public knowledge, (b) was disclosed to Receiving Party by a third party without violating any confidentiality agreement, (c) was independently developed by Receiving Party without reverse engineering, as evidenced by written records thereof, or (d) was not marked as confidential Information in accordance with this section.

B. During the term of this Agreement, either party may disclose (the “Disclosing Party”) Confidential Information to the other party (the “Receiving Party”). The Receiving Party: (a) shall hold the Disclosing Party's Confidential Information in confidence; and (b) shall take all reasonable steps to prevent any unauthorized possession, use, copying, transfer or disclosure of such Confidential Information.

C. Notwithstanding the foregoing, the following disclosures of Confidential Information are allowed. Receiving Party shall endeavor to provide prior written notice to Disclosing Party of any permitted disclosure made pursuant to Sections 6(C)(2)–(3). Disclosing Party may seek a protective order, including without limitation, a temporary restraining order to prevent or contest such permitted disclosure; provided, however, that Disclosing Party shall seek such remedies at its sole expense. Neither party shall have any liability for such permitted disclosures:

(1) Disclosure to employees, agents, consultants, contractors, subcontractors or other representatives of Receiving Party that have a need to know in connection with this Agreement;

(2) Disclosure in response to a valid order of a court, government or regulatory agency or as may otherwise be required by law; and

(3) Disclosure by District in response to a request pursuant to the California Public Records Act.

D. Upon conclusion or termination of this Agreement, Receiving Party shall return to Disclosing Party or destroy Confidential Information (including all copies thereof) upon termination of this Agreement, if requested by Disclosing Party in writing. Notwithstanding the foregoing, the Receiving Party may retain copies of such Confidential Information, subject to the confidentiality provisions of this Agreement: (a) for archival purposes in its computer system; (b) in its legal department files; and (c) in files of Receiving Party's representatives where such copies are necessary to comply with applicable law. Party shall not disclose the Disclosing Party's Information to any person other than those of the Receiving Party's employees, agents, consultants, contractors and subcontractors who have a need to know in connection with this Agreement.

## 6. **Mutual Indemnification; CSDA Insurance.**

A. Each party hereby agrees to defend, indemnify, save and hold harmless the other party, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, attorneys, heirs, successors, and assigns, and each of them, from and against any and all claims, actions, demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever (“Liabilities”), ~~which may to the extent the Liabilities are caused by arise by reason of~~: (i) any negligent act or omission by the indemnifying party or any of its officers, directors, employees, or agents arising out of the performance of their respective obligations specified in this

Agreement for Accounting & Financial Services

Between CSDA & CHCD

4 | Page

Agreement; and/or (ii) the indemnifying party's actual or alleged breach of any of the covenants, representations and warranties made in this Agreement. ~~Such obligations to defend, hold harmless and indemnify the other party shall not apply to the proportionate extent that the Liabilities are caused by such other party's negligent acts or omissions or actual or alleged breach of the covenants, representations, and warranties made in this Agreement.~~ This indemnity shall require the payment of defense and indemnification costs and expenses as they occur. Each party shall promptly notify the other party upon receipt of any claim or legal action referenced in this Section. The provisions of this Section shall survive any termination or expiration of this Agreement. District's acceptance of insurance certificates and endorsements required under this Agreement does not relieve CSDA from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not insurance policies shall have been determined to apply.

B. Before beginning any Work under this Agreement, CSDA, at its own cost and expense, shall procure the types and amounts of insurance listed below and shall maintain the types and amounts of insurance listed below for the period covered by this Agreement.

(1) If CSDA employs any person, CSDA shall maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CSDA with limits of not less than one million dollars (\$1,000,000.00) per accident.

(2) CSDA shall maintain commercial general liability insurance for the term of this Agreement, including products liability, covering any loss or liability, including the cost of defense of any action, for bodily injury, death, personal injury and broad form property damage which may arise out of the operations of CSDA. The policy shall provide a minimum limit of \$1,000,000 per occurrence/\$12,000,000 aggregate. Commercial general coverage shall be at least as broad as ISO Commercial General Liability form CG 0001 (current edition) on "an occurrence" basis covering comprehensive General Liability, with a self-insured retention or deductible of no more than \$100,000. No endorsement shall be attached limiting the coverage.

(3) ~~If CSDA rents or otherwise uses any autos to travel to or from District premises in the performance of this Agreement, CSDA shall maintain appropriate CSDA shall maintain~~ automobile liability insurance ~~form CA 0001 (current edition) for the term of this Agreement~~ covering any loss or liability, including the cost of defense of any action, arising from the operation, maintenance or use of ~~any hired or non-owned autos vehicle~~ (symbol ~~8 or symbol 91~~), ~~whether or not owned by CSDA, on or off District premises for the period of such operation.~~ ~~The policy shall provide a minimum limit of \$1,000,000 per each accident, with a self-insured retention or deductible of no more than \$100,000. This insurance shall provide contractual liability covering all motor vehicles and mobile equipment to the extent coverage may be excluded from general liability insurance.~~

(4) The coverage amounts set forth above may be met by a combination of underlying and umbrella policies as long as in combination the limits equal or exceed those stated.

(5) Prior to beginning any work under this Agreement, CSDA shall provide District with (1) a Certificate of Insurance that demonstrates compliance with all applicable insurance provisions contained herein and (2) policy endorsements to the policies referenced in Section 6(BA)(2), adding the District as an additional insured and declaring such insurance primary in regard to work performed pursuant to this Agreement.

(6) CSDA shall provide at least thirty (30) days prior written notice to District of any reduction in scope or amount, cancellation, or modification adverse to District of the policies referenced in this Section 6.

~~(7) If CSDA maintains higher limits than the minimums specified herein, the District shall be entitled to coverage for the higher limits maintained by CSDA.~~

~~(8) CSDA agrees to waive subrogation which any insurer of CSDA may acquire from CSDA by virtue of the payment of any loss. CSDA agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by CSDA, its employees, agents and subcontractors.~~

~~(9) CSDA shall be solely responsible for ensuring that all equipment, vehicles and other items utilized in the performance of Work are operated, provided or otherwise utilized in a manner that ensures they are and remain covered by the policies referenced in Section 6 during this Agreement. CSDA shall also ensure that all workers involved in the provision of Work are properly classified as employees, agents or independent contractors and are and remain covered by any and all workers' compensation insurance required by applicable law during this Agreement.~~

## 7. Independent Contractor.

The parties hereto agree that at all times during the term of this Agreement, CSDA, CSDA's employees, subcontractors, and agents hired to perform services pursuant to this Agreement are independent contractors and are not agents or employees of District. CSDA shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the Work required by this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by CSDA, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of CSDA. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or contract shall be determined by CSDA, and District shall have no right or authority over such persons or the terms of their employment or contract.

Therefore, neither CSDA nor any third persons employed by or contracted by CSDA to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits

from District should CSDA or any of its employees, agents or contractors sustain an injury in the course of performing services specified in this Agreement. Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, CSDA and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (“PERS”) as an employee of District and entitlement to any contribution to be paid by District for employer contributions and/or employee contributions for PERS benefits. CSDA also agrees that, if applicable, it is responsible for the provision of group healthcare benefits to its fulltime employees under 26 U.S.C. § 4980H of the Affordable Care Act.

CSDA hereby agrees to defend, indemnify, and hold District harmless from any and all claims that may be made against District based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between District and that third party by reason of this Agreement, including, but not limited to:

A. claims for the payment of any employee and/or employer contributions for PERS benefits on behalf of CSDA or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of District;

B. any lawsuit, administrative action, or other claim for penalties, losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such claims, whether directly or indirectly, due to CSDA’s failure to secure workers’ compensation insurance for its employees, agents, or subcontractors; and/or

C. any penalty issued to District under 26 U.S.C. § 4980H of the Affordable Care Act resulting from the performance of the Work by any employee, agent, or subcontractor of CSDA.

**8. Representative of District.**

The District’s Chief Executive Officer, or his or her designated representative, shall represent District in all matters pertaining to the Work (“Contract Administrator”), except where and if approval specifically is required by District’s Board of Directors. All requirements pertaining to services to be rendered under this Agreement shall be submitted to the Contract Administrator of the District. CSDA shall consult with the Contract Administrator on all matters relative to this Agreement and District shall cooperate with CSDA in all matters relative to this Agreement in such a manner as will result in the performance of the Work without delay.

**9. Entire Agreement.**

Agreement for Accounting & Financial Services  
Between CSDA & CHCD  
7 | Page

This writing and any exhibits incorporated herein by reference represent the sole, entire, exclusive and integrated contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement or in the incorporated documents shall be valid or binding. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

**10. Successors and Assignment.**

This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, CSDA shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.

**11. No Waiver of Rights.**

Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to CSDA shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default. The use by either party of any remedy specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of utilizing any remedy provided by law.

**12. Severability.**

If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

**13. Attorney's Fees.**

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

**14. Governing Law; Venue.**

This Agreement will be governed by and construed in accordance with the laws of the State of California. In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Ventura or in the United States District Court for the Central District of California.

**15. Notice.**

Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

District: CAMARILLO HEALTH CARE DISTRICT  
Attn.: Kara Ralston, CEO  
3639 E. Las Posas Rd, Suite 117  
Camarillo, CA 93010

CSDA: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION  
Attn.: Neil McCormick, CEO  
1112 I Street Ste. 200  
Sacramento, CA 95814

Any party may change its address by notifying the other party of the change in the manner provided above.

**16. No Third Party Beneficiaries.**

This Agreement is made solely for the benefit of the parties hereto, with no intent to benefit any non-signator third parties.

**17. Counterparts.**

This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**18. Controlling Provisions.**

In the case of any conflict between the terms of this Agreement and the Exhibit hereto, this Agreement shall control.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Agreement as of the date signed by the District.

CAMARILLO HEALTH CARE DISTRICT

CALIFORNIA SPECIAL DISTRICTS  
ASSOCIATION

By: \_\_\_\_\_  
Kara Ralston  
Chief Executive Officer

By: \_\_\_\_\_  
Neil McCormick  
Chief Executive Officer

Attest:

\_\_\_\_\_  
Clerk of the Board of Directors



**EXHIBIT A**  
**Agreement Term and Scope of Work**

**TERM:**

This Agreement shall become effective July 1, 2017 and it shall continue in effect until June 30, 2018 unless earlier terminated as provided in the Agreement.

**SCOPE OF WORK:**

**Basic Scope of Work**

Under the terms and conditions stated in the Agreement, California Special Districts Association (CSDA) hereby agrees to provide the following specific accounting and financial services for the District:

- Present financial information to staff, committees, and Board Members as needed; monthly Board meeting attendance mandatory
- Onsite and remote guidance and training of accounting staff
- Review financial information
- Review/revise/assist appropriate accounting procedures/policies
- Assist with development/review/presentation of annual budgets
- Record basic accrual and deferral accounting transactions and reconciliation
- Prepare financial reports and other financial information as needed
- OPEB calculation, forecast and instruction
- GASB compliance and instruction
- CBERT account management and guidance
- UAL compliance and instruction
- Meet with staff, committees, and Board Members as needed
- Assist accounting and finance-related outside parties in gathering information needed to perform their duties, such as the audit firm
- Review audit findings for suggested accounting improvements.

**Additional Services**

In addition to the above-stated accounting and financial services, CSDA, using its discretion, may also provide additional accounting and financial services (“Additional Work”) for the District if the District’s Contract Administrator requests and CSDA agrees with such request. The scope and cost of any Additional Work will be discussed with the District in advance of incurring the cost, and if agreed to in writing by District’s Contract Administrator and CSDA, will then be charged to the District at the hourly rate specified in Exhibit B.

**PROVISION OF SCOPE OF WORK**

The District understands that it will need to provide CSDA with certain information is necessary for CSDA to perform the Work. The District will endeavor to provide CSDA true and complete information upon request from CSDA that is necessary for CSDA to perform the Work in a

timely manner.

The District shall comply with the applicable laws in its use of the Work. The District also acknowledges that the performance of this Agreement does not conflict with any existing obligations of the District and this Agreement is a valid obligation of CSDA. The District represents that it is legally authorized to contract with CSDA as a financial consultant to the District.

CSDA shall comply with all applicable laws in performing the Work. CSDA also acknowledges that the performance of this Agreement does not conflict with any other outstanding obligations of CSDA and that this Agreement is a valid contractual obligation of CSDA enforceable in accordance with its terms. CSDA represents that it possesses all the necessary skills to perform all of the tasks outlined in the Scope of Work.

**EXHIBIT B**  
**Compensation Schedule and Hourly Fees**

Compensation for all tasks, including hourly fees and expenses, shall not exceed the amount set forth in Section 2(A) of the Agreement. The hourly rates and/or compensation break down and details concerning expenses is as follows:

- Hourly fee for services under Basic Scope of Work: \$110.00
- Hourly fee for Additional Services: \$110.00
- Hourly fee for Work during first on-site visit by CSDA personnel: \$55.00
- Except as otherwise set forth in this Exhibit, District will compensate CSDA only for time spent performing the Scope of Work authorized in Exhibit A. For example, District shall not compensate CSDA for time spent overnight.
- Travel time to and from the District shall be billed at a flat rate of: \$400.00
- In addition to the fees specified above, the District will also reimburse CSDA for any incidental costs and expenses CSDA may incur while performing the Work under this Agreement. All expenses (including but not limited to flight, car rental, fuel, lodging, meals, and parking) shall be billed at cost. Notwithstanding, CSDA shall be responsible for the cost of insurance required under the Agreement. CSDA shall only use Bob Hope Hollywood-Burbank Airport for air travel.

Billing will be tracked in one-quarter (1/4) hour increments.

NOTE: As a public agency, District shall not reimburse CSDA for travel, food and related costs in excess of those permitted by the Internal Revenue Service.

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**SECTION 11**

**ACTION ITEMS**

**SECTION 11-C  
REVIEW AND APPROVE/ DENY/ AMEND - CONSIDERATION, DISCUSSION,  
AND RECOMMENDATION FOR APPROVAL OF RESOLUTION 17-05,  
SIGNATURE AUTHORIZATION, AND INVESTMENT AUTHORIZATION IN THE  
VENTURA COUNTY TREASURY POOL.**

**MAY 23, 2017**

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# RESOLUTION NO. 17-05

## SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION IN THE VENTURA COUNTY TREASURY POOL

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

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**WHEREAS**, Investment Policies of the Camarillo Health Care District (District), revised September 27, 2016, 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 September 27, 2016, 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:

Kara Ralston	Chief Executive Officer
Rod Brown	President of the Board of Directors
Christopher Loh	Vice President of the Board of Directors
Scott Packham	Clerk of the Board of Directors

Mark Hiepler  
Richard Loft

Director  
Director

**ADOPTED, SIGNED, AND APPROVED** this 23rd day of May 2017.

\_\_\_\_\_  
Rod Brown, President  
Board of Directors  
Camarillo Health Care District

Attest: \_\_\_\_\_  
Scott Packham, Clerk of the Board  
Board of Directors  
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA ) ss

I, **Scott Packham**, Clerk of the Board of Directors of the Camarillo Health Care District

**DO HEREBY CERTIFY** that the foregoing Resolution 17-05 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 23rd day of May 2017, and it was adopted by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Scott Packham, Clerk of the Board  
Board of Directors  
Camarillo Health Care District



**JEFFERY S. BURGH**  
**AUDITOR-CONTROLLER**



**ASSISTANT**  
**AUDITOR-CONTROLLER**  
JOANNE McDONALD

**CHIEF DEPUTIES**  
BARBARA BEATTY  
AMY HERRON  
JILL WARD  
MICHELLE YAMAGUCHI

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

May 3, 2017

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

Attention: Kara Ralston, Chief Executive Officer

SUBJECT LOCAL AGENCY SIGNATURE AUTHORIZATIONS

RECEIVED  
MAY 08 2017

BY: \_\_\_\_\_

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 2017-18 must be completed and returned to our office by June 30, 2017.

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 2017-18. 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 new *Wire Transfer Request (WTR)* Form. For security reasons, we only provide it upon request.

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 3<sup>rd</sup> business day of the month. You may update email information on the *Signature Authorization Form* or by emailing [Ana.Wong@ventura.org](mailto:Ana.Wong@ventura.org).

If you elect to record budget information in VCFMS, please submit your final FY 2017-18 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 the Board to sign budget modifications.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffery S. Burgh".

JEFFERY S. BURGH  
Auditor-Controller

Attachments I and II

COUNTY OF VENTURA  
AUDITOR-CONTROLLER  
SIGNATURE AUTHORIZATION  
LOCAL AGENCIES

TO: JEFFERY S. BURGH, Auditor-Controller

Date: \_\_\_\_\_

FROM: \_\_\_\_\_  
Special District Name

Manager Name

\_\_\_\_\_  
VCFMS Fund & Department

Address

SUBJECT: AUTHORIZED SIGNATURES FOR FISCAL YEAR: \_\_\_\_\_

Check if Address Change:

I. The following individuals are authorized to sign for specified documents for our department. (Circle letters for document, see \*key below)

- |                       |                      |             |
|-----------------------|----------------------|-------------|
| 1. _____<br>Signature | _____ Name and Title | A B C D E F |
| 2. _____<br>Signature | _____ Name and Title | A B C D E F |
| 3. _____<br>Signature | _____ Name and Title | A B C D E F |
| 4. _____<br>Signature | _____ Name and Title | A B C D E F |
| 5. _____<br>Signature | _____ Name and Title | A B C D E F |
| 6. _____<br>Signature | _____ Name and Title | A B C D E F |

N/A

\* Key: A - To receive blank checks    B - To receive approved checks    C - Cash Receipts and deposit approvals  
D - Journal Vouchers approvals    E - To sign checks (also see II below)    F - To approve issuance of check from Fund

II. Specify number of signatures required on local agency signed checks:

- One     - Two

Special, please explain: \_\_\_\_\_

III. Monthly reports should be distributed to the following email addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL:

\_\_\_\_\_  
Signature authorized by the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone No.

Return to:  
Jeffery S. Burgh, Auditor-Controller  
800 South Victoria Avenue  
Ventura, CA 93009-1540  
Attn: Financial Planning

Supersedes existing lists

In addition, to existing lists.

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

Department Camarillo Health Care District Fund(s) 0055

Authorized Individuals/Signatures	Initials	Purpose (Bail, Bond Pmt, etc.)	Receiving Bank Name and Account No.	\$ Amount (Limit)
Printed Name/Title: <u>Rodger Brown, Board President</u> Signature:		Transfer of Funds	Bank of the West 027913517	
Printed Name/Title: <u>Christopher Loh, Board Vice President</u> Signature:				
Printed Name/Title: <u>Scott Packham, Clerk of the Board</u> Signature:				
Printed Name/Title: <u>Richard Loft, Director</u> Signature:				
Printed Name/Title: <u>Mark Hiepler, Director</u> Signature:				

Period: 07/01/2017 to 06/30/2018

# of Signatures Required: 2

**Note:**

- Number of signatures required **MUST** be entered or forms will be returned.
- Entity or Special District: Attach support of approval as required by entity – board letter, agency head letter, etc.
- 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.
- 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  
805-482-9382  
 Telephone Number

Date:     /    /      Supersedes existing lists.  
 In addition to existing lists.

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**SECTION 12**

**CEO REPORT**

**MAY 23, 2017**

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**SECTION 13**

**BOARD REPORTS**

**MAY 23, 2017**