



MINUTES

May 26, 2020

Regular Meeting of the Board of Directors

Zoom Meeting – Meeting ID 929 6084 3385

Board of Directors - Present

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

Staff - Present

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

Participants:

Rick Wood, *Financial Services Vendor, CSDA*
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, May 26, 2020, at 12:01 p.m., by Christopher Loh, President.
2. **Pledge of Allegiance** – Director Loh
3. **Amendments to The Agenda** – None
4. **Public Comment** – None
5. **Presentations** – None
6. **Consent Agenda** - It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

Roll Call Vote: Ayes: Loh, Brown, Loft, Doria

Nays: None

Absent: Hiepler

Director Hiepler arrived at 12:06 p.m.

7. **Action Items**

A. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District disbursements, financial reports, and monthly investment report for period ending April 30, 2020.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the District disbursements, financial reports, and monthly investment report for the period ending April 30, 2020.

Roll Call Vote - Aye: Loh, Brown, Loft, Hiepler, Doria

Nays: None

Absent: None

B. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of quarterly investment report for period ending March 31, 2020.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the quarterly investment report for period ending March 31, 2020.

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

C. Review/ Discussion/ Action - Consideration, discussion, and the Finance Committee's recommendation for approval of revisions to District Policy 1150, Reserve Policy.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve changes to District Policy 1150, Reserve Policy to read:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be \$75,000. When the annual designation would increase this reserve beyond \$75,000, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$150,000. When the annual designation would increase this reserve beyond \$150,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$150,000. When the annual designation would increase this reserve beyond \$150,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum amount of Capital Improvement Reserve will be \$500,000. When the annual designation would increase this reserve beyond \$500,000, only the amount required to reach the maximum will be reserved.
- **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used toward satisfying Section 2.6 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available.

1150.3 Utilization of Reserve Funds: Drawing upon reserve funding requires approval by the Board of Directors. The following describes the intended uses of each fund:

Vehicle Fleet Reserve: for purchases and/or repairs necessary to support District transportation operations.

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

D. Review/ Discussion/ Action - Consideration, discussion, and recommendation to approve reserve funding pursuant to District Policy 1150, Reserve Policy.

It was **MOVED** by Director Doria, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve funding identified reserve accounts at the maximum amount indicated in District Policy 1150, Reserve Policy.

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

E. Review/ Discussion/ Action - Consideration, discussion, approval of the biennial review of the District's Conflict of Interest Code.

It was **MOVED** by Director Brown, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the biennial review of the District's Conflict of Interest Code.

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

F. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of District Resolution 20-05, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.

It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-05, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.

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

G. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of District Resolution 20-06, Proclaiming May 2020 as Older Americans Month.

It was **MOVED** by Director Brown, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-06, Proclaiming May 2020 as Older Americans Month.

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

8. Chief Executive Officer Report

Chief Executive Officer, Kara Ralston, reported that the District is ready to reopen. Plexiglass will be installed in the three reception areas on Friday, May 29, 2020. The District has purchased PPE supplies which include gloves, masks, face shields and a variety of other sanitary wipes and disinfecting products. Employee training is scheduled, and new protocols are in place to ensure District clients and employees are healthy when entering District buildings. The District has contracted with a specialty janitorial service in the case of a positive Covid-19 exposure.

CEO Ralston reported that our Senior Meals grant with the Area Agency on Aging has been approved for another year, and the City of Camarillo will continue to assist with the funding of the Home Delivered Meal program.

The Adult Day Center continues to connect with clients and families through care packages, which are sent to day care clients on a weekly basis.

9. Board President's Report

President, Christopher Loh requested that the CEO Review Ad Hoc Committee report their progress to the Board.

Directors Hiepler and Doria reported that they met with CEO Ralston and discussed the overall very favorable findings, and recommend the current employment agreement be extended until June 30, 2023. This will be brought to the full Board at the June 9, 2020 regular Board Meeting.

10. Having no further business this meeting was adjourned at 1:21 p.m.



Richard Loft
Clerk of the Board