



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Suite 161  
Camarillo, CA 93010  
Tuesday, March 22, 2016  
12:00 p.m.**

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## **Mission**

**The Camarillo Health Care District**

**Ensure That Quality Health And**

**Wellness Services Are Available**

**To All District Residents.**

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## **2016 Regular Board Meeting Calendar**

### **January**

- Tuesday, January 26, 2016 – 5:00 p.m.

### **February**

- Tuesday, February 23, 2016 – 12:00 p.m.

### **March**

- Tuesday, March 22, 2016 – 12:00 p.m.

### **April**

- Tuesday, April 26, 2016 – 12:00 p.m.

### **May**

- Tuesday, May 24, 2016 – 12:00 p.m.

### **June**

- Tuesday, June 7, 2016 – 12:00 p.m.  
(Budget Presentation)
- Tuesday, June 28, 2016 – 12:00 p.m.

### **July**

- Tuesday, July 26, 2016 – 12:00 p.m.

### **August**

- Dark

### **September**

- Tuesday, September 27, 2016 – 12:00 p.m.

### **October**

- Tuesday, October 25, 2016 – 12:00 p.m.

### **November**

- Dark

### **December**

- Tuesday, December 6, 2016 – 8:30 a.m.  
(Annual Board Work Study)

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

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

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

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

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

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

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

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

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

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

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

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

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

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**AGENDA  
MARCH 22, 2016**

**MARCH 22, 2016**

**CAMARILLO HEALTH CARE DISTRICT**

**Agenda for the Regular Meeting of the Board of Directors to be held on  
Tuesday, March 22, 2016 at 12:00 p.m.  
3615 E. Las Posas Road, Suite 160 and 161, Camarillo, CA 93010**

**1. CALL TO ORDER**

**2. ROLL CALL**

**Camarillo Health Care District**

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

**3. PLEDGE OF ALLEGIANCE**

Director Hiepler

**4. AMENDMENTS TO THE AGENDA**

This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.

**5. PUBLIC COMMENT**

The Camarillo Health Care District Board of Directors will hear from the public on any item of interest that is not on the agenda. The Board of Directors cannot take action on any item not scheduled on the agenda. These items may be referred for administrative action or scheduled on a future agenda. You have the opportunity to address the Board at the following times:

- A. AGENDA ITEM during Public Comments or at the time the Board considers the agenda item.**
- B. UNSCHEDULED ITEMS during Public Comments.**
- C. PUBLIC HEARING at the time for public hearings.**

6. **ACTION - APPROVAL OF MINUTES:** Pages 13 - 17

It is the recommendation of the Executive Committee that the Board of Directors approve the minutes of the Regular Meeting of February 23, 2016. **(Please see Section 6)**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ ABSTAIN \_\_\_\_\_ PASS \_\_\_\_\_

BROWN \_\_\_\_\_ LOH \_\_\_\_\_ HIEPLER \_\_\_\_\_ LOFT \_\_\_\_\_ PACKHAM \_\_\_\_\_

7. **ACTION - CONSENT CALENDAR:**

A. Approval of the Minutes of the Finance/Investment Committee Meeting of February 22, 2016.

**(Please see Section 7-A)** Page 20

B. Approval of the Minutes of the Executive Committee Meeting of March 15, 2016.

**(Please see Section 7-B)** Page 22

C. Review Donations for February 2016.

**(Please see Section 7-C)** Page 24

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ ABSTAIN \_\_\_\_\_ PASS \_\_\_\_\_

BROWN \_\_\_\_\_ LOH \_\_\_\_\_ HIEPLER \_\_\_\_\_ LOFT \_\_\_\_\_ PACKHAM \_\_\_\_\_

8. **CLOSED SESSION** Page 25

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

9. **RECONVENE FROM CLOSED SESSION** Page 27

10. **ANNOUNCEMENT OF CLOSED SESSION** Page 29

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

11. **ACTION - DISCUSSION ITEMS:**

A. Consideration and approval of the Camarillo Health Care District's updated and revised Travel Policies. **(Please see Section 11-A)** Pages 31 - 41

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ ABSTAIN \_\_\_\_\_ PASS \_\_\_\_\_

BROWN \_\_\_\_\_ LOH \_\_\_\_\_ HIEPLER \_\_\_\_\_ LOFT \_\_\_\_\_ PACKHAM \_\_\_\_\_

**B.** Resolution 16-03 - Affirmation and adoption of the original plan documents of the Camarillo Health Care District Governmental 401(a) Nontrusteed Retirement Plan, also known as the “Valic Retirement Services Company Retirement Plan for Governmental Employers”. **(Please see Section 11-B) Pages 43 - 44**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ ABSTAIN \_\_\_\_\_ PASS \_\_\_\_\_

BROWN \_\_\_\_\_ LOH \_\_\_\_\_ HIEPLER \_\_\_\_\_ LOFT \_\_\_\_\_ PACKHAM \_\_\_\_\_

**12. MANAGEMENT REPORTS Includes financial reports and updates. (Please see Section 9)**

**CHIEF EXECUTIVE OFFICER REPORT** Pages 45 - 48

- **CHIEF RESOURCE OFFICER REPORT**
- **CHIEF ADMINISTRATIVE OFFICER REPORT** Page 49
- **FINANCIAL REPORT** Pages 51 - 58

**13. BOARD PRESIDENT’S REPORT Page 59 - 68**

CEO Review: Discuss procedures, materials, and timeline for completion of the annual review.

**14. BOARD MEMBERS’ INTERESTS AND CONCERNS Page 69**

**15. FUTURE MEETINGS AND EVENTS**

**Board of Directors Meetings**

Tuesday, April 26, 2016, 12:00 p.m.

Tuesday, May 24, 2016, 12:00 p.m.

Tuesday, June 7, 2016, 12:00 p.m. (First reading of the 16/17 Fiscal Year Budget)

**16. 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.

**SECTION 6**

**APPROVAL OF MINUTES  
BOARD MEETING  
FEBRUARY 23, 2016**

**SECTION 6**

**MARCH 22, 2016**

**REGULAR MEETING  
BOARD OF DIRECTORS  
February 23, 2016**

**CALL TO ORDER**

The regular meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, February 23, 2016, at 12:06 p.m., at the Camarillo Health Care District, 3615 E. Las Posas Road, Suite 160 and 161, Camarillo, California, by Rod Brown, President.

**QUORUM:**

***The following Directors were present:***

Rodger Brown, M.B.A., President  
Christopher Loh, M.D., Vice President  
Mark Hiepler, Esq., Clerk of the Board  
Richard Loft, M.D., Director  
Scott Packham, DDS, Director

***Staff:***

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

***Consultants:***

David Mitchell, CPA, Mitchell & Associates  
Michael A. Velthoen, Esq., Ferguson Case Orr Paterson, LLP – *Arrived at 12:45 p.m.*

**PLEDGE OF ALLEGIANCE**

Director Loh

**AMENDMENTS TO THE AGENDA** *(Corresponding Agenda Item #4)*

President Brown requested Item 7C be pulled from the Consent Calendar and moved to follow Action – Discussion Item 9A.

**APPROVAL OF MINUTES** *(Corresponding Agenda Item #6)*

It was **MOVED** by Director Loh, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the minutes of the Regular Meeting of January 26, 2016.

**Vote of Minutes**

<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Packham:</b>	<b>Aye</b>

**CONSENT CALENDAR** *(Corresponding Agenda Item #7)*

It was **MOVED** by Director Loft, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the Consent Calendar.

**Vote of Consent Calendar**

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

**MANAGEMENT REPORTS** *(Corresponding Agenda Item #8)*

Chief Executive Officer, Kara Ralston, introduced District Staff Members Martha Shapiro, Blair Craddock, and Carmen Cabrera, who were presented with Certificates received from the Rosalynn Carter Institute for Caregiving, upon completion of all training components for the RCI REACH program. The Board congratulated each Staff Member on their achievement. Board Members presented Certificates of Recognition, to Sue Tatangelo, for 10 Years of Service; Sonia Amezcua, for 15 Years of Service; Audree Duncan, for 15 Years of Service; and Daksha Patel, for 10 Years of Service.

Ms. Ralston discussed Director Packham being named Oral Health Professional of the Year by the Ventura County Medical Resource Foundation (VCMRF). VCMRF also named the District as Allied Health Professional. During the month Ms. Ralston participated in a Transportation Forum sponsored by the Camarillo Council on Aging, attended a Health Professions Education Committee Meeting, and the ALPHA Fund Participants Meeting.

Chief Resource Officer, Sue Tatangelo, attended the State of the University Address by President Richard Rush. California State University Channel Islands (CSUCI) is continuing to expand enrollment and is one of the top employers in the County. The District in partnership with CSUCI uses Interns for our Senior Support Line Program. Ms. Tatangelo also discussed the successful renewal of the Blue Shield Contract, and funding from the SCAN Foundation for our Hospital to Home Alliance.

Chief Administrative Officer, Sonia Amezcua, attended the ALPHA Fund (Workman's Compensation) Participants Meeting. The meeting involved discussion over the regional differences in expenses within the state (North vs. South). Also discussed were fraud detection practices.

David Mitchell, CPA, Mitchell & Associates, presented the District's Financial Report.

**ACTION – DISCUSSION ITEMS** *(Corresponding Agenda Item #9)*

**A.** Consideration, discussion, and appointment of an Ad Hoc Committee to facilitate the CEO review. CEO Ralston discussed a no-cost review program offered by the Association of California Healthcare Districts (ACHD). President Brown appointed himself, and Director Hiepler to sit on the Ad Hoc Committee, and instructed staff to contact ACHD for additional information on the review process and content of the program. *(Corresponding Agenda Item #9A)*

**B.** Consideration and approval of establishing a pass through account with Rabobank, for purposes of administrating Proposition 1B PTMISEA funding from VCTC.

It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED** to proceed with establishing a new interest bearing account with Rabobank to meet the Grant requirements of the Proposition 1B PTMISEA funding from VCTC for vehicle repair. *(Corresponding Agenda Item #7C)*

**Vote to Establish Rabobank Account**

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

**CLOSED SESSION – 1:05 P.M.** *(Corresponding Agenda Item #12)*

Pursuant to Government Code 54956.8 – A legislative body of a local agency may hold a closed session with its negotiator, CEO Ralston, prior to the purchase, sale, exchange, or lease of real property by or for the local agency, and to grant authority to its negotiator, CEO Ralston, regarding the price and terms of payment for the purchase, sale, exchange, or lease for property located at 1227 Flynn Road, Suite 304, Camarillo, CA 93012.

**RECONVENED FROM CLOSED SESSION – 1:12 P.M.** *(Corresponding Agenda Item #13)*

**ANNOUNCEMENT OF CLOSED SESSION** *(Corresponding Agenda Item #14)*

It was **MOVED** by Director Loft, **SECONDED** by Director Packham, and **MOTION PASSED** to accept the offer as presented from the Sanchez Family Trust for property located at 1227 Flynn Road, Suite 304, Camarillo, CA, 93012, in the amount of \$300,000.

**Vote to Sell Flynn Road Property**

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



**CLOSED SESSION – 1:15 P.M.** *(Corresponding Agenda Item #15)*

Pursuant to Government Code 54956.9(d)(4) – Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate, or is deciding whether to initiate litigation.

*Director Packham left the meeting at 1:45 p.m.*

*Director Loh left the meeting at 2:03 p.m.*

**RECONVENED FROM CLOSED SESSION – 2:15 P.M.** *(Corresponding Agenda Item #16)*

**ANNOUNCEMENT OF CLOSED SESSION** *(Corresponding Agenda Item #17)*

No reportable action.

**FUTURE MEETINGS AND EVENTS** *(Corresponding Agenda Item #18)*

**Board of Directors**

Tuesday, March 22, 2016, 12:00 P.M.

Tuesday, April 26, 2016, 12:00 P.M.

Tuesday, May 22, 2016, 12:00 P.M.

**ADJOURNMENT** *(Corresponding Agenda Item #19)*

President Rod Brown, adjourned the meeting at 2:16 P.M.

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Mark Hiepler  
Clerk of the Board

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**SECTION 7**

**CONSENT CALENDAR**

**SECTION 7-A  
APPROVAL OF THE MINUTES OF THE FINANCE/INVESTMENT COMMITTEE  
MEETING HELD ON FEBRUARY 22, 2016.**

**MARCH 22, 2016**

**Camarillo Health Care District  
Board of Directors  
Finance/Investment Committee**

**Date** February 22, 2016

**Directors**

Mark Hiepler, Esq., Clerk of the Board  
Scott Packham, DDS, Director

**Staff**

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

**Call To Order**

On Monday, February 22, 2016, at 12:16 p.m., the Finance/Investment Committee meeting was called to order by Committee Chair, Mark Hiepler, at the Camarillo Health Care District, 3615 E. Las Posas Road, Suite 153, Camarillo, CA 93010.

1. CEO, Kara Ralston, presented the investment results, tax revenue, and capital purchases for the quarter ending December 31, 2015. Director Hiepler requested information on how the Local Agency Investment Fund (LAIF) and the Ventura County Investment Pool are invested. CEO Ralston, requested staff to research both funds.
2. The Committee set the date for the next Finance and Investment Committee Meeting for April 26, 2016, at 11:00 a.m.
3. The Committee reviewed the District's Finance Policies and made the following recommendations:
  - Section 4 – Financial Practices: Delete Chief Operations Officer from paragraph 1.
  - Section 4 – Financial Practices: Amend "One signature will be required for checks up to the amount of \$10,000", to read \$5,000.

The Committee reviewed the District's Investment Policies and made the following recommendation:

- Section 5 – Responsibilities: Remove section 5.2, Responsibilities of the Chief Operations Officer, and renumber accordingly.
4. CEO Ralston, reviewed Operating Results by Department for quarter ending December 31, 2015.

Meeting adjourned at 12:59 p.m.

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Mark Hiepler  
Clerk of the Board

**SECTION 7**

**CONSENT CALENDAR**

**SECTION 7-B  
APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
HELD ON MARCH 15, 2016.**

**MARCH 22, 2016**

**Camarillo Health Care District  
Board of Directors  
Executive/Planning Committee**

**Date**            March 15, 2016

**Directors**

*The following Directors were present:*

Rod Brown, President

Christopher Loh, Vice President

**Staff**

*The following staff members were present:*

Kara Ralston, Chief Executive Officer

Karen Valentine, Clerk to the Board

**Call to Order**

On Tuesday, March 15, 2016, at 12:01 p.m., the Executive Committee meeting was called to order by President Rod Brown, at the Camarillo Health Care District, 3615 E. Las Posas Road, Suite 153, Camarillo, CA 93010.

1. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, February 23, 2016.
2. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, March 22, 2016.
3. Reviewed the Consent Calendar for the regularly scheduled Board Meeting of March 22, 2016.
4. Reviewed all Action Items on the March 22, 2016 regular Board Meeting Agenda.
  - Reviewed and discussed updated and revised Travel Policies.
  - Discussed and reviewed Resolution 16-03, Affirmation and adoption of original Valic plan documents.
5. Next Executive Committee Meeting is scheduled for Wednesday, April 13, 2016, at 12:00 p.m.

Meeting adjourned at 12:44 p.m.

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Rod Brown  
President

**SECTION 7**

**SECTION 7-C  
CONSENT CALENDAR  
FEBRUARY 2016  
DONATIONS**

**MARCH 22, 2016**

**DONATION: FEBRUARY 2016**

Name	Campaign	Cause/Relationship	In Memory Of	In Honor Of
Coastline Care Solutions, Inc.	SUMR15	Adult Day Services		
Garlington, Chris and Bill	TFG15	Senior Services		
Megowan, Michael	TFG15	Senior Services		
Senior Nutrition Action Council of Ventura County. Inc.	GEN	Sr. Nutrition Program		
Van Huisen, Janet	TFG15	Senior Services		
	SUMR15= \$2,500.00 TFG15= \$400.00 GEN= \$1,610.00 TOTAL= \$4,510.00			
SUMR15: Summer Solicitation 2015				
TFG15: Thanks for Giving Solicitation 2015				



**SECTION 8**

**CLOSED SESSION**

**MARCH 22, 2016**

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**SECTION 9**

**RECONVENE FROM CLOSED SESSION**

**MARCH 22, 2016**

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**SECTION 10**

**ANNOUNCEMENT OF CLOSED SESSION**

**MARCH 22, 2016**

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**SECTION 11**

**ACTION – DISCUSSION ITEMS**

**SECTION 11-A  
CONSIDERATION AND APPROVAL OF THE  
CAMARILLO HEALTH CARE DISTRICT'S UPDATED AND REVISED TRAVEL  
POLICIES.**

**MARCH 22, 2016**



# TRAVEL POLICY

Camarillo Health Care District

*Policy for Approving & Reimbursing Travel and Travel Expenses*



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## SECTION1: INTRODUCTION

### 1.1 PURPOSE

The purpose of these regulations is to establish a system of reimbursement for authorized expenses, for all officials and employees, required to travel on behalf of, or in representation of, the Camarillo Health Care District (District).

### 1.2 GENERAL

These policies shall apply to any required and duly approved travel for official District business, and to all officials and employees who receive appropriate authorization to travel on behalf of the District.

The District recognizes the benefits that accrue when its employees attend conferences, seminars, and professional training activities. The District will bear approved expenses incurred by District officials and employees to attend such activities provided the stated procedures are followed. Travel, conferences, seminars, trainings and similar activities shall be directly related to District business.

The most reasonably priced arrangements for travel events will be utilized. Personal safety and a reasonable level of comfort and dignity will be taken into consideration.

Individuals are expected to exercise sound judgement when incurring and submitting travel expenses, keeping with the standard and proprieties of a visible and accountable public agency.

Although these travel regulations set specific procedures for employees to follow, it is not intended to be all inclusive and exceptions may be reviewed on a case to case basis.

## SECTION 2: TRAVEL AUTHORIZATION PROCESS

### 2.1 PROCESS

The travel authorization process is intended to ensure budget compliance and appropriate use of public funds.

**BUDGET:** Travel authorization begins with the budgetary process. Travel needs shall be anticipated and submitted in the annual budget for approval by the CEO/Board of Directors. It is the authorizing party's responsibility to stay within departmental budget travel allocations as approved by the CEO/Board of Directors. Travel requests are to include all costs associated with any/all types of travel including registration, lodging, meals, transportation, parking, and incidental expenses.

**APPROVAL:** All travel requests require the completion of a “Travel Planning Form”, Exhibit 1, available with and through the Executive Assistant. Additional paperwork includes completed Purchase Request, travel description documentation, and any other pertinent documents.

Travel requests shall be forwarded to the requesting party’s supervisor to begin the approval process. Prior to approving a travel request, the supervisor is responsible for determining that a sufficient unexpended allocation remains in the travel budget to reimburse all expected costs of travel. Once determined, the supervisor will either forward appropriately for the prior written approval of the CEO, or will deny.

**SCHEDULE:** Travel arrangements shall be scheduled by the Executive Assistant, unless expressly determined prior to travel.

## SECTION 3: VEHICLE USE

### **3.1 USE OF PERSONAL VEHICLE FOR DISTRICT BUSINESS**

Reliable transportation may be required for some positions in order to transact necessary business, and will be reflected in the job description for such positions. Such positions that include the possible use of a personal vehicle will require a copy of the applicant’s current/valid California driver’s license, and a copy of proof of automobile insurance, at the levels required by the District. It is the responsibility of the employee to maintain a valid California driver’s license, and personal insurance coverage equal to, or greater than, the minimal coverage amounts required by any/all applicable state law while utilizing his/her private vehicle for transaction of District business.

Employees are responsible to notify the Human Resources Department of any changes in license, insurance, or DMV citations. Employees are responsible for any parking, mechanical or moving violations received while using their own vehicle for approved District business. Some employees’ job title and description (e.g. transportation department drivers) may require reporting DUI, DWI, and other moving violations.

### **3.2 REIMBURSEMENT FOR USE OF PERSONAL VEHICLE**

Use of an employee’s private vehicle shall be reimbursed at the current mileage reimbursement rate determined by the Internal Revenue Service. Private automobiles may not be used for trips over 100 miles one-way except by prior written approval of the CEO. Employees who use their private vehicle for travel are expected to follow all elements of the District’s Travel Policy, and Employee Handbook.

Reimbursement requests shall be submitted to the appropriate authorizing party (usually employee’s supervisor) in the month the mileage expenses were incurred, and shall be complete and accurate with proper approvals.

## SECTION 4: LONG DISTANCE TRAVEL

### 4.1 DEFINITION

The most economical mode and class of transportation reasonably consistent with scheduling needs shall be preferred, using the most direct and time-efficient route. The cost of rental vehicle, parking and gasoline shall be compared to the combined cost of other forms of transportation and the least expensive method shall be used.

Long distance travel is defined as any travel that:

- a. Requires an employee to leave Ventura County, **and**
- b. Includes at least one (1) overnight stay.

### 4.2 AUTHORIZATION

All long distance travel requires prior written approval of the CEO. Every effort will be made to pre-arrange and pre-pay all approved expenses. However, in the event this is not possible, employees are eligible for:

- a. A travel advance not to exceed anticipated expenses, **or**
- b. Reimbursement of approved expenses paid for by employee, with accompanying itemized receipts.

### 4.3 RESERVATIONS

All travel reservations shall be made by the Executive Assistant, unless otherwise authorized by prior written approval of the CEO. (See Exhibit 1, Travel Planning Form) Requests should be presented to the Executive Assistant in approved form.

### 4.4 AIR TRAVEL

For authorized air travel, the District reserves coach rate seats at government or group rates (when such rates are available), and makes every effort to schedule reasonable flight times. Seat upgrades or flight/schedule changes unrelated to District business are not approved expenses, and become the responsibility of the employee.

### 4.5 GROUND TRANSPORTATION & RENTAL CAR

The District makes every effort to reserve appropriate ground transportation for traveling employees (*e.g., airport shuttle, rental car*). When that is not possible, with prior written approval of the CEO, employees may claim reimbursement for ground transportation at actual cost, utilizing reasonable ground transportation services such as taxi services.

Employees traveling on District business for whom it was not possible to reserve a rental car service, either at the point of departure or at the destination, will:

- a. Utilize District travel credit card to secure the rental, **or**
- b. Will be reimbursed by the District for the rental expense of a comparable compact automobile, **and**
- c. Will purchase damage insurance (comprehensive and collision but **not** liability) through the rental car company.

The District and its employees shall use government or group rates, when available, for ground transportation or rental car services.

#### **4.6 LODGING**

The District shall make every effort to pre-arrange appropriate lodging (*using government or group rates, when available; Board Members; GC § 53232.2(e)*), for approved travel. When that is not possible, with prior written approval of the CEO, employees may reserve reasonable lodging, and claim reimbursement for such lodging in accordance with this section and with appropriate receipts.

**BOARD MEMBERS** *Government Code § 53232.2(d): For lodging in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking.*

If a group rate or government rate is not available, reasonable lodging shall be booked at standard lodging rates for the destination's specific geographic area. Any lodging upgrades made by employees in excess of approved lodging rates are not approved, and become the responsibility of the employee.

#### **4.7 MEALS**

Daily reimbursement rates for meals is as follows:

Breakfast	\$7
Lunch	\$11
Dinner	\$23
Incidentals	\$5

Eligible meals are defined as meals for which an employee incurs a cost due to a valid and authorized business reason (*e.g., overnight travel, business meeting, special dietary requirements that cannot be accommodated, meal not covered by conference fee, etc.*). Meals provided as part of a conference or seminar are not eligible for separate reimbursement. Reimbursement requests for approved meal expenses must be

submitted with itemized receipts. The District does not reimburse for alcoholic beverages.

#### **4.8 INCIDENTALS**

Employees are eligible for reimbursement for incidentals up to \$5.00 per day while on District business travel. Incidentals may include such items as tips, soft drinks, phone call, postage, etc. Items such as gifts, entertainment (including in-room movies), alcohol, or other similar items are not reimbursable. Itemized receipts and/or an approved written list of expenses is required for reimbursement.

Parking fees shall be reimbursed when related to District business travel, including airport parking fees, and parking fees for personal or rental vehicles. The most cost effective parking option will be utilized, keeping in mind time issues, safety issues, and any other travel/mobility issues. If employee/Board Member choose to valet park their vehicle, the employee/Board Member may be responsible for the difference in fee from the most cost-effective parking option.

#### **4.9 TELEPHONE CALLS**

The District will reimburse one (1) 15-minute telephone call per day while an employee is on official business. If the employee has been issued a District mobile device, it is expected that the mobile device will be used when at all possible. District-issued mobile devices are expected to be maintained, charged and ready for use.

### **SECTION 5: REIMBURSEMENT**

#### **5.1 REIMBURSEMENT**

For all reimbursement requests, employees shall complete a Claim for Reimbursement of Education and/or Travel Expense Form to document that expenses meet this policy and are required to conduct business. (See Exhibit #2) Claim forms shall be submitted within a reasonable timeframe of incurring an expense, and shall be accompanied by receipts documenting each expense. Upon appropriate written approval, employees will be reimbursed as quickly as possible. Personal items, alcoholic beverages, and expenses of family members are not authorized.

### **SECTION 6: BOARD OF DIRECTORS**

#### **6.1 APPLICABILITY OF THIS POLICY TO BOARD OF DIRECTORS**

This Travel Policy shall apply, in addition to District employees, to members of the District's Board of Directors.

The CEO shall review Board members' requests for travel and incidental expenses for compliance with this Travel Policy and other applicable District policies. All expenses that do not fall within this Travel Policy of the Internal Revenue Service reimbursable rates as established in IRS Publication 463, or any successor publication, shall be approved by the Board of Directors at a public meeting before the expense is incurred. (GC 53232.2(f))

If a member of the Board of Directors chooses to incur travel or incidental costs that are in excess of the rates established under this Policy or IRS Publication 463, or any successor publication, and such costs have not been pre-approved at a public meeting of the Board of Directors, the member does so at his or her own expense. (GC 53232.2(g))

Members of the Board of Directors shall provide brief reports on meetings or other events attended at the expense of the District at the next regular meeting of the Board. (GC 53232.2(d))

# Travel Planning Form

## Employee to Complete

Trip Information	
<b>Employee Name:</b>	
<b>Trip Name:</b>	
<b>Trip Purpose:</b>	
<b>Destination(s):</b>	
<b>Departure Airport:</b>	
<b>Transportation to Airport or Other Destination:</b>	
<b>Anticipated Mileage if Driving:</b>	
<b>Airport Parking:</b>	
<b>Rental Vehicle:</b>	
<b>Departure Date and Time:</b>	
<b>Return Date and Time:</b>	
<b>Hotel Name:</b>	
<b>Hotel Location:</b>	
<b>Transportation from Airport:</b>	
<b>Seminar/Conference Name and Location:</b>	
<b>Conference Registration Form: (Please Attach)</b>	
<b>Conference Cost:</b>	
	<b>Please attach all seminar/conference material to assist Administration with your reservations.</b>

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Officer Approval                      Date



**CAMARILLO HEALTH CARE DISTRICT  
CLAIM FOR REIMBURSEMENT OF EDUCATION AND/OR TRAVEL EXPENSES**

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Zip Code \_\_\_\_\_

The following form must be completed and supporting documentation (receipts, etc.) attached prior to payment for travel or educational expenses. Claims for payment for Education and/or Travel Expenses must be approved prior to the time in which they will be incurred. Evidence of satisfactory completion of each educational course is required before expenses for additional education will be paid.

<b>TRANSPORTATION:</b>	Primary destination: _____	<b>TOTAL COSTS</b>
<b>Private Auto Mileage:</b>	Purpose: _____	
<b>Other — Specify:</b>	..... miles @ \$ _____	
	From: _____ To: _____ From: _____ To: _____ From: _____ To: _____	
<b>MEALS:</b>	<b>DATE</b>	
	<b>Breakfast</b>	
	<b>Lunch</b>	
	<b>Dinner</b>	
<b>LODGING:</b>	Location _____ number of days _____ @ \$ _____	
	Location _____ number of days _____ @ \$ _____	
<b>EDUCATION:</b>	Course Title: _____	
	Course Duration: _____	
	Purpose: _____	
	Degree course applies toward: _____ Graduation Date: _____	
	Dates: ____/____/____ to ____/____/____	
	Location: _____	
<b>OTHER EXPENSE:</b> (Specify)	Textbooks/Materials Required: _____	
	_____	
	_____	

TOTAL AMOUNT OF CLAIM ..... \$ \_\_\_\_\_

LESS: TRAVEL EXPENSE ADVANCE RECEIVED ON (date) \_\_\_\_\_

**NET AMOUNT OF CLAIM** ..... \$ \_\_\_\_\_

THE UNDERSIGNED STATES: that the above claim and the items as there set out are true and correct, that no part thereof has been heretofore paid, that the amount therein is justly due, and that the same is presented within two months after the last item thereof has accrued or that this is on itemized account of travel expenses previously advanced.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

DATED \_\_\_\_\_ at \_\_\_\_\_ SIGNED \_\_\_\_\_, CLAIMANT

APPROVED BY:

VERIFIED BY:

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**SECTION 11**

**ACTION – DISCUSSION ITEMS**

**SECTION 11-B**

**RESOLUTION 16-03 – AFFIRMATION AND ADOPTION OF THE ORIGINAL  
PLAN DOCUMENTS OF THE CAMARILLO HEALTH CARE DISTRICT  
GOVERNMENTAL 401(a) NONTRUSTEED RETIREMENT PLAN, ALSO  
KNOWN AS THE “VALIC RETIREMENT SERVICES COMPANY RETIREMENT  
PLAN FOR GOVERNMENTAL EMPLOYERS”.**

**MARCH 22, 2016**

**RESOLUTION NO. 16-03**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**CAMARILLO HEALTH CARE DISTRICT**  
**VENTURA COUNTY, CALIFORNIA**  
**AUTHORIZING ADOPTION OF THE CAMARILLO HEALTH CARE DISTRICT**  
**GOVERNMENTAL 401(A) NONTRUSTEED RETIREMENT PLAN**

---

**WHEREAS**, the Camarillo Health Care District (hereinafter, the "District"), hereby establishes the Camarillo Health Care District Exclusive Benefit Governmental 401(a) Nontrusted Retirement Plan (hereinafter, the "Plan"), for the benefit of District employees, and their beneficiary(s); and,

**NOW, THEREFORE BE IT RESOLVED**, the "District" hereby adopts the "Plan", the provisions of which are set out in the original plan documents (*March 28, 2000*), and as amended restated December 8, 2015 (*effective July 1, 2015*) titling the "Plan" the *VALIC Retirement Services Company Retirement Plan for Governmental Employers*; and,

**BE IT FURTHER RESOLVED**, that the "District" retains the right, from time to time, to amend, modify or discontinue all or any portion of the "Plan", without the consent of the employees participating in the "Plan", or the beneficiaries of any employees participating in the "Plan".

**ADOPTED, SIGNED AND APPROVED** this 22nd day of March, 2016.

\_\_\_\_\_  
Rod Brown, President  
Board of Directors

Attest: \_\_\_\_\_  
Mark Hiepler, Clerk of the Board  
Board of Directors

---

STATE OF CALIFORNIA); COUNTY OF VENTURA) ss

*I, Mark Hiepler, Clerk of the Board of Directors of the Camarillo Health Care District*  
**DO HEREBY CERTIFY** that the foregoing Resolution 16-03 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 22nd day of March, 2016 and it was adopted by the following vote:

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
*Mark Hiepler, Clerk of the Board*  
Board of Directors  
Camarillo Health Care District

**SECTION 12**

**CHIEF EXECUTIVE OFFICER REPORT**

**MARCH 22, 2016**

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# Camarillo Health Care District

## **Monthly Overview**

March 22, 2016

### CHIEF EXECUTIVE OFFICER – KARA RALSTON

- \$80,000 (*\$20,000/4 years*): Family Caregiver Resources; VC Area Agency on Aging; Title III E
- \$69,660: Senior Nutrition Program; VC Area Agency on Aging (*increase YOY*); Title III C
- Adult Day Center continued support this past year:
  - \$5,000: Adult Day Center; Community Garden Sponsor
  - \$3,500: Adult Day Center; GenerationUs Sponsor
  - \$2,500: Adult Day Center; Happy Hour Sponsor
  - \$2,500: Adult Day Center; Celebration Sponsor*\$13,500*
- \$7,700: Transportation; Ventura County Transportation Commission; engine replacement
- \$500: Camarillo Council on Aging; for Leisure Village Health Fair
- Budget Update
- Transportation Forums: Where Do We Go From Here & Ventura Council on Government
- California Special Districts Association – Audit and Fiscal Committee
- Camarillo Chamber of Commerce Top Ten Community Awards
- State of the District Presentation
- Pacific Coast Business Times, Top 50 Women In Business

### CHIEF ADMINISTRATIVE OFFICER – SONIA AMEZCUA

- Personnel Update

### FINANCIAL REPORT – MITCHELL & ASSOCIATES

- District Financial Report



**VENTURA COUNCIL  
OF GOVERNMENTS**

RECEIVED  
MAR 17 2016

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

March 11, 2016

Ms. Kara Ralston  
Chief Executive Officer  
Camarillo Health Care District  
3639 Las Posas Road  
Camarillo, CA 93010

Dear Ms. Ralston:

On behalf of the Ventura Council of Governments (VCOG), I would like to thank you for taking the time to address the VCOG Board at its March meeting. The Board appreciated receiving the information you imparted, which has sparked a dialogue on creative approaches to meeting the transportation needs of the communities we serve. Your presentation was indeed timely and of tremendous value to local policy makers in our region.

As the regional governance body for Ventura County, VCOG is always interested in best practices and policies for delivering public services that are accessible and cost-effective. The information and perspective you shared will assist us all in these goals.

Thank you again for taking the time to address the Board. Please feel free to call upon our Executive Director, Laura Behjan, at (805) 320-5482 or [vcoglb@gmail.com](mailto:vcoglb@gmail.com) should you ever need our assistance in the future.

Sincerely,

Janice Parvin, Chair  
Ventura Council of Governments

VENTURA COUNCIL OF GOVERNMENTS MEMBER AGENCIES

City of Camarillo  
City of Ojai  
City of Santa Paula  
City of San Buenaventura

City of Fillmore  
City of Oxnard  
City of Simi Valley  
County of Ventura

City of Moorpark  
City of Port Hueneme  
City of Thousand Oaks



**SECTION 12**

**CHIEF ADMINISTRATIVE OFFICER REPORT**

**MARCH 22, 2016**

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**SECTION 12**

**MITCHELL & ASSOCIATES  
FINANCIAL REPORT**

**MARCH 22, 2016**

**Camarillo Health Care District**  
**Statements of Net Assets**  
**Eight Months Ending February 29, 2016**

<b>ASSETS</b>	<u>Feb 16</u>	<u>July 2015</u>	<u>Variance</u>
<u>Current Assets:</u>			
Cash and Checking Accounts	\$ 248,319	\$262,085	\$ (13,766)
Investment Accounts	1,805,654	1,574,491	231,163
Accounts and Grants Receivable	246,614	78,804	167,810
Total Current Assets	<u>2,300,587</u>	<u>\$1,915,380</u>	<u>385,207</u>
<u>Noncurrent Assets:</u>			
Property, plant and equipment - net	1,926,103	2,121,422	(195,318)
IS equipment - net	26,616	29,699	(3,083)
Transportation vehicles - net	104,837	153,142	(48,304)
Prepays	44,790	33,543	11,247
Total Noncurrent Assets	<u>2,102,347</u>	<u>2,337,805</u>	<u>(235,459)</u>
Deferred Outflows of Resources	112,553	112,553	0
Total Assets	<u>\$ 4,515,487</u>	<u>\$4,365,739</u>	<u>\$ 149,749</u>
 <b>LIABILITIES AND NET ASSETS</b>			
<u>Current Liabilities:</u>			
Accounts Payable	\$ 41,966	\$ 61,046	\$ (19,080)
Construction Loan 2015	79,415	76,544	2,870
Employment costs	94,180	130,771	(36,591)
Accrued OPEB liability	190,013	156,378	33,635
Scholarships	20,930	10,492	10,438
Deferred Revenue	8,886	1,303	7,583
Total Current Liabilities	<u>435,390</u>	<u>436,535</u>	<u>(1,145)</u>
<u>Noncurrent Liabilities</u>			
Construction Loan to 2021	444,041	523,456	(79,415)
Net Pension Liability	959,515	959,515	-
Deferred Inflows of Resources	250,690	250,690	-
Total Noncurrent Liabilities	<u>1,654,246</u>	<u>1,733,661</u>	<u>(79,415)</u>
<u>Net Assets:</u>			
Unrestricted - prior	2,195,543	3,262,816	(1,067,274)
Unrestricted - current	230,309	(1,067,274)	1,297,583
Total Net Assets	<u>2,425,852</u>	<u>2,195,542</u>	<u>230,309</u>
Total Liabilities and Net Assets	<u>\$ 4,515,487</u>	<u>\$ 4,365,739</u>	<u>\$ 149,748</u>

**Camarillo Health Care District  
Statements of Activities  
Comparison to Budget for the  
Eight Months Ending February 29, 2016**

	Current Year		
	Actual	Budget	Variance Fav/(Unfav)
<b>REVENUES</b>			
Tax revenue	\$ 1,517,818	\$ 1,517,818	\$ (0)
Program and facilities revenue	282,387	353,341	(70,954)
Grants and agency funding	135,151	153,440	(18,289)
Community Support and sponsorship	5,244	7,855	(2,611)
Investment and interest income	150,579	146,533	4,046
Other income	73,813	43,441	30,372
Total Revenues	<u>\$ 2,164,994</u>	<u>\$ 2,222,428</u>	<u>\$ (57,435)</u>
<b>EXPENSES</b>			
Personnel cost			
Wages and salaries	833,867	991,505	157,638
Payroll taxes	71,146	75,850	4,704
Benefits	181,542	198,132	16,590
OPEB	155,579	99,598	(55,981)
Total personnel cost	<u>1,242,134</u>	<u>1,365,085</u>	<u>122,951</u>
Other expenses			
Contractors and professional fees	172,227	200,971	28,744
Facilities and related	155,649	173,151	17,501
Depreciation	120,508	124,025	3,517
Program related expense	53,106	77,047	23,941
Advertising and promotion	43,586	69,718	26,131
Supplies and office expense	38,932	47,199	8,268
Board and staff	89,018	65,185	(23,833)
Community partnerships	1,000	5,250	4,250
Combined other expenses	<u>19,317</u>	<u>19,849</u>	<u>533</u>
Total other expenses	693,343	782,395	89,051
Other Income (Loss)	-	-	-
Total expenses	<u>1,935,477</u>	<u>2,147,480</u>	<u>212,003</u>
Net position	<u>\$ 229,516</u>	<u>\$ 74,948</u>	<u>\$ 154,568</u>



# Camarillo Health Care District

Financial Report  
For Eight Months Ending  
*FEBRUARY 29, 2016*

## Current Assets

<u>Statements of Net Assets</u>	<b>FEBRUARY 2016</b>	<b>JULY 2015</b>	<b>CHANGE</b>
<b>Cash &amp; Checking Accounts</b>	<b>\$248,319</b>	<b>\$262,085</b>	<b>\$(13,766)</b>
<b>Investment Accounts</b>	<b>1,805,654</b>	<b>1,574,491</b>	<b>231,163</b>
<b>Accounts &amp; Grants Receivables</b>	<b>246,614</b>	<b>78,804</b>	<b>167,810</b>
<b>TOTAL CURRENT ASSETS</b>	<b>\$2,300,587</b>	<b>\$1,915,380</b>	<b>\$385,207</b>

## Non-Current & Total Assets

<u>Statements of Net Assets</u>	FEBRUARY 2016	JULY 2015	CHANGE
Property, plant and equipment – net	\$1,926,103	\$2,121,422	\$(195,318)
IS equipment – net	26,616	29,699	(3,083)
Transportation vehicles – net	104,837	153,142	(48,304)
Prepaid Expenses	44,790	33,543	11,247
Deferred Outflows of Resources	112,553	112,553	0
<b>TOTAL ASSETS</b>	<b>\$4,515,487</b>	<b>\$4,365,739</b>	<b>\$149,749</b>

## Liabilities

<u>Statements of Net Assets</u>	FEBRUARY 2016	JULY 2015	CHANGE
Accounts payable	\$41,966	\$61,046	\$(19,080)
Construction Loan 2015	79,415	76,544	2,870
Employment costs	94,180	130,771	(36,591)
Accrued OPEB liability	190,013	156,378	33,635
Scholarships	20,930	10,492	10,438
Deferred Revenue	8,886	1,303	7,583
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$435,390</b>	<b>\$436,535</b>	<b>\$(1,145)</b>

## Liabilities

<u>Statements of Net Assets</u>	FEBRUARY 2016	JULY 2015	CHANGE
Construction Loan to 2021	\$444,041	\$523,456	\$(79,415)
Net Pension Liability	959,515	959,515	0
Deferred Inflows of Resources	250,690	\$250,690	0
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>\$1,654,246</b>	<b>\$1,733,661</b>	<b>\$(79,415)</b>

## Net Assets & Total Liabilities

<u>Statements of Net Assets</u>	FEBRUARY 2016	JULY 2015	CHANGE
Unrestricted – prior	\$2,195,543	\$3,262,816	\$(1,067,274)
Unrestricted – current	230,309	\$(1,067,274)	1,297,583
<b>TOTAL NET ASSETS</b>	<b>\$2,425,852</b>	<b>\$2,195,542</b>	<b>\$230,309</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$4,515,487</b>	<b>\$4,365,739</b>	<b>\$149,749</b>



## Revenues

<u>Statements of Activities</u>	<b>FEBRUARY 2016</b>	<b>BUDGET</b>	<b>VARIANCE Fav/(Unfav)</b>
Tax revenue	\$1,517,818	\$1,517,818	0
Program and Facilities	282,387	353,341	(70,954)
Grants and agency funding	135,151	153,440	(18,289)
Donations and sponsorship	5,244	7,855	(2,611)
Investment and interest	150,579	146,533	4,046
Other income	73,813	43,441	30,372
<b>TOTAL REVENUES</b>	<b>\$2,164,994</b>	<b>\$2,222,428</b>	<b>\$(57,435)</b>

## Expenditures

(Page 1 of 2)

<u>Statements of Activities</u>	<b>FEBRUARY 2016</b>	<b>BUDGET</b>	<b>VARIANCE Fav/(Unfav)</b>
Wages and salaries	\$833,867	\$991,505	\$157,638
Payroll taxes	71,146	75,850	4,704
Benefits	181,542	198,132	16,590
OPEB	155,579	99,598	(55,981)
Contractors and Professional fees	172,227	200,971	28,744
Facilities and related	155,649	173,151	17,501
Depreciation	120,508	124,025	3,517
Program related expense	53,106	77,047	23,941

# Expenditures

(Page 2 of 2)

<u>Statements of Activities</u>	<b>FEBRUARY 2016</b>	<b>BUDGET</b>	<b>VARIANCE Fav/(Unfav)</b>
Advertising and promotion	43,586	69,718	26,131
Supplies and office expense	38,932	47,199	8,268
Board and staff	89,018	65,185	(23,833)
Community partnerships	1,000	5,250	4,250
Combined other expenses	19,317	19,849	533
Change in Accounting	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,935,477</b>	<b>\$2,147,480</b>	<b>\$212,003</b>

## Recap of Activities:

*Eight Months Ended*

<u>Statements of Activities</u>	<b>FEBRUARY 2016</b>	<b>BUDGET</b>	<b>VARIANCE Fav/(Unfav)</b>
Total Revenue	\$2,164,994	\$2,222,428	\$(57,435)
Total Expenditures	\$1,935,477	\$2,147,480	\$212,003
<b>NET POSITION</b>	<b>\$229,516</b>	<b>\$74,948</b>	<b>\$154,568</b>

**SECTION 13**

**BOARD PRESIDENT'S REPORT**

**MARCH 22, 2016**



## CEO Performance Evaluation User's Guide

**T**he Association of California Healthcare Districts' (ACHD) CEO evaluation tool is an easy-to-use, no-cost member benefit. ACHD considered a broad range of CEO performance evaluation criteria, and developed two versions of a CEO evaluation: one for hospital districts, and one for community-based districts.

Your organization's CEO evaluation has already been created for you, and is ready for you to use. Follow the step-by-step instructions in this document to conduct your evaluation and receive a comprehensive summary report as a member benefit, at no-cost to your organization.

### Ensuring Performance and Alignment: The Purpose of the CEO Evaluation

The CEO evaluation process begins with a clear definition of the role of the compensation and performance review process in building leadership loyalty and commitment, and ensuring leadership success and continuity. It is important to remember that the process is about more than simply evaluating the CEO's performance. It is an opportunity to strengthen the board/CEO relationship, and ensure that both the board and CEO have mutually-agreed upon goals and expectations.

The purpose of the CEO evaluation is to set specific board direction for CEO and overall organizational performance, ensure a consistent focus by the CEO, continuous leadership accountability, focus and success. It defines the essential CEO functions and personal attributes required by the board, and encourages two-way communication between the board and CEO.

In addition, the CEO evaluation identifies performance areas requiring increased attention by the CEO, and defines the leadership competencies most critical to organizational success. Finally, the evaluation should link the CEO's achievement to his or her compensation.

### CEO Evaluation Goals

Goals that should be considered in the course of undertaking a successful CEO evaluation process include:

- The process should be clearly identified well in advance of the evaluation;
- The evaluation should be a continuous, year-long process culminating in a formal annual performance review, with no surprises for either the board or the CEO;
- The evaluation should provide meaningful feedback to the board on the CEO's success in achieving board-approved objectives;
- The evaluation process should enhance board/CEO working relationships;
- The evaluation should link the attainment of organizational objectives with the CEO's personal performance objectives;
- Data, not subjective assessments, should be the foundation of the evaluation and decisions about compensation;
- Leadership in achieving the mission, values and vision should be a centerpiece of the evaluation; and
- Compensation should be driven by specific performance in specific areas.

# Association of California Healthcare Districts CEO Performance Evaluation User's Guide

## How to Use the ACHD CEO Performance Evaluation

Below is a step-by-step guide members should follow to take advantage of this unique member benefit:

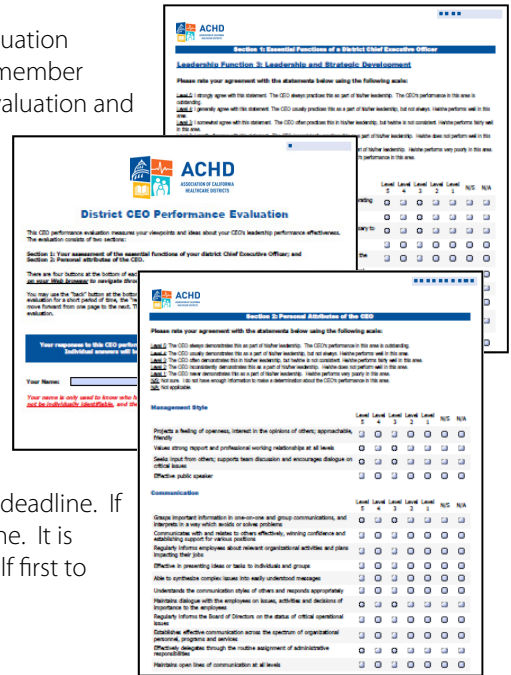
**Step 1: Determine the appropriate number of days you will allow for board members to complete the evaluation.**  
Determine the deadline date for receiving responses from board members. We recommend two to three weeks.

**Step 2: Notify board members prior to conducting the evaluation.** The evaluation should be discussed at a board meeting prior to implementation to ensure board member understanding of the criteria, and a board-wide commitment to completing the evaluation and supporting next steps to address evaluation results and improvement actions with the CEO.

**Step 3: Send a series of emails to notify board members of the need to complete the CEO performance evaluation, and provide instructions of where to go to access the evaluation.** You may choose any method to communicate the evaluation to your board members. However, a typical practice is to send an email to all board members notifying them that the evaluation is online and ready to be taken, followed by two reminder emails and a deadline extension, if necessary.

The first reminder email should be sent approximately one week after the initial email; the second reminder email should be sent in the morning on the day of the deadline. If necessary, a deadline extension email may be sent the day after the original deadline. It is always a good idea for the evaluation administrator to send the email to him/herself first to ensure that the evaluation link works properly.

Below are examples of copy you may choose to use in your emails:



### **Message 1: To be sent on the first day of evaluation implementation**

As you know, [Organization Name] is conducting a comprehensive CEO performance evaluation. The evaluation is being carried out through an Internet survey, provided as a member benefit by the Association of California Hospital Districts (ACHD). The evaluation asks for your viewpoints about [Organization Name]'s CEO performance in several key areas.

**The evaluation should be completed by 5:00 p.m. [Day], [Date], and should take you approximately 30 minutes to complete.**

Securing every board member's input is critical to ensuring a successful CEO evaluation.

To complete the CEO evaluation, click on this link:

[Survey URL]

We appreciate your time and commitment to this important CEO performance evaluation.

Sincerely,

[Name], Board Chair

### **Message 2: To be sent approximately one week after initial email**

As a reminder, **please take 30 minutes or so to complete the [Organization Name] CEO performance evaluation survey by 5:00 p.m. [Day], [Date].**

To complete the CEO evaluation, click on this link:

[Survey URL]

# Association of California Healthcare Districts CEO Performance Evaluation User's Guide

We appreciate your time and commitment to this important CEO performance evaluation.

Sincerely,

[Name], Board Chair

## **Message 3: To be sent on the morning of the deadline date**

### **FINAL REMINDER**

There's still time to complete the [Organization Name] CEO Performance Evaluation.

**The CEO evaluation should be completed by 5:00 p.m. today, and should take you approximately 30 minutes to complete.** Securing every director's input is critical. To complete the CEO evaluation, click on this link:

[Survey URL]

We appreciate your time and commitment to this important CEO performance evaluation.

Sincerely,

[Name], Board Chair

## **Message 4: To be sent on day after deadline (if necessary to extend)**

### **CEO EVALUATION DEADLINE EXTENDED**

Unfortunately, we have not received a response from every director, so we've extended the evaluation deadline.

**Please take 30 minutes to complete the CEO evaluation by 5:00 p.m. [Day], [Date].**

To complete the CEO evaluation, click on this link:

[Survey URL]

We appreciate your time and commitment to this important CEO performance evaluation.

Sincerely,

[Name], Board Chair

**Step 4: Evaluation results.** After you have received all possible responses to the evaluation, notify Larry Walker at The Walker Company, 503-694-8539, [lw@walkercompany.com](mailto:lw@walkercompany.com), that your evaluation is complete. Your summary report of survey results will then be developed and provided to you for board review and discussion of improvement action items.



## **For Additional Assistance...**

If you have any questions or concerns, please contact Vone Yee, [vi@walkercompany.com](mailto:vi@walkercompany.com), 503-545-8605, or Nicole Matson, [nm@walkercompany.com](mailto:nm@walkercompany.com), 503-469-8663.

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# Camarillo Health Care District

*Kara Ralston, CEO*

## YEAR IN REVIEW

March, 2016

## Executive Summary

As I reflect on this past year of service, the accomplishments have been amazing. As a small, public agency, we have successfully implemented programs, technologies and delivery systems that have elevated our ability to serve; have been selected to participate in federal funding programs as a preferred partner of choice; have received national and statewide recognition for innovative programming; and have received local awards and recognition. But perhaps most importantly, we have built a team that continues to earn the trust and respect of the broad professional community, health care stakeholders of all categories, local, state and national partners...and each other.

It is easy, and invigorating, to reflect upon and record the many milestone events of this past year. However, it is not quite as easy to convey, on paper, two intangible elements that are key to **anything** we may have accomplished...team work and team spirit. The level of achievement of this past year is simply not possible without staff members coming together, sharing their expertise, enthusiasm, and effort, in a relentless pursuit of excellence. In the spirit of growth, aspiration, and possibilities, I believe we even stepped it up a notch... asking harder questions, going one step farther than expected, and dreaming greater dreams.

This year of service began with a focus on our three essential principles:

- **Talented Staff.** As a public service agency, our most valuable asset is our team of highly-skilled, deeply committed professionals who take their job and career seriously. Our staff is at the very core of who we are, and remain committed to providing unparalleled service with dignity, compassion, respect and skill. I remain committed to them to provide tools and support necessary to succeed.
- **Honest Perspective.** Each new day offers a chance for us to work together, pursue new opportunities and broaden our vision. We continue to position our programs and services to be the best partner and service leader we can be. Feedback is vital in those efforts, and we have welcomed the good, the bad and the (sometimes) ugly, and responded accordingly. And we have become the better for it.
- **Community-Minded.** Simply stated, the District believes deeply in the community we serve. Our investment goes way beyond the job at hand, and is evident in the many ways in which we partner throughout the County and State. We remain committed to knowing what the needs are, and working toward meeting them, while exceeding expectations.

This past year has been astounding in so many ways, marked perhaps most significantly by a change in leadership. It was an honor to be named chief executive, and it remains an honor to lead our agency. Thank you for your confidence and trust...it has been a fantastic year!



## **Leadership, Board & Community Relations**

***Summary of opportunities for service in the professional community; broad representation of the District in leadership roles; and, effective, strategic and productive communication with the Board of Directors.***

- Management report provides monthly overview of:
  - current events, trends, opportunities, external forces and issues
  - strategic legislation or policy issues
  - local current events and impact
  - business, grant and contracting opportunities
- Professional representation on the following provides added value learning opportunities, consultations, networking and strategic development
  - CSDA Audit Committee
  - CSDA Finance Committee
  - Served as panelist for CSDA Annual Conference Panel on Leadership
  - Served as panelist for Camarillo Council on Aging Panel; Transportation Issues
  - Served as panelist for VC Council of Governments Panel on Transportation Issues
  - Camarillo Chamber of Commerce Board of Directors (community leadership)
  - Staff representation on VC Area Agency on Aging; VC Credit Union; VC Brain Injury Center; Camarillo Council on Aging; VC Home Care Association; and various other organizations
- Re-appointment to Governor Brown’s Health Professions Education Foundation provides:
  - current trend information on health care needs, issues and opportunities
  - state-level access to policy development, programming and funders
  - interaction with budget management practices overseeing \$32 million budget
- Board Development/Relations
  - Developed quarterly report and presentation on legal fees/expenditures
  - Researched and presented for approval, new general counsel (Meyers Nave)
  - Initiated legal review and presented for approval
    - Bylaws, Financial Policies
    - Investment Policies
    - Travel Policies
    - *(Personnel Policies in progress at time of this report)*
  - Reinstated Executive Planning/Agenda Building Committee to increase effectiveness and comprehensiveness of meetings
  - Refreshed the flow, effectiveness and overall appearance of Board packet for enhanced transparency and ease of use

- Added board meeting packet to website for enhanced transparency
- Provided monthly reports on Open Line (*community perspective on service effectiveness*)
- Included Board in employee congratulatory moments, milestones, and achievement celebrations

### **Administrative Management**

***Summary of ongoing administrative highlights contributing to efficiency, productivity, and overall administrative management, including program alignment, personnel management, efficient use of facilities, operational efficiencies and risk management.***

- Ongoing budget management with forecasted positive net position
- Ongoing intentional personnel interactions resulting in broader knowledge base of mission and purpose
- Initiating enhanced employee orientation and training programs (*in progress at time of report*)
- Held expenses to five-year low through improved strategic planning (*forecasted June 30*)
- Realigned programs/departments for greater efficiencies in work flow and program continuity
- Realigned administrative personnel for improved efficiency
- Develop(*ing*) policy language for creating and sustaining long term obligated funds (*in progress at time of this report*)
- Transferred two inactive fleet vehicles to local agency through CalTrans for cost savings
- Initiated a trial program for electronic records management\*
- Constructed two onsite storage closets to better utilize existing facilities and maximize efficiency in work flow\*
- Sold surplus property on Flynn Road\*\*

*\*ultimate goal to eliminate need for rental (expense) of offsite storage*

*\*\*current negative perspective of special districts holding non-district related commercial portfolios*

***The following represent successful funding requests, grant applications, contract renewals, donations and community support:***

- \$200,000 (*\$50,000 over 4 years*): Senior Support Line grant renewal; VC Area Agency on Aging; Title IIIB
- \$80,000 (*\$20,000 over 4 years*): Family Caregiver Resources; VC Area Agency on Aging; Title IIIE
- \$69,660: Senior Nutrition Program; VC Area Agency on Aging (*increase YOY*); Title IIIC

- \$42,000: Sub-recipient/partner of choice; Matter of Balance; Partners in Care Foundation (Administration on Community Living (*federal funds*))
- \$27,690: Ventura County Vendor Contract: Matter of Balance
- Adult Day Center continued support this past year:
  - \$5,000: Adult Day Center; Community Garden Sponsor
  - \$3,500: Adult Day Center; GenerationUs Sponsor
  - \$2,500: Adult Day Center; Happy Hour Sponsor
  - \$2,500: Adult Day Center; Celebration Sponsor

**\$13,500**
- \$10,000: The SCAN Foundation grant renewal: Community of Constituents
- \$7,700: Transportation; Ventura County Transportation Commission; engine replacement
- \$500: Camarillo Council on Aging; for Leisure Village Health Fair
- Partners in Care Foundation Blue Shield contract renewal; Case Management
- Partners in Care Foundation Blue Shield contract renewal; Chronic Disease Self-Management Program
- ACO Demonstration Project: selected by Community Memorial Hospital (CMH) to provide Care Transitions services; resulting in a request from CMH to provide a full proposal (*pending at time of this report*)
- Became Founding Member of Partners At Home Specialty Network

***The following reflect moments of celebration, recognition, and team building:***

- Celebrated the leadership change with a welcome gathering
- Offered a Family Friendly work environment, as appropriate
- Encouraged staff to enjoy the variety of special guests/celebrations in Adult Day Center
- Met with each employee individually to talk about goals and aspirations
- Developed “#letsdothis” staff campaign
- Created Victory Dance video with staff participation
- Celebrated tenured employee anniversaries (Board presentations)
- Celebrated staff certification in evidence-based training

***The following reflect image management:***

- Implemented new tagline: @changing\_aging
- Refreshed the image of “*Healthy Attitudes*” magazine to include more sophisticated articles/concepts
- Enhanced social media presence by adding Twitter account: “#letsdothis”
- Enhanced dynamic presence of Facebook account
- Gained exclusive interview with Director of California Department of Aging
- Gained exclusive interview with Mrs. Rosalynn Carter of RCI REACH
- Revamped the Community Advisory Council (formerly known as the Panel) to include topical speakers and “take away” information

## **Awards & Recognition**

- Trustee of the Year: Rodger Brown; Ventura County Special District Association
- Oral Health Specialist of the Year: Scott Packham, DDS; VC Medical Resource Foundation
- Innovative Program of the Year: Adult Day Center; California Special District Association
- Allied Health Partner: Camarillo Health Care District; VC Medical Resource Foundation
- Top 6 National Finalists for the Rosalynn Carter Leadership in Caregiving Award, by the Rosalynn Carter Institute (RCI)
- Board of Supervisors Certificate: Adult Day Center; VC Board of Supervisors
- Appointment to Health Professions Education Foundation: Kara Ralston; Governor Jerry Brown
- Top 50 Women in Business: Kara Ralston; Pacific Coast Business Times/ Tri-Counties
- Chief Resource Officer elected to VC Area Agency on Aging Advisory Council; VC Credit Union Executive Committee; VC Brain Injury Center Board of Directors
- Chief Administrative Officer appointed to Ventura County Credit Union Board of Directors
- Community Outreach Manager elected to Camarillo Council on Aging
- Community Outreach Manager named Camarillo Dona by Pleasant Valley Historical Society
- Nationally recognized by American Society on Aging (ASA) for innovative health care partnerships; Staff selected as featured speaker for ASA conference 2016 in Washington, DC
- Recognized by CA Association of Area Agencies on Aging (C4A) for leadership in Evidence-based Program Integration
- Requested by CA Department of Aging to present the Ventura County perspective at the C4A conference

**SECTION 14**

**BOARD MEMBERS' INTEREST  
AND CONCERNS**

**MARCH 22, 2016**

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**FOR YOUR  
INFORMATION**

**MARCH 22, 2016**

Martha,  
Your first memory of me was a  
graduation. Please let Margaret  
know that I appreciate both of  
your planning of the event.

You both brighten a Sunday day  
She ate more than she usually does in  
three days.

Thank you,  
J. Davis



2/20/16

Dear Kara,

What a wonderful surprise to learn that you nominated me for Senior of the Year. It is also a tribute to Bill and a lovely final chapter to his life here on earth.

You and the District do such a great job for families like ours.  
Thank you so very much.  
Sincerely, Jana Visser