



Regular Board Meeting
3615 E Las Posas Road, Sequoia Rooms
Camarillo, CA 93010
Tuesday, October 25, 2022
12:00 PM

Join Zoom Meeting
Meeting ID: 885 7118 7982
One tap mobile
+16694449171,,88571187982# US
+17193594580,,88571187982# US
1 (346) 248-7799 – Audio Only

OCTOBER 25, 2022



2022 Board Meeting Calendar

January 25, 2022, 12:00 p.m.

February 22, 2022, 12:00 p.m.

March 22, 2022, 12:00 p.m.

April 26, 2022, 12:00 p.m.

May 24, 2022, 12:00 p.m.

June 7, 2022, 12:00 p.m. (Budget)

June 28, 2022, 12:00 p.m. (Optional)

July 26, 2022, 12:00 p.m.

August – Dark

September 27, 2022, 12:00 p.m.

October 25, 2022, 12:00 p.m.

November 15, 2022, 8:30 a.m. (Board Work Study)

December - Dark

**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.



Agenda

October 25, 2022 – 12:00 p.m.

Regular Meeting of the Board of Directors

Camarillo Health Care District

3615 E Las Posas Road, Camarillo, CA 93010

Sequoia Rooms

Join Zoom Meeting

Meeting ID: 885 7118 7982

One tap mobile

+16694449171,,88571187982# US

+17193594580,,88571187982# US

1 (346) 248-7799 – Audio Only

Board of Directors

Tom Doria, MD, President

Christopher Loh, MD, Director

Neal Dixon, MD, Director

Paula Feinberg, Director

Louanne Kroell, PT, Director

Staff

Kara Ralston, Chief Executive Officer

Sonia Amezcua, Chief Administrative Officer

Karen Valentine, Clerk to the Board

Brandie Thomas, Clerk to the Board

Participants

Rick Wood, *CSDA Financial Services*

Shalene Hayman, *Hayman Consulting*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**– Director Dixon
4. **DELETIONS/CORRECTIONS TO THE POSTED AGENDA**
5. **PUBLIC COMMENT** - Ca. GC Section 54954.3

The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.

- Members of the public can observe or participate in the virtual Meeting during open session by clicking on the following Zoom link to join the virtual meeting:
<https://us06web.zoom.us/j/88571187982> - Meeting ID: 885 7118 7982
Or join by telephone: 1 (346) 248-7799 – Meeting ID: 885 7118 7982
- Public who cannot participate but want to make a public comment can submit your comment via email by 4 p.m. on Monday, October 24, 2022, to the Clerk to the Board at karenv@camhealth.com. The Clerk to the Board will print your email, distribute copies to all Board Members prior to the meeting, and the Board President or Chief Executive Officer will read the emailed comments aloud during general public comments, or during the specified agenda item. There will be a maximum of three minutes allowed per public comment.

6. CONSENT AGENDA

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

A. Approval of the Minutes of the Regular Board Meeting of September 27, 2022.
(Please see Section 6-A)

B. Approval of the Minutes of the Executive Committee Meeting of October 17, 2022.
(Please see Section 6-B)

Suggested Motion: Motion to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Loh _____ Dixon _____ Feinberg _____ Kroell _____

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

8. ACTION ITEMS

A. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Resolution 22-15, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period, from October 25, 2022 through November 24, 2022.
(Please see Section 8-A)

Suggested Motion – Motion to approve District Resolution 22-15, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period, from October 25, 2022 through November 24, 2022.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Loh _____ Dixon _____ Feinberg _____ Kroell _____

B. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Check Register, Check Register Comparison, Financial Reports, and monthly Investment and Designated Reserve Report for period ending September 30, 2022.
(Please see Section 8-B)

Suggested Motion: Motion to approve District Check Register, Check Register Comparison, Financial Reports, and monthly Investment and Designated Reserve Report for period ending September 30, 2022.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Loh _____ Dixon _____ Feinberg _____ Kroell _____

C. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of the Disclosure of Reimbursement Report for fiscal year 2021/2022, District Policy 1120. **(Please see Section 8-C)**

Suggested Motion: Motion to approve the Disclosure of Reimbursement Report for fiscal year 2021/2022.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Loh _____ Dixon _____ Feinberg _____ Kroell _____

D. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Resolution 22-14, Adopting the 2023 Regular Board Meeting Calendar. **(Please see Section 8-D)**

Suggested Motion: Motion to approve District Resolution 22-14, Adopting the 2023 Regular Board Meeting Calendar to meet on _____.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Loh _____ Dixon _____ Feinberg _____ Kroell _____

E. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of the Finance/Investment Committee recommended changes from annual review of District Finance Policy. **(Please see Section 8-E)**

Suggested Motion: Recommended changes to District Finance Policy.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Loh _____ Dixon _____ Feinberg _____ Kroell _____

F. Review/ Discussion/ Action – Consideration, discussion, and recommendation for approval of revisions to District Travel Policy to incorporate District-owned vehicle use. **(Please see Section 8-F)**

Suggested Motion: Motion to approve District Travel Policy to incorporate District-owned vehicle use.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Loh _____ Dixon _____ Feinberg _____ Kroell _____

G. Review/ Discussion/ Action – Consideration, discussion, and recommendation for approval of District Resolution 22-16, Recognizing November 2022 as National Family Caregivers Month. (Please see Section 8-G)

Suggested Motion: Motion to approve District Resolution 22-16, Recognizing November 2022 as National Family Caregivers Month.

Motion _____ Second _____ Abstain _____ Pass _____

Doria _____ Loh _____ Dixon _____ Feinberg _____ Kroell _____

9. Staff/Community Presentation/Acknowledgement

- *Certificate of Recognition for Councilmember Charlotte Craven.*

10. CHIEF EXECUTIVE OFFICER REPORT

11. BOARD PRESIDENT REPORT

12. BOARD MEMBERS COMMENTS AND/OR REPORTS

13. FUTURE MEETING AND EVENTS

Board of Directors Meetings

• Executive Committee: Doria/Dixon	November 8, 2022, 10:30 a.m.
• Full Board:	November 15, 2022, 8:30 a.m.
• Full Board:	December 2022 - Dark
• Executive Committee: TBD	Proposed January 17 or 19, 2022, 10:30 a.m.
• Finance Committee: TBD	Proposed January 24 or 26, 2022, 10:30 a.m.
• Full Board:	Proposed January 24 or 26, 2022, 12:00 p.m.

- 14. ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors is adjourned at _____p.m., in honor, memory and recognition of Ventura County Supervisor Maria Carmen Ramirez. Supervisor Ramirez made Oxnard her home in 1978 after earning her law degree from Loyola Law School and accepting a job in Oxnard. She was elected to Oxnard City Council in 2010 and became the first Latina supervisor in Ventura County history in 2020. Supervisor Ramirez was serving as Ventura County Board of Supervisors Chairperson when she died. The Camarillo Health Care District extends heartfelt appreciation to her life of service.

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 www.camhealth.com on Friday, October 21, 2022, on or before 4:00 p.m.



SECTION 4

DELETIONS/CORRECTIONS TO THE POSTED AGENDA

OCTOBER 25, 2022



SECTION 5

PUBLIC COMMENTS - 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.

- **MEMBERS OF THE PUBLIC CAN OBSERVE OR PARTICIPATE IN THE VIRTUAL MEETING DURING OPEN SESSION BY CLICKING ON THE FOLLOWING ZOOM LINK TO JOIN THE VIRTUAL MEETING:
HTTPS://US06WEB.ZOOM.US/J/88571187982 -
MEETING ID: 885 7118 7982 OR JOIN BY TELEPHONE:
1 (346) 248-7799 – MEETING ID: 885 7118 7982**
- **PUBLIC WHO CANNOT PARTICIPATE BUT WANT TO MAKE A PUBLIC COMMENT CAN SUBMIT YOUR COMMENT VIA EMAIL BY 4 P.M. ON MONDAY, OCTOBER 24, 2022, TO THE CLERK TO THE BOARD AT KARENV@CAMHEALTH.COM. THE CLERK TO THE BOARD WILL PRINT YOUR EMAIL, DISTRIBUTE COPIES TO ALL BOARD MEMBERS PRIOR TO THE MEETING, AND THE BOARD PRESIDENT OR CHIEF EXECUTIVE OFFICER WILL READ THE EMAILED COMMENTS ALOUD DURING GENERAL PUBLIC COMMENTS, OR DURING THE SPECIFIED AGENDA ITEM. THERE WILL BE A MAXIMUM OF THREE MINUTES ALLOWED PER PUBLIC COMMENT.**

OCTOBER 25, 2022



SECTION 6

CONSENT AGENDA

**SECTION 6-A
APPROVAL OF MINUTES OF
THE REGULAR BOARD MEETING OF SEPTEMBER 27, 2022**

OCTOBER 25, 2022

Regular Meeting of the Board of Directors

Camarillo Health Care District
3615 E. Las Posas Rd. Camarillo, CA 93010
Sequoia Rooms

Zoom Link

Meeting ID: 865 7270 3418

Board of Directors - Present

Thomas Doria, MD, President
Christopher Loh, MD, Director
Neal Dixon, MD, Director
Louanne Kroell, Director

Staff - Present

Kara Ralston, Chief Executive Officer
Sonia Amezcua, Chief Administrative Officer
Karen Valentine, Clerk to the Board
Brandie Thomas, 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, September 27, 2022, at 12:03 p.m., by Thomas Doria, President.
 2. **Pledge of Allegiance** – Director Loh
 3. **Amendments to The Agenda** – Due to lack of quorum present, CEO Ralston requested Agenda Item 10 Chief Executive Officer report be moved forward, and once quorum is established, to complete the agenda starting with Agenda Items 4, 9A, 9F.
 4. **Public Comment** – None
 5. **CEO Report**
 - CEO Ralston reported that the first of two approved Ford Escape Hybrids has been purchased, and the VCAAA grant proposal is still in process requesting the same type of vehicle for the Senior Nutrition Program.
 - CEO Ralston reported on district programs and services:
 - The second Senso balance machine arrived and will be installed in October. As you may recall, the Dividat maker of the machine offered a \$3,000 discount to show their excitement and appreciation for how the District is collecting pre and post activity data, as well, they procured a corner-mount band exercise unit at no charge to help continue opportunities for strengthening after completing the 2 times a week for eight weeks Senso regime.
 - The new Virtual Reality program is launching October 10 and has been well received by the community; classes are filling rapidly with only 8 remaining spots out of 75. Wait lists will be established as needed.

- CEO Ralston reported on the increased social media activity which is a result of filling the community outreach position. Ralston reviewed the social media monthly report with the board pointing out highlights and new records being set with outreach.

Director Dixon joined meeting at 12:55 p.m.; quorum is established

6. Action Items

Action Item 4:

Review/ Discussion /Action – Consideration, discussion and recommendation for approval of District Resolution 22-13, Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period, from September 27, 2022, through October 27, 2022.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** to approve District Resolution 22-13, Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period, from September 27, 2022, through October 27, 2022.

Roll Call Vote: Ayes: Doria, Loh, Dixon **Nays:** **Absent:** Feinberg

Action Item 9A:

Review/ Discussion /Action – Consideration, discussion, and action to fill the vacancy on the Camarillo Health Care District Board of Directors, Zone 3. Applicant Louanne Kroell and the Board engaged in discussion which included a brief candidate statement.

It was **MOVED** by Director Doria, **SECONDED** by Director Dixon, and **MOTION PASSED** to nominate Louanne Kroell to fill the Zone 3 vacancy on the Board of Directors of the Camarillo Health Care District.

Roll Call Vote: Ayes: Doria, Loh, Dixon **Nays:** **Absent:** Feinberg

- Louanne Kroell received the Oath of Office by Notary Public Melissa Snodgrass.

Action Item 9F:

Review/ Discussion/ Action – Consideration, discussion, and recommendation for approval of the Finance/Investment Committee recommended changes from annual review of District Investment Policy.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** to recommended changes to District Investment Policy.

Roll Call Vote: Ayes: Doria, Loh, Dixon **Nays:** **Absent:** Feinberg **Abstain:** Kroell

Action Item 7:

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

Roll Call Vote: Ayes: Doria, Loh, Dixon, Kroell **Nays:** **Absent:** Feinberg

Action Item 9B

Review/ Discussion/ Action – Consideration, discussion, and recommendation for approval of District Check Register, Check Register Comparison, Financial Reports, and monthly Investment and Designated Reserve Report for period ending July 31, 2022.

It was **MOVED** by Director Doria, **SECONDED** by Director Dixon, and **MOTION PASSED** that the Board of Directors approve the District Check Register, Check Register Comparison, financial reports, and monthly Investment and Designated Reserve Report for period ending July 31, 2022.

Roll Call Vote: Ayes: Doria, Loh, Dixon, Kroell **Nays:** **Absent:** Feinberg

Director Dixon left meeting at 1:40 p.m.

Action Item 9C

Review/ Discussion/ Action – Consideration, discussion, and recommendation for approval of District Check Register, Check Register Comparison, Financial Reports, and monthly Investment and Designated Reserve Report for period ending August 31, 2022.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the District Check Register, Check Register Comparison, financial reports, and monthly Investment and Designated Reserve Report for period ending August 31, 2022.

Roll Call Vote: Ayes: Doria, Loh, Kroell **Nays:** **Absent:** Dixon, Feinberg

Director Loh left meeting at 1:43 p.m.; pending loss of quorum, remaining action items are tabled until the next regular board meeting.

9. Board President's Report

- President Doria made the following Committee assignments through December 31, 2022:
 - Finance/Investment Committee: Director Loh-Chair; Director Feinberg-Member
 - Executive Committee: Director Doria-Chair; Director Dixon-Member

10. Board Members Comments – None

11. Having no further business this meeting was adjourned at 1:46 p.m.

Thomas Doria, MD
President



SECTION 6

CONSENT AGENDA

**SECTION 6-B
APPROVAL OF MINUTES OF
THE EXECUTIVE COMMITTEE MEETING OF OCTOBER 17, 2022.**

OCTOBER 25, 2022

**Camarillo Health Care District Board of Directors
Executive/Agenda Building Committee Meeting
Zoom Meeting
Meeting ID: 860 7419 9805**

Board Members Present:

Thomas Doria, MD, President
Neal Dixon, MD, Director

Staff Present:

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

1. **Call to Order** – The Executive Committee Meeting was called to order by President Thomas Doria, at 10:33 a.m.

2. **Roll Call** – Doria

3. **Public Comment** – None

Neal Dixon joined the meeting at 10:35 a.m.

4. Reviewed the proposed Agenda for the Regular Board Meeting scheduled for October 25, 2022.

5. **Consent Agenda**

A. Reviewed the Minutes of the Regular Board Meeting of September 27, 2022.

6. **Action Items**

A. Reviewed District Resolution 22-15, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period, from October 25, 2022 through November 24, 2022.

B. Reviewed District Check Register and Check Register Comparison for period ending September 30, 2022.

C. Reviewed Disclosure of Reimbursement Report for fiscal year 2021/2022, District Policy 1120.

D. Reviewed District Resolution 22-14, Adopting the 2023 Regular Board Meeting Calendar.

E. Reviewed District Resolution 22-16, Recognizing November 2022 as National Family Caregivers Month.

7. **Staff/Community Presentation/Acknowledgement** – Discussed presentation of Certificate of Recognition for Camarillo City Councilmember Charlotte Craven.

8. **CEO Report**

9. **Board President Report**

10. Next Executive Committee Meeting will be held on November 8, 2022, at 10:30 a.m.

11. Meeting Adjourned at 11:21 a.m.

Thomas Doria
President



SECTION 7

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

OCTOBER 25, 2022



SECTION 8

ITEMS FOR BOARD ACTION

SECTION 8-A

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT RESOLUTION 22-15,
RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD
OF DIRECTORS FOR A 30-DAY PERIOD, FROM OCTOBER 25, 2022
THROUGH NOVEMBER 24, 2022**

OCTOBER 25, 2022



RESOLUTION NO. 22-15

RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS FOR A 30-DAY PERIOD

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

WHEREAS, the Camarillo Health Care District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Camarillo Health Care District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution 22-13 on September 27, 2022, finding that the requisite conditions exist for the legislative bodies of Camarillo Health Care District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, the Governor proclaimed a State of Emergency on March 4, 2020 due to COVID-19; and

WHEREAS, on June 11, 2021, the State Public Health Officer ordered all individuals to follow the state guidance on face coverings and its website recommends physical distancing; and

WHEREAS, on October 18, 2021, the Ventura County Health Officer issued an order extending the requirement for all individuals in the county to wear face coverings in all indoor public settings and its website recommends physical distancing; and

WHEREAS, as a consequence of the state of emergency and the state and local public health guidance, the Board of Directors does hereby find that the Camarillo Health Care District shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, members of the public will be able to participate remotely through the digital means listed on the meeting agenda.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. Remote Teleconference Meetings. The Chief Executive Officer is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

SECTION 3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days, from October 25, 2022 through November 24, 2022 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

SECTION 4: Certification. The Clerk of the Board shall certify to the passage and adoption of this Resolution and cause it to be maintained in the records of the District.

ADOPTED, SIGNED, AND APPROVED this 25th day of October 2022.

Thomas Doria, President
Board of Directors
Camarillo Health Care District

Attest: _____
Christopher Loh, Director
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Christopher Loh, Board of Director of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution No. 22-15 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 25th day of October 2022 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Christopher Loh, Director
Board of Directors
Camarillo Health Care District



SECTION 8

ITEMS FOR BOARD ACTION

SECTION 8-B

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,
AND RECOMMENDATION FOR APPROVAL OF DISTRICT CHECK REGISTER,
CHECK REGISTER COMPARISON, FINANCIAL REPORTS, AND MONTHLY
INVESTMENT AND DESIGNATED RESERVE REPORT FOR
PERIOD ENDING SEPTEMBER 30, 2022.**

OCTOBER 25, 2022

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Alphabetically
September 2022 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
69643	9/21/2022	ACCESS	Access TLC Caregivers DBA	1,312.50	V	MO
69628	9/14/2022	ACQUA	Acqua Clear, Inc	674.71	V	MO
69607	9/1/2022	AFLAC	Aflac	696.02	V	MO
69622	9/7/2022	BOLANOS	Alexandra Bolanos	155.40	EE	
69655	9/28/2022	LEWIN	Ann Lewin	30.00	V	
69653	9/28/2022	B&BMAIL	B & B Mailing Services	1,813.81	V	MO
69608	9/1/2022	BETA	Beta Healthcare Group	2,600.76	V	MO
69609	9/1/2022	BETA WC	Beta Healthcare Group	2,601.42	V	MO
69644	9/21/2022	BETA	Beta Healthcare Group	3,665.90	V	MO
69648	9/21/2022	PICKETT	Bill Pickett	285.00	V	
69610	9/1/2022	BYRD	Byrd Locksmithing	210.14	V	ONGOING
69623	9/7/2022	C3 INTEL	C3 Intelligence, Inc	97.00	V	MO
69645	9/21/2022	CAM COUNCIL	Camarillo Council on Aging	1,250.00	V	ANNUAL
69615	9/1/2022	KNOX	Carrie Knox	1,470.00	V	MO
69646	9/21/2022	CMH	CMH Centers for Family Health	240.00	V	MO
69629	9/14/2022	COLANTUONO	Colantuono, Highsmith, Whatley, PC	1,554.50	V	ONGOING
69611	9/1/2022	CPI	CPI Solutions, Inc	155.09	V	MO
69647	9/21/2022	CPI	CPI Solutions, Inc	4,748.10	V	MO
69659	9/28/2022	WHITE	Dale White	40.00	V	
69612	9/1/2022	DOS CAMINOS	Dos Caminos Plaza	5,742.00	V	MO
69630	9/14/2022	FORD	Envision Ford Lincoln of Oxnard	46,572.46	V	ONE TIME
69625	9/7/2022	FRONTIER	Frontier Communications	235.98	V	MO
69613	9/1/2022	HARTFORD	Hartford Life	1,160.61	V	MO
69614	9/1/2022	HAYMAN	Hayman Consulting dba	171.41	V	
69631	9/14/2022	HAYMAN	Hayman Consulting dba	4,047.00	V	MO
69632	9/14/2022	ITS	Integrated Telemanagement Services, Inc	953.20	V	MO
69654	9/28/2022	LEVINE	Jackie Levine	40.00	V	
69633	9/14/2022	JTS	JTS Facility Services	2,310.00	V	MO
69649	9/21/2022	RALSTON	Kara Ralston	39.13	EE	
69634	9/14/2022	LEAF	Leaf	2,083.09	V	MO
69626	9/7/2022	GRIMM	Maxine Grimm	40.00	V	
69638	9/14/2022	TAPIA	Mayra Tapia	108.30	EE	
69616	9/1/2022	METLIFE	MetLife Small Business	971.08	V	MO
69617	9/1/2022	ROGERS, M	Michelle Rogers	96.91	EE	
69620	9/1/2022	VARGAS	Natalie Vargas	59.88	EE	
69635	9/14/2022	PETTY	Petty Cash - Administrat	297.10	V	MO
69656	9/28/2022	SAFEWAY	Safeway Inc	58.90	V	
69650	9/21/2022	SAGE BUSINES	Sage Business Care	1,070.00	V	
69624	9/7/2022	DUXBURY	Sarah Duxbury	88.33	EE	
69618	9/1/2022	SO CA EDISON	Southern California Edison	4,444.64	V	MO
69657	9/28/2022	SO CA EDISON	Southern California Edison	4,920.75	V	MO
69636	9/14/2022	SO CA GAS	Southern California Gas	233.42	V	MO
69637	9/14/2022	STAPLES	Staples Business Advantage	84.42	V	MO
69651	9/21/2022	THOMAS	Thomas Family Window Cleaning LLC	268.88	V	MO
69639	9/14/2022	TROPHIES	Trophies, Etc.	34.32	V	
69658	9/28/2022	TROPICAL	Tropical Car Wash	208.00	V	MO
69627	9/7/2022	USPOSTMASTER	U.S. Postmaster	8,203.54	V	QTRLY
69642	9/15/2022	UMPQUA	Umpqua Bank	10,183.38	V	MO
69640	9/14/2022	VCSDA	V C S D A	66.00	V	MO
69619	9/1/2022	VALIC	VALIC	1,339.39	V	MO
69652	9/21/2022	VALIC	VALIC	1,339.39	V	MO
69621	9/1/2022	VISION	Vision Services Plan	260.74	V	MO
69641	9/14/2022	VOYAGER	Voyager Fleet Systems Inc	2,212.55	V	MO
Report Total				123,545.15		

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Check Number
September 2022 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
69607	9/1/2022	AFLAC	Aflac	696.02	V	MO
69608	9/1/2022	BETA	Beta Healthcare Group	2,600.76	V	MO
69609	9/1/2022	BETA WC	Beta Healthcare Group	2,601.42	V	MO
69610	9/1/2022	BYRD	Byrd Locksmithing	210.14	V	ONGOING
69611	9/1/2022	CPI	CPI Solutions, Inc	155.09	V	MO
69612	9/1/2022	DOS CAMINOS	Dos Caminos Plaza	5,742.00	V	MO
69613	9/1/2022	HARTFORD	Hartford Life	1,160.61	V	MO
69614	9/1/2022	HAYMAN	Hayman Consulting dba	171.41	V	
69615	9/1/2022	KNOX	Carrie Knox	1,470.00	V	MO
69616	9/1/2022	METLIFE	MetLife Small Business	971.08	V	MO
69617	9/1/2022	ROGERS, M	Michelle Rogers	96.91	EE	
69618	9/1/2022	SO CA EDISON	Southern California Edison	4,444.64	V	MO
69619	9/1/2022	VALIC	VALIC	1,339.39	V	MO
69620	9/1/2022	VARGAS	Natalie Vargas	59.88	EE	
69621	9/1/2022	VISION	Vision Services Plan	260.74	V	MO
69622	9/7/2022	BOLANOS	Alexandra Bolanos	155.40	EE	
69623	9/7/2022	C3 INTEL	C3 Intelligence, Inc	97.00	V	MO
69624	9/7/2022	DUXBURY	Sarah Duxbury	88.33	EE	
69625	9/7/2022	FRONTIER	Frontier Communications	235.98	V	MO
69626	9/7/2022	GRIMM	Maxine Grimm	40.00	V	
69627	9/7/2022	USPOSTMASTER	U.S. Postmaster	8,203.54	V	QTRLY
69628	9/14/2022	ACQUA	Acqua Clear, Inc	674.71	V	MO
69629	9/14/2022	COLANTUONO	Colantuono, Highsmith, Whatley, PC	1,554.50	V	ONGOING
69630	9/14/2022	FORD	Envision Ford Lincoln of Oxnard	46,572.46	V	ONE TIME
69631	9/14/2022	HAYMAN	Hayman Consulting dba	4,047.00	V	MO
69632	9/14/2022	ITS	Integrated Telemanagement Services, Inc	953.20	V	MO
69633	9/14/2022	JTS	JTS Facility Services	2,310.00	V	MO
69634	9/14/2022	LEAF	Leaf	2,083.09	V	MO
69635	9/14/2022	PETTY	Petty Cash - Administrat	297.10	V	MO
69636	9/14/2022	SO CA GAS	Southern California Gas	233.42	V	MO
69637	9/14/2022	STAPLES	Staples Business Advantage	84.42	V	MO
69638	9/14/2022	TAPIA	Mayra Tapia	108.30	EE	
69639	9/14/2022	TROPHIES	Trophies, Etc.	34.32	V	
69640	9/14/2022	VCSDA	V C S D A	66.00	V	MO
69641	9/14/2022	VOYAGER	Voyager Fleet Systems Inc	2,212.55	V	MO
69642	9/15/2022	UMPQUA	Umpqua Bank	10,183.38	V	MO
69643	9/21/2022	ACCESS	Access TLC Caregivers DBA	1,312.50	V	MO
69644	9/21/2022	BETA	Beta Healthcare Group	3,665.90	V	MO
69645	9/21/2022	CAM COUNCIL	Camarillo Council on Aging	1,250.00	V	ANNUAL
69646	9/21/2022	CMH	CMH Centers for Family Health	240.00	V	MO
69647	9/21/2022	CPI	CPI Solutions, Inc	4,748.10	V	MO
69648	9/21/2022	PICKETT	Bill Pickett	285.00	V	
69649	9/21/2022	RALSTON	Kara Ralston	39.13	EE	
69650	9/21/2022	SAGE BUSINES	Sage Business Care	1,070.00	V	
69651	9/21/2022	THOMAS	Thomas Family Window Cleaning LLC	268.88	V	MO
69652	9/21/2022	VALIC	VALIC	1,339.39	V	MO
69653	9/28/2022	B&BMAIL	B & B Mailing Services	1,813.81	V	MO
69654	9/28/2022	LEVINE	Jackie Levine	40.00	V	
69655	9/28/2022	LEWIN	Ann Lewin	30.00	V	
69656	9/28/2022	SAFEWAY	Safeway Inc	58.90	V	
69657	9/28/2022	SO CA EDISON	Southern California Edison	4,920.75	V	MO
69658	9/28/2022	TROPICAL	Tropical Car Wash	208.00	V	MO
69659	9/28/2022	WHITE	Dale White	40.00	V	
Report Total				123,545.15		

Check Register Monthly Comparison

FY 2022/23

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$169,824	\$59,053	\$123,545	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$117,474
YTD Total											\$352,422	

Notes FY 22/23:

Sept '22 Purchased new Ford Escape vehicle \$46,572.46

FY 2021/22

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)	w/out transfer
\$188,410	\$55,759	\$162,111	\$80,903	\$72,497	\$354,833	\$50,684	\$81,261	\$69,187	\$70,138	\$72,504	\$115,382	\$122,085	\$0
YTD Total											\$1,373,668		

Notes FY 21/22:

- July '21 Annual Insurance Invoices increased by \$28k
- Sept '21 Final loan payment of \$99,044
- Sept '21 New HVAC unit for Build H \$11,720
- Oct '21 Construction Costs for HUR window and SNP relocation \$9,018
- Nov '21 New Flooring Cedar room Bldg E \$16,167
- Dec '21 Move relief funds of \$300k from Mechanics cking to savings
- Feb '22 RUPE Grant payment \$7,548
- Feb '22 Healthy Attitudes will have 4 issues in 21/22 vs 3 in 20/21 - Additional cost of \$10-13k
- Mar '22 Nunn Better Plumbing \$2,495 multiple locations
- Apr '22 Commander Printed Products - \$14,580 Healthy Attitudes back pre Covid copies
- Apr '22 Al Loh Construction - Dept 5 New Window \$1,912
- Apr '22 CPI - newipad & Keyboard & APC Electric Smart - \$3,215
- May '22 New HVAC unit for Build F \$11,888
- June '22 New Senso Machine - Cognitive Motor Trailing & Testing System \$11,500

NOTE: this is a comparison of checks only; does not include expenses such as OPEB accrual, salary/benefit expenses, UAL expense, depreciation; July and Aug of each year may or may not include month prior June expenses.

Camarillo Health Care District
Statements of Activities

Year-to-Date Variance, September 2022 - current month, Consolidated by department

	<i>3 Months Ended September 30, 2022</i>	<i>3 Months Ended September 30, 2022 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
REVENUE				
Tax Revenue-Admin	793,948.26	793,948.29	(0.03)	0.0 %
Community Education	612.00	3,225.00	(2,613.00)	-81.0 %
Transportation Fees	4,225.00	5,499.99	(1,274.99)	-23.2 %
Transport Fees ADC	5,792.50	6,249.99	(457.49)	-7.3 %
Health Screening Fees	0.00	50.01	(50.01)	-100.0 %
Lifeline Fees	4,189.00	5,160.00	(971.00)	-18.8 %
Sr Nutrition Home Delivered	8,098.00	7,500.00	598.00	8.0 %
Contract-PICF-Falls	6,920.16	3,500.01	3,420.15	97.7 %
Contract-PICF-Blue Shield	0.00	210.75	(210.75)	-100.0 %
ADC Fees	29,114.00	50,000.01	(20,886.01)	-41.8 %
Grant-VCAAA Caregiver Respite	8,486.29	9,187.50	(701.21)	-7.6 %
Contract-Caregiver Navigation Project	0.00	1,200.00	(1,200.00)	-100.0 %
Donations-Scholarship	180.00	624.99	(444.99)	-71.2 %
Sponsorship	200.00	300.00	(100.00)	-33.3 %
Healthy Attitude Advertising	4,000.00	5,000.00	(1,000.00)	-20.0 %
Interest Income	68.06	2,625.00	(2,556.94)	-97.4 %
Facility Use Rental	1,758.00	2,000.01	(242.01)	-12.1 %
Facility Use-Lease	965.50	2,273.25	(1,307.75)	-57.5 %
Donations	0.00	375.00	(375.00)	-100.0 %
Grant-VCAAA-Sr Nutrition	24,590.75	26,335.74	(1,744.99)	-6.6 %
City of Camarillo-CDBG CV3	12,500.01	12,500.01	0.00	
City of Cam Care-A-Van	7,125.00	7,125.00	0.00	
Grant-Rupe Foundation-SHARE	624.99	625.00	(0.01)	0.0 %
Grant-VCAAA-SS Line	11,290.06	12,500.01	(1,209.95)	-9.7 %
Grant-SCAN Community	2,584.93	2,450.01	134.92	5.5 %
TOTAL REVENUE	927,272.51	960,465.57	(33,193.06)	-3.5 %
	927,272.51	960,465.57	(33,193.06)	-3.5 %
	927,272.51	960,465.57	(33,193.06)	-3.5 %
EXPENSES				
Salaries	332,562.47	427,146.24	94,583.77	22.1 %
Payroll Taxes	31,859.96	33,569.52	1,709.56	5.1 %
Benefits-PERS-Health	42,865.13	60,434.97	17,569.84	29.1 %

	<i>3 Months Ended</i> <i>September 30, 2022</i>	<i>3 Months Ended</i> <i>September 30, 2022</i>	<i>Variance</i>	<i>% Var</i>
		<i>Budget</i>	<i>Fav/<Unf></i>	
Benefits-PERS-Retirement	25,704.66	33,270.48	7,565.82	22.7 %
Benefits - Workers Comp	12,678.69	16,320.99	3,642.30	22.3 %
Benefits - Life/ADD	7,291.98	7,034.28	(257.70)	-3.7 %
Benefits-OPEB	17,574.46	16,654.26	(920.20)	-5.5 %
PERS Retirement UAL	153,175.00	158,446.00	5,271.00	3.3 %
Legal Fees	2,371.00	8,750.01	6,379.01	72.9 %
Contractors-Operations	26,429.51	33,378.00	6,948.49	20.8 %
Contractors Facilities	9,148.42	12,972.75	3,824.33	29.5 %
Community/Staff Outreach	591.77	4,394.22	3,802.45	86.5 %
Dues/Subscriptions	21,850.16	20,529.28	(1,320.88)	-6.4 %
Continuing Education-Trustee	6,263.87	8,768.49	2,504.62	28.6 %
Continuing Education-Staff	10,339.74	14,100.75	3,761.01	26.7 %
Trustee Stipends	1,000.00	1,800.00	800.00	44.4 %
LAFCO Assessments	2,413.00	2,569.00	156.00	6.1 %
Mileage	2,640.10	2,968.71	328.61	11.1 %
Program Matls/Activities	3,319.81	8,341.98	5,022.17	60.2 %
Gas & Oil	6,165.07	6,000.00	(165.07)	-2.8 %
Fleet Maintenance	2,678.15	3,333.35	655.20	19.7 %
Minor Equipment	2,216.96	6,965.79	4,748.83	68.2 %
Supplies	784.24	4,605.99	3,821.75	83.0 %
Postage	12,037.22	10,080.48	(1,956.74)	-19.4 %
Advertising & Promotion	3,154.06	11,303.42	8,149.36	72.1 %
Refunds	150.00	627.51	477.51	76.1 %
Printing	39,372.47	36,119.24	(3,253.23)	-9.0 %
Repairs & Maintenance	1,571.62	1,815.75	244.13	13.4 %
Association Fees	17,622.21	17,356.98	(265.23)	-1.5 %
Insurance	21,282.70	28,326.00	7,043.30	24.9 %
Storage Rent/Equip Lease	2,127.38	2,247.75	120.37	5.4 %
Telephone	5,433.78	6,480.00	1,046.22	16.1 %
IT Services	16,966.93	15,500.01	(1,466.92)	-9.5 %
Utilities	13,912.01	8,677.47	(5,234.54)	-60.3 %
Licenses & Fees	663.00	2,299.00	1,636.00	71.2 %
Bank & Credit Card Charges	66.15	1,696.26	1,630.11	96.1 %
TOTAL EXPENSES	856,283.68	1,034,884.93	178,601.25	17.3 %
OPERATING RESULTS	70,988.83	(74,419.36)	145,408.19	195.4 %
OTHER INCOME & EXPENSE				
Other Income -Admin	550.00	1,825.00	(1,275.00)	-69.9 %
Depreciation Expense	(29,197.32)	(30,539.52)	1,342.20	4.4 %
TOTAL OTHER INCOME & EXPENSE	(28,647.32)	(28,714.52)	67.20	0.2 %
AFTER OTHER INCOME & EXPENSE	42,341.51	(103,133.88)	145,475.39	141.1 %

	<i>3 Months Ended September 30, 2022</i>	<i>3 Months Ended September 30, 2022 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
NET RESULTS	42,341.51	(103,133.88)	145,475.39	141.1 %

6

Camarillo Health Care District

Statements of Activities

Year-to-Date Only, September 2022 - current month, September 2021 - 12 months back, Consolidated by department

	<i>3 Months Ended September 30, 2022</i>	<i>3 Months Ended September 30, 2021</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
REVENUE				
Tax Revenue-Admin	793,948.26	755,008.50	38,939.76	5.2 %
Community Education	612.00	330.00	282.00	85.5 %
Transportation Fees	4,225.00	5,430.00	(1,205.00)	-22.2 %
Transport Fees ADC	5,792.50	3,852.50	1,940.00	50.4 %
Lifeline Fees	4,189.00	7,688.00	(3,499.00)	-45.5 %
Sr Nutrition Home Delivered	8,098.00	8,714.90	(616.90)	-7.1 %
Contract-PICF-Falls	6,920.16	1,880.28	5,039.88	268.0 %
Contract-VCAAA-Evid Base	0.00	360.00	(360.00)	-100.0 %
ADC Fees	29,114.00	32,859.00	(3,745.00)	-11.4 %
Grant-VCAAA Caregiver Respite	8,486.29	6,928.56	1,557.73	22.5 %
Donations-Scholarship	180.00	10.00	170.00	1700.0 %
Sponsorship	200.00	200.00	0.00	
Healthy Attitude Advertising	4,000.00	4,000.00	0.00	
Interest Income	68.06	415.17	(347.11)	-83.6 %
Facility Use Rental	1,758.00	1,458.00	300.00	20.6 %
Facility Use-Lease	965.50	1,361.70	(396.20)	-29.1 %
Grant-VCAAA-Sr Nutrition	24,590.75	23,429.28	1,161.47	5.0 %
City of Camarillo-CDBG CV3	12,500.01	12,500.01	0.00	
City of Cam Care-A-Van	7,125.00	0.00	7,125.00	
Grant-Rupe Foundation-SHARE	624.99	0.00	624.99	
Support Services Offset	0.00	161,708.69	(161,708.69)	-100.0 %
Grant-VCAAA-SS Line	11,290.06	13,790.08	(2,500.02)	-18.1 %
Grant-SCAN Community	2,584.93	500.00	2,084.93	417.0 %
TOTAL REVENUE	927,272.51	1,042,424.67	(115,152.16)	-11.0 %
	927,272.51	1,042,424.67	(115,152.16)	-11.0 %
	927,272.51	1,042,424.67	(115,152.16)	-11.0 %
EXPENSES				
Salaries	332,562.47	291,687.71	(40,874.76)	-14.0 %
Payroll Taxes	31,859.96	26,818.26	(5,041.70)	-18.8 %
Benefits-PERS-Health	42,865.13	40,710.39	(2,154.74)	-5.3 %
Benefits-PERS-Retirement	25,704.66	23,023.46	(2,681.20)	-11.6 %
Benefits - Workers Comp	12,678.69	7,103.68	(5,575.01)	-78.5 %
Benefits - Life/ADD	7,291.98	6,757.04	(534.94)	-7.9 %
Benefits-OPEB	17,574.46	14,397.86	(3,176.60)	-22.1 %

	<i>3 Months Ended September 30, 2022</i>	<i>3 Months Ended September 30, 2021</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
PERS Retirement UAL	153,175.00	131,240.00	(21,935.00)	-16.7 %
Legal Fees	2,371.00	4,988.00	2,617.00	52.5 %
Contractors-Operations	26,429.51	34,232.92	7,803.41	22.8 %
Contractors Facilities	9,148.42	0.00	(9,148.42)	
Support Services	0.00	161,708.69	161,708.69	100.0 %
Community/Staff Outreach	591.77	492.19	(99.58)	-20.2 %
Dues/Subscriptions	21,850.16	17,354.10	(4,496.06)	-25.9 %
Continuing Education-Trustee	6,263.87	5,484.15	(779.72)	-14.2 %
Continuing Education-Staff	10,339.74	2,952.30	(7,387.44)	-250.2 %
Trustee Stipends	1,000.00	1,200.00	200.00	16.7 %
LAFCO Assessments	2,413.00	2,447.00	34.00	1.4 %
Mileage	2,640.10	3,257.09	616.99	18.9 %
Program Matls/Activities	3,319.81	1,550.30	(1,769.51)	-114.1 %
Gas & Oil	6,165.07	5,343.36	(821.71)	-15.4 %
Fleet Maintenance	2,678.15	666.89	(2,011.26)	-301.6 %
Minor Equipment	2,216.96	3,523.82	1,306.86	37.1 %
Supplies	784.24	3,208.14	2,423.90	75.6 %
Postage	12,037.22	9,649.61	(2,387.61)	-24.7 %
Advertising & Promotion	3,154.06	3,638.88	484.82	13.3 %
Refunds	150.00	620.00	470.00	75.8 %
Printing	39,372.47	12,005.74	(27,366.73)	-227.9 %
Repairs & Maintenance	1,571.62	36,794.15	35,222.53	95.7 %
Association Fees	17,622.21	16,272.84	(1,349.37)	-8.3 %
Insurance	21,282.70	23,966.43	2,683.73	11.2 %
Storage Rent/Equip Lease	2,127.38	7,746.01	5,618.63	72.5 %
Telephone	5,433.78	5,409.34	(24.44)	-0.5 %
IT Services	16,966.93	0.00	(16,966.93)	
Utilities	13,912.01	10,259.96	(3,652.05)	-35.6 %
Licenses & Fees	663.00	4,118.59	3,455.59	83.9 %
Bank & Credit Card Charges	66.15	549.32	483.17	88.0 %
TOTAL EXPENSES	856,283.68	921,178.22	64,894.54	7.0 %
OPERATING RESULTS	70,988.83	121,246.45	(50,257.62)	-41.5 %
OTHER INCOME & EXPENSE				
Other Income -Admin	550.00	925.00	(375.00)	-40.5 %
Depreciation Expense	(29,197.32)	(29,109.63)	(87.69)	-0.3 %
Interest Expense	0.00	(894.96)	894.96	100.0 %
TOTAL OTHER INCOME & EXPENSE	(28,647.32)	(29,079.59)	432.27	1.5 %
AFTER OTHER INCOME & EXPENSE	42,341.51	92,166.86	(49,825.35)	-54.1 %
NET RESULTS	42,341.51	92,166.86	(49,825.35)	-54.1 %

Camarillo Health Care District

Statements of Activities

*Year-to-Date Performance, September 2022 - current month,
Consolidated by department*

	<i>3 Months Ended September 30, 2022</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
REVENUE				
Tax Revenue-Admin	793,948.26	3,175,793.00	2,381,844.74	25.0 %
Community Education	612.00	12,900.00	12,288.00	4.7 %
Transportation Fees	4,225.00	22,000.00	17,775.00	19.2 %
Transport Fees ADC	5,792.50	25,000.00	19,207.50	23.2 %
Health Screening Fees	0.00	200.00	200.00	
Lifeline Fees	4,189.00	20,640.00	16,451.00	20.3 %
Sr Nutrition Home Delivered	8,098.00	30,000.00	21,902.00	27.0 %
Contract-PICF-Falls	6,920.16	14,000.00	7,079.84	49.4 %
Contract-PICF-Blue Shield	0.00	843.00	843.00	
ADC Fees	29,114.00	200,000.00	170,886.00	14.6 %
Grant-VCAAA Caregiver Respite	8,486.29	36,750.00	28,263.71	23.1 %
Contract-Caregiver Navigation Project	0.00	4,800.00	4,800.00	
Donations-Scholarship	180.00	2,500.00	2,320.00	7.2 %
Sponsorship	200.00	1,200.00	1,000.00	16.7 %
Healthy Attitude Advertising	4,000.00	5,000.00	1,000.00	80.0 %
Interest Income	68.06	10,500.00	10,431.94	0.6 %
Facility Use Rental	1,758.00	8,000.00	6,242.00	22.0 %
Facility Use-Lease	965.50	9,093.00	8,127.50	10.6 %
Donations	0.00	1,500.00	1,500.00	
Fischer Fund Distribution	0.00	150,000.00	150,000.00	
Grant-VCAAA-Sr Nutrition	24,590.75	105,343.00	80,752.25	23.3 %
City of Camarillo-CDBG CV3	12,500.01	50,000.00	37,499.99	25.0 %
City of Cam Care-A-Van	7,125.00	28,500.00	21,375.00	25.0 %
Grant-Rupe Foundation-SHARE	624.99	10,000.00	9,375.01	6.2 %
Grant-VCAAA-SS Line	11,290.06	50,000.00	38,709.94	22.6 %
Grant-SCAN Community	2,584.93	9,800.00	7,215.07	26.4 %
TOTAL REVENUE	927,272.51	3,984,362.00	3,057,089.49	23.3 %
	927,272.51	3,984,362.00	3,057,089.49	23.3 %
	927,272.51	3,984,362.00	3,057,089.49	23.3 %
EXPENSES				
Salaries	332,562.47	1,708,585.00	1,376,022.53	19.5 %
Payroll Taxes	31,859.96	134,278.00	102,418.04	23.7 %

	<i>3 Months Ended September 30, 2022</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Benefits-PERS-Health	42,865.13	241,740.00	198,874.87	17.7 %
Benefits-PERS-Retirement	25,704.66	133,082.00	107,377.34	19.3 %
Benefits - Workers Comp	12,678.69	65,284.00	52,605.31	19.4 %
Benefits - Life/ADD	7,291.98	28,137.00	20,845.02	25.9 %
Benefits-OPEB	17,574.46	66,617.00	49,042.54	26.4 %
PERS Retirement UAL	153,175.00	158,446.00	5,271.00	96.7 %
Audit Fees	0.00	24,500.00	24,500.00	
Partnershp Initiatives	0.00	2,000.00	2,000.00	
Legal Fees	2,371.00	35,000.00	32,629.00	6.8 %
Contractors-Operations	26,429.51	133,512.00	107,082.49	19.8 %
Contractors Facilities	9,148.42	51,891.00	42,742.58	17.6 %
Instructor Agreement Fees	0.00	13,000.00	13,000.00	
Community/Staff Outreach	591.77	17,577.00	16,985.23	3.4 %
Dues/Subscriptions	21,850.16	40,157.00	18,306.84	54.4 %
Continuing Education-Trustee	6,263.87	35,074.00	28,810.13	17.9 %
Continuing Education-Staff	10,339.74	50,403.00	40,063.26	20.5 %
Trustee Stipends	1,000.00	9,900.00	8,900.00	10.1 %
Election Costs	0.00	30,000.00	30,000.00	
LAFCO Assessments	2,413.00	2,569.00	156.00	93.9 %
Mileage	2,640.10	11,875.00	9,234.90	22.2 %
Program Matls/Activities	3,319.81	33,368.00	30,048.19	9.9 %
Gas & Oil	6,165.07	15,000.00	8,834.93	41.1 %
Fleet Maintenance	2,678.15	20,000.00	17,321.85	13.4 %
Minor Equipment	2,216.96	27,863.00	25,646.04	8.0 %
Supplies	784.24	18,424.00	17,639.76	4.3 %
Postage	12,037.22	40,322.00	28,284.78	29.9 %
Advertising & Promotion	3,154.06	45,547.00	42,392.94	6.9 %
Refunds	150.00	2,510.00	2,360.00	6.0 %
Printing	39,372.47	91,231.00	51,858.53	43.2 %
Repairs & Maintenance	1,571.62	7,263.00	5,691.38	21.6 %
Association Fees	17,622.21	69,428.00	51,805.79	25.4 %
Insurance	21,282.70	113,304.00	92,021.30	18.8 %
Storage Rent/Equip Lease	2,127.38	8,991.00	6,863.62	23.7 %
Telephone	5,433.78	25,920.00	20,486.22	21.0 %
IT Services	16,966.93	62,000.00	45,033.07	27.4 %
Utilities	13,912.01	34,710.00	20,797.99	40.1 %
Licenses & Fees	663.00	8,388.00	7,725.00	7.9 %
Bank & Credit Card Charges	66.15	6,785.00	6,718.85	1.0 %
TOTAL EXPENSES	856,283.68	3,624,681.00	2,768,397.32	23.6 %
OPERATING RESULTS	70,988.83	359,681.00	288,692.17	19.7 %
OTHER INCOME & EXPENSE				
Other Income -Admin	550.00	18,300.00	17,750.00	3.0 %
Depreciation Expense	(29,197.32)	(122,158.00)	(92,960.68)	23.9 %

	<i>3 Months Ended September 30, 2022</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
TOTAL OTHER INCOME & EXPENSE	(28,647.32)	(103,858.00)	(75,210.68)	27.6 %
AFTER OTHER INCOME & EXPENSE	42,341.51	255,823.00	213,481.49	16.6 %
NET RESULTS	42,341.51	255,823.00	213,481.49	16.6 %

**Tax Revenue Analysis by Month
September 30, 2022**

1	A	N		O		P		Q		R		S		T		U		V		W		X		Y	
		Fiscal Year 2022-23		Fiscal Year 2022-23		Fiscal Year 2022-23		Fiscal Year 2021-22		Fiscal Year 2021-22		Fiscal Year 2021-22		Fiscal Year 2020-21		Fiscal Year 2020-21		Fiscal Year 2019-20		Fiscal Year 2019-20		Fiscal Year 2019-20		Fiscal Year 2019-20	
2		\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget	\$ Received	YTD	% to Budget
3																									
4	Jul	65,989.87	65,989.87	2.08%	87,329.27	87,329.27	2.89%	63,219.88	63,219.88	2.31%	63,219.88	63,219.88	2.31%	67,487.98	67,487.98	2.46%									
5	Aug	12,801.31	78,791.18	2.48%	0.00	87,329.27	3.19%	0.00	87,329.27	3.19%	19,159.30	82,379.18	3.00%	0.00	87,329.27	2.46%									
6	Sep	16,320.31	95,111.49	2.99%	10,745.16	98,074.43	3.58%	4,510.32	102,584.75	3.74%	3,588.84	85,968.02	3.14%	8,700.85	76,188.83	2.78%									
7	Oct		95,111.49	2.99%	52,882.57	155,467.32	5.67%	1,674,903.64	1,830,370.96	66.76%	44,105.30	130,073.32	4.74%	6,624.41	82,813.24	3.02%									
8	Nov		95,111.49	2.99%	1,674,903.64	1,830,370.96	66.76%	37,732.82	1,868,103.78	68.14%	1,474,833.48	1,604,906.80	58.54%	40,912.52	123,725.76	4.51%									
9	Dec		95,111.49	2.99%	1,868,103.78	1,868,103.78	68.14%	1,868,103.78	1,868,103.78	68.14%	159,995.29	1,764,902.09	64.37%	1,452,748.50	1,576,474.26	57.50%									
10	Jan		95,111.49	2.99%	1,880,506.38	1,880,506.38	68.59%	0.00	1,880,506.38	68.59%	5,801.59	1,770,703.68	64.58%	30,242.04	1,606,716.30	58.60%									
11	Feb		95,111.49	2.99%	1,165,534.21	3,046,040.59	111.10%	12,402.60	1,880,506.38	68.59%	1,142,745.05	2,913,448.73	106.26%	9,531.93	1,616,248.23	58.95%									
12	Mar		95,111.49	2.99%	27,987.55	3,074,028.14	112.12%	27,987.55	3,074,028.14	112.12%	57,605.09	2,971,053.82	108.36%	7,030.61	1,623,278.84	59.21%									
13	Apr		95,111.49	2.99%	39,063.68	3,113,091.82	113.55%	39,063.68	3,113,091.82	113.55%	2,798.96	2,973,852.78	108.47%	1,090,807.04	2,714,085.88	98.99%									
14	May		95,111.49	2.99%										26,918.30	2,741,004.18	99.97%									
15	Jun		95,111.49	2.99%										28,830.72	2,769,834.90	101.03%									
16																									
17		Approved			Approved			Approved			Approved			Approved			Approved			Approved			Approved		
18		Budget	3,175,793.00		Budget	3,020,034.00		Budget	3,020,034.00		Budget	2,741,713.00		Budget	2,741,713.00		Budget	2,741,713.00		Budget	2,741,713.00		Budget	2,741,713.00	
19	Over (Under) Budget		(3,080,682)			26,006.59			26,006.59			232,139.78			28,121.90										

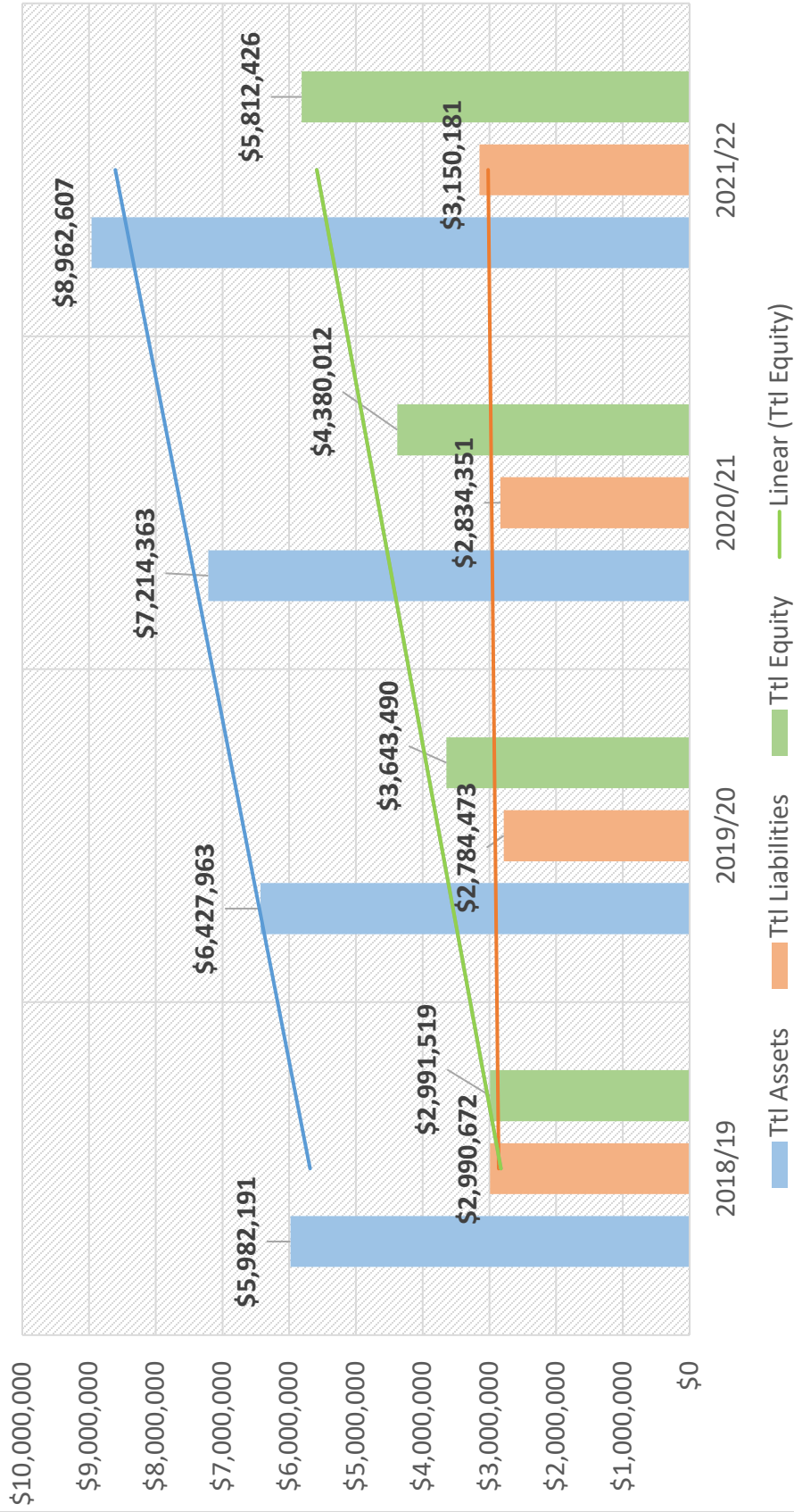
Camarillo Health Care District

Statement of Net Assets

	<u>September 2022</u>	<u>September 2021</u>	<u>\$</u> <u>Variance</u>	<u>%</u> <u>Variance</u>
ASSETS				
Current Assets				
CASH ACCOUNTS				
Bank of the West General	1,184,802.13	184,495.98	1,000,306.15	542.2%
Petty Cash-Administration	1,000.00	1,000.00	0.00	0.0%
Cash Drawer-Community Educ	50.00	50.00	0.00	0.0%
Cash Drawer-Transportation	0.00	20.00	(20.00)	-100.0%
Cash Drawers- Senior Nutrition	85.00	85.00	0.00	0.0%
Cash-Local Agency Investment	4,052,848.80	4,037,305.84	15,542.96	0.4%
Cash - County Treasury Invstmn	5,693.52	5,584.84	108.68	1.9%
Mechanics, Rabo Savings	630,986.31	165,657.03	465,329.28	280.9%
Mechanics, Rabo Checking	0.00	280,581.89	(280,581.89)	-100.0%
Cash-Restricted-Scholarship	7,443.75	6,473.75	970.00	15.0%
TOTAL CASH ACCOUNTS	5,882,909.51	4,681,254.33	1,201,655.18	25.7%
Accounts Receivable	9,095.00	44.00	9,051.00	20570.5%
Other Receivable	0.00	575.00	(575.00)	-100.0%
City of Cam-SNP HDM Rcbl	0.00	37,000.00	(37,000.00)	-100.0%
City of Cam CDBG CV3 Rec	12,500.01	12,500.01	0.00	0.0%
City of Cam Care-A-Van	7,125.00	0.00	7,125.00	100.0%
Grant-VCAA -Sr Nutrition Recl (3C)	24,590.75	15,561.35	9,029.40	58.0%
Grant-VCAA Caregiver Rec (3E)	8,486.29	5,754.04	2,732.25	47.5%
Grant-VCAA SS Line Rec (3B)	11,290.06	10,026.72	1,263.34	12.6%
Johns Hopkins ADS Rec	0.00	240.00	(240.00)	-100.0%
Contract-PICF Anthem	0.00	3,088.00	(3,088.00)	-100.0%
Contract-PICF-Falls	4,033.40	2,013.52	2,019.88	100.3%
Contract-AAA-Evidence Based	0.00	200.00	(200.00)	-100.0%
Due Fr County-Property Tax	777,632.53	744,263.34	33,369.19	4.5%
TOTAL Current Assets	6,737,662.55	5,512,520.31	1,225,142.24	22.2%
Fixed Assets				
Buildings & Improvements	3,160,905.36	3,099,105.18	61,800.18	2.0%
IS Equip	109,925.62	102,122.40	7,803.22	7.6%
Equipment & Furnishings	257,831.73	246,331.73	11,500.00	4.7%
Transportation Vehicles	260,786.83	214,214.37	46,572.46	21.7%
Accum Depreciation-Buildings	(2,137,036.92)	(2,036,958.48)	(100,078.44)	-4.9%
Accum Depreciation-IS Equip	(97,627.53)	(91,276.83)	(6,350.70)	-7.0%
Accum Depreciation-Equip&Furn	(197,466.86)	(187,802.36)	(9,664.50)	-5.1%
Accum Depreciation-Vehicles	(211,472.52)	(210,689.19)	(783.33)	-0.4%
TOTAL Fixed Assets	1,145,845.71	1,135,046.82	10,798.89	1.0%
Other Assets				
Prepaid Insurance	62,245.06	65,664.86	(3,419.80)	-5.2%
Prepaid Workers Comp	(8,114.52)	(2,392.87)	(5,721.65)	-239.1%
Prepaid Postage	537.82	349.45	188.37	53.9%
Pre Paid Rental/Lease	1,287.00	405.00	882.00	217.8%

	<u>September 2022</u>	<u>September 2021</u>	<u>\$</u> <u>Variance</u>	<u>%</u> <u>Variance</u>
Deferred Outflows of Resources GASB 68	472,711.00	472,711.00	0.00	0.0%
Overfunded GASB 75	423,617.00	0.00	423,617.00	100.0%
Deferred Outflows of Resources GASB 75	126,815.00	30,058.00	96,757.00	321.9%
TOTAL Other Assets	1,079,098.36	566,795.44	512,302.92	90.4%
TOTAL ASSETS	8,962,606.62	7,214,362.57	1,748,244.05	24.2%
LIABILITIES				
Current Liabilities				
Accounts Payable	47,927.84	32,852.06	15,075.78	45.9%
Medical Premium Payable-Emp	0.00	(88.28)	88.28	100.0%
Accrued Vacation	101,469.12	88,695.25	12,773.87	14.4%
Scholarships-Volunteer Expense	1,595.97	1,595.97	0.00	0.0%
Scholarships-Senior Services	5,847.78	4,877.78	970.00	19.9%
Deferred Revenue	23,782.91	16,640.92	7,141.99	42.9%
TOTAL Current Liabilities	180,623.62	144,573.70	36,049.92	24.9%
Long-Term Liabilities				
Net Pension Liability GASB 68	1,773,279.00	1,773,279.00	0.00	0.0%
Accrued OPEB Liability GASB 75	0.00	469,896.00	(469,896.00)	-100.0%
Deferred Inflows of Resources GASB 68	122,106.00	122,106.00	0.00	0.0%
Deferred Inflows of Resources GASB 75	1,074,172.00	324,496.00	749,676.00	231.0%
TOTAL Long-Term Liabilities	2,969,557.00	2,689,777.00	279,780.00	10.4%
TOTAL LIABILITIES	3,150,180.62	2,834,350.70	315,829.92	11.1%
EQUITY				
Designated Reserves	2,999,201.22	2,999,201.22	0.00	0.0%
Retained Earnings	2,770,883.27	1,288,643.79	1,482,239.48	115.0%
Year-to-Date Earnings	42,341.51	92,166.86	(49,825.35)	-54.1%
TOTAL EQUITY	5,812,426.00	4,380,011.87	1,432,414.13	32.7%
TOTAL LIABILITIES & EQUITY	8,962,606.62	7,214,362.57	1,748,244.05	24.2%

a.o. September 2022...all years



**Camarillo Health Care District
Investment & Reserves Report**

**30-Sep-22
2022 - 2023**

LAIF	9/30/2022	Interest Earned	Quick Ratio	Current Ratio
Vehicle Fleet Reserve	75,752	0	32.57	37.30
Technology Reserve	152,431	0		
Project/Special Use Reserve	151,504	0		
Capital Improvement Reserve	505,012	0		
General Operating Reserve	1,023,421	0		
Undesignated - General Operating	2,144,729	0		
Total LAIF	4,052,849	0		

Bank of the West

General Operating Fund	1,184,802	0.00
Total Bank of the West	1,184,802	0.00

Mechanics Bank

Checking	0	0.00
Savings	630,986	63.48
Total Savings & CD's	630,986	63.48

Scholarships & Petty Cash Funds

Total	8,579	
--------------	--------------	--

Ventura County Treasurer Pool

Total	5,694	4.58
--------------	--------------	-------------

Total in interest earning accounts

Total	5,882,910	68.06
--------------	------------------	--------------

Reserve Funds	6/30/2022		2022		2022/2023		9/30/2022		Annual Funding Goal
	Minimum Target	Balance	Allocated	Interest	Balance	Goal			
Vehicle Fleet Reserve	75,000	75,752	0	0	75,752	5,000		5,000	
Technology Reserve	150,000	152,431	0	0	152,431	5,000		5,000	
Project/Special Use Reserve	150,000	151,504	0	0	151,504	5,000		5,000	
Capital Improvement Reserve	500,000	505,012	0	0	505,012	10,000		10,000	
General Operating Reserve	1,941,834	1,023,421	0	0	1,023,421	100,000		100,000	
Reserves & Contingencies	2,816,834	1,908,120	0	0	1,908,120	125,000		125,000	

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



SECTION 8

ITEMS FOR BOARD ACTION

**SECTION 8-C
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,
AND RECOMMENDATION FOR APPROVAL OF DISCLOSURE OF
REIMBURSEMENT REPORT FOR FISCAL YEAR 2021/2022,
DISTRICT POLICY 1120**

OCTOBER 25, 2022

Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Disclosure of Reimbursement Policy

POLICY NUMBER: 1120

1120.1 This policy is established to provide for the process for the annual disclosure report of employee and director reimbursements consistent with the provisions of California Government Code §53065.5.

1120.2 By no later than October 1st after the end of each fiscal year, the Chief Executive Officer will submit a detailed report to the Board of Directors, that discloses any reimbursement paid to any employee or member of the Board of Directors, by the District, within the immediately preceding fiscal year, of at least one hundred dollars (\$100), for each individual charge for service or product received.

1120.3 "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any one employee or member of the Board of Directors of the District.

1120.4 This report shall be made available for public inspection following ratification, and can also be obtained by contacting the District.

CA GOVERNMENT CODE
53065.5.

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

(Amended by Stats. 1995, Ch. 529, Sec. 4. Effective October 4, 1995.)

Annual Disclosure Report
2021-2022

Name	Date	Amount	Reason
------	------	--------	--------

No qualifying reimbursements



SECTION 8

ITEMS FOR BOARD ACTION

SECTION 8-D

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,
AND RECOMMENDATION FOR APPROVAL OF RESOLUTION 22-14,
ADOPTING THE 2023 REGULAR BOARD MEETING CALENDAR.
(TUESDAY BOARD MEETINGS)**

OCTOBER 25, 2022



RESOLUTION NO. 22-14

Adopt the 2023 Regular Board Meeting Calendar

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

WHEREAS, Camarillo Health Care District holds its Regular Board of Directors meetings on the fourth Tuesday of each month at 12:00 p.m., with the following exceptions: June will calendar two meetings for budget process; and November will meet on the second Tuesday at 8:30 a.m.; and

WHEREAS, pursuant to District By-laws, Article IV, Section 1; *"REGULAR BOARD MEETINGS: A minimum of ten (10) regular Board meetings per year shall be held at a time and place to be fixed by resolution. The Board may, from time to time, by resolution, change the time and place of such meetings."*;

THEREFORE, BE IT RESOLVED, that the Board of Directors adopts the following Board Meeting Schedule:

January 24, 2023, 12:00 p.m.
February 28, 2023, 12:00 p.m.
March 28, 2023, 12:00 p.m.
April 25, 2023, 12:00 p.m.
May 23, 2023, 12:00 p.m.
June 6, 2023, 12:00 p.m. (Budget)
June 27, 2023, 12:00 p.m. (optional)
July 25, 2023, 12:00 p.m.
August – Dark
September 26, 2023, 12:00 p.m.
October 24, 2023, 12:00 p.m.
November 14, 2023, 8:30 a.m. (Board Work Study)
December – Dark

ADOPTED, SIGNED AND APPROVED this 25th day of October 2022.

Thomas Doria, MD, President
Board of Directors

Attest: _____
Christopher Loh, MD, Director
Board of Directors

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, **Christopher Loh**, Board of Directors of the Camarillo Health Care District **DO HEREBY CERTIFY** that the foregoing Resolution 22-14 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 25th day of October 2022, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN _____

Christopher Loh, MD, Director
Board of Directors
Camarillo Health Care District



2023 Board Meeting Calendar

January 24, 2023, 12:00 p.m.

February 28, 2023, 12:00 p.m.

March 28, 2023, 12:00 p.m.

April 25, 2023, 12:00 p.m.

May 23, 2023, 12:00 p.m.

June 6, 2023, 12:00 p.m. (Budget)

June 27, 2023, 12:00 p.m. (Optional)

July 25, 2023, 12:00 p.m.

August – Dark

September 26, 2023, 12:00 p.m.

October 24, 2023, 12:00 p.m.

November 14, 2023, 8:30 a.m. (Board Work Study)

December - Dark

2023 Proposed Board and Committee Meeting Calendar

Board Meetings	Executive Committee Meetings
January 24, 2023 – 12:00 p.m.	January 17, 2023 – 10:30 a.m.
February 28, 2023 – 12:00 p.m.	February 21, 2023 – 10:30 a.m.
March 28, 2023 – 12:00 p.m.	March 21, 2023 – 10:30 a.m.
April 25, 2023 – 12:00 p.m.	April 18, 2023 – 10:30 a.m.
May 23, 2023 – 12:00 p.m.	May 16, 2023 – 10:30 a.m.
June 6, 2023 – 12:00 p.m. Budget Presentation	June 20, 2023 – 10:30 a.m. (If Needed)
June 27, 2023 – 12:00 p.m. – 2 nd Reading (If Needed)	July 18, 2023 – 10:30 a.m.
July 25, 2023 – 12:00 p.m.	August 2023 – Dark
August 2023 – Dark	September 19, 2023 – 10:30 a.m.
September 26, 2023 – 12:00 p.m.	October 17, 2023 – 10:30 a.m.
October 24, 2023 – 12:00 p.m.	November 7, 2023 – 10:30 a.m.
November 14, 2023 – 8:30 a.m. (Board Work Study)	December – Dark
December – Dark	
Special Events	Finance/Investment Committee Meetings
Aug 28-31, 2023 – CSDA Annual Conference – Monterey	January 24, 2023 – 10:30 a.m.
Sept 13-15, 2023 – ACHD Annual Conference – Tahoe	April 25, 2023 – 10:30 a.m.
	July 25, 2023 – 10:30 a.m.
	October 24, 2023 – 10:30 a.m.

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	24	Fin/Com 1/24 – 10:30 a.m.			

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30		25	Fin/Com 4/25 – 10:30 a.m.			

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	25	Fin/Com 7/25 – 10:30 a.m.			

August

S	M	T	W	T	F	S
		1	2		4	5
6	7	8			11	12
13	1			17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	24	Fin/Com 10/24 – 10:30 a.m.			
						31

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5			8	9
10	11			14	15	16
17	18		20	21	22	23
24	25	26	27	28	29	30
						31

Executive Committee Meeting	Board Meeting	Finance Committee Meeting	Association Annual Meetings
-----------------------------	---------------	---------------------------	-----------------------------



SECTION 8

ITEMS FOR BOARD ACTION

SECTION 8-D

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,
AND RECOMMENDATION FOR APPROVAL OF RESOLUTION 22-14,
ADOPTING THE 2023 REGULAR BOARD MEETING CALENDAR.
(THURSDAY BOARD MEETINGS)**

OCTOBER 25, 2022



RESOLUTION NO. 22-14

Adopt the 2023 Regular Board Meeting Calendar

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

WHEREAS, Camarillo Health Care District holds its Regular Board of Directors meetings on the fourth Thursday of each month at 12:00 p.m., with the following exceptions: June will calendar two meetings for budget process; and November will meet on the third Thursday at 8:30 a.m.; and

WHEREAS, pursuant to District By-laws, Article IV, Section 1; *“REGULAR BOARD MEETINGS: A minimum of ten (10) regular Board meetings per year shall be held at a time and place to be fixed by resolution. The Board may, from time to time, by resolution, change the time and place of such meetings.”*;

THEREFORE, BE IT RESOLVED, that the Board of Directors adopts the following Board Meeting Schedule:

January 26, 2023, 12:00 p.m.
February 23, 2023, 12:00 p.m.
March 23, 2023, 12:00 p.m.
April 27, 2023, 12:00 p.m.
May 25, 2023, 12:00 p.m.
June 8, 2023, 12:00 p.m. (Budget)
June 29, 2023, 12:00 p.m. (optional)
July 27, 2023, 12:00 p.m.
August – Dark
September 28, 2023, 12:00 p.m.
October 26, 2023, 12:00 p.m.
November 16, 2023, 8:30 a.m. (Board Work Study)
December – Dark

ADOPTED, SIGNED AND APPROVED this 25th day of October 2022.

Thomas Doria, MD, President
Board of Directors

Attest: _____
Christopher Loh, MD, Director
Board of Directors

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, **Christopher Loh**, Board of Directors of the Camarillo Health Care District **DO HEREBY CERTIFY** that the foregoing Resolution 22-14 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 25th day of October 2022, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN _____

Christopher Loh, MD, Director
Board of Directors
Camarillo Health Care District



2023 Board Meeting Calendar

January 26, 2023, 12:00 p.m.

February 23, 2023, 12:00 p.m.

March 23, 2023, 12:00 p.m.

April 27, 2023, 12:00 p.m.

May 25, 2023, 12:00 p.m.

June 8, 2023, 12:00 p.m. (Budget)

June 29, 2023, 12:00 p.m. (Optional)

July 27, 2023, 12:00 p.m.

August – Dark

September 28, 2023, 12:00 p.m.

October 26, 2023, 12:00 p.m.

November 16, 2023, 8:30 a.m. (Board Work Study)

December - Dark

2023 Proposed Board and Committee Meeting Calendar

Board Meetings	Executive Committee Meetings
January 26, 2023 – 12:00 p.m.	January 19, 2023 – 10:30 a.m.
February 23, 2023 – 12:00 p.m.	February 16, 2023 – 10:30 a.m.
March 23, 2023 – 12:00 p.m.	March 16, 2023 – 10:30 a.m.
April 27, 2023 – 12:00 p.m.	April 20, 2023 – 10:30 a.m.
May 25, 2023 – 12:00 p.m.	May 18, 2023 – 10:30 a.m.
June 8, 2023 – 12:00 p.m. Budget Presentation	June 22, 2023 – 10:30 a.m. (If Needed)
June 29, 2023 – 12:00 p.m. – 2 nd Reading (If Needed)	July 20, 2023 – 10:30 a.m.
July 27, 2023 – 12:00 p.m.	August 2023 – Dark
August 2023 – Dark	September 21, 2023 – 10:30 a.m.
September 28, 2023 – 12:00 p.m.	October 19, 2023 – 10:30 a.m.
October 26, 2023 – 12:00 p.m.	November 9, 2023 – 10:30 a.m.
November 16, 2023 – 8:30 a.m. (Board Work Study)	December – Dark
December – Dark	
Special Events	Finance/Investment Committee Meetings
Aug 28-31, 2023 – CSDA Annual Conference – Monterey	January 26, 2023 – 10:30 a.m.
Sept 13-15, 2023 – ACHD Annual Conference – Tahoe	April 27, 2023 – 10:30 a.m.
	July 27, 2023 – 10:30 a.m.
	October 26, 2023 – 10:30 a.m.

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30			26		

Fin/Com 1/26 – 10:30 a.m.

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30				27		

Fin/Com 4/27 – 10:30 a.m.

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	25		27		

Fin/Com 7/27 – 10:30 a.m.

August

S	M	T	W	T	F	S
		1	2		4	5
6	7	8			11	12
13	1			17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DARK

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	24		26		
		31				

Fin/Com 10/26 – 10:30 a.m.

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5			8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DARK

Executive Committee Meeting	Board Meeting	Finance Committee Meeting	Association Annual Meetings
-----------------------------	---------------	---------------------------	-----------------------------



SECTION 8

ITEMS FOR BOARD ACTION

**SECTION 8-E
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,
AND RECOMMENDATION FOR APPROVAL OF THE FINANCE/INVESTMENT
COMMITTEE RECOMMENDED CHANGES FROM ANNUAL REVIEW OF
DISTRICT FINANCE POLICY.**

OCTOBER 25, 2022



FINANCE POLICY

Reviewed ~~Revised~~ October 25 ~~July 26, 2022~~ January 26, 2021

CAMARILLO HEALTH CARE DISTRICT FINANCE POLICY

SECTION 1

PURPOSE

The Camarillo Health Care District will follow generally accepted accounting principles and governmental accounting standards for the purpose of managing District finances.

SECTION 2

FINANCE/INVESTMENT COMMITTEE

It is the policy of the District that the Finance/Investment Committee is responsible for the fiscal control-oversight of District's cash and investments. Thus, the Finance/Investment Committee is responsible for monitoring, investing, and reinvesting District funds and for reporting or recommending any action to the Board of Directors. ~~The Finance/Investment Committee shall review the financial plan and report to the Board of Directors~~

The Finance/Investment Committee is authorized to make investments solely per the Government Code section 53601.5, et. Seq., the Health and Safety Code, Section 32000, et. Seq., and District Investment ~~Policies~~Policy.

SECTION 3

BUDGET PROCESS

The annual fiscal operating and capital budgets ~~for the fiscal year~~ will project income, and expenses, and capital improvement expenses to provide and will provide for programs and support services planned for the year.

~~The annual capital budget for the fiscal year will project expenses for capital purchases as per the capital expense plan.~~

The Board of Directors will approve the annual operating ~~budget~~ and ~~the annual~~ capital budgets on or before June 30 each year, following staff presentation(s) detailing all aspects of the proposed budgets, including but not limited to such budgeting tools as financial statements, balance sheets, and variance discussions. ~~, prior to the ensuing budget period.~~

~~Monthly financial statements comparing revenue and expenditures, including a balance sheet, will be provided to the Board of Directors, with significant variances clarified.~~

~~SECTION 4.~~

FINANCIAL PRACTICES

The Chief Executive Officer (CEO) will follow standard business practices in payment of District obligations and will maintain adequate liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), Chief Administrative Officer (CAO), and all members of the Board of Directors.

One signature will be required for checks up to the amount of \$5,000. Checks for more than that amount will require two (2) signatures, one of which shall be a member of the Board of Directors.

Wire transfers between District accounts shall require only one signature by an authorized signatory. All other wire transfers shall require two (2) signatures; one of which shall be a member of the Board of Directors.

Gifts of securities will be liquidated upon receipt unless otherwise restricted by the donor.

Funds will be invested according to ~~the approved- investment policies~~ Policy approved by the Board of the District Directors.

The District will comply with the disclosure of reimbursements pursuant to Government Code Section 53065.5, which addresses reimbursement to a member of the Board of Directors for "*charges for services or product received.*"

~~SECTION 5.~~

ANNUAL AUDIT

The District will engage in an annual, independent financial audit by way of contract. Upon expiration of a current audit contract, the Board of Directors shall consider recommendations from the Finance/Investment Committee regarding a new audit contract and terms.

Following appropriate audit proposal review, the Finance/Investment Committee will present a recommendation to the Board of Directors for approval of an independent financial audit firm and contract terms.

The auditor will present complete audited financial statements, auditor's recommendation letter, and a Management Discussion & Analysis letter to the Board of Directors, for review and approval within six (6) regularly scheduled meetings of the Board of Directors, of the close of the fiscal year.

SECTION 6.

ASSET PROTECTION

~~Both the Investment Policy and~~ the Finance Policy of the District will be reviewed and approved by the Board of Directors annually.

Real estate may be acquired or divested under the CEO's supervision after approval by the Board of Directors and pursuant to Government Code 54956.8.

The CEO is authorized to purchase insurance against casualty and liability losses to the District or its Board members and employees in performance of their duties on behalf of the District.

SECTION 7.

RETURNED CHECK SERVICE CHARGE

It is the policy of the Camarillo Health Care District to charge clients a service charge for any payment by check that is not honored by their bank.

According to California Civil Code, Chapter 522, Section 1719 (1983 Statutes), any person who writes a check, or any order for payment of money, which is not honored for lack of funds may be held liable in a court of law for three (3) times the amount of the check or \$100.00, whichever is greater plus the amount of the check and court costs.

~~The District may charge a fee for each returned check, in addition to any finance charge that develops due to the late payment.~~

SECTION 8.

DISTRICT CREDIT CARDS

The Camarillo Health Care District has established credit card accounts in order to facilitate an efficient and cost-effective manner of handling purchasing needs. Credit card purchase shall be conducted in accordance with Credit Card Policy #1091.

~~The CEO must give prior approval for any use of District credit cards, or in his/her absence, the Chief Administrative Officer, or any Board member.~~

SECTION 9.

CAPITAL EXPENDITURE

The threshold for budgeted capital purchases shall be a value of \$3,000.00 or greater with an expected useful life of more than one year.

The Board of Directors approves an annual Capital Budget as part of the fiscal budgeting process. A list of capital expenditures will be included in the quarterly financial review.

SECTION 10.

DISTRICT FINANCE CHARGE

~~It is the policy of the~~The Camarillo Health Care District ~~to will~~ charge clients a finance charge for any payment on account not made by the last day of the month.

The District may charge an interest rate of 12-% per year (1% per month) for unpaid balances.

Record of Review History

Year of Review	Date of Review	Status
1998	November	Revised
1999	October 19	Reviewed
2000	October 24	Revised
2002	May 21	Revised
2003	May 20	Revised
2004	February 24	Revised
2005	January 25	Revised
2006	July 25	Revised
2007	January 23	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2012	January 24	Revised
2013	January 22	Revised

2016	April 26	Revised
2017	October 24	Revised
2019	September 24	Revised
2020	January 28	Revised
2021	January 26	Reviewed
<u>2022</u>	<u>October 25</u> <u>July</u> <u>26</u>	<u>Revised</u>



FINANCE POLICY

Revised October 25, 2022

CAMARILLO HEALTH CARE DISTRICT FINANCE POLICY

SECTION 1

PURPOSE

The Camarillo Health Care District will follow generally accepted accounting principles and governmental accounting standards for the purpose of managing District finances.

SECTION 2

FINANCE/INVESTMENT COMMITTEE

It is the policy of the District that the Finance/Investment Committee is responsible for the fiscal oversight of District's cash and investments. Thus, the Finance/Investment Committee is responsible for monitoring, investing, and reinvesting District funds and for reporting or recommending any action to the Board of Directors.

The Finance/Investment Committee is authorized to make investments solely per the Government Code section 53601.5, et. Seq., the Health and Safety Code, Section 32000, et. Seq., and District Investment Policy.

SECTION 3

BUDGET PROCESS

The annual fiscal operating and capital budgets will project income, expenses, and capital improvement expenses to provide for programs and support services planned for the year. The Board of Directors will approve the annual operating and capital budgets on or before June 30 each year, following staff presentation(s) detailing all aspects of the proposed budgets, including but not limited to such budgeting tools as financial statements, balance sheets, and variance discussions.

SECTION 4

FINANCIAL PRACTICES

The Chief Executive Officer (CEO) will follow standard business practices in payment of District obligations and will maintain adequate liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), Chief Administrative Officer (CAO), and all members of the Board of Directors.

One signature will be required for checks up to the amount of \$5,000. Checks for more than that amount will require two (2) signatures, one of which shall be a member of the Board of Directors.

Wire transfers between District accounts shall require only one signature by an authorized signatory. All other wire transfers shall require two (2) signatures; one of which shall be a member of the Board of Directors.

Gifts of securities will be liquidated upon receipt unless otherwise restricted by the donor.

Funds will be invested according to the approved Investment Policy of the District.

The District will comply with the disclosure of reimbursements pursuant to Government Code Section 53065.5, which addresses reimbursement to a member of the Board of Directors for *“charges for services or product received.”*

SECTION 5

ANNUAL AUDIT

The District will engage in an annual, independent financial audit by way of contract. Upon expiration of a current audit contract, the Board of Directors shall consider recommendations from the Finance/Investment Committee regarding a new audit contract and terms.

Following appropriate audit proposal review, the Finance/Investment Committee will present a recommendation to the Board of Directors for approval of an independent financial audit firm and contract terms.

The auditor will present complete audited financial statements, auditor’s recommendation letter, and a Management Discussion & Analysis letter to the Board of Directors, for review and approval within six (6) regularly scheduled meetings of the Board of Directors, of the close of the fiscal year.

SECTION 6

ASSET PROTECTION

The Finance Policy of the District will be reviewed and approved by the Board of Directors annually.

Real estate may be acquired or divested under the CEO’s supervision after approval by the Board of Directors and pursuant to Government Code 54956.8.

The CEO is authorized to purchase insurance against casualty and liability losses to the District or its Board members and employees in performance of their duties on behalf of the District.

SECTION 7

RETURNED CHECK SERVICE CHARGE

It is the policy of the Camarillo Health Care District to charge clients a service charge for any payment by check that is not honored by their bank.

According to California Civil Code, Chapter 522, Section 1719 (1983 Statutes), any person who writes a check, or any order for payment of money, which is not honored for lack of funds may be held liable in a court of law for three (3) times the amount of the check or \$100.00, whichever is greater plus the amount of the check and court costs.

SECTION 8

DISTRICT CREDIT CARDS

The Camarillo Health Care District has established credit card accounts in order to facilitate an efficient and cost-effective manner of handling purchasing needs. Credit card purchase shall be conducted in accordance with Credit Card Policy #1091.

SECTION 9

CAPITAL EXPENDITURE

The threshold for budgeted capital purchases shall be a value of \$3,000.00 or greater with an expected useful life of more than one year.

The Board of Directors approves an annual Capital Budget as part of the fiscal budgeting process. A list of capital expenditures will be included in the quarterly financial review.

SECTION 10

DISTRICT FINANCE CHARGE

The Camarillo Health Care District will charge clients a finance charge for any payment on account not made by the last day of the month. The District may charge an interest rate of 12% per year (1% per month) for unpaid balances.

Record of Review History

Year of Review	Date of Review	Status
1998	November	Revised
1999	October 19	Reviewed
2000	October 24	Revised
2002	May 21	Revised
2003	May 20	Revised
2004	February 24	Revised
2005	January 25	Revised
2006	July 25	Revised
2007	January 23	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2012	January 24	Revised
2013	January 22	Revised
2016	April 26	Revised
2017	October 24	Revised
2019	September 24	Revised
2020	January 28	Revised
2021	January 26	Reviewed
2022	October 25	Revised



SECTION 8

ITEMS FOR BOARD ACTION

**SECTION 8-F
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,
AND RECOMMENDATION FOR APPROVAL OF DISTRICT TRAVEL POLICY TO
INCORPORATE DISTRICT-OWNED VEHICLE USE**

OCTOBER 25, 2022

TABLE OF CONTENTS

<u>Section</u>		<u>Page</u>
1.	Introduction	2
	1.1 Purpose	2
	1.2 General	2
2.	Travel Authorization Process	2-3
	2.1 Process	2
	Budget	2
	Approval	3
	Scheduling	3
3.	Vehicle Use	3
	3.1 Use of Personal Vehicle for District Business	3
	3.2 Reimbursement for Use of Personal Vehicle	3
	3.3 Use of District Fleet Vehicle	3-4
4.	Long Distance Travel	4-6
	4.1 Definition	4
	4.2 Authorization	4
	4.3 Reservations	4
	4.4 Air Travel	4
	4.5 Ground Transportation & Rental Car	4-5
	4.6 Lodging	5
	Lodging Board Members	5
	4.7 Meals	5-6
	4.8 Incidentals	6
	4.9 Telephone Calls	6
5.	Reimbursement	6
	5.1 Reimbursement	6
6	Board of Directors	6-7
	6.1 Applicability of this Police to Board of Directors	6-7

SECTION 1: INTRODUCTION

1.1 PURPOSE

The purpose of these regulations is to establish an operational and reimbursement process for employees who travels 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


3.1.1 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.

3.1.2 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.

3.3 USE OF DISTRICT FLEET VEHICLE FOR DISTRICT BUSINESS

The use of District vehicles for other than official District purposes is prohibited, and only Authorized employees over the age of 18 are permitted to drive District vehicles. 

Further, no person shall be a passenger in any vehicle owned or maintained by the District unless one of the following conditions is met:

- Such person is an employee of the District
- Such person is being transported in furtherance of District business

District shall enroll employees who operate District owned vehicles in the DMV Pull Notice Program. When a vehicle operator receives a violation, the DMV assigns points according to the type of violation, and automatically sends notification to the District. In compliance with Vehicle Code section 1808.47, all information received from the DMV shall be used solely for the intended purpose and kept in locked storage. Under no circumstances shall addresses or other information be given to third parties.

Employees who have an accumulation of four or more points in a 12-month period, six in a 24 month period or eight in a 36-month period may have District driving privileges suspended at the discretion of the department head.

3.3.1 Any employee authorized to operate a District fleet vehicle(s) is subject to all of the following prerequisites:

- At least 18 years of age
- Valid California driver's license
- Participate in random DOT drug and alcohol testing program if/as requested
- Notify the Human Resources Department of any changes in driver's license or DMV citations.
- Pay any parking, mechanical or moving violations received while driving or operating District fleet vehicle(s) for approved District business.
- Immediately report DUI, DWI, and any/all other moving or traffic ordinance violations
- Complete a vehicle orientation session form

3.3.2 Fleet Vehicle Use Rules

- Obey all traffic laws
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability
- Do not operate cell phone or other hand held device while driving. Should an employee need to make a business call while driving, they should locate a lawfully designated area to park and make the call, or use a hands-free speaking device such as a speakerphone/earpiece.

- Lock and secure unattended vehicle
- No smoking or vaping in vehicle
- No eating or drinking while driving
- Do not allow any unauthorized driver to operate the vehicle
- Do not allow any unauthorized passenger(s) in the vehicle
- Report any changes to your driver privileges, such as driver's license suspension or arrest for traffic violations, immediately
- Monitor gas, tire pressure and all fluid levels so that the vehicle is returned ready for the next use
- Report any malfunction, defect, or problem with the vehicle
- Inspect interior of vehicle after transporting passengers to ensure no belongings were left behind.
- Be a courteous driver, keeping in mind you are representing the District while driving District-branded vehicles.
- Keep responsible stewardship of vehicle keys and property

Employees who violate these rules, and any other Employee Handbook rule will be subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

3.3.4 Accidents in District Fleet Vehicle(s)

All authorized drivers of District fleet vehicles must do the following if in a vehicle accident while driving a District fleet vehicle; it is presumed that employee(s) will contact emergency response personnel (9-1-1) if possible/as needed, and render any aid if possible/as needed as a first step during an accident):

- Notify District Human Resources Department immediately/as soon as possible; they will notify insurance provider
- Follow legal guidelines for exchanging information with other drivers and report the accident to police
- Do not infer/imply/guarantee payment or accept responsibility without District authorization
- Complete drug testing
- Complete Incident/Accident form within 24 hours

Any injuries sustained by the vehicle operator or other employees while operating a vehicle pursuant to this policy shall be covered by workers' compensation. District will not pay fines or assessments received by employees during their operation of fleet vehicle(s) or provide bail funding for employees arrested while driving company cars.

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))



SECTION 8

ITEMS FOR BOARD ACTION

**SECTION 8-G
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,
AND RECOMMENDATION FOR APPROVAL OF
DISTRICT RESOLUTION 22-16, RECOGNIZING NOVEMBER 2022 AS
NATIONAL FAMILY CAREGIVERS MONTH**

OCTOBER 25, 2022



RESOLUTION NO. 22-16

In Recognition of National Family Caregivers Month

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

WHEREAS, November is the month where we take time to recognize, praise and support the 78 million people who dedicate their time and lives, often unpaid, to care for a family member in need; and

WHEREAS, family caregivers face challenges and health emergencies, juggle priorities, and suffer isolation that are exacerbated by the coronavirus health pandemic; and

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Camarillo Health Care District Board of Directors, does hereby recognize November of 2022 as National Family Caregivers Month.

ADOPTED, SIGNED, AND APPROVED this 25th day of October 2022.

Thomas Doria, President
Board of Directors
Camarillo Health Care District

Attest: _____
Christopher Loh, Director
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss

I, **Christopher Loh**, Board of Director of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 22-16 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 25th day of October 2022, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Christopher Loh, Director
Board of Directors
Camarillo Health Care District



SECTION 9

STAFF/COMMUNITY PRESENTATION/ACKNOWLEDGEMENT

OCTOBER 25, 2022

C A M A R I L L O H E A L T H C A R E

District



CERTIFICATE OF RECOGNITION

PRESENTED TO

Charlotte Craven

in grateful recognition of your contributions
that brightened the days
and impacted the lives of so many.

Thomas Doria, MD, President

Christopher Loh, MD, Director

Neal Dixon, MD, Director

Paula Feinberg, Director

Louanne Kroell, PT, Director

Kara Ralston, Chief Executive Officer



SECTION 10

CHIEF EXECUTIVE OFFICER REPORT

OCTOBER 25, 2022

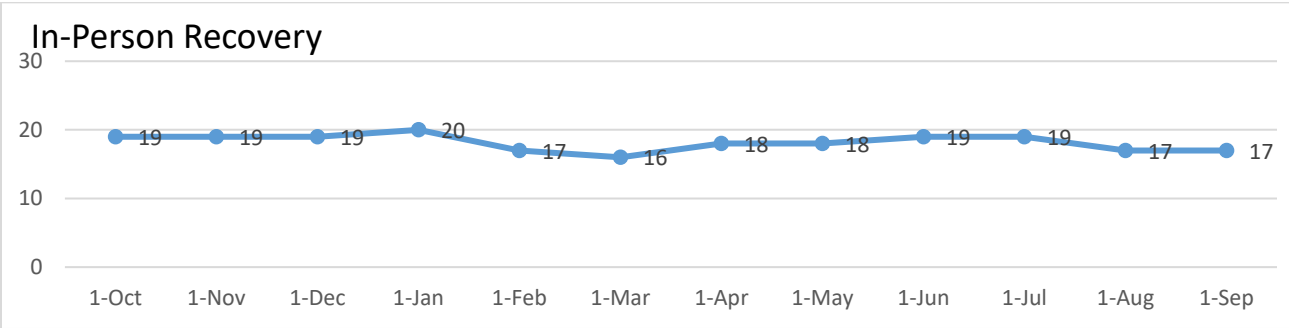
MEMORANDUM

DATE: September 30, 2022
TO: Kara Ralston, Chief Executive Officer
FROM: Mary Ann Ratto, Adult Day Center Director
SUBJECT: *September 2022 Monthly Report*

PROGRAM DESCRIPTION

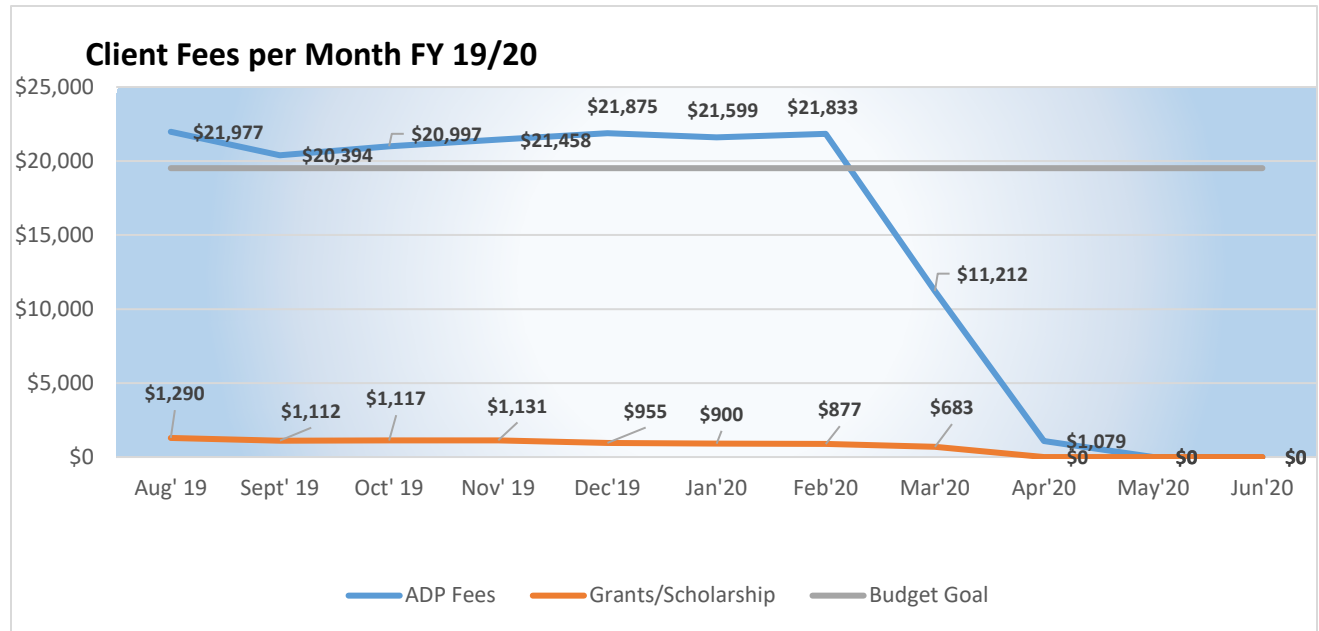
Since 1983, Camarillo Health Care District has operated a state-licensed Adult Day Center for adults (age 18 and over) with cognitive impairment and other special needs. With intentional thoughts, the Adult Day Center provides a compassionate and dynamic environment where persons with functional and cognitive disabilities can participate in meaningful activities, allowing them to remain as independent as possible with dignity, respect, and honor. Participants enjoy a variety of scheduled activities modified and designed to promote self-esteem, endurance, and engagement. Customized schedules are available full day, half day, multiple or single days in a week, with transportation options.

The subsequent charts reflect recovery efforts since reopening in September 2021. Operating under capacity restrictions, with full and afternoon half day offering at 6:1 ratio.

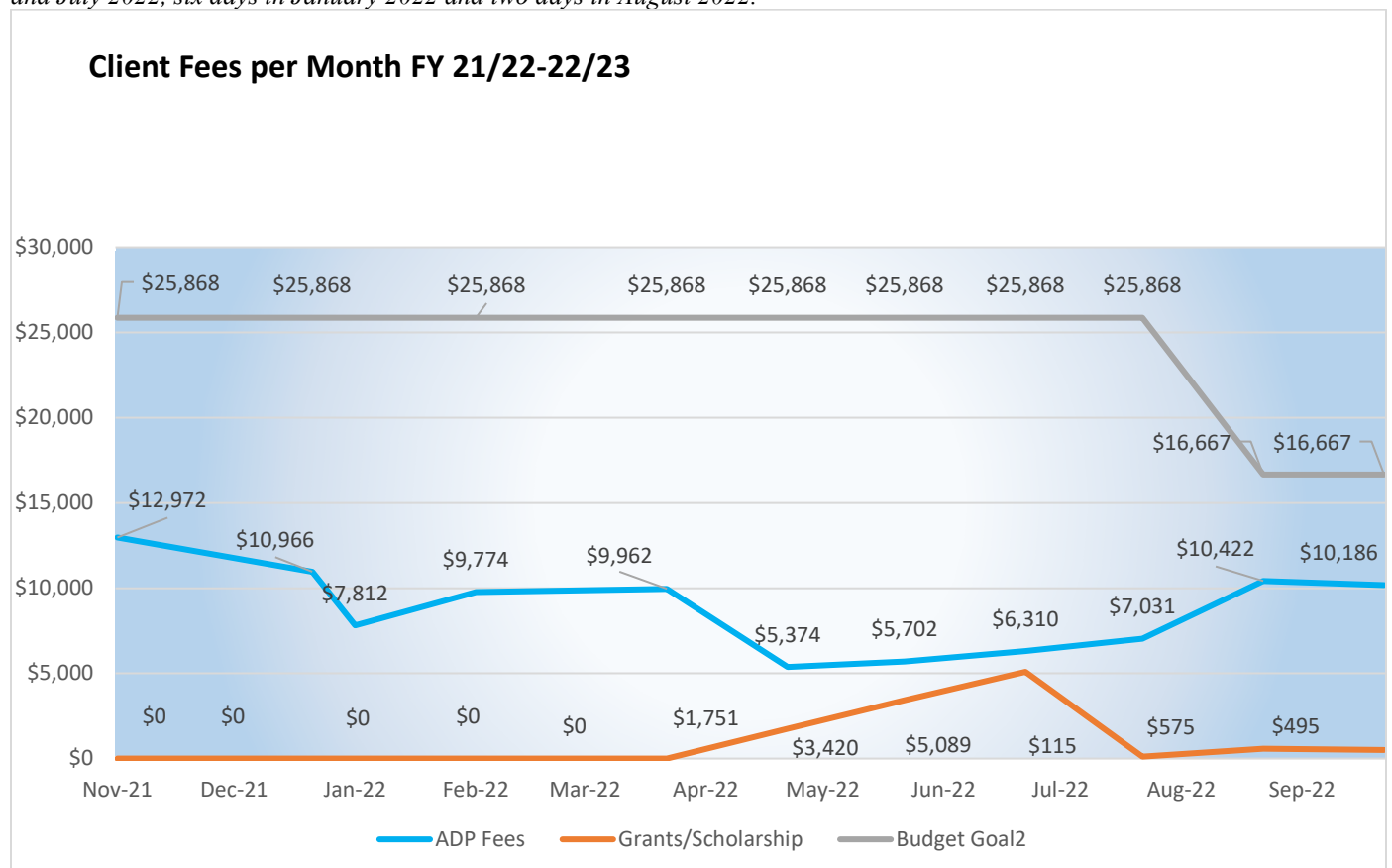


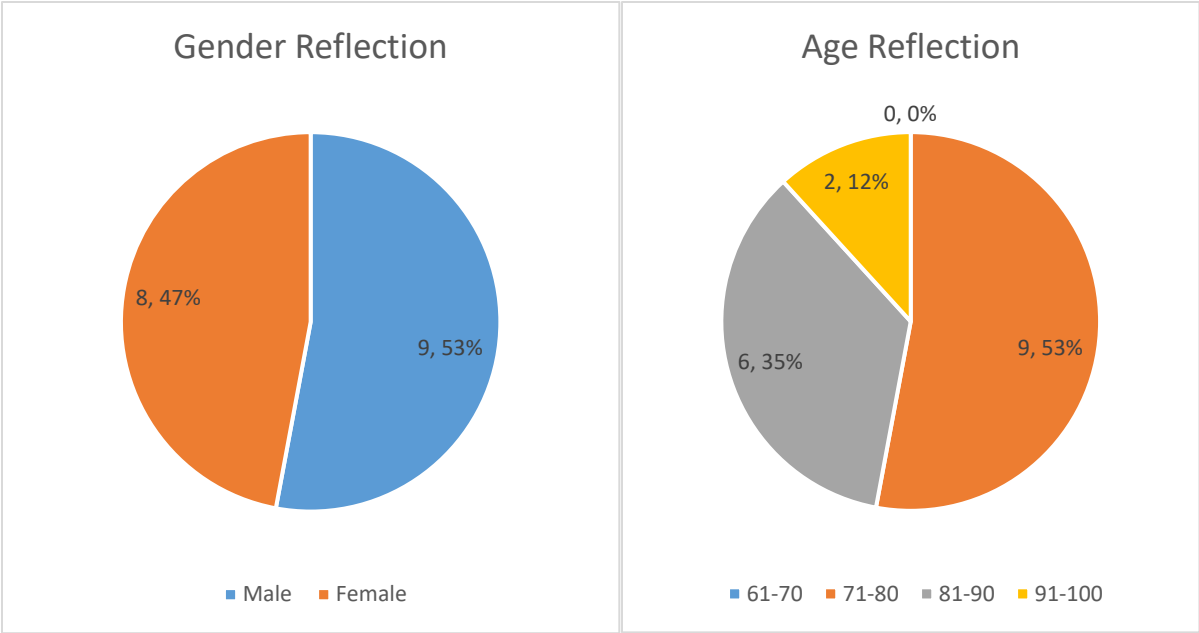
	September 2022	October 2022
Enrollment at start of new month	16	13
New Enrollment	1	2
Leave of Absence (LOA)	1	4
Disenrollment	0	0
Active Enrollment at close of month	17	

The following revenue charts reflect the success of the ADC, prior to the March 13, 2020 temporary suspension and the recovery efforts since reopening the ADC from September 8, 2020 through December 4, 2020 and April 19, 2021.



This chart reflects a dip in revenue during the months of December and January. Due to circumstances caused by the surge in Omicron cases, the center temporarily suspended in-person services for two days in December 2021 and July 2022, six days in January 2022 and two days in August 2022.





Total Clients: 17
Current average age: 80
Current oldest: 92 (ma)
Current youngest: 75 (ma and fe)

MEMORANDUM

Date: October 3, 2022
To: Kara Ralston, CEO
From: Blair Barker, Care Services Director
Subject: September 2022 Board Report

Program Description

Lifeline is an easy-to-use, in-home personal response service to ensure rapid response and assistance whenever needed...24 hours a day, 365 days a year.

Program Overview

- 2 units were installed
- 5 units were removed
- 250 total Lifeline subscribers

Description	September 2022	August 2022	Monthly Variance	September 2021	Yearly Variance	Fiscal YTD
Total Subscribers	250	251	-1	309	-59	250
Total Units Removed with extra buttons (including transfers out to SSI programs)	5	7	-2	7	-2	22
Total Number of Installations with extra buttons	2	1	+1	1	+1	3
Net Installations	-3	-6	-3	-6	-3	-19
In District/Out of District	2/0	1/0	1/0	1/0	1/0	+3/0

All numbers on chart are directly taken from the Lifeline Carepartnersconnect web page

Deactivations in September totaled 5 Clients

The average length of stay for those deactivating in September was 5.64 years. The national average is 2 years and 7 months.

Lifeline Operational Calls

In total, including other miscellaneous activity, Lifeline Central answered or responded to 130 calls from District subscribers in September.

	September 2022	August 2022	Monthly Variance	September 2021	Yearly Variance	Fiscal YTD
Accidental Button Pushes (No EMS called)	50	65	-15	82	-32	160
Client Tests Performed	62	51	+11	88	-26	148
Incidents	17	15	+2	20	-3	43
Service Calls	0	0	0	1	-1	0
Welcome/Information Calls	1	1	0	1	0	2
Total	130	132	-2	192	-62	353

Detailed Incident Report: In September, Lifeline reported 17 calls for help from CHCD subscribers. Out of the 17 calls, 1 person was transported to a local hospital which represented 6% of button-help calls. EMS was called to the scene for a total of 9 times for the month of September representing about 60% of all incidents. Overall, falls were the number one reason (40%) for needing assistance.

MEMORANDUM

DATE: Oct. 4, 2022
TO: Kara Ralston, CEO
FROM: Michelle Rogers, Community Education & Outreach Manager
SUBJECT: *Monthly Program Report: September 2022*

PROGRAM DESCRIPTION – Social Media

Community Education & Outreach focuses on developing, producing and facilitating the various educational and outreach platforms of Camarillo Health Care District. With 2022 as the building social media year after a hiatus during the pandemic, goals include:

- highlight classes, services, programs and departments, and posting consistently
- boost brand awareness by creating original content
- share timely and varied posts to create a dynamic social media portfolio
- curate, like and comment on content that aligns with mission; follow/like local agencies
- maintain a pulse on community conversations to help expand audience
- increase community engagement by asking and answering questions, hosting polls, and sharing our own thought leadership pieces that initiate and inform conversations

Nextdoor (account added Aug. 31)

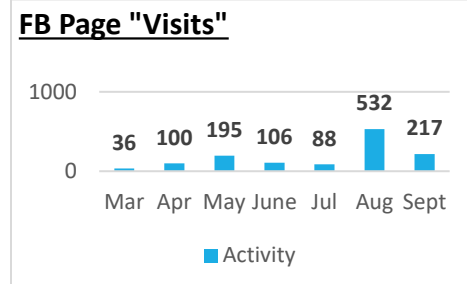
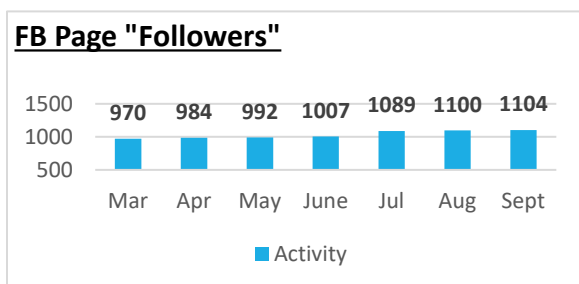
- 32,652 impressions
- 119 interactions
 - **Impressions** are the number of times a post is seen and may include multiple views of the post by the same people
 - **Interactions** include likes and comments

MOST POPULAR: Adult Day Center tour video with 3,384 impressions and highest “thank you” count with 14.

SECOND MOST POPULAR: Meet us at the Camarillo Farmers Market video with 3,115 impressions.

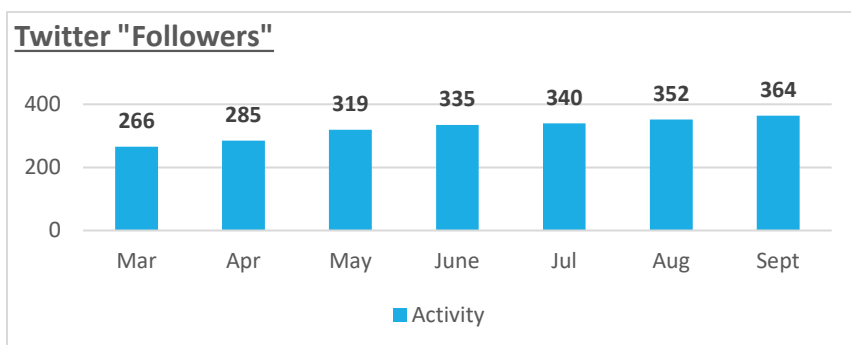
Facebook

- HIGHEST REACH: 50 Plus Senior Expo, reaching 2,745 people and resulting in 2,776 impressions. The post reached over 2,000% more people than our median posts on Facebook.
 - **Reach** is the number of people who saw any post at least once
 - **Impressions** are the number of times a post is seen and may include multiple views of the post by the same people
- TOTAL REACH: for the last 28 days is 7,403.
- FACEBOOK PAGE VISITS: for the last 28 days is 197
- MOST REACTIONS: “50 Plus Expo” with 25. On average we have four reactions.
 - **Reactions** is a button on a post that allows people to show different reactions to the content: “Like”, “Love”, “Haha”, “Wow”, “Sad” or “Angry”
- HIGHEST COMMENTS: “TikTok for Beginners” with 6 comments.
- HIGHEST ENGAGEMENT: “50 Plus Expo” with 25 engagements
 - **Engagements** are a combination of reactions, likes, comments and shares.



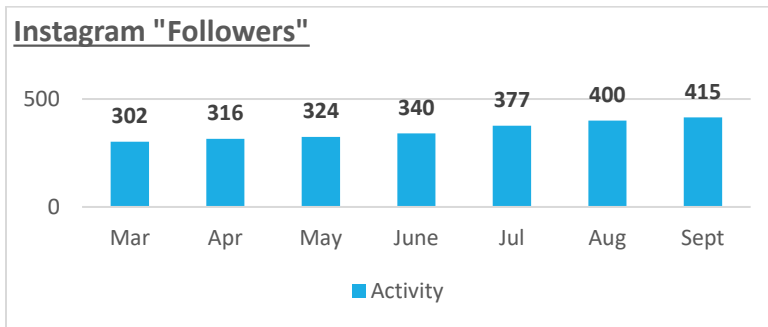
Twitter

- **ENGAGEMENT RATE:** engagement rate was 5.8%, up from 4.9% last month, with 27 retweets and 54 likes.
 - **Engagements** are clicks, retweets, replies, follows and likes
 - **Impressions** are the number of times a user saw the tweet
 - **Engagement rate** is the number of engagements divided by the total number of impressions
- **TOP TWEET:** "We are at the 50 Plus Expo," with 257 impressions, one retweet and 4 likes.
- **MOST POPULAR tweet:** "Sign up for Bingocize" with 257 impressions, 7 engagements and a 2.7% engagement rate.
- **HIGHEST ENGAGEMENT:** "We are at the 50 Plus Expo" with 67 impressions, 21 engagements and a 16.4% engagement rate.



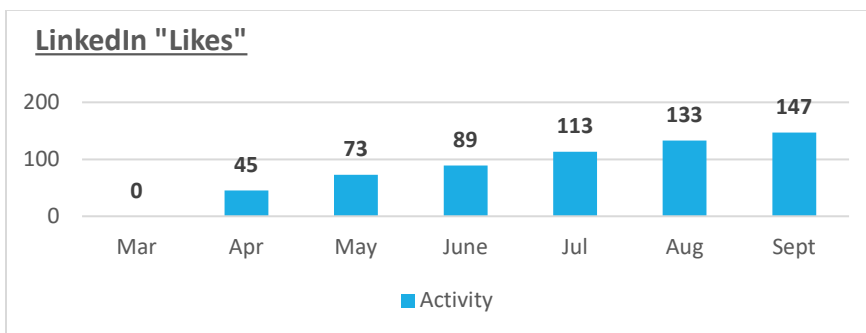
Instagram

- Reached 271 people, with 49 profile visits.
- **HIGHEST REACH:** "Tomorrow: Living Well, Caring Well event"; reached 78 people.
- **SECOND MOST POPULAR POST:** "Eating a Balanced and Healthy Diet" promoting our nutrition counseling; reached 52 people and had 6 likes and 3 shares.
- **HIGHEST ENGAGEMENT:** "Sixty people out for the Living Well, Caring Well event," with 70 people reached and 13 likes.



LinkedIn

- 27 unique visitors, up 125%
- 41 page views, up 86%
- 648 post impressions
- Video gets the highest engagement with our video “Adventures in VR” video earning a 25% engagement rate with 77 views.
- “Join us at the Camarillo Farmers Market” post had 43 impressions and 24 views.
- We typically appear in 150 searches each week.



TikTok

- 30 videos in the last five months, with 9,676 total views, up from 8,932 total; avg 1,900 views/month
- 866 views for “Digital Scrapbooking” post
- 254 views of a video featuring people who completed “Dementia Friend” training at the “Living Well, Caring Well” event we hosted
- 277 views of a video featuring activities and lunch in our ADC
- HIGHEST ALL-TIME VIEWS: video of the Senso balance machine with 1,247 views

YouTube

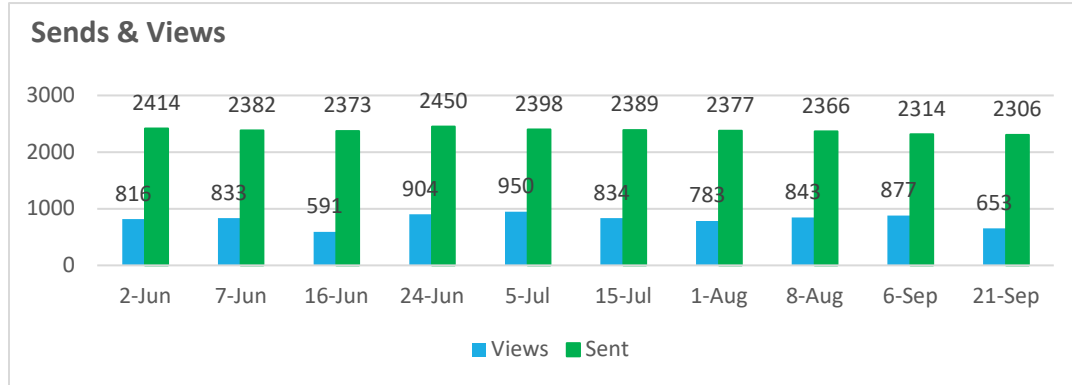
- Developed in June 2022 (17 subscribers)
- Posted 14 videos since launch
- 13,242 total views
- MOST VIEWED VIDEO: highlighting “Care-A-Van Transportation”; 12,000 views, 27 likes and 96,500 impressions/number of times the video was shown to viewers on YouTube (spiked and more than doubled when it became a “suggested” video by YouTube.)

SoundCloud (podcast)

(SoundCloud is the platform used for the District’s podcast which shares health and caregiver journeys, and true, first-person stories about life, love and learning.)

- 4 “From the Heart” podcasts
- 142 “listens,” up from 125, and 9 “likes”

E-Newsletter

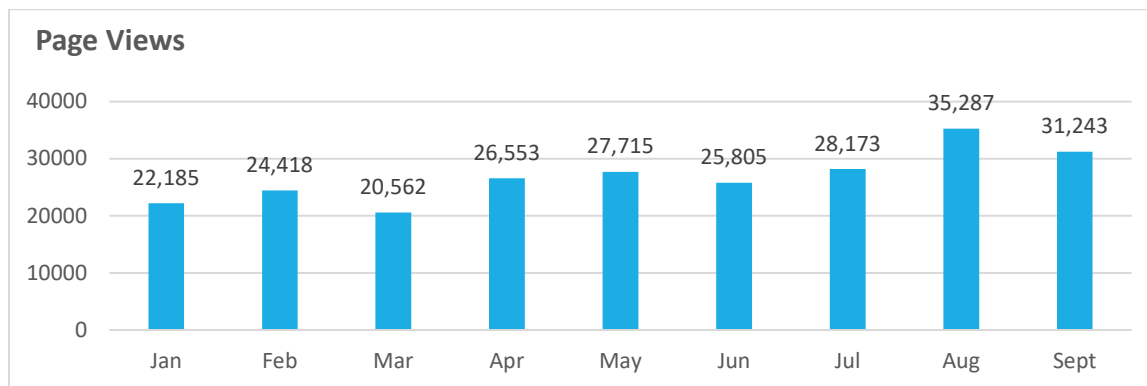


Since the launch of the e-newsletter on June 2, 2022, a total of 10 newsletters have been sent. The open rate has been averaging 35%, which is considered a “top-tier score”; marketing experts say average open rate should be 15-25%.

- **Newsletter Sept. 6**
 - focused on “Join us for Living Well, Caring Well”
 - 2,314 people received the newsletter
 - 877 opened and viewed it
 - 37.9% open rate (average open rate should be 15-25%)
- **Newsletter Sept. 21**
 - focused on “Healthy Attitudes is out – join us for ‘Adventures in VR’”
 - 2,306 people received the newsletter
 - 643 opened and viewed it
 - 28.3% open rate (average open rate should be 15-25%)

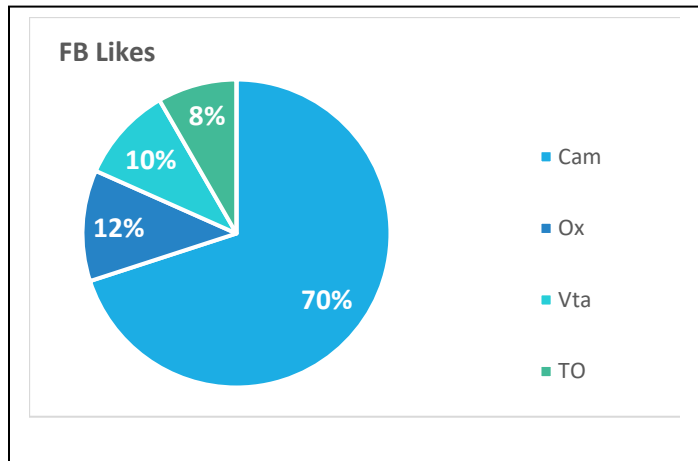
Website

Average 24,000 views/month



CURRENT SOCIAL MEDIA AUDIENCE

- Facebook
 - 87 percent women
 - most age 35-65+
- Instagram
 - 74 percent women
 - most age 35-64, 20 percent from Camarillo, 8.5 percent Oxnard, 6.3 percent Ventura, 2.5 percent Thousand Oaks.
- Twitter
 - Doesn't record audience profile data.
- LinkedIn
 - 80 percent are from the greater LA area
 - 25 percent work in business development, 11 percent in community and social services, 11 percent in media and communication, 8 percent operations, 5 education, 5 percent healthcare services, 5 percent human resources.
- TikTok, YouTube and SoundCloud: *Building stages*



September 2022 Report

Date: October 12, 2022
To: Kara Ralston, CEO
From: Blair Barker, Care Services Director
 Mayra Tapia, Senior Nutrition Coordinator
 Monthly Program Report: **September 2022**

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

Home Delivered Meals (HDM) are delivered to homebound seniors who are unable to procure or prepare their own meals, and include fresh fruit and vegetables, dairy and grain products as supervised by VCAAA registered dietician. Up to 5 meals/week are delivered in a bundle once each week. **During COVID-19 restrictions, clients include seniors not normally home-bound, and non-senior disabled who are abiding by Stay-at-Home orders. As of August 11, 2021, all recipients may now only receive up to 5 meals/week, with some exceptions made (low-income, high nutrition risk, no other means to obtain food, etc.) (which is why the total meal count for this month decreased from previous months).**

Congregate Meals (aka Apple-A-Day Café) are normally served at the District congregate (Cong) site on the third Thursday of each month. **During COVID-19 restrictions,** congregate clients may instead choose to pick up a frozen meal at the District once a month.

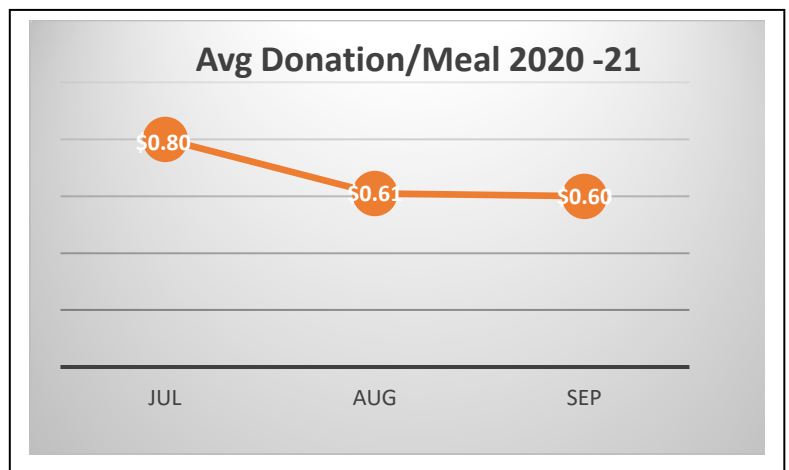
The SNP is also partially funded by the Older Americans Act, through the Ventura County Area Agency on Aging (VCAAA), VCAAA Foundation, and the City of Camarillo. There is no charge per funding agreement but a \$3.00 per meal donation by attendees is suggested as required by the VCAAA.

At-a-Glance

**includes HDM Clients currently on hold as well as 6 non- seniors funded by VCAAA Foundation.*

	September 2022	Unduplicated Clients FYTD
New HDM clients	26 <u>-15 disenroll</u> 11 net gain	293 *
New Cong. clients	0	0**

***Due to COVID19, Cong clients shifted to HDM*



Program History

The District began administrating the operational arm of the Senior Nutrition Program in April 2005, under grant funding from the Ventura County Area Agency on Aging (VCAAA). In FY 2006/07, the City of Camarillo approved funding support for the Home Delivered portion of the Senior Nutrition. VCAAA manages the food procurement part of the program, while the District provides the operational and logistical support of implementation. Since the District's participation in this program, more than 3,000 people have received more than 513,000 meals, averaging over 29,000 meals/year.

TOTAL MEALS SERVED (cumulative)		VCAAA Funding	VCAAA meals allowed	% program split	City Funding (HDM only)	City CBDG CV3 Funding (HDM only)
Program began April 1, 2005		\$27,602				
Total meals served FY 2005-2006	34,382	\$52,099				
Total meals served FY 2006-2007	28,234	\$84,468			\$32,000	
Total meals served FY 2007-2008	27,332	\$79,978			\$32,000	
Total meals served FY 2008-2009	26,168	\$82,424			\$35,000	
Total meals served FY 2009-2010	27,132	\$82,259			\$37,000	
Total meals served FY 2010-2011	22,598	\$84,166	25,700	62% HDM 38% Cong	\$37,000	
Total meals served FY 2011-2012	15,936	\$69,536	23,710	62% HDM 38% Cong	\$37,000	
Total meals served FY 2012-2013	12,941	\$60,800	20,075	96% HDM 4% Cong	\$37,000	
Total meals served FY 2013-2014	19,452	\$52,572	18,600	97% HDM 3% Cong	\$37,000	
Total meals served FY 2014-2015- (HDM+C)	23,036	\$52,572	20,460	97% HDM 3% Cong	\$37,000	
Total meals served FY 2015-2016 (HDM+C)	22,799	\$55,942	20,460	97% HDM 3% Cong	\$37,000	
Total meals served FY 2016-2017 (HDM+C+ ARCH)	23,148	\$69,660	22,320	93% HDM 7% Cong	\$37,000	
Total meals served FY 2017-2018 (HDM+C+ARCH)	25,396	\$69,375	22,500	97% HDM 3% Cong	\$37,000	
Total meals served FY 2018-2019 (HDM+C)	29,883	\$73,750	24,000	98% HDM 2% Cong	\$37,000	
Total meals served FY 2019-2020 (HDM+C)	39,719	\$84,375	27,500	96% HDM 4% Cong	\$37,000 + \$7500	
Total meals served July 2020- June 2021 (HDM+Cong.)	77,228	\$96,058	30,250	96% HDM 4% Cong	\$37,000	
FYTD Total meals served July 2021 - June 2022 (HDM+Cong.)	49,689	\$96,058	30,250	96% HDM 4% Cong	\$37,000	\$50,000
FYTD Total meals served July 2022 - September 2022 (HDM+Cong.)	12,348*	\$96,058	30,250	96% HDM 4% Cong	\$37,000	\$50,000
TOTAL cumulative meals served since program inception; all- meal types; commenced April 2005	517,421					

*includes meals for (6) <60 disabled clients funded by the VCAAA Foundation

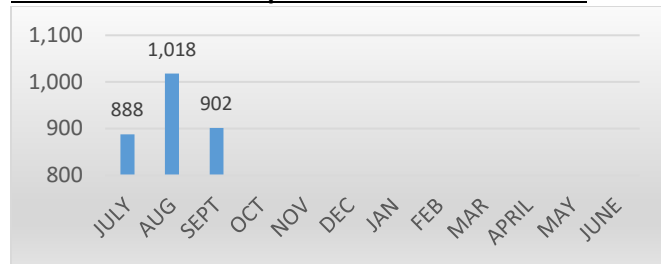
HDM Referral Sources

Referral Source September 2022	HDM	Cong
Friend/Neighbor/Family	5	0
Former Congregate Client	0	0
Website/Social Media	0	0
Healthy Attitudes magazine	6	0
Health care provider – APS/ Hospital/Doctor/Social Worker	5	0
VCAAA referral	4	0
Previous Client	6	0
Internal District referral	0	0
Walk-in	0	0
Hospice	0	0
OASIS Catholic charities	0	0
TOTAL	26	0

HDM Cancellations

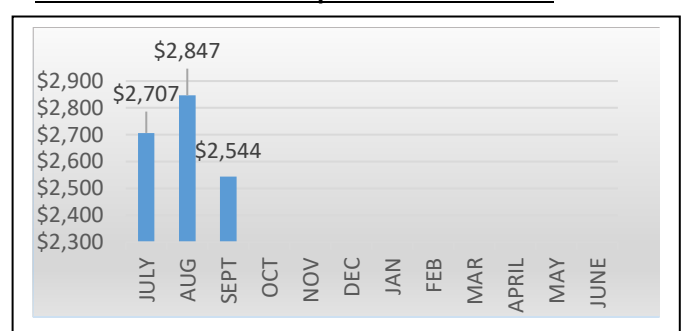
Reason Stated	September 2022
No longer requires services	2
Family/Caregiver now providing meals	1
Moved in with Family	0
Moved into Care Facility	3
Moved to alternate Program	0
No longer meets criteria	3
Health has improved - able to cook	0
Dietary restrictions	1
Relocation out of service area	1
Deceased	2
On hold for extended time	2
TOTAL	15

HDM: Clients Served per Month 2022-23



*client count is duplicated count as clients receive meals each week

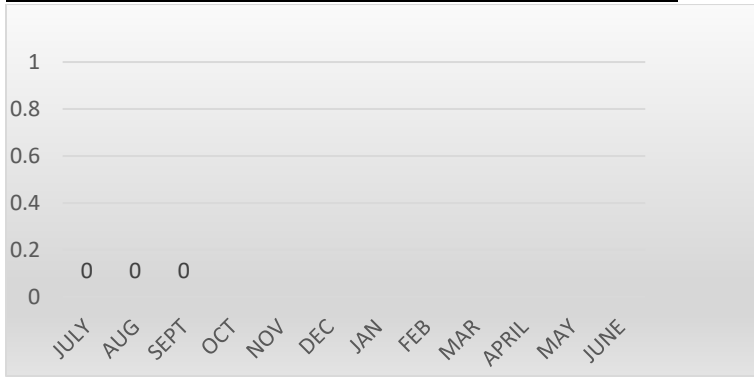
HDM: Donations Rec'd per Month 2022-23



HDM: Total Meals Provided per Month 2022-23



CONGREGATE: Meals Provided per Month 2022-23



CONGREGATE: Donations Received per Month 2022-23



***Congregate remains as a frozen pick-up option due to COVID-19 restrictions. For July 2022, there were no clients who opted for a pickup. Many past congregare clients are currently being served under the HDM program.*

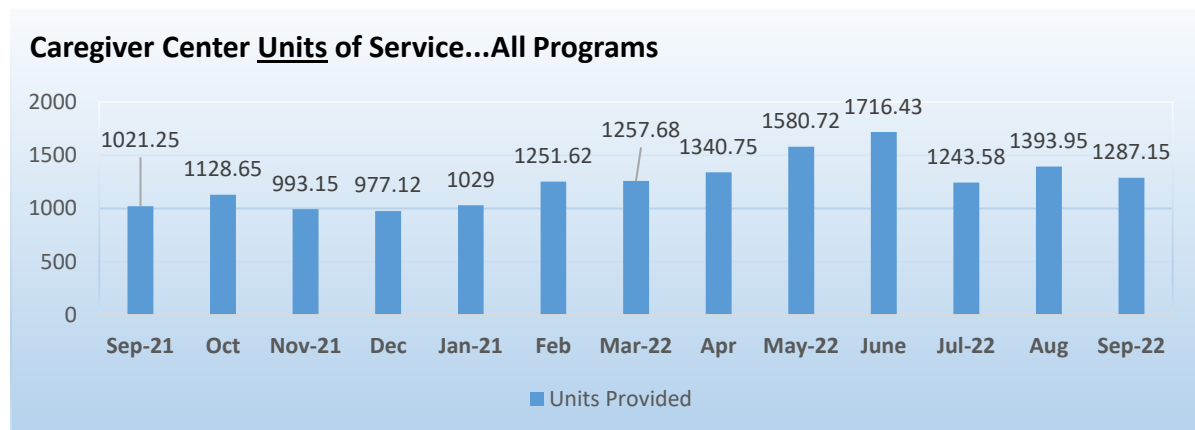
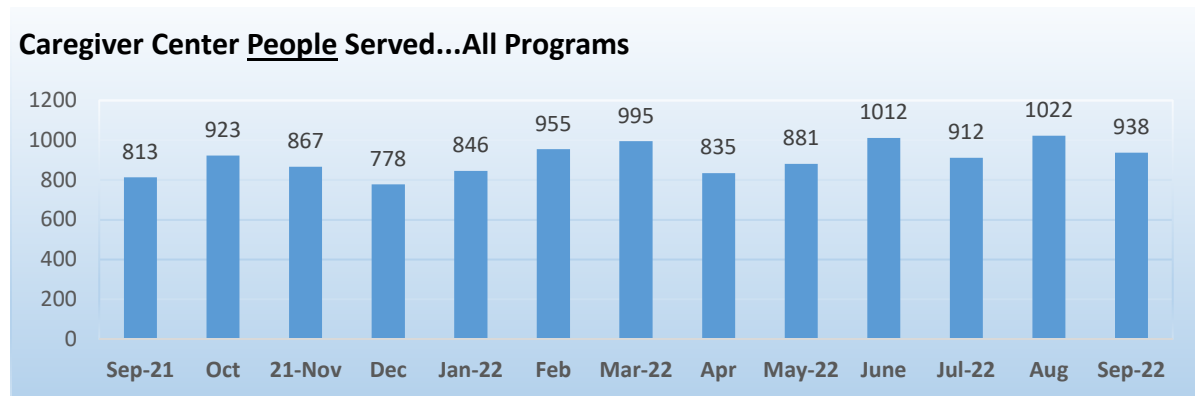
MEMORANDUM

DATE: October 14, 2022
TO: Kara Ralston, CEO
FROM: Blair Barker, MPH, Care Services Director
Caregiver Center of Ventura County
RE: September 2022 Monthly Report

PROGRAM DESCRIPTION

The goal of the Caregiver Center of Ventura County (Center) is to decrease the impact of caregiver burden and empower people to better health. This is accomplished through strategic partnerships with medical and community-based providers for the delivery of caregiver education and training, access to resources, and increased quality of life outcomes. The Caregiver Center has a comprehensive array of programs and services including Powerful Tools for Caregivers, Personalized Care Consultations, Senior Support Line, Caregiver Skill-building, Respite Services, Home Modification Services, Dementia Education Classes, Support Groups, Walk-in Inquiry, and Caregiver Reminder Contacts.

Overview of Units of Service Provided



Program	September - Units	September - People
Dealing with Dementia: class	26	13
Dementia Live: class	0	0
Powerful Tools for Caregivers: Virtual Class	20	5
Care Consultation: in-person	3.25	2
Care Consultation: phone	6	10
Caregiver Support Group	18	9
Respite: In Home Hours	52	3
Respite: ADP Hours	24.75	1
Home Modifications: Units Installed	2	2
Assistive Devices: Units installed	0	0
Senior Support Line: Peer Counseling	76	66
Senior Support Line: Telephone Reassurance	118.15	86
Caregiver Wellness Screening (Zarit Burden)	0	0
Depression Screening (PHQ-9)	0	0
Client follow-up (<i>in-person, phone call, email, similar</i>)	168	118
Client Walk-ins	23	23
Resource & Education Request	382	343
Inquiry response: Email/phone reply	267	172
Caregiver Email Outreach	101	85
TOTAL	1,287.15	938

Caregiver Education: Powerful Tools for Caregivers Program

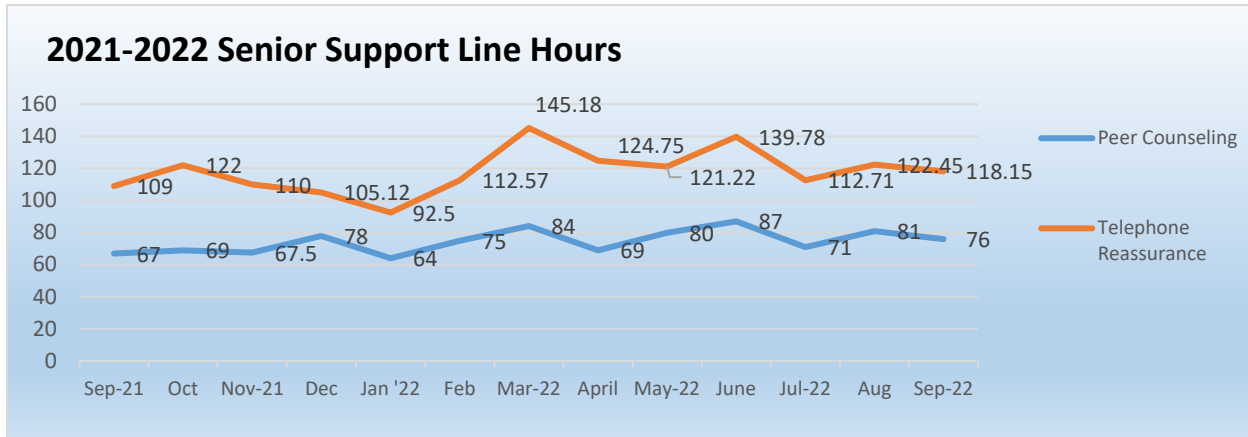
*There would be a chart below this that represents monthly and FYTD counts of clients (and hours) served by the Center's Caregiver Education program. Partial program funding through the Older Americans Act, Title III E, funding awarded by the VCAAA. Due to staffing changes, the class was postponed to begin in late August. A chart will be displayed at a later time.

Caregiver Education	September	FYTD	Annual Contract Goal	Target % of Contract Goal
Total Client Units*	20	30.5	113	18%
Clients served	5	12	N/A	N/A
TOTAL	25	42.5	N/A	N/A

*This number includes the VCAAA Caregiver Education grant funded programs (Title III E) Powerful Tools for Caregivers class sessions (virtual and in-person class series). This chart represents counts of clients served as well as the hours provided by the Center through the Powerful Tools for Caregivers programs. It includes those who attend virtual or in-person classes; as well as classes provided with partner agencies.

Senior Support Line

This chart represents measures of Senior Support Line (SSL) activities, either peer counseling or telephonic reassurance. Partially Funded Program through Older Americans Act federal funding, SSL is a toll-free reassurance and socialization program for Ventura County residents aged 60 and older, providing emotional and social support to reduce risks of isolation, socialization, wellness and safety checks, and connections to community resources.



Senior Support Line (Title IIIB)	September	FYTD	Annual Contract Goal	Target % of Contract Goal
Peer Counseling: Hours	76	228	616	25%
Peer Counseling: Persons Served (unduplicated monthly)	66	186	375	32%
Telephone Reassurance: Hours *	118.15	353.31	N/A	N/A
Telephone Reassurance: Contacts	340	1,030	2,236	31%
Telephone Reassurance: Persons Served (unduplicated monthly)	86	251	278	59%
TOTAL	686.15	2,048.31	N/A	N/A

Respite Hours

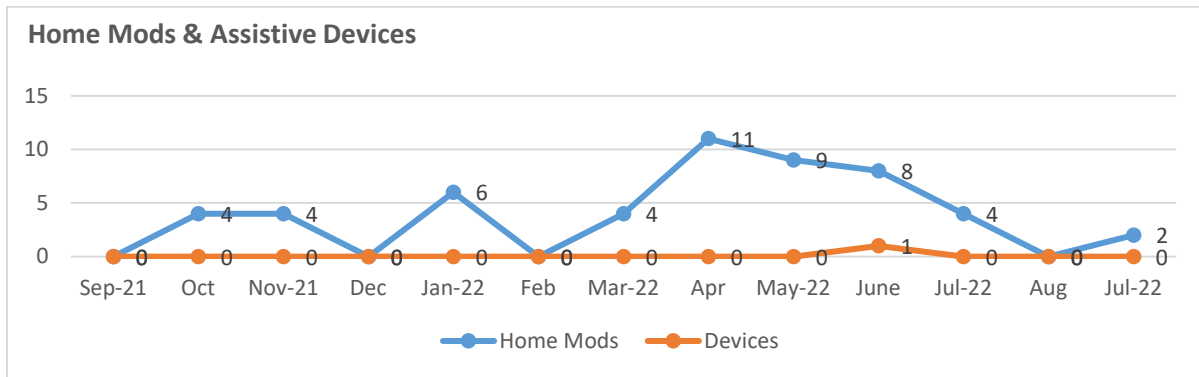
This table represents measures of Respite hours and clients served by those hours, either in-home and/or at the Adult Day Center. The District periodically receives funding for in-home respite and adult day center respite through Older Americans Act, Title III E funding awarded by the VCAAA.

Due to COVID-19 fluctuations, respite hours in the Adult Day Center have been limited in this fiscal year (due to capacity restrictions). The VCAAA understands the impact of COVID-19 on the performance of this funding.

Respite (Older Americans Act Title III E)	September	FYTD	Annual Contract Goal	Target % of Contract Goal
Respite: In-home (hours)	52	103.5	471	2%
Respite: In-home (people)	3	9	N/A	N/A
Respite: ADP (hours)	24.75	59.25	556	1%
Respite: ADP (persons served)	1	3	N/A	N/A
TOTAL	80.75	174.75	N/A	

Home Modifications and Assistive Devices

This chart reflects the number of home modifications (anything that requires a bolt, screw, etc.) and assistive devices (no installation required) that have been authorized. The District periodically receives funding for Home Modifications and Assistive Devices through Older Americans Act, Title III E funding awarded by the VCAAA.



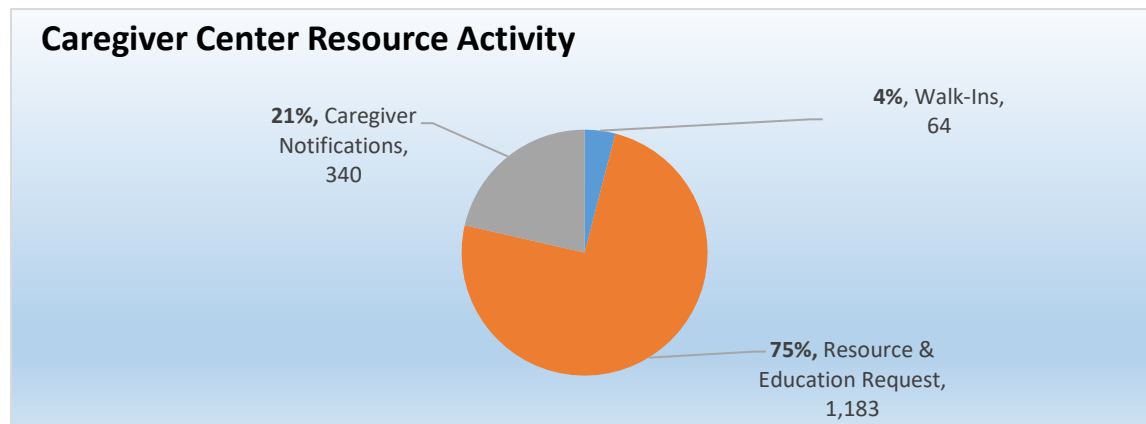
Home Modifications (Title III E)	September	FYTD	Annual Contract Goal	Target % of Contract Goal
Home Modifications: Units installed	2	6	66	9%
Home Modifications: Persons served	2	4	N/A	N/A
Assistive Devices: Units provided	0	0	3	0%
Assistive Devices: Persons served	0	0	N/A	N/A
TOTAL	4	10	N/A	

Dementia Friendly Caregiver Engagement Project

Outside of the pandemic, there would be a chart below this that represents monthly and FYTD counts of clients and organizations served by the Center’s dementia education programs. Grant funding was previously provided by the Arthur N. Rupe Foundation to expand dementia specialty programs and services to family and professional caregivers. These programs and services are an integral of the Dementia Friendly Ventura County initiative (led by the VCAAA). While the District has not been able to train professionals due to previous COVID-19 restrictions, the District has been providing in-person and virtual workshops to family caregivers (numbers reflected in chart and tables, pages 1-2).

Caregiver Center Resource Activity

This chart represents Resource Specialist activity for the fiscal year, with August 2022 shown in the data table below.



Caregiver Center Resource Activity	September	FYTD
Client walk-ins	23	64
Resource & Education Request	382	1,183
Caregiver Notification	101	340
TOTAL	506	1,587

The innovative dementia-specialty work accomplished in the Caregiver Center positions the District as a preferred provider to secure contracts and grant awards. The Center’s work contributes to the District’s strategic plan initiatives by providing evidence-based dementia training to caregivers to increase skillsets and education needed to provide quality care for their care partner and protect their own health.

MEMORANDUM

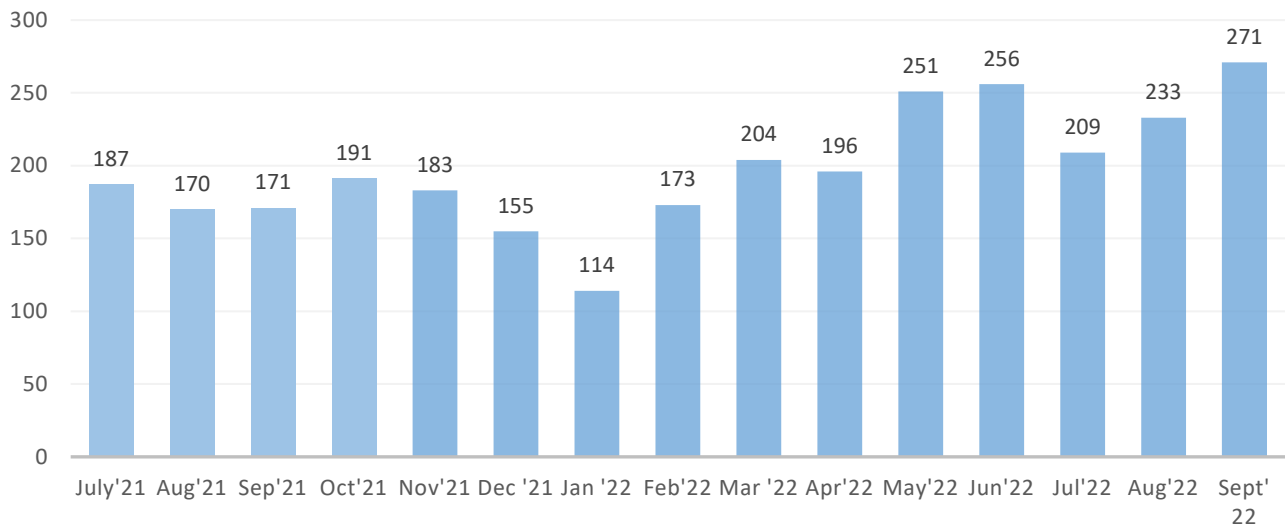
DATE: September 30, 2022
TO: Kara Ralston, Chief Executive Officer
FROM: Mary Ann Ratto, Director Adult Day Center
SUBJECT: *September Monthly Report*

PROGRAM DESCRIPTION

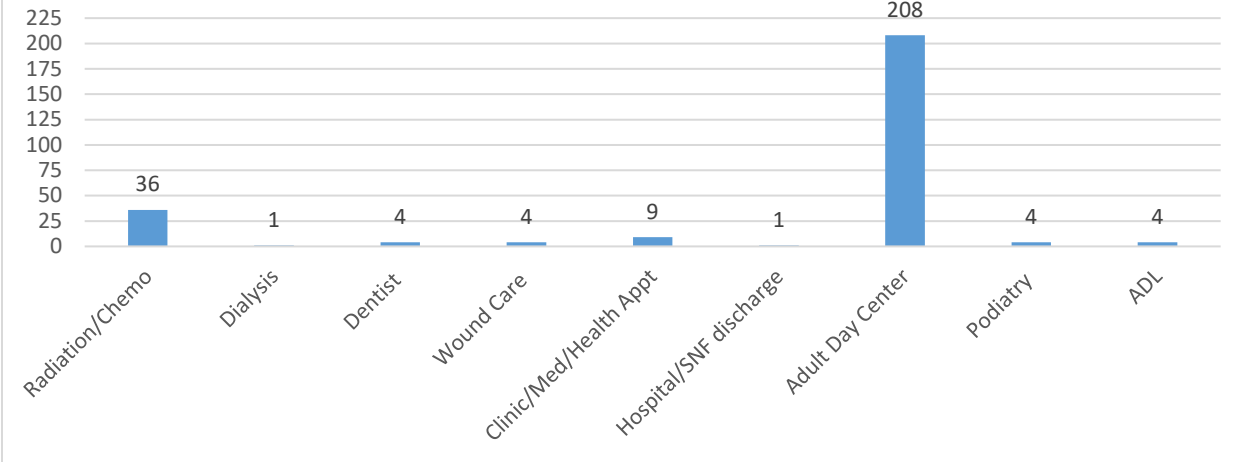
Camarillo Health Care District provides door-through-door transportation for non-emergency medical appointments and other activities of daily living, including to and from District programs, throughout Ventura County. Drivers are trained in CPR and First Aid, and have additional sensitivity training in transporting frail, elderly cognitively challenged and mobility-challenged riders. Vehicles are equipped with hydraulic lifts to accommodate wheelchair clients, oxygen canisters, and other assistive mobility devices.

Rides originate in the service area and can be provided to destinations throughout Ventura County, and to Kaiser in Woodland Hills. Transportation services remain available with proper capacity, safety and spread mitigation limits.

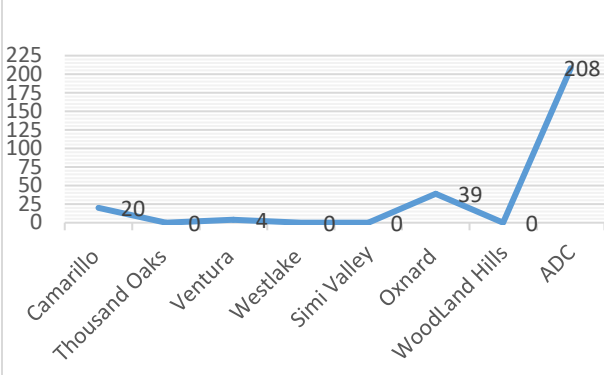
Total Rides per Month



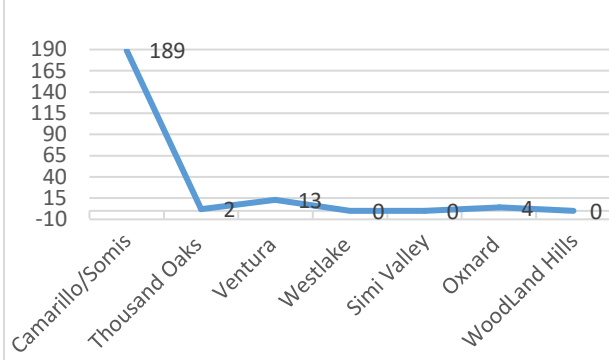
Cause or Reason for Ride



Ride Destinations



Adult Day Ride Destinations





SECTION 11

BOARD PRESIDENT REPORT

OCTOBER 25, 2022



SECTION 12

BOARD MEMBERS COMMENTS AND/OR REPORTS

OCTOBER 25, 2022

SECTION 13

FUTURE MEETING AND EVENTS

<u>Board of Directors Meetings</u>	
• Executive Committee: Doria/Dixon	November 8, 2022, 10:30 a.m.
• Full Board:	November 15, 2022, 8:30 a.m.
• Full Board:	December 2022 - Dark
• Executive Committee: TBD	Proposed January 17 or 19, 2022, 10:30 a.m.
• Finance Committee: TBD	Proposed January 24 or 26, 2022, 10:30 a.m.
• Full Board:	Proposed January 24 or 26, 2022, 12:00 p.m.

OCTOBER 25, 2022

Amended

**Camarillo Health Care District
Investment & Reserves Report
30-Sep-22**

LAIF	2022 - 2023		Quick Ratio	Current Ratio
	9/30/2022	Interest Earned		
Vehicle Fleet Reserve	75,752	0	32.57	37.30
Technology Reserve	152,431	0		
Project/Special Use Reserve	151,504	0		
Capital Improvement Reserve	505,012	0		
General Operating Reserve	1,023,421	0		
Undesignated - General Operating	2,144,729	0		
Total LAIF	4,052,849	0		
Bank of the West				
General Operating Fund	1,184,802	0.00		
Total Bank of the West	1,184,802	0.00		
Mechanics Bank				
Checking	0	0.00		
Savings	630,986	63.48		
Total Savings & CD's	630,986	63.48		
Scholarships & Petty Cash Funds	8,579			
Ventura County Treasurer Pool	5,694	4.58		
Total in interest earning accounts	5,882,910	68.06		

Reserve Funds	Minimum Target	6/30/2022 Balance	2022 Allocated	2022/2023 Interest	9/30/2022 Balance	Annual Funding Goal
Vehicle Fleet Reserve	100,000	75,752	0	0	75,752	5,000
Technology Reserve	250,000	152,431	0	0	152,431	5,000
Project/Special Use Reserve	250,000	151,504	0	0	151,504	5,000
Capital Improvement Reserve	750,000	505,012	0	0	505,012	10,000
General Operating Reserve	1,941,834	1,023,421	0	0	1,023,421	100,000
Reserves & Contingencies	3,291,834	1,908,120	0	0	1,908,120	125,000

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