



**Regular Board of Directors Meeting
3615 E Las Posas Road, Suite 160 & 161
Camarillo, CA 93010
Tuesday, March 26, 2019
12:00 p.m.**

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2019 Board Meeting Calendar

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

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

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

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

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

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

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

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

August – Dark

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

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

November - Dark

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

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AGENDA**March 26, 2019 – 12:00 p.m.**

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

Board of Directors

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

Staff

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

Participants

Rick Wood, *CDSA Financial Services*
Shalene Hayman, *Hayman Consulting*

Michael Velthoen, Esq., *Ferguson Case Orr Paterson LLP*

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

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

6. PRESENTATIONS

- **Blair Craddock, MPH, Care Services Director**
 - Dementia Live Coach conferred by the Age-U-Cate Training Institute
- **Sharon Stone, MSW, Care Coordinator**
 - Certificate in Social and Behavioral Research conferred by Johns Hopkins University, Collaborative Institutional Training Initiative
 - Dementia Live Coach conferred by the Age-U-Cate Training Institute
 - Foundation in Aging and Disabilities Certificate conferred by Boston University Center for Aging Disability Education and Research
- **Veronica Villasenor, BA, Health Promotion Coach**
 - Certification in Chronic Disease Self-Management Program conferred by the Self-Management Resource Center

7. **CLOSED SESSION**

Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA. Court of Appeal Case number B281856, Ferguson v. Camarillo Health Care District.

8. **RECONVENE FROM CLOSED SESSION**

9. **ANNOUNCEMENT OF CLOSED SESSIONS**

10. **CONSENT AGENDA**

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

- A. Approval of the Minutes of the Finance/Investment Committee Meeting of February 26, 2019. **(Please see Section 10-A)**
- B. Approval of the Minutes of the Regular Board Meeting of February 26, 2019. **(Please see Section 10-B)**
- C. Approval of the Minutes of the Executive Committee Meeting of March 19, 2019. **(Please see Section 10-C)**

Suggested Motion: Motion to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____
 Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

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

12. **ITEMS FOR BOARD ACTION: Consideration, Discussion, and Decision:**

- A. **Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of District disbursements, financial reports, and monthly investment report for the period ending February 28, 2019. **(Please see Section 12-A)**

Suggested Motion: Motion to approve District disbursements, financial reports, and monthly investment report for the period ending February 28, 2019.

Motion _____ Second _____ Abstain _____ Pass _____
 Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

B. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of District Policy Number 1160, Legislative Advocacy Policy. The purpose of this policy is to guide Camarillo Health Care District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. **(See Section 12-B)**

Suggested Motion: Motion to approve District Policy 1160, Legislative Advocacy Policy.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

C. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of amendment to District By-Laws, Article VI, Section 2, Standing Committees of the Board, adding subsection (c) "Legislative Advocacy Committee". **(See Section 12-C)**

(c) **Legislative Advocacy Committee**, shall consist of two (2) members of the Board of Directors

This Committee shall have the authority to review and adopt proposed legislative positions when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

Suggested Motion: Motion to approve the amendment to District By-Laws, Article VI, Section 2, Standing Committees of the Board, adding subsection (c) "Legislative Advocacy Committee".

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

13. ITEMS FOR BOARD DISCUSSION

Discussion and possible appointment of Board Members to serve on the Legislative Advocacy Committee.

14. CHIEF EXECUTIVE OFFICER REPORT – Kara Ralston

15. **FUTURE MEETING AND EVENTS**

Board of Directors Meetings

- Executive Committee: (Loh, Brown) Tuesday, April 16, 2019, 12:00 p.m.
 - Finance Committee: (Doria, Hiepler)) Tuesday, April 23, 2019, 11:00 a.m.
 - Full Board: Tuesday, April 23, 2019, 12:00 p.m.
 - Executive Committee: (Loh, Brown) Friday, May 17, 2019, 12:00 p.m.
 - Full Board: Tuesday, May 28, 2019, 12:00 p.m.
 - Executive Committee: (Loh, Brown) Tuesday, June 4, 2019, 12:00 p.m.
 - Full Board: Tuesday, June 11, 2019, 12:00 p.m.
- Budget Presentation – First Reading**
Tuesday, June 25, 2019 – **Budget**
Second Reading – May be waived if Budget
Is approved following the first reading.

Upcoming Community Meetings & Events

- ACHD Legislative Days April 8-9, 2019
Hyatt Regency Sacramento Association of California Health Care Districts
- Business and Legislators Forum Thursday, May 16, 2019
Spanish Hills Country Club 11:30 a.m. to 1:30 p.m.
Camarillo Chamber of Commerce
- Special Districts Legislative Days May 21-22, 2019
Sacramento Convention Center California Special Districts Association

16. **ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors is adjourned in honor and loving memory of Director Mark O. Hiepler’s father, Rev. Dr. Orville Hiepler, at _____ p.m.

ACTION ITEMS not appearing on the Agenda may be addressed on an emergency basis by a majority vote of the Board of Directors when need for action arises.

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com, on Friday, March 22, 2019, on or before 4:00 p.m.

SECTION 6

PRESENTATIONS

SECTION 6

MARCH 26, 2019



Course Completion Certificate

This certification is awarded to

Blair Craddock

For successfully completing the course

Dementia Live® Coach Training

03/07/2019

Issued Date

V'Ann Giuffre

Training Administrator



Certificate of Completion

THIS ACKNOWLEDGES THAT

Veronica Villasenor

HAS SUCCESSFULLY COMPLETED THE LEADER TRAINING (24 HRS) FOR THE

Chronic Disease Self-Management Program

February 21st, 22nd, 28th and March 1st, 2019


KATHRYN KEOGH, MASTER TRAINER


CHRISTINA CAMARGO, MASTER TRAINER



Completion Date 13-Feb-2019
Expiration Date 12-Feb-2024
Record ID 30266684

This is to certify that:

Sharon Stone

Has completed the following CITI Program course:

Your SBR Group	(Curriculum Group)
Social & Behavioral Research - Basic/Refresher	(Course Learner Group)
1 - Basic Course	(Stage)

Under requirements set by:

Johns Hopkins University



Verify at www.citiprogram.org/verify/?wf20a11cc-3fe5-4cfe-8741-f7f3e9a96955-30266684



Course Completion Certificate

This certification is awarded to

Sharon Stone

For successfully completing the course

Dementia Live® Coach Training

02/22/2019

Issued Date

V'Ann Giuffre

Training Administrator



Center for Aging Disability
Education and Research

Center for Aging and Disability Education and Research

Foundation in Aging and Disabilities Certificate Program

Awarded To:

Sharon Stone

For Successful Completion of 22 Accredited Continuing Education Hours

Completed on February 25, 2019

A handwritten signature in black ink that reads "Bronwyn Keefe".

Bronwyn Keefe
Director
Center for Aging and Disability
Education and Research (CADER)

SECTION 7

CLOSED SESSION

SECTION 7

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, ONE
CASE, GOVERNMENT CODE §54956.9(D)(1), FERGUSON VS.
CAMARILLO HEALTH CARE, VENTURA COUNTY SUPERIOR COURT
CASE NO. 56-2016-00478549-CU-BC-VTA. COURT OF APPEAL
CASE NUMBER B281856,
FERGUSON V. CAMARILLO HEALTH CARE DISTRICT.**

MARCH 26, 2019

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SECTION 8

RECONVENE FROM CLOSED SESSION

MARCH 26, 2019

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SECTION 9

ANNOUNCEMENT OF CLOSED SESSION

MARCH 26, 2019

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SECTION 10

CONSENT AGENDA

**SECTION 10-A
APPROVAL OF MINUTES OF
THE FINANCE/INVESTMENT COMMITTEE MEETING OF FEBRUARY 26, 2019**

MARCH 26, 2019

MINUTES**February 26, 2019****Finance/Investment Committee Meeting**

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

Board of Directors

Tom Doria, MD, Director

Participants:

Cindy Fanning, CPA, Fanning & Karrh
Rick Wood, CSDA Financial Services

Staff

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

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1. **Call to Order** – The Finance/Investment Committee Meeting was called to order by Director Doria at 11:00 a.m.
 2. No public comment.
 3. CEO Kara Ralston, introduced Cindy Fanning, CPA, Fanning & Karrh, who presented the financial audit report for fiscal year ending June 30, 2018.
 4. The next Finance/Investment Committee Meeting is scheduled for April 23, 2019, at 11:00 a.m.
 5. Having no further business, this meeting adjourned at 11:55 a..m.

Tom Doria
Director

SECTION 10

CONSENT AGENDA

**SECTION 10-B
APPROVAL OF MINUTES OF
THE REGULAR BOARD MEETING OF FEBRUARY 26, 2019.**

MARCH 26, 2019

MINUTES	February 26, 2019
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Regular Meeting of the Board of Directors
 3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors - Present

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

Staff - Present

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

Consultants:

Cindy Fanning, CPA, Fanning & Karrh
 Rick Wood, CSDA Financial Services

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, February 26, 2019, at 12:03 p.m., by Christopher Loh, Board President.
2. **Pledge of Allegiance** – Director Loh
3. **Amendments to The Agenda** – None
4. **Public Comment** – None
5. **Presentations** – Veronica Villasenor received certification in Motivational Interviewing and the Diabetes Education Empowerment Program, and Monica Zepeda received certification in Motivational Interviewing. Other staff members who received continuing education certifications were Mary Ann Ratto, Director of Adult Day Services, Carmen Moran, Health Promotion Coordinator, and Mary Wiggins, Health Promotion Coach.
6. **Closed Session** - Cancelled
7. **Consent Calendar** - It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Consent Calendar as presented.

<u>Vote to Approve Consent Calendar as Presented</u>	
Director Loh	Aye
Director Brown	Aye
Director Loft	Aye
Director Hiepler	Absent
Director Doria	Aye

8. Discussion / Action

A. CEO Ralston introduced Cindy Fanning, CPA, Fanning & Karrh, who presented the financial audit report for fiscal year 2017/2018.

It was **MOVED** by Director Doria, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the financial audit report for fiscal year 2017/2018 prepared and presented by Cindy Fanning, CPA, Fanning & Karrh.

Vote to Approve the financial audit report for fiscal year 2017/2018 prepared and presented by Cindy Fanning, CPA, Fanning & Karrh.

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

B. Consideration, discussion, and recommendation to accept the Quarterly Investment Report for the period ending December 31, 2018.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors accept the Quarterly Investment Report for the period ending December 31, 2018.

Vote to accept the Quarterly Investment Report for the period ending December 31, 2018.

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

C. Consideration, discussion, and staff recommendation for approval of District disbursements and financial reports for the period ending January 31, 2019. CEO Ralston discussed revisions to pages 80 and 81, and provide updated copies.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh and **MOTION PASSED** to approve the District disbursements and financial reports for the period ending January 31, 2019.

Vote to Approve District Disbursements and Financial Reports for the Period Ending January 31, 2019.

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

D. Consideration, discussion, and recommendation for approval of the process and timeline for completion of the Chief Executive Officer's performance evaluation, and the appointment of an Ad Hoc Committee to oversee the evaluation.

It was **MOVED** by Director Doria, **SECONDED** by Director Loft and **MOTION PASSED** to approve the process and timeline for the CEO evaluation, and to appoint Directors Brown and Hiepler to the Ad Hoc Committee to oversee the evaluation and present recommendations to the full Board.

Vote to Approve Process and Timeline for the CEO evaluation, and to Appoint Directors Brown and Hiepler to the Ad Hoc Committee to Oversee the Evaluation and make Recommendations to the Full Board.

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

E. Consideration, discussion, and recommendation for approval of the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5.

It was **MOVED** by Director Brown, **SECONDED** by Director Loh and **MOTION PASSED** to approve the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5.

<u>Vote to Approve the revised Pay Schedule</u>	
Director Loh	Aye
Director Brown	Aye
Director Loft	Aye
Director Hiepler	Absent
Director Doria	Aye

9. **Announcement of Board Committee Assignments** – President Loh announced that Committee Assignments would not change for the 2019 calendar year.

Executive/Agenda Building Committee – Directors Loh and Brown
 Finance/Investment Committee – Directors Doria and Hiepler
 Ventura County Special Districts Association – Director Brown
 Dos Caminos Plaza Association – Director Brown

10. **Chief Executive Officer Report** –

CEO Ralston’s report included the following:

Revamped program reports for Community Education & Facility (Dept 5), and Senior Nutrition Program (Dept 6), were presented and refinements in the reporting process were discussed. More program reports will be added through the summer. Since Senior Nutrition Program inception in April 2005, more than 325,000 meals have been provided. This program is funded in partnership with the City of Camarillo and the VCAAA.

Blair Craddock, Care Services Director, presented on the District’s partnership in the Hospital Association of Southern California’s Communities Lifting Communities Initiative, which addresses food insecurities and pre-diabetes.

The District’s partnership in the Ventura County Community Health Needs Assessment Collaborative was discussed. The purpose of this initiative is to build partnerships between Ventura County Public Health and area hospitals, healthcare providers, and health systems to improve population health outcomes in Ventura County.

CEO Ralston has been appointed to serve on the Association of California Healthcare Districts Board of Directors. CEO Ralston also serves on the California Special Districts Association’s Finance and Audit Committees.

11. Having no further business, this meeting was adjourned at 1:30 p.m.

Richard Loft
 Clerk of the Board

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SECTION 10

CONSENT AGENDA

**SECTION 10-C
APPROVAL OF MINUTES OF
THE EXECUTIVE COMMITTEE MEETING OF MARCH 19, 2019.**

MARCH 26, 2019

MINUTES**March 19, 2019****Executive/Agenda Building Committee Meeting**

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

Board Members Present:

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

Staff Present:

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

1. **Call to Order** – The Executive Committee Meeting was called to order by Board President, Christopher Loh, at 12:00 p.m.
2. **Public Comment** – No Public Comment
3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, February 26, 2019.
4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, March 26, 2019. Director Loh requested that any Consent Agenda items that are available be included in the Executive/Agenda Building Meeting Packet.
5. Reviewed the following Action Items:
 - 12-A** Reviewed District disbursements for the period ending February 28, 2019. Director Loh requested that the Monthly Investment Report be presented to the Finance/Investment Committee first before it is introduced to the full Board. The next meeting of the Finance/Investment Committee is April 23, 2019.
 - 12-B** Reviewed District Policy 1160, Legislative Advocacy Policy. The purpose of this policy is to guide Camarillo Health Care District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues.
 - 12-C** Reviewed the amendment to District By-Laws adding “Legislative Advocacy Committee” to District’s Standing Committees, in preparation for potential approval of proposed Policy 1160, (See 12-B).
6. CEO Report – Updated Committee on District activities.
7. Next Executive Committee Meeting is scheduled for Tuesday, April 16, 2019, at 12:00 p.m.
8. Meeting adjourned at 12:57 p.m.

Christopher Loh
President

SECTION 11

SECTION 11

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

MARCH 26, 2019

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SECTION 12

ACTION ITEMS

**SECTION 12-A
FINANCIAL REPORTS
CONSIDERATION DISCUSSION, AND RECOMMENDATION FOR APPROVAL
OF DISTRICT DISBURSEMENTS, MONTHLY INVESTMENT REPORT, AND
FINANCIAL REPORTS FOR THE PERIOD ENDING FEBRUARY 28, 2019**

MARCH 26, 2019

Camarillo Health Care District

Check Register (Checks of All Types)

(EFTs: Outstanding, Voided), Sorted by Vendor

February 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
67052	2/13/2019	ACCESS	Access TLC Caregivers DBA	363.00	V	
67024	2/5/2019	ACQUA	Acqua Clear, Inc	9.17	V	Qtly
67027	2/6/2019	AFLAC	Aflac	726.36	V	MO
67053	2/13/2019	ANDISITES	AndiSites, Inc	189.00	V	MO
67028	2/6/2019	BANYAI	Danette Banyai	672.00	F	MO, Jan 29
67084	2/27/2019	BANYAI	Danette Banyai	175.00	F	MO, Feb 12
67029	2/6/2019	BETA	Beta Healthcare Group	2,089.83	V	MO
67054	2/13/2019	BETA WC	Beta Healthcare Group	2,253.00	V	MO
67055	2/13/2019	BOYD	Gilbert Boyd	157.50	F	
67085	2/27/2019	BROWN	Rodger Brown	400.00	B	
67030	2/6/2019	C3 INTEL	C3 Intelligence, Inc	72.00	V	
67025	2/5/2019	CMH	CMH Centers for Family Health	210.00	V	
67056	2/13/2019	CO VENT ELEC	Co of Ventura	518.77	V	
67086	2/27/2019	COLANTUONO	Colantuono, Highsmith, Whatley, PC	852.00	V	
67071	2/21/2019	CPI	CPI Solutions, Inc	4,360.00	V	MO
67087	2/27/2019	DIAL	Dial Security	1,170.00	V	MO
67031	2/6/2019	DIGITAL	Digital Deployment, Inc	200.00	V	
67088	2/27/2019	DORIA	Thomas Doria, MD	200.00	B	
67032	2/6/2019	DOS CAMINOS	Dos Caminos Plaza	4,669.06	V	MO
67033	2/6/2019	DOSCAMSTORAG	Dos Caminos Plaza, Inc	50.00	V	MO
67072	2/21/2019	FANNING	Fanning & Karrh, CPAs	5,977.40	V	
67089	2/27/2019	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	6,455.08	V	
67057	2/13/2019	FREIE	Barbara Freie	686.00	F	MO, Jan 30
67073	2/21/2019	FREIE	Barbara Freie	567.00	F	MO, Feb 1
67026	2/5/2019	FRONTIER	Frontier Communications	128.98	V	MO
67074	2/21/2019	FUSTAKOWSKY	Janice Fustakowsky	280.00	F	
67034	2/6/2019	GEORGIA	Georgia Southwestern Foundation	500.00	V	Annual
67035	2/6/2019	GODINEZ	Jose Godinez	232.40	F	
67036	2/6/2019	HARTFORD	Hartford Life	1,216.87	V	MO
67058	2/13/2019	HAYMAN	Hayman Consulting dba	237.50	V	MO
67059	2/13/2019	HOME REMEDIE	Home Remedies dba	900.00	V	
67090	2/27/2019	HUFF	Susan Huff	50.00	F	
67075	2/21/2019	ITS	Integrated Telemanagement Services,	831.89	V	MO
67037	2/6/2019	IVEY	Jane Ivey	94.50	F	MO, Jan 29
67091	2/27/2019	IVEY	Jane Ivey	94.50	F	MO, Feb 20
67038	2/6/2019	JOSE	Myka Jose	139.78	EE	
67060	2/13/2019	JTS	JTS Facility Services	1,990.00	V	MO
67039	2/6/2019	KAVALSKY	Neal Kavalsky	100.00	V	MO, Dec 31
67061	2/13/2019	KAVALSKY	Neal Kavalsky	100.00	V	MO, Jan 29
67040	2/6/2019	KNOX	Carrie Knox	50.00	V	
67076	2/21/2019	KNOX	Carrie Knox	20.00	V	
67092	2/27/2019	KNOX	Carrie Knox	105.00	V	

Camarillo Health Care District

Check Register (Checks of All Types)

(EFTs: Outstanding, Voided), Sorted by Vendor

February 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
67041	2/6/2019	KUGLER	Linda Kugler	10.00		Class Refund
67062	2/13/2019	LEAF	Leaf	2,025.32	V	MO
67093	2/27/2019	LOFT	Richard Loft, MD	100.00	B	
67094	2/27/2019	LOH	Christopher Loh, MD	200.00	B	
67042	2/6/2019	MCLAREN	Joan McClaren	20.00		Class Refund
67043	2/6/2019	METLIFE	MetLife Small Business	1,011.42	V	MO
67095	2/27/2019	MEYERS	Meyers Nave	457.00	V	
67063	2/13/2019	MORAN	Carmen Moran	115.42	EE	
67064	2/13/2019	MOVING SR	Moving Seniors Forward	300.00	V	
67077	2/21/2019	MUSTANG	Mustang Marketing dba	1,800.00	V	MO
67078	2/21/2019	PETTY	Petty Cash - Administrat	353.43		
67044	2/6/2019	ROGERS	Rogers & Partners, Inc	224.00	F	
67045	2/6/2019	SAFEWAY	Safeway Inc	206.54	V	
67096	2/27/2019	SAFEWAY	Safeway Inc	216.57	V	
67079	2/21/2019	SIEG	R.J. Sieg	89.08	V	
67097	2/27/2019	SIEG	R.J. Sieg	68.93	V	
67098	2/27/2019	SO CA EDISON	Southern California Edison	1,589.27	V	
67065	2/13/2019	SO CA GAS	Southern California Gas	690.08	V	
67046	2/6/2019	SR PLANNING	Senior Planning Services	1,697.68	V	
67066	2/13/2019	SR PLANNING	Senior Planning Services	220.00	V	
67080	2/21/2019	SR PLANNING	Senior Planning Services	1,442.83	V	
67099	2/27/2019	SR PLANNING	Senior Planning Services	333.67	V	
67081	2/21/2019	STAPLES	Staples Business Advantage	92.19	V	
67047	2/6/2019	STUDIO	Studio Channel Islands Arts Center	200.00	F	MO
67100	2/27/2019	TNT	TNT Automotive	491.97	V	
67067	2/13/2019	TRI COUNTY	Tri County Office Furniture, Inc	7,342.39	V	
67101	2/27/2019	TROPICAL	Tropical Car Wash	260.00	V	MO
67068	2/13/2019	UMPQUA	Umpqua Bank	5,537.19	V	
67102	2/27/2019	USPOSTMASTER	U.S. Postmaster	235.00	V	
67082	2/21/2019	VALIC	VALIC	1,140.86	V	MO
67048	2/6/2019	VILLASENOR	Veronica Villasenor	193.72	EE	
67049	2/6/2019	VISION	Vision Services Plan	204.58	V	MO
67083	2/21/2019	VOYAGER	Voyager Fleet Systems Inc	880.68	V	MO
67050	2/6/2019	WIGGINS	Mary Wiggins	82.36	EE	
67069	2/13/2019	WYLY	Paulette Wyly	29.00	EE	
67070	2/13/2019	YOUNG	Jennifer Young	192.10	EE	
67051	2/6/2019	ZEPEDA	Monica Zepeda	104.74	EE	

Cash account Total 70,251.61

Report Total 70,251.61

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

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Check Register Monthly Comparison

FY 2018/19

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$191,346	\$67,537	\$177,381	\$78,216	\$66,770	\$72,910	\$90,114	\$70,252					\$101,816
YTD Total											\$814,525	

Notes FY 18/19:

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

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

FY 2017/18

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

Notes FY 17/18:

July '17 Annual insurances paid

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

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

Jun '18 \$500K CERBT payment

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

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Eight Months Ending February 28, 2019**

	Audited Actual 15 - 16	Audited Actual 16 - 17	Audited Actual 17 - 18	Current Year- to-Date	Budget to- date	Annual Budget 2018- 19	Y-T-D vs Annual Budget
REVENUES							
Tax revenue	\$ 2,375,896	\$ 2,490,350	\$ 2,622,977	\$ 1,841,873	\$ 1,791,969	\$ 2,687,954	68.52%
Program and facilities revenue	398,419	359,482	364,026	257,855	275,908	413,862	62.30%
Grants and agency funding	238,124	329,844	520,445	258,039	239,240	320,777	80.44%
Community Support and sponsorship	14,286	13,173	10,148	3,770	7,800	11,700	32.22%
Investment and interest income	155,200	161,872	178,365	165,351	163,540	177,000	93.42%
Other income	102,619	30,867	219,157	32,178	7,839	11,758	273.67%
Total Revenues	\$ 3,284,543	\$ 3,385,589	\$ 3,915,118	\$ 2,559,066	\$ 2,486,296	3,623,051	70.63%
EXPENSES							
Personnel cost							
Wages and salaries	1,347,709	1,392,944	1,458,930	890,870	1,124,695	1,687,042	52.81%
Payroll taxes	110,164	111,521	116,185	73,649	86,039	129,059	57.07%
Benefits	189,450	371,003	395,795	214,622	274,807	412,210	52.07%
OPEB	233,378	233,005	367,024	23,692	83,986	125,979	18.81%
Retirement UAL	29,064	38,046	50,594	70,585	52,456	52,456	134.56%
Total personnel cost	1,909,765	2,146,518	2,388,528	1,273,417	1,621,983	2,406,746	52.91%
Other expenses							
Contractors and professional fees	300,824	395,721	420,682	227,705	240,531	366,434	62.14%
Facilities and related	238,656	230,961	251,617	142,414	152,777	228,556	62.31%
Depreciation	175,355	164,193	156,337	97,114	96,425	144,637	67.14%
Program related expense	80,067	71,985	81,180	51,464	50,585	74,918	68.69%
Advertising and promotion	77,736	83,139	98,188	59,464	82,060	117,300	50.69%
Supplies and office expense	68,046	71,473	83,965	48,362	58,270	83,860	57.67%
Board and staff	61,358	76,237	68,808	30,837	80,796	94,944	32.48%
Community partnerships	2,500	2,200	1,000	-	2,500	2,500	0.00%

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Eight Months Ending February 28, 2019**

	Audited Actual 15 - 16	Audited Actual 16 - 17	Audited Actual 17 - 18	Current Year- to-Date	Budget to- date	Annual Budget 2018-	Y-T-D vs Annual Budget
Combined other expenses	30,007	22,506	28,469	15,517	15,804	22,115	70.17%
Total other expenses	1,034,549	1,118,416	1,190,247	672,878	779,748	1,135,264	59.27%
Operations Net	340,229	120,655	336,343	612,772	84,565	81,041	756.13%
Adjustments							
Total expenses	2,944,314	3,264,934	3,578,775	1,946,295	2,401,731	3,542,010	54.95%
Net position after adjustments	\$ 340,229	\$ 120,655	\$ 336,342	\$ 612,772	\$ 84,565	\$ 81,042	756.12%

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**Camarillo Health Care District
Statements of Net Assets
as of February 2019**

ASSETS	Feb 28, 2019	Feb 28, 2018
Current Assets:		
Cash and Checking Accounts	\$ 234,854	\$ 431,866
Investment Accounts	3,331,445	2,962,442
Tax, Grants and Accounts Receivable	470,802	460,406
Total Current Assets	4,037,101	3,854,713
Noncurrent Assets:		
Property, plant and equipment - net	1,343,267	1,430,628
IS equipment - net	27,407	9,443
Transportation vehicles - net	33,615	59,989
Prepays	15,236	15,158
Total Noncurrent Assets	1,419,525	1,515,219
Deferred Outflows of Res GASB 68	490,144	264,803
Deferred Outflows of Res GASB 75	500,000	0
Total Assets	\$ 6,446,771	\$ 5,634,735
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	\$ 35,514	\$ 35,386
Construction Loan 2019	88,688	85,482
Employment costs	100,935	97,500
Scholarships	6,447	5,196
Deferred Revenue	45,833	16,867
Total Current Liabilities	277,417	240,430
Noncurrent Liabilities		
Construction Loan to 2021	187,478	276,166
Net Pension Liability GASB 68	1,449,034	821,635
Accrued OPEB liability GASB 75	1,746,599	518,618
Deferred Inflows of Res GASB 68	211,794	450,825
Total Noncurrent Liabilities	3,594,904	2,067,243
Net Assets:		
Unrestricted - prior	1,961,678	2,717,682
Unrestricted - current	612,772	609,380
Total Net Assets	2,574,450	3,327,062
Total Liabilities and Net Assets	\$ 6,446,771	\$ 5,634,735

Quick Ratio

Cash, Checking, Investment	12.86
3,566,300	

Current Ratio

Current Assets	14.55
4,037,101	

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

ASSETS	Feb 28, 2019	Feb 28, 2018	Feb 28, 2017	Feb 28, 2016	Feb 28, 2015
Current Assets:					
Cash and Checking Accounts	\$ 234,854	\$ 431,866	\$ 213,923	\$ 248,319	\$ 306,397
Investment Accounts	3,331,445	2,962,442	2,515,285	1,805,654	1,365,145
Tax, Grants and Accounts Receivable	470,802	460,406	465,070	246,614	289,533
Total Current Assets	\$ 4,037,101	3,854,713	3,194,278	2,300,587	1,961,074
Noncurrent Assets:					
Property, plant and equipment - net	1,343,267	1,430,628	1,553,376	1,926,103	2,174,402
IS equipment - net	27,407	9,443	19,730	26,616	31,153
Transportation vehicles - net	33,615	59,989	86,363	104,837	164,796
Prepays	15,236	15,158	15,665	44,790	41,425
Total Noncurrent Assets	1,419,525	1,515,219	1,675,133	2,102,347	2,411,776
Deferred Outflows of Res GASB 68	490,144	264,803	264,803	112,553	
Deferred Outflows of Res GASB 75	500,000	0			
Total Assets	\$ 6,446,771	\$ 5,634,735	\$ 5,134,214	\$ 4,515,487	\$ 4,372,850
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Accounts Payable	\$ 35,514	\$ 35,386	\$ 37,265	\$ 41,966	\$ 60,721
Construction Loan 2018	88,688	85,482	82,393	79,415	76,544
Employment costs	100,935	97,500	91,354	94,180	156,918
Scholarships	6,447	5,196	7,868	20,930	8,159
Deferred Revenue	45,833	16,867	9,983	8,886	2,103
Total Current Liabilities	277,417	240,430	228,863	245,376	304,446

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

	Feb 28, 2019	Feb 28, 2018	Feb 28, 2017	Feb 28, 2016	Feb 28, 2015
Noncurrent Liabilities					
Construction Loan to 2021	187,478	276,166	361,648	444,041	523,456
Net Pension Liability GASB 68	1,449,034	821,635	821,635	959,515	
Accrued OPEB Liability GASB 75	1,746,599	518,618	312,395	190,013	169,621
Deferred Inflows of Res GASB 68	211,794	450,825	450,825	250,690	-
Total Noncurrent Liabilities	3,594,904	2,067,243	1,946,503	1,844,259	693,077
Net Assets:					
Unrestricted - prior	1,961,678	2,717,682	2,535,771	2,195,543	3,262,816
Unrestricted - current	612,772	609,380	423,077	230,309	112,513
Total Net Assets	2,574,450	3,327,061	2,958,848	2,425,852	3,375,329
Total Liabilities and Net Assets	\$ 6,446,771	\$ 5,634,735	\$ 5,134,214	\$ 4,515,487	\$ 4,372,850
Quick Ratio (Cash, Checking & Investment Accounts divided by Total Current Liabilities)	12.86	14.12	11.93	8.37	5.49
Current Ratio (Total Current Assets divided by Total Current Liabilities)	14.55	16.03	13.96	9.38	6.44

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

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

Camarillo Health Care District
MONTHLY INVESTMENT REPORT
 (Month Ending February 28, 2019)

	Balance as of 1/31/19	Interest Rate at 1/31/19	Interest Earned	Deposits	Withdrawals	Current Balance 2/28/19	% of Total Restricted/ Non-Restricted	GL Acct #
Restricted Cash Accounts								
Funds - Restricted Scholarship	\$6,737	n/a	n/a	\$0	(\$290)	\$6,447	100.0%	10820
Total Restricted Cash	6,737		0.00			\$ 6,447	100%	
Non-Restricted Cash Accounts and Investments								
Local Agency Investment Fund (LAIF)	\$2,918,081	2.40%		\$0	\$0	\$2,918,081	82.0%	10700
Bank of the West General	\$381,475	n/a	n/a	\$75,687	(\$229,465)	\$227,697	6.4%	10100
Rabobank Business Savings	\$126,655	0.05%	\$5	\$1,581	\$0	\$128,241	3.6%	10745
Rabobank Business Checking	\$280,636	0.02%	\$4	\$0	\$0	\$280,641	7.9%	10750
Ventura County Treasurer Pool	\$4,467	2.27%		\$15	\$0	\$4,482	0.1%	10720
Petty and Cash Drawer Accounts	\$1,155	n/a	n/a			\$1,155	0.0%	10600-670
Total Unrestricted Cash and Investments	\$3,712,470		\$9			\$3,560,297	100%	
Total Cash and Investments	\$3,719,206		\$9			\$3,566,744		
Change during month						(\$152,462)		

SUMMARY NARRATIVE: The timing of expenses over revenue, viewing on a 30-day basis, and the actual receipt of property tax allocation in April and December, results in a negative "change during month" for February 2019. Camarillo Health Care District's (District) Investment Policy Sections 2.2, 2.3 and 2.4 describe the District's commitment to managing risk by selecting investment products based on safety, liquidity and yield. Per California Government Code Section 53600 et. seq., specifically section 53646 and section 53607, this investment report details all investment-related activity in the current period. District investable funds are currently invested in the Local Agency Investment Fund (LAIF) and the Ventura County Treasurer's investment pool, both of which meet those standards; the individual investment transactions of LAIF and the VC Treasury Pool are not reportable under the government code. That being said, the District's Investment Policy remains a prudent investment course, and is in compliance with the "Prudent Investor's Policy" designed to protect public funds. The report for this period does not reflect any deviation from the District's Investment Policy.

SECTION 12

ACTION ITEMS

SECTION 12-B

REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND RECOMMENDATION FOR APPROVAL OF DISTRICT POLICY NUMBER 1160, LEGISLATIVE ADVOCACY POLICY. THE PURPOSE OF THIS POLICY IS TO GUIDE CAMARILLO HEALTH CARE DISTRICT OFFICIALS AND STAFF IN CONSIDERING LEGISLATIVE OR REGULATORY PROPOSALS THAT ARE LIKELY TO HAVE AN IMPACT ON THE DISTRICT, AND TO ALLOW FOR A TIMELY RESPONSE TO IMPORTANT LEGISLATIVE ISSUES.

MARCH 26, 2019

Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Legislative Advocacy Policy
POLICY NUMBER: 1160

1160 Purpose

The purpose of the policy is to guide Camarillo Health Care District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,¹ the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.²

Policy principles, advocacy priorities, policy goals, and advocacy procedures are identified and adopted by the Board of Directors for the purpose of providing direction with regard to identifying, monitoring and acting upon bills during state and federal legislative sessions, and ensuring that legislative inquiries and responses will be administered timely and consistently. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District, and to provide the District CEO, or designee, the necessary discretion to advocate for the District's best interests.

1160.2 Policy Principles

The Board of Directors recognizes the need to protect District interests and local control, to identify various avenues to implement its strategic and long-term goals, and to proactively monitor and advocate for legislation as guided by identified/adopted advocacy priorities. This principle of this policy provides the District CEO, or designee, flexibility to adopt positions on legislative issues in a timely manner, while allowing the Board of Directors to set priorities to provide policy guidance. The Board of Directors may establish various advocacy priorities and, so long as the position fits within the priorities, the CEO, or designee, is authorized to take a position without board approval.

If a legislative issue arises, for which there does not exist a previously identified, adopted and applicable priority, the matter may be brought before the full Board of Directors, or before the standing "Legislative Advocacy Committee", which shall have the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

Generally, the District will not address matters that are not pertinent to the district's local government services, such as social issues or international relations issues.

¹ Cal. Gov. Code § 54964.

² Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.

1160.2 Advocacy Priorities

Revenue, Finances, and Taxation

- Ensure adequate funding for safe and reliable core local service delivery.
- Protect resources from the shift or diversion of revenues without the consent of affected districts.
- Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.
- Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.
- Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs, dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

Governance and Accountability

- Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner.
- Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches.
- Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.
- Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.
- Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control

Human Resources and Personnel

- Promote policies related to hiring, management, benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service.
- As public agency employers, support policies that foster productive relationships between management and employees.
- Maintain ability to exercise local flexibility by minimizing state mandated contract requirements.
- Oppose measures that would hinder the ability to maximize local resources and efficiencies through the use of contracted services.

Infrastructure, Innovation, and Investment

- Encourage prudent planning for investment and maintenance of innovative long-term infrastructure.
- Support the contracting flexibility, fiscal tools, and incentives needed to help special districts meet California's changing demands.
- Promote the efficient, effective, and sustainable delivery of core local services.
- Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

1160.3 Policy Goals

- Advocate District legislative interests at the county, state, and federal levels.
- Inform and provide information to the Board of Directors and district staff on key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with local governments, the California Special Districts Association, the Association of California Healthcare Districts, and other local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

1160.4 Legislative Advocacy Procedures

It is the intent of the District to proactively monitor and advocate for legislation as directed by identified/adopted advocacy priorities. This process involves interaction with other local, state, and federal government entities, both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

The legislative advocacy procedures describe the intended process by which staff will respond to legislative issues in a timely and consistent manner. The Chief Executive Officer, or designee, will act on legislation utilizing the following procedures:

1. The CEO, or designee, shall review position requests on legislative issues to determine alignment with District's identified/adopted advocacy priorities.
2. The CEO, or designee, will review positions and analyses completed by the California Special Districts Association, the Association of California Healthcare Districts, or other local government associations when formulating positions.
3. If a matter aligns with identified/adopted priorities, any District response will be provided utilizing advocacy methods, including but not limited to, letters, phone calls, emails, or prepared forms, and will be communicated through the CEO, or designee.
4. Legislative position statements will indicate if the district is requesting "*support*", "*support if amended*", "*oppose*", or "*oppose unless amended*" action on the issue, and will include justification for the recommended action, including but not limited to, examples of how a bill could specifically affect the district.
5. Letters of concern or interest regarding legislative issues, without taking a formal position, may also be provided as administered through the CEO, or designee.
6. Position letters will include a "cc" to appropriate legislators representing the District, and other appropriate contacts, including but not limited to, the California Special Districts Association, the Association of California Healthcare Districts, and other local government associations.

7. A position may be taken if any of the following criteria are met:
 - a. The position is consistent with identified/adopted advocacy priorities;
 - b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association, and the Association of California Healthcare Districts; or
 - c. The position is approved by the Board of Directors through the Legislative Advocacy Committee

8. Legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next earliest opportunity, at a regularly scheduled Board Meeting, and when appropriate, the Chief Executive Officer, or designee, will provide a summary statement.

**Support – legislation in this area advances the district's goals and priorities.*

***Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district's goals and priorities.*

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SECTION 12

ACTION ITEMS

**SECTION 12-C
REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION,
AND RECOMMENDATION FOR APPROVAL OF AMENDMENT TO
DISTRICT BY-LAWS, ARTICLE VI, SECTION 2, STANDING COMMITTEES
OF THE BOARD, ADDING SUBSECTION (C)
“LEGISLATIVE ADVOCACY COMMITTEE”.**

MARCH 26, 2019



DISTRICT BY-LAWS

Amended ~~October 24, 2017~~March 26, 2019

CAMARILLO HEALTH CARE DISTRICT
3639 E. LAS POSAS ROAD, CAMARILLO, CA 93010
805-388-1952

CAMARILLO HEALTH CARE DISTRICT BY-LAWS
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VISION, MISSION, AND GUIDING PRINCIPLES

Vision: Ventura County is a model healthy community with seamless access to high quality health and community-based services that optimize well-being, empower healthy lifestyles, and build strong communities.

Mission: The mission of the Camarillo Health Care District is to be a highly respected, preferred partner in Ventura County’s continuum of health care by providing valuable, effective, measurable, and integrated community-based health services that optimize health and wellness.

Guiding Principles:

- Valuing public trust through transparency and integrity in governance.
- Acknowledging the value of resources through accountable stewardship and visionary development of funding opportunities.
- Engaging in Patient-Centered Care to tailor client services based on individual goals, preferences and values.
- Improving patient outcomes, reducing costs, and improving quality of care across a continuum of providers.
- Building core competencies and a knowledge base of emerging research, programs, technologies, policies, and initiatives that improve health outcomes in the community, by recruiting, training, and retaining a professional workforce.
- Recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training, and support.

CAMARILLO HEALTH CARE DISTRICT BY-LAWS

PREAMBLE

SECTION 1. NAME

The name of this organization shall be the Camarillo Health Care District (hereinafter “the District”), organized as the Pleasant Valley Hospital District in November 1969, pursuant to the terms of the Local Health Care District Law of the State of California (Statutes 1945, Chapter 932; Health and Safety Code, Division 23, Sections 32000-

32492, of the State of California), to promote the public health and general welfare. This organization shall be fully empowered to receive and administer funds for the attainment of these objectives, in accordance with the purposes and powers set forth in the Local Health Care District Law of the State of California.

ARTICLE I

OFFICES

SECTION 1. OFFICES

The principal office for the transaction of business of the District is hereby fixed at 3639 East Las Posas Road, Suite 117, Camarillo, Ventura County, California 93010. Branch offices may at any time be established by the Board of Directors at any place or places within the geographical boundaries of the District, when necessary to conduct the business of the District.

SECTION 2. TITLE TO PROPERTY

The title to all property of the District shall be vested in the District, and the signatures of the President and Clerk of the Board, or other person specifically authorized at any meeting of the Directors, shall constitute the proper authority for the purchase or sale of property, or for the investment or other disposal of trust funds which are subject to the control of the District.

ARTICLE II

PURPOSES AND SCOPE

SECTION 1. SCOPE OF BY-LAWS

These By-laws shall be known as the “District By-laws” and shall govern the District, its Board of Directors, and any affiliated and subordinate organizations, groups, or legislative bodies.

The Board of Directors may in accordance with law delegate certain powers to affiliated and subordinate organizations, groups or legislative bodies, such powers to be exercised in accordance with the respective by-laws of such entities. The by-laws of such subordinate organizations, groups or legislative bodies shall not conflict with these District By-laws or any statute of the State of California. All powers and functions not expressly delegated to such entities are to be considered residual powers vested in the Board of Directors of this District.

In the event the District By-laws are in conflict with any statute of the State of California governing this District, such statute shall prevail.

SECTION 2. PURPOSES

The purposes of this District shall include, but not necessarily be limited to the following:

- (a) To ensure for the provision of quality health and wellness related services to meet the needs of District residents, in accordance with the Vision, Mission, and Guiding Principles Statement contained at the beginning of these District By-laws and regardless of race, religion, national origin, disability and gender.
- (b) To exercise those powers and duties granted to local health care districts by the State of California Health & Safety Code Sections 32000-32492, and other applicable provisions of law, which include:
 - (1) To establish, maintain and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers, health education programs, wellness and preventive programs, and rehabilitation, necessary for the maintenance of good physical and

mental health in the communities served by the District;

- (2) To carry out activities through one or more corporations, joint ventures, or partnerships for the benefit of the health care district;
- (3) To establish, maintain and operate, or provide assistance in the operation of, one or more health facilities or health services including, but not limited to, outpatient programs, services and facilities, retirement programs, services and facilities, chemical dependency programs, services and facilities, or health care programs, services and facilities, and activities at any location within or outside of the District for the benefit of the District and the people served by the District; and
- (4) To exercise those powers and duties of a local health care district pursuant to the Local Health Care District Law.

SECTION 3. DISPOSITION OF SURPLUS

Should the operation of the District result in a surplus of revenue over expenses during any particular period, the use of such surplus shall be determined by the Board of Directors for a public purpose consistent with Local Health Care District Law, other State laws, and these District By-laws.

ARTICLE III

DIRECTORS

SECTION 1. NUMBER, QUALIFICATIONS, AND TERMS OF OFFICE

The Board shall consist of five (5) Directors, each of whom shall be a registered voter residing in the District, and who shall comply with Section 32110 of the Health and Safety Code. Each Director shall serve a term of four (4) years pursuant to the appropriate section of the Local Health Care District Law and the Elections Code of the State of California and otherwise comply with all requirements set forth by the Local Health Care District Law.

SECTION 2. POWERS AND DUTIES

The Board of Directors shall have and exercise all the powers of the District, as set forth in Chapter 2, Article 2, of the Local Health Care District Law, and other provisions of State law, including, but not limited to the following:

- (a) To attend all regular Board meetings, as well as special meetings as required.
- (b) To participate on committee(s), as assigned.
- (c) To employ a Chief Executive Officer (CEO), and to define the powers and duties of said CEO.
- (d) To adopt resolutions establishing policies or rules for the operation of the District and any of its facilities. Such resolutions shall be kept in a separate book or file and shall be available for inspection at all times.
- (e) Ensure that Board policy is carried out by the CEO.
- (f) To carry out the provisions of the District By-laws and the Local Health Care District Law.

SECTION 3. COMPENSATION

The members of the Board of Directors may receive one hundred dollars (\$100) per District meeting attended, not to exceed five (5) meetings per month, defined as regular Board meetings, special Board meetings, and Board standing committee meetings. Each member of the Board of Directors shall be allowed his or her travel and incidental expenses incurred in the performance of official business of the District, as approved by the Board.

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings, or in making any trips on official business of the Board, when so authorized. This shall include, but not be limited to, seminars, meetings, meals and traveling expenses associated with official District business. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Members of the Board of Directors shall receive the current meeting stipend for attendance/representation at the regular meetings of the Ventura County Special District Association and the Dos Caminos Plaza Association, in keeping with the District's fiduciary responsibility regarding legislative advocacy and plant/facilities management. This meeting stipend counts toward the maximum of five meetings per month.

ARTICLE IV

MEETINGS OF DIRECTORS

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.

SECTION 2. SPECIAL BOARD MEETINGS

Special Board meetings may be called by the President or three (3) Directors, and notice of the holding of such meetings shall be received by each member of the Board of Directors at least twenty-four (24) hours before the meeting in the manner required by law.

SECTION 3. BOARD STANDING COMMITTEE MEETINGS

Standing Committees of the Board are established by the Board, and committee members shall be appointed by the President of the Board of Directors. Meetings are called on an as needed basis, by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. Each committee shall consist of at least two (2) Board members and other members, as deemed necessary. For more information on Committees, refer to Article VI, Committees, of these District By-laws.

SECTION 4. QUORUM

A majority of a legislative body (Board or Standing Committee) shall constitute a quorum for the transaction of any business of the District.

SECTION 5. ADJOURNMENT OF MEETINGS

The legislative body of the District may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Clerk to the Board may declare the meeting adjourned to a stated time and place and he/she shall cause written notice of the adjournment to be given in the same manner as provided in Government Code Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of the adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special was held within 24 hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meeting by ordinance, resolution, by-law or other rule.

SECTION 6. PUBLIC MEETINGS

All meetings of the Board of Directors, whether regular, special, Standing Committee or adjourned, shall be open to the public. However, the foregoing shall not be construed to prevent the Board from holding closed sessions to consider the appointment, employment, performance evaluation, discipline or dismissal of a public employee, or to hear complaints or charges brought against such officer or employee, to consult with legal counsel concerning litigation to which the District is, or may be, a party, or as otherwise authorized by law.

SECTION 7. ATTENDANCE AT MEETINGS

Notwithstanding any other provisions herein, the office of any Director shall become vacant if he or she ceases to discharge the duties of Director for a period of three (3) consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. A Director's unexcused absence from three (3) consecutive regular meetings shall be prima facie evidence that the Director has abandoned his or her office.

SECTION 8. GOVERNING LAW

All meetings of the Board and any legislative bodies of the District shall be governed by the provisions of the Ralph M. Brown Act, Government Code Section 54950 et seq., and applicable provisions of the Local Health Care District Law.

ARTICLE V

OFFICERS

SECTION 1. OFFICERS

The officers of the Board of Directors shall be a President, Vice President, Clerk of the Board, and any other officer the Board may appoint.

SECTION 2. ELECTION OF OFFICERS

The officers of the Board of Directors may serve terms of one (1) year and may be elected for additional terms. Reorganization of the Board should take place at the last meeting of the calendar year.

SECTION 3. PRESIDENT

The President, or member of the Board acting as such:

- (a) Shall preside over all meetings of the Board of Directors.
- (b) Shall sign all contracts and conveyances and all other instruments which have been authorized by the Board of Directors, except where the Board has specifically authorized another person to sign such contracts, conveyances or other instruments.
- (c) Shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

SECTION 4. VICE PRESIDENT

If, at any time, the President shall be unable to act, the Vice President shall take the President's place and perform the President's duties. If the Vice President shall also be unable to act, the Board may appoint some other member of the Board to do so, and

such person shall be vested with all the functions and duties of President until such time as the President or Vice President shall be able to assume such functions and duties.

SECTION 5. CLERK OF THE BOARD

Clerk of the Board shall keep, or cause to be kept, accurate and complete minutes of all meetings, and perform such other duties as ordinarily pertain to this office.

ARTICLE VI

COMMITTEES

SECTION 1. GENERAL PROVISIONS

Committees of the Board shall be as specified in Article VI, Section 2. Appointment of committee members shall be the responsibility of the President with the concurrence of the Board. Appointment of non-board members to committees shall be permitted at the discretion of the Board.

All non-board members appointed to committees shall serve thereon without voting rights unless otherwise provided herein. Committee activity shall only be advisory to the Board. No committee of the Board shall have the power or authority to commit the Board or the District in any manner. Committee members shall serve until replaced.

Notwithstanding any other provisions herein, if a committee member is absent from three (3) consecutive meetings of the committee, the President may declare that a vacancy exists on the committee. Each committee meeting shall have an agenda and shall submit minutes of its meetings to the Board. The President may appoint a chairperson to each committee. All committees shall meet at the call of their chairperson or the Chief Executive Officer, and shall comply with all applicable provisions of the Ralph M. Brown Act.

SECTION 2. STANDING COMMITTEES OF THE BOARD

Standing Committees of the Board shall be appointed, as set forth below, and such committees shall continue in existence until discharged by specific action by the Board

of Directors. Standing Committees shall meet on an as needed basis and may be called by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. The Board President shall appoint and publicly announce the members of the Standing Committees for the ensuing year; this shall be done no later than at the Board's regular meeting in January.

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

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

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

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

- (c) Legislative Advocacy Committee, shall consist of two (2) members of the Board of Directors

This Committee shall have the authority to review and adopt proposed legislative positions when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

SECTION 3. AD HOC COMMITTEES OF THE BOARD

The President, with the concurrence of the Board, may appoint Ad Hoc committees for the investigation, study and review of specific matters for reports and recommendations to the Board. Ad Hoc committees stand discharged upon completion of the assigned task.

ARTICLE VII

CHIEF EXECUTIVE OFFICER

SECTION 1. RESPONSIBILITIES OF CHIEF EXECUTIVE OFFICER

The Board shall select and appoint a Chief Executive Officer who shall be its representative in the management of the District. The Chief Executive Officer shall be given the authority and responsibility to operate the District in all its activities and departments, subject to policies as may be issued by the Board and applicable law. The Chief Executive Officer shall act as the duly authorized representative of the Board in all matters in which the Board has not formally designated some other person to so act.

SECTION 2. POWERS AND DUTIES

The authority and responsibility of the Chief Executive Officer shall include:

- (a) Carrying out all policies established by the Board and advising the Board with respect to formation of these policies;
- (b) Preparing an annual budget showing the expected revenue and expenditures;
- (c) Selecting, employing, managing and discharging employees and developing and maintaining personnel policies and practices for the District;
- (d) Maintaining physical properties in good and safe state of repair and operating condition.
- (e) Supervising business affairs to ensure that funds are collected and expended to the best possible advantage. The CEO shall have purchasing powers, for any unbudgeted items, not to exceed, in aggregate, 1% of the annual budget;

- (f) Attending all meetings of the Board and serving on committees thereof. In the absence of the Chief Executive Officer, a designated staff member will attend. The Chief Executive Officer (or his/her designee) shall be an ex-officio member of all committees of the Board;
- (g) Serving as the liaison and channel of communications with the Board;
- (h) Representing the District in its relationships with other health and community organizations;
- (i) Positioning the District to effectively and appropriately manage crisis situations, including closure of the District following any federal, state, county, municipal, local or District incident involving or including a natural disaster, facilities disaster, an information crisis, a human tragedy, a human resource issue, or days of mourning, celebration, and/or recognition; and
- (j) Performing other duties that may be necessary.

ARTICLE VIII

EX-OFFICIO

Persons serving under these District By-laws as ex-officio members of a committee shall not be counted in determining the existence of a quorum and shall have no voting privileges.

ARTICLE IX

INDEMNIFICATION OF OFFICERS, DIRECTORS AND EMPLOYEES

To the fullest extent permitted by law, the District shall indemnify and hold harmless its Directors, officers, and employees with respect to acts or omissions made by them in the course of their official duties or employment by the District against all expenses, judgments, fines, settlements and other amounts, including, but not limited to attorney's fees, actually and reasonably incurred in any proceeding to which such persons shall be

parties or shall be threatened to be made parties. Notwithstanding the foregoing, and except as may otherwise be required by law, the District shall have no obligation to indemnify or hold harmless any officer, Director or employee of the District unless at the time of such claim there shall be in force a policy of insurance providing the District with reimbursement with respect to such claim.

ARTICLE X

AMENDMENT

The District By-laws may be amended, by resolution, at any regular meeting of the Board upon the affirmative vote of a majority of the full membership of the Board as defined by California law.

ARTICLE XI

SEAL

The Board shall have the power to adopt a formal seal and to alter it.

ADOPTED, SIGNED AND APPROVED this 24⁶th day of ~~October, 2017~~ March 2019
at Camarillo, California.

~~Red Brown~~ Christopher Loh

CHCD By-Laws ~~10/24/2017~~ _____
03/26/2019

Attest _____

Dated: _____

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

|

BY-LAWS REVIEW HISTORY

Year of Review	Date of Review	Status
1984	October	Adopted and Approved
1990	March	Amended
1990	October	Amended
1991	June	Amended
1991	December	Amended
1992	December	Amended
1996	February 27	Amended
1998	March 24	Amended
1999	April 27	Amended
2000	August 22	Amended
2001	July 24	Reviewed
2003	June 24	Reviewed
2004	January 27	Reviewed
2004	June 22	Amended
2005	June 28	Amended
2006	August 22	Reviewed
2007	August 22	Reviewed
2008	July 22	Amended
2009	September 15	Reviewed
2010	January 26	Amended
2012	June 12	Reviewed
2013	May 28	Reviewed
2013	August 13	Amended
2014	May 27	Reviewed
2015	January 27	Amended
2015	October 27	Amended
2017	October 24	Amended
2018	October 23	Reviewed
<u>2019</u>	<u>March 26</u>	<u>Amended</u>

CERTIFICATE OF PRESIDENT OF
CAMARILLO HEALTH CARE DISTRICT

I, ~~Rod Brown~~Christopher Loh, do certify as follows:

1. That I am duly elected and acting as President of the Camarillo Health Care District, a California Healthcare District.
2. That the by-laws to which this Certificate is attached comprising pages 1 to 14, inclusive, constitute the By-laws of the Camarillo Health Care District as duly adopted and as amended from time to time.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ~~24th~~6th day of ~~October 2017~~March, 2019.

~~Rod Brown~~Christopher Loh
President, Board of Directors
Camarillo Health Care District

Attest:

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

Dated: _____

2513016.1

SECTION 12

ACTION ITEMS

**SECTION 12-C
WITHOUT MARK-UP**

MARCH 26, 2019



DISTRICT BY-LAWS

Amended March 26, 2019

**CAMARILLO HEALTH CARE DISTRICT
3639 E. LAS POSAS ROAD, CAMARILLO, CA 93010
805-388-1952**

CAMARILLO HEALTH CARE DISTRICT BY-LAWS
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VISION, MISSION, AND GUIDING PRINCIPLES

Vision: Ventura County is a model healthy community with seamless access to high quality health and community-based services that optimize well-being, empower healthy lifestyles, and build strong communities.

Mission: The mission of the Camarillo Health Care District is to be a highly respected, preferred partner in Ventura County’s continuum of health care by providing valuable, effective, measurable, and integrated community-based health services that optimize health and wellness.

Guiding Principles:

- Valuing public trust through transparency and integrity in governance.
- Acknowledging the value of resources through accountable stewardship and visionary development of funding opportunities.
- Engaging in Patient-Centered Care to tailor client services based on individual goals, preferences and values.
- Improving patient outcomes, reducing costs, and improving quality of care across a continuum of providers.
- Building core competencies and a knowledge base of emerging research, programs, technologies, policies, and initiatives that improve health outcomes in the community, by recruiting, training, and retaining a professional workforce.
- Recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training, and support.

CAMARILLO HEALTH CARE DISTRICT BY-LAWS

PREAMBLE

SECTION 1. NAME

The name of this organization shall be the Camarillo Health Care District (hereinafter “the District”), organized as the Pleasant Valley Hospital District in November 1969, pursuant to the terms of the Local Health Care District Law of the State of California (Statutes 1945, Chapter 932; Health and Safety Code, Division 23, Sections 32000-

32492, of the State of California), to promote the public health and general welfare. This organization shall be fully empowered to receive and administer funds for the attainment of these objectives, in accordance with the purposes and powers set forth in the Local Health Care District Law of the State of California.

ARTICLE I

OFFICES

SECTION 1. OFFICES

The principal office for the transaction of business of the District is hereby fixed at 3639 East Las Posas Road, Suite 117, Camarillo, Ventura County, California 93010. Branch offices may at any time be established by the Board of Directors at any place or places within the geographical boundaries of the District, when necessary to conduct the business of the District.

SECTION 2. TITLE TO PROPERTY

The title to all property of the District shall be vested in the District, and the signatures of the President and Clerk of the Board, or other person specifically authorized at any meeting of the Directors, shall constitute the proper authority for the purchase or sale of property, or for the investment or other disposal of trust funds which are subject to the control of the District.

ARTICLE II

PURPOSES AND SCOPE

SECTION 1. SCOPE OF BY-LAWS

These By-laws shall be known as the “District By-laws” and shall govern the District, its Board of Directors, and any affiliated and subordinate organizations, groups, or legislative bodies.

The Board of Directors may in accordance with law delegate certain powers to affiliated and subordinate organizations, groups or legislative bodies, such powers to be exercised in accordance with the respective by-laws of such entities. The by-laws of such subordinate organizations, groups or legislative bodies shall not conflict with these District By-laws or any statute of the State of California. All powers and functions not expressly delegated to such entities are to be considered residual powers vested in the Board of Directors of this District.

In the event the District By-laws are in conflict with any statute of the State of California governing this District, such statute shall prevail.

SECTION 2. PURPOSES

The purposes of this District shall include, but not necessarily be limited to the following:

- (a) To ensure for the provision of quality health and wellness related services to meet the needs of District residents, in accordance with the Vision, Mission, and Guiding Principles Statement contained at the beginning of these District By-laws and regardless of race, religion, national origin, disability and gender.
- (b) To exercise those powers and duties granted to local health care districts by the State of California Health & Safety Code Sections 32000-32492, and other applicable provisions of law, which include:
 - (1) To establish, maintain and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers, health education programs, wellness and preventive programs, and rehabilitation, necessary for the maintenance of good physical and mental health in the communities served by the District;

- (2) To carry out activities through one or more corporations, joint ventures, or partnerships for the benefit of the health care district;
- (3) To establish, maintain and operate, or provide assistance in the operation of, one or more health facilities or health services including, but not limited to, outpatient programs, services and facilities, retirement programs, services and facilities, chemical dependency programs, services and facilities, or health care programs, services and facilities, and activities at any location within or outside of the District for the benefit of the District and the people served by the District; and
- (4) To exercise those powers and duties of a local health care district pursuant to the Local Health Care District Law.

SECTION 3. DISPOSITION OF SURPLUS

Should the operation of the District result in a surplus of revenue over expenses during any particular period, the use of such surplus shall be determined by the Board of Directors for a public purpose consistent with Local Health Care District Law, other State laws, and these District By-laws.

ARTICLE III

DIRECTORS

SECTION 1. NUMBER, QUALIFICATIONS, AND TERMS OF OFFICE

The Board shall consist of five (5) Directors, each of whom shall be a registered voter residing in the District, and who shall comply with Section 32110 of the Health and Safety Code. Each Director shall serve a term of four (4) years pursuant to the appropriate section of the Local Health Care District Law and the Elections Code of the State of California and otherwise comply with all requirements set forth by the Local Health Care District Law.

SECTION 2. POWERS AND DUTIES

The Board of Directors shall have and exercise all the powers of the District, as set forth in Chapter 2, Article 2, of the Local Health Care District Law, and other provisions of State law, including, but not limited to the following:

- (a) To attend all regular Board meetings, as well as special meetings as required.
- (b) To participate on committee(s), as assigned.
- (c) To employ a Chief Executive Officer (CEO), and to define the powers and duties of said CEO.
- (d) To adopt resolutions establishing policies or rules for the operation of the District and any of its facilities. Such resolutions shall be kept in a separate book or file and shall be available for inspection at all times.
- (e) Ensure that Board policy is carried out by the CEO.
- (f) To carry out the provisions of the District By-laws and the Local Health Care District Law.

SECTION 3. COMPENSATION

The members of the Board of Directors may receive one hundred dollars (\$100) per District meeting attended, not to exceed five (5) meetings per month, defined as regular Board meetings, special Board meetings, and Board standing committee meetings. Each member of the Board of Directors shall be allowed his or her travel and incidental expenses incurred in the performance of official business of the District, as approved by the Board.

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings, or in making any trips on official business of the Board, when so authorized. This shall include, but not be limited to, seminars, meetings, meals and traveling expenses associated with official District business. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Members of the Board of Directors shall receive the current meeting stipend for attendance/representation at the regular meetings of the Ventura County Special District Association and the Dos Caminos Plaza Association, in keeping with the

District's fiduciary responsibility regarding legislative advocacy and plant/facilities management. This meeting stipend counts toward the maximum of five meetings per month.

ARTICLE IV

MEETINGS OF DIRECTORS

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.

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Standing Committees of the Board are established by the Board, and committee members shall be appointed by the President of the Board of Directors. Meetings are called on an as needed basis, by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. Each committee shall consist of at least two (2) Board members and other members, as deemed necessary. For more information on Committees, refer to Article VI, Committees, of these District By-laws.

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A majority of a legislative body (Board or Standing Committee) shall constitute a quorum for the transaction of any business of the District.

SECTION 5. ADJOURNMENT OF MEETINGS

The legislative body of the District may adjourn any regular, adjourned regular, special

or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Clerk to the Board may declare the meeting adjourned to a stated time and place and he/she shall cause written notice of the adjournment to be given in the same manner as provided in Government Code Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of the adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special was held within 24 hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meeting by ordinance, resolution, by-law or other rule.

SECTION 6. PUBLIC MEETINGS

All meetings of the Board of Directors, whether regular, special, Standing Committee or adjourned, shall be open to the public. However, the foregoing shall not be construed to prevent the Board from holding closed sessions to consider the appointment, employment, performance evaluation, discipline or dismissal of a public employee, or to hear complaints or charges brought against such officer or employee, to consult with legal counsel concerning litigation to which the District is, or may be, a party, or as otherwise authorized by law.

SECTION 7. ATTENDANCE AT MEETINGS

Notwithstanding any other provisions herein, the office of any Director shall become vacant if he or she ceases to discharge the duties of Director for a period of three (3) consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. A Director's unexcused absence from three (3) consecutive regular meetings shall be prima facie evidence that the Director has abandoned his or her office.

SECTION 8. GOVERNING LAW

All meetings of the Board and any legislative bodies of the District shall be governed by the provisions of the Ralph M. Brown Act, Government Code Section 54950 et seq., and applicable provisions of the Local Health Care District Law.

ARTICLE V

OFFICERS

SECTION 1. OFFICERS

The officers of the Board of Directors shall be a President, Vice President, Clerk of the Board, and any other officer the Board may appoint.

SECTION 2. ELECTION OF OFFICERS

The officers of the Board of Directors may serve terms of one (1) year and may be elected for additional terms. Reorganization of the Board should take place at the last meeting of the calendar year.

SECTION 3. PRESIDENT

The President, or member of the Board acting as such:

- (a) Shall preside over all meetings of the Board of Directors.
- (b) Shall sign all contracts and conveyances and all other instruments which have been authorized by the Board of Directors, except where the Board has specifically authorized another person to sign such contracts, conveyances or other instruments.
- (c) Shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

SECTION 4. VICE PRESIDENT

If, at any time, the President shall be unable to act, the Vice President shall take the President's place and perform the President's duties. If the Vice President shall also be unable to act, the Board may appoint some other member of the Board to do so, and such person shall be vested with all the functions and duties of President until such time as the President or Vice President shall be able to assume such functions and duties.

SECTION 5. CLERK OF THE BOARD

Clerk of the Board shall keep, or cause to be kept, accurate and complete minutes of all meetings, and perform such other duties as ordinarily pertain to this office.

ARTICLE VI

COMMITTEES

SECTION 1. GENERAL PROVISIONS

Committees of the Board shall be as specified in Article VI, Section 2. Appointment of committee members shall be the responsibility of the President with the concurrence of the Board. Appointment of non-board members to committees shall be permitted at the discretion of the Board.

All non-board members appointed to committees shall serve thereon without voting rights unless otherwise provided herein. Committee activity shall only be advisory to the Board. No committee of the Board shall have the power or authority to commit the Board or the District in any manner. Committee members shall serve until replaced.

Notwithstanding any other provisions herein, if a committee member is absent from three (3) consecutive meetings of the committee, the President may declare that a vacancy exists on the committee. Each committee meeting shall have an agenda and shall submit minutes of its meetings to the Board. The President may appoint a chairperson to each committee. All committees shall meet at the call of their chairperson or the Chief Executive Officer, and shall comply with all applicable provisions of the Ralph M. Brown Act.

SECTION 2. STANDING COMMITTEES OF THE BOARD

Standing Committees of the Board shall be appointed, as set forth below, and such committees shall continue in existence until discharged by specific action by the Board of Directors. Standing Committees shall meet on an as needed basis and may be called by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. The Board President shall appoint and publicly announce the members of the Standing Committees for the ensuing year; this shall be done no later than at the Board's regular meeting in January.

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

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

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

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

- (c) Legislative Advocacy Committee, shall consist of two (2) members of the Board of Directors

This Committee shall have the authority to review and adopt proposed legislative positions when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

SECTION 3. AD HOC COMMITTEES OF THE BOARD

The President, with the concurrence of the Board, may appoint Ad Hoc committees for the investigation, study and review of specific matters for reports and recommendations to the Board. Ad Hoc committees stand discharged upon completion of the assigned task.

ARTICLE VII

CHIEF EXECUTIVE OFFICER

SECTION 1. RESPONSIBILITIES OF CHIEF EXECUTIVE OFFICER

The Board shall select and appoint a Chief Executive Officer who shall be its representative in the management of the District. The Chief Executive Officer shall be given the authority and responsibility to operate the District in all its activities and departments, subject to policies as may be issued by the Board and applicable law. The Chief Executive Officer shall act as the duly authorized representative of the Board in

all matters in which the Board has not formally designated some other person to so act.

SECTION 2. POWERS AND DUTIES

The authority and responsibility of the Chief Executive Officer shall include:

- (a) Carrying out all policies established by the Board and advising the Board with respect to formation of these policies;
- (b) Preparing an annual budget showing the expected revenue and expenditures;
- (c) Selecting, employing, managing and discharging employees and developing and maintaining personnel policies and practices for the District;
- (d) Maintaining physical properties in good and safe state of repair and operating condition.
- (e) Supervising business affairs to ensure that funds are collected and expended to the best possible advantage. The CEO shall have purchasing powers, for any unbudgeted items, not to exceed, in aggregate, 1% of the annual budget;
- (f) Attending all meetings of the Board and serving on committees thereof. In the absence of the Chief Executive Officer, a designated staff member will attend. The Chief Executive Officer (or his/her designee) shall be an ex-officio member of all committees of the Board;
- (g) Serving as the liaison and channel of communications with the Board;
- (h) Representing the District in its relationships with other health and community organizations;
- (i) Positioning the District to effectively and appropriately manage crisis situations, including closure of the District following any federal, state, county, municipal, local or District incident involving or including a natural disaster, facilities disaster, an information crisis, a human tragedy, a human resource issue, or days of mourning, celebration, and/or recognition; and
- (j) Performing other duties that may be necessary.

ARTICLE VIII

EX-OFFICIO

Persons serving under these District By-laws as ex-officio members of a committee shall not be counted in determining the existence of a quorum and shall have no voting privileges.

ARTICLE IX

INDEMNIFICATION OF OFFICERS, DIRECTORS AND EMPLOYEES

To the fullest extent permitted by law, the District shall indemnify and hold harmless its Directors, officers, and employees with respect to acts or omissions made by them in the course of their official duties or employment by the District against all expenses, judgments, fines, settlements and other amounts, including, but not limited to attorney's fees, actually and reasonably incurred in any proceeding to which such persons shall be parties or shall be threatened to be made parties. Notwithstanding the foregoing, and except as may otherwise be required by law, the District shall have no obligation to indemnify or hold harmless any officer, Director or employee of the District unless at the time of such claim there shall be in force a policy of insurance providing the District with reimbursement with respect to such claim.

ARTICLE X

AMENDMENT

The District By-laws may be amended, by resolution, at any regular meeting of the Board upon the affirmative vote of a majority of the full membership of the Board as defined by California law.

ARTICLE XI

SEAL

The Board shall have the power to adopt a formal seal and to alter it.

ADOPTED, SIGNED AND APPROVED this 26th day of March 2019 at Camarillo, California.

Christopher Loh
President, Board of Directors
Camarillo Health Care District

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

Dated: _____

BY-LAWS REVIEW HISTORY

Year of Review	Date of Review	Status
1984	October	Adopted and Approved
1990	March	Amended
1990	October	Amended
1991	June	Amended
1991	December	Amended
1992	December	Amended
1996	February 27	Amended
1998	March 24	Amended
1999	April 27	Amended
2000	August 22	Amended
2001	July 24	Reviewed
2003	June 24	Reviewed
2004	January 27	Reviewed
2004	June 22	Amended
2005	June 28	Amended
2006	August 22	Reviewed
2007	August 22	Reviewed
2008	July 22	Amended
2009	September 15	Reviewed
2010	January 26	Amended
2012	June 12	Reviewed
2013	May 28	Reviewed
2013	August 13	Amended
2014	May 27	Reviewed
2015	January 27	Amended
2015	October 27	Amended
2017	October 24	Amended
2018	October 23	Reviewed
2019	March 26	Amended

CERTIFICATE OF PRESIDENT OF
CAMARILLO HEALTH CARE DISTRICT

I, Christopher Loh, do certify as follows:

1. That I am duly elected and acting as President of the Camarillo Health Care District, a California Healthcare District.
2. That the by-laws to which this Certificate is attached comprising pages 1 to 14, inclusive, constitute the By-laws of the Camarillo Health Care District as duly adopted and as amended from time to time.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 26th day of March, 2019.

Christopher Loh
President, Board of Directors
Camarillo Health Care District

Attest:

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

Dated: _____

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SECTION 13

ITEMS FOR BOARD DISCUSSION

MARCH 26, 2019

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SECTION 14

CHIEF EXECUTIVE OFFICER REPORT

MARCH 26, 2019