



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Suite 160 & 161  
Camarillo, CA 93010  
Tuesday, October 23, 2018  
12:00 p.m.**

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## **2018 Board Meeting Calendar**

January 23, 2018, 12:00 p.m.

February 27, 2018, 12:00 p.m.

March 27, 2018, 12:00 p.m.

April 24, 2018, 12:00 p.m.

May 29, 2018, 12:00 p.m.

June 12, 2018, 12:00 p.m. (Budget)

June 26, 2018, 12:00 p.m. (If Needed)

July 24, 2018, 12:00 p.m.

August – Dark

September 18, 2018, 12:00 p.m.

October 23, 2018, 12:00 p.m.

November - Dark

December 11, 2018, 8:30 a.m. (Board Work Study)

## **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)

**AGENDA**

**October 23, 2018 - 12:00 P.M.**

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

**Board of Directors**

Rod Brown, MBA, President  
Christopher Loh, MD, 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

- 
- 1. Call to Order/Roll Call**
  - 2. Pledge of Allegiance – Director Loft**
  - 3. Amendments to the Agenda**  
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
  - 4. Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
  - 5. Presentations –**
  - 6. Discussion/Action Item: Consideration, Discussion and Decision:**

Consideration, discussion, and recommendation for approval of District Disbursements and Financial Report for the period ending September 30, 2018. **(Please see Section 6)**

**Suggested Motion:** Motion to approve District Disbursements and Financial Report for the period ending September 30, 2018.

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

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

7. **Consent Agenda** - Consent Agenda items are considered routine and are acted upon without discussion, with one motion. If discussion is requested, that item(s) will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is requested, the Board Chairperson may request a motion to approve as presented.
- A. Approve the Minutes of the Regular Board Meeting of September 18, 2018.  
**(Please see Section 7-A)**
  - B. Approve the Minutes of the Executive Committee Meeting of October 16, 2018.  
**(Please see Section 7-B)**

**Suggested Motion:** Vote to approve Consent Calendar as presented.

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

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

8. **Discussion/Consideration/Action:**

- A. **Review/ Discussion/ Action** – Consideration, discussion, and approval of District Resolution 18-07, Recognizing November 2018 as National Family Caregivers Month.  
**(Please see section 8-A)**

**Suggested Motion** - Vote to approve Resolution 18-07, Recognizing November 2018 as National Family Caregivers Month.

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

Brown \_\_\_\_\_ Loh \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

- B. **Discussion** - Annual review of District By-Laws – No staff recommendations.  
**(Please see Section 8-B)**

9. **CEO Report**

Presentation by Lynette Harvey, Clinical Services Director, Care Management

10. **Board President’s Report** – California Special Districts Association Annual Conference

11. **Future Meeting and Events**

- Executive Committee (Brown/Loh) November Dark
- Board Meeting November Dark
- Executive Committee (Brown/Loh) Tuesday, December 4, 2018, 12:00 p.m.
- Board Meeting-Annual Board Work/Study Tuesday, December 11, 2018, 8:30 a.m.
- Executive Committee Tuesday, January 15, 2019, 12:00 p.m.
- Finance Committee Tuesday, January 22, 2019, 11:00 a.m.
- Board Meeting Tuesday, January 22, 2019, 12:00 p.m.

## Events

- Camarillo Chamber of Commerce – Thursday, November 1, 2018  
Economic Outlook – Spanish Hills CC 11:30 am to 1:30 pm
- Camarillo Chamber of Commerce Open House Tuesday, December 11, 2018  
2400 E Ventura Blvd, Camarillo, CA 3:30 p.m. to 6:30 p.m.

- 12. Adjournment** - Having no further business, this meeting is adjourned in honor of Dr. Jesse Emerson (Jay) Raine, 1937-2018, father of Chief Executive Officer Kara Ralston, at \_\_\_\_\_p.m.

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, [www.camhealth.com](http://www.camhealth.com), on Friday, October 19, 2018, at 4:00 p.m.

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**SECTION 6**

**ACTION ITEMS**

**SECTION 6  
FINANCIAL REPORTS  
DISCUSSION AND CONSIDERATION OF FINANCIAL REPORTS AND  
DISTRICT DISBURSEMENTS FOR PERIOD ENDING  
SEPTEMBER 30, 2018.**

**OCTOBER 23, 2018**

**Camarillo Health Care District  
Statements of Activities  
Comparison to Budget for the  
Three Months Ending September 30, 2018**

	Audited Actual 15 - 16	Audited Actual 16 - 17	Pre-Audit Actual 17 - 18	Current Year-to- Date	Budget to- date	Annual Budget 2018- 19	Y-T-D vs Annual Budget
<b>REVENUES</b>							
Tax revenue	\$ 2,375,896	\$ 2,490,350	\$ 2,636,217	\$ 671,988	\$ 671,988	\$ 2,687,954	25.00%
Program and facilities revenue	398,419	359,482	364,026	98,151	103,465	413,862	23.72%
Grants and agency funding	238,124	329,844	531,380	74,141	87,303	320,777	23.11%
Community Support and sponsorship	14,286	13,173	10,148	1,294	2,925	11,700	11.06%
Investment and interest income	155,200	161,872	178,157	12,318	6,750	177,000	6.96%
Other income	102,619	30,867	214,675	4,400	2,939	11,758	37.42%
<b>Total Revenues</b>	<b>\$ 3,284,543</b>	<b>\$ 3,385,589</b>	<b>\$ 3,934,603</b>	<b>\$ 862,292</b>	<b>\$ 875,372</b>	<b>3,623,051</b>	<b>23.80%</b>
<b>EXPENSES</b>							
Personnel cost							
Wages and salaries	1,347,709	1,392,944	1,458,930	318,877	421,761	1,687,042	18.90%
Payroll taxes	110,164	111,521	116,185	28,802	32,265	129,059	22.32%
Benefits	189,450	371,003	312,374	78,877	103,053	412,210	19.14%
OPEB	233,378	233,005	30,598	16,680	31,495	125,979	13.24%
Retirement UAL	29,064	38,046	50,594	70,585	52,456	52,456	134.56%
<b>Total personnel cost</b>	<b>1,909,765</b>	<b>2,146,518</b>	<b>1,968,681</b>	<b>513,822</b>	<b>641,029</b>	<b>2,406,746</b>	<b>21.35%</b>
<b>Other expenses</b>							
Contractors and professional fees	300,824	395,721	420,407	59,422	105,027	366,434	16.22%
Facilities and related	238,656	230,961	256,617	84,517	58,053	228,556	36.98%
Depreciation	175,355	164,193	156,337	36,418	36,159	144,637	25.18%
Program related expense	80,067	71,985	81,180	21,467	20,170	74,918	28.65%
Advertising and promotion	77,736	83,139	98,188	35,682	33,358	117,300	30.42%
Supplies and office expense	68,046	71,473	83,965	22,763	26,282	83,860	27.14%
Board and staff	61,358	76,237	68,808	12,048	23,736	94,944	12.69%
Community partnerships	2,500	2,200	1,000	-	-	2,500	0.00%

**Camarillo Health Care District**  
**Statements of Activities**  
**Comparison to Budget for the**  
**Three Months Ending September 30, 2018**  
*Preliminary*

	Audited Actual 15 - 16	Audited Actual 16 - 17	Pre-Audit 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	8,026	7,329	22,115	36.29%
<b>Total other expenses</b>	1,034,549	1,118,416	1,194,972	280,343	310,113	1,135,264	24.69%
<b>Operations Net</b>	340,229	120,655	770,949	68,127	(75,770)	81,041	84.06%
<b>Adjustments</b>							
<b>Total expenses</b>	2,944,314	3,264,934	3,163,653	794,165	951,142	3,542,010	22.42%
<b>Net position after adjustments</b>	\$ 340,229	\$ 120,655	\$ 770,949	\$ 68,127	\$ (75,770)	\$ 81,042	84.06%

**Camarillo Health Care District**  
**Statements of Net Assets**  
**as of September 18**

<b>ASSETS</b>	<b>Sep 30, 2018</b>	<b>Sep 30, 2017</b>
<b>Current Assets:</b>		
Cash and Checking Accounts	\$ 404,375	\$ 206,727
Investment Accounts	2,199,019	2,342,180
Tax, Grants and Accounts Receivable	802,060	667,758
<b>Total Current Assets</b>	<u>3,405,455</u>	<u>3,216,664</u>
<b>Noncurrent Assets:</b>		
Property, plant and equipment - net	1,373,068	1,480,951
IS equipment - net	30,579	12,651
Transportation vehicles - net	44,604	70,978
Prepays	27,049	30,789
<b>Total Noncurrent Assets</b>	<u>1,475,300</u>	<u>1,595,368</u>
Deferred Outflows of Resources	293,007	264,803
<b>Total Assets</b>	<u>\$ 5,173,762</u>	<u>\$ 5,076,836</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$ 39,073	\$ 35,337
Construction Loan 2018	-	-
Employment costs	88,771	87,403
Scholarships	2,099	3,410
Deferred Revenue	-	4,900
<b>Total Current Liabilities</b>	<u>129,943</u>	<u>131,051</u>
<b>Noncurrent Liabilities</b>		
Construction Loan to 2021	276,166	361,648
Net Pension Liability GASB 68	1,203,554	821,635
Accrued OPEB liability GASB 75	918,038	434,533
Deferred Inflows of Resources	176,716	450,825
<b>Total Noncurrent Liabilities</b>	<u>2,574,473</u>	<u>2,068,641</u>
<b>Net Assets:</b>		
Unrestricted - prior	2,401,218	2,717,682
Unrestricted - current	68,127	159,463
<b>Total Net Assets</b>	<u>2,469,345</u>	<u>2,877,145</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 5,173,762</u>	<u>\$ 5,076,836</u>

**Quick Ratio**

Cash, Checking, Investment	
2,603,395	20.03

**Current Ratio**

Current Assets	
3,405,455	26.21

**Camarillo Health Care District**  
**Statements of Net Assets**  
**as of September 18**

<b>ASSETS</b>	<b>Sep 30, 2018</b>	<b>Sep 30, 2017</b>	<b>Sep 30, 2016</b>	<b>Sep 30, 2015</b>	<b>Sep 30, 2014</b>
<b>Current Assets:</b>					
Cash and Checking Accounts	\$ 404,375	\$ 206,727	\$ 458,285	\$ 366,753	\$ 418,797
Investment Accounts	2,199,019	2,342,180	1,600,727	1,081,817	455,731
Tax, Grants and Accounts Receivable	802,060	667,758	661,656	618,515	643,925
<b>Total Current Assets</b>	<b>\$ 3,405,455</b>	<b>3,216,664</b>	<b>2,720,668</b>	<b>2,067,085</b>	<b>1,518,453</b>
<b>Noncurrent Assets:</b>					
Property, plant and equipment - net	1,373,068	1,480,951	1,606,166	1,973,733	1,961,924
IS equipment - net	30,579	12,651	24,364	27,095	34,396
Transportation vehicles - net	44,604	70,978	97,352	115,500	179,364
Prepays	27,049	30,789	54,988	56,905	56,171
<b>Total Noncurrent Assets</b>	<b>1,475,300</b>	<b>1,595,368</b>	<b>1,782,869</b>	<b>2,173,233</b>	<b>2,231,855</b>
Deferred Outflows of Resources	293,007	264,803	112,553	112,553	
<b>Total Assets</b>	<b>\$ 5,173,762</b>	<b>5,076,836</b>	<b>4,616,091</b>	<b>4,352,871</b>	<b>3,750,308</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Current Liabilities:</b>					
Accounts Payable	\$ 39,073	\$ 35,337	\$ 44,592	\$ 52,491	\$ 79,906
Construction Loan 2018	-	-	-	-	-
Employment costs	88,771	87,403	85,989	149,550	167,392
Scholarships	2,099	3,410	10,961	13,001	8,296
Deferred Revenue	-	4,900	7,583	1,303	10,853
<b>Total Current Liabilities</b>	<b>129,943</b>	<b>131,051</b>	<b>149,125</b>	<b>216,344</b>	<b>266,448</b>

**Camarillo Health Care District**

**Statements of Net Assets  
as of September 18**

	Sep 30, 2018	Sep 30, 2017	Sep 30, 2016	Sep 30, 2015	Sep 30, 2014
<b>Noncurrent Liabilities</b>					
Construction Loan to 2021	276,166	361,648	444,041	523,456	
Net Pension Liability GASB 68	1,203,554	821,635	959,515	959,515	
Accrued OPEB liability GASB 75	918,038	434,533	209,825	206,830	188,844
Deferred Inflows of Resources	176,716	450,825	250,690	250,690	
<b>Total Noncurrent Liabilities</b>	<u>2,574,473</u>	<u>2,068,641</u>	<u>1,864,071</u>	<u>1,940,491</u>	<u>188,844</u>
<b>Net Assets:</b>					
Unrestricted - prior	2,401,218	2,717,682	2,504,346	2,195,543	3,262,816
Unrestricted - current	68,127	159,463	98,548	493	32,201
<b>Total Net Assets</b>	<u>2,469,345</u>	<u>2,877,145</u>	<u>2,602,894</u>	<u>2,196,036</u>	<u>3,295,018</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 5,173,762</u>	<u>\$ 5,076,836</u>	<u>\$ 4,616,091</u>	<u>\$ 4,352,871</u>	<u>\$ 3,750,308</u>
<b>Quick Ratio</b> (Cash, Checking & Investment Accounts divided by Total Current Liabilities)	20.03	19.45	13.81	6.70	3.28
<b>Current Ratio</b> (Total Current Assets divided by Total Current Liabilities)	26.21	24.55	18.24	9.55	5.70

**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

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

Sorted by Vendor

(Report period: September 1, 2018 to September 30, 2018)

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
66649	9/12/2018	ACCESS	Access TLC Caregivers DBA	973.50	V	
66650	9/12/2018	ACQUA	Acqua Clear, Inc	578.18	V	Qtly
66651	9/12/2018	ANACAPA	Anacapa Heating & Air, Inc	164.69	V	
66666	9/19/2018	ANACAPA	Anacapa Heating & Air, Inc	39.63	V	
66618	9/5/2018	ANDISITES	AndiSites, Inc	189.00	V	MO
66652	9/12/2018	ASSISTED	Assisted Healthcare Services	374.00	V	
66619	9/5/2018	BANYAI	Danette Banyai	210.00	F	MO
66620	9/5/2018	BETA	Beta Healthcare Group	2,089.83	V	MO
66667	9/19/2018	BETA WC	Beta Healthcare Group	2,253.00	V	MO
66685	9/26/2018	BETA WC	Beta Healthcare Group	202.00	V	add'l amt 2
66668	9/19/2018	BRAIN INJURY	Brain Injury Center	300.00	V	
66669	9/19/2018	BROWN	Rodger Brown	300.00	B	
66670	9/19/2018	BROWN J	Joyce Brown	293.00	Refund	ADC client i
66621	9/5/2018	C3 INTEL	C3 Intelligence, Inc	298.20	V	
66665	9/18/2018	CITIZENS	Citizens Business Bank	99,044.22	V	Annually
66653	9/12/2018	CMH	CMH Centers for Family Health	180.00	V	
66686	9/26/2018	CPI	CPI Solutions, Inc	4,685.25	V	MO
66622	9/5/2018	CRADDOCK S	Susan Craddock	400.00	F	
66623	9/5/2018	CRAWFORD L	Lorenzo Crawford	187.60	F	
66624	9/5/2018	CREGUT	Kelsea Cregut	220.50	F	
66687	9/26/2018	DIAL	Dial Security	1,165.13	V	MO
66625	9/5/2018	DIGITAL	Digital Deployment, Inc	200.00	V	MO
66626	9/5/2018	DOMAIN	Domain Listings	228.00	V	Annually
66671	9/19/2018	DORIA	Thomas Doria, MD	100.00	B	
66627	9/5/2018	DOS CAMINOS	Dos Caminos Plaza	4,669.06	V	MO
66654	9/12/2018	DOSCAMSTORA	Dos Caminos Plaza, Inc	50.00	V	MO
66688	9/26/2018	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	10.50	V	
66628	9/5/2018	FREIE	Barbara Freie	882.00	F	
66629	9/5/2018	FRONTIER	Frontier Communications	128.98	V	MO
66630	9/5/2018	GODINEZ	Jose Godinez	157.50	F	
66655	9/12/2018	GUERRERO	Rubi Guerrero	102.89	EE	
66631	9/5/2018	HARTFORD	Hartford Life	1,129.35	V	MO
66632	9/5/2018	HARVEY	Lynette Harvey	8.71	EE	
66633	9/5/2018	HOME REMEDIE	Home Remedies dba	535.00	V	
66656	9/12/2018	HOME REMEDIE	Home Remedies dba	1,010.00	V	
66672	9/19/2018	HUFF	Susan Huff	100.00	F	
66657	9/12/2018	ITS	Integrated Telemanagement Services, Inc	1,683.92	V	MO
66634	9/5/2018	IVEY	Jane Ivey	217.00	F	
66658	9/12/2018	JORDANO'S	Jordano's Food Service	191.82	V	
66635	9/5/2018	JTS	JTS Facility Services	1,950.00	V	MO
66673	9/19/2018	KAVALSKY	Neal Kavalsky	100.00	V	MO
66674	9/19/2018	LEAF	Leaf	2,025.32	V	MO

# Camarillo Health Care District

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

Sorted by Vendor

(Report period: September 1, 2018 to September 30, 2018)

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
66636	9/5/2018	LIT	Harriet Lit	400.00	F	
66675	9/19/2018	LOFT	Richard Loft, MD	100.00	B	
66676	9/19/2018	LOH	Christopher Loh, MD	100.00	B	
66637	9/5/2018	MASTERPAGES	Carrie Dittmar	90.00	V	
66689	9/26/2018	MASTERPAGES	Carrie Dittmar	1,910.00	V	
66638	9/5/2018	METLIFE	MetLife Small Business	834.86	V	MO
66659	9/12/2018	MITCHELL FIR	Mitchell Fire Protection dba	210.00	V	Bi-annually
66639	9/5/2018	MJL	MJL & Associates	175.00	V	Qtly
66640	9/5/2018	MORAN	Carmen Moran	233.25	EE	
66690	9/26/2018	MUSTANG	Mustang Marketing dba	1,800.00	V	MO
66677	9/19/2018	NUNN	Nunn Better, Inc	2,825.00	V	
66678	9/19/2018	PETTY	Petty Cash - Administrat	398.32		
66641	9/5/2018	ROGERS	Rogers & Partners, Inc	56.00	F	
66642	9/5/2018	SAFEWAY	Safeway Inc	203.55	V	
66679	9/19/2018	SAFEWAY	Safeway Inc	125.16	V	
66691	9/26/2018	SAFEWAY	Safeway Inc	183.96	V	
66660	9/12/2018	SIEG	R.J. Sieg	243.00	V	
66692	9/26/2018	SO CA EDISON	Southern California Edison	2,531.31	V	MO
66661	9/12/2018	SO CA GAS	Southern California Gas	215.11	V	MO
66643	9/5/2018	SPRINGER S	Suzanne Springer	20.00	Refund	unable to a
66662	9/12/2018	SR PLANNING	Senior Planning Services	2,029.51	V	
66680	9/19/2018	SR PLANNING	Senior Planning Services	518.83	V	
66693	9/26/2018	SR PLANNING	Senior Planning Services	1,334.67	V	
66694	9/26/2018	TAI CHI	Tai Chi Zen Institute	250.00	V	
66663	9/12/2018	TNT	TNT Automotive	393.44	V	
66681	9/19/2018	TRI COUNTY	Tri County Office Furniture, Inc	14,093.97	V	
66695	9/26/2018	TRI COUNTY	Tri County Office Furniture, Inc	1,283.71	V	
66682	9/19/2018	UMPQUA	Umpqua Bank	4,979.20	V	
66644	9/5/2018	US POST METR	United States Postal Svc	400.00	V	
66664	9/12/2018	USPOSTMASTER	U.S. Postmaster	6,915.80	V	HA fall mail
66696	9/26/2018	VALIC	VALIC	1,140.87	V	MO
66683	9/19/2018	VCAAA	VC Area Agency on Aging	129.00	V	
66697	9/26/2018	VCSDA	V C S D A	40.00	V	
66645	9/5/2018	VILLASENOR	Veronica Villasenor	110.09	EE	
66646	9/5/2018	VISION	Vision Services Plan	176.50	V	MO
66684	9/19/2018	VOYAGER	Voyager Fleet Systems Inc	1,211.07	V	MO
66647	9/5/2018	WYLY	Paulette Wylly	10.90	EE	
66648	9/5/2018	ZEPEDA	Monica Zepeda	81.20	EE	

Cash account Total 177,381.06

Report Total 177,381.06



## 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										\$145,421
<b>YTD Total</b>											<b>\$436,263</b>	

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 (varies through year as amts added)
\$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
<b>YTD Total</b>											<b>\$1,670,749</b>	

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.**

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**SECTION 7-A**

**CONSENT AGENDA**

**APPROVAL OF MINUTES OF  
THE REGULAR BOARD MEETING OF SEPTEMBER 18, 2018**

**SECTION 7-A**

**OCTOBER 23, 2018**

**MINUTES**

**September 18, 2018**

**Regular Meeting of the Board of Directors**

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

**Board of Directors - Present**

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

**Staff - Present**

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

- 
1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, September 18, 2018, at 12:11 p.m., by Rodger Brown, President.
  2. **Pledge of Allegiance** – Director Doria
  3. **Amendments to The Agenda** – None
  4. **Public Comment** – None
  5. **Presentations** – The Board of Directors presented Veronica Villasenor, Health Promotion Coach, with her Case Management Certification from Boston University’s Center for Aging and Disability Education and Research.
  6. **Discussion/Action Item -**

CEO Ralston presented the District’s Disbursements and Financial Report for the period ending July 31, 2018.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending July 31, 2018.

**Vote to Approve District Disbursements and Financial Report for Period Ending July 31, 2018**

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

CEO Ralston presented the District's Disbursements and Financial Report for the period ending August 31, 2018.

It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending August 31, 2018.

**Vote to Approve District Disbursements and Financial Report for Period Ending August 31, 2018**

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

7. **Consent Calendar** - It was **MOVED** by Director Doria, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

**Vote to Approve Consent Calendar as Presented**

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

8. **Discussion / Action**

A. Kara Ralston presented the Disclosure of Reimbursement Report for the fiscal year ending June 30, 2018, CA Government Code §53065.5, and District Policy 1120.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approves the Disclosure of Reimbursement Report for the fiscal year ending June 30, 2018.

**Vote to Approve Disclosure of Reimbursement Report for fiscal year ending June 0, 2018**

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

**B.** Consideration discussion and recommendation for approval of the Proposed 2019 Board Meeting Calendar.

It was **MOVED** by Director Doria, **SECONDED** by Director Loft, and **MOTION PASSED**, to approve the 2019 Board Meeting Calendar as presented.

<b><u>Vote to Approve 2019 Board Meeting Calendar as presented.</u></b>	
<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>
<b>Director Doria:</b>	<b>Aye</b>

**C.** Discussion and consideration 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 Loh, **SECONDED** by Director Hiepler, 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.

<b><u>Vote to Approve the Districts Revised Pay Schedule</u></b>	
<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Aye</b>
<b>Director Hiepler:</b>	<b>Aye</b>
<b>Director Doria:</b>	<b>Aye</b>

**9. CEO Report** – Blair Craddock, Care Services Director, gave a presentation to the Board on the Social Innovations Grant through Dignity Health. This program matches an older adult who is an acute user of health care services with a graduating senior from Ca State University Channel Islands. In order to impact the over-utilization of care, the partnership works towards decreasing isolation and increasing self-empowerment of the older individuals.

Chief Executive Officer Ralston also congratulated the District’s Chief Resource Officer, Sue Tatangelo, for receiving the Combined Community and Caregiver Award at the Brain Injury Center of Ventura County’s annual benefit.

**10. Board President’s Report** – Board President Rod Brown asked Board Members to think about the December Board Reorganization.

**11.** Having no further business, this meeting is adjourned at 1:32 p.m.

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Richard Loft  
Clerk of the Board

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**SECTION 7-B**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE  
MEETING OF OCTOBER 16, 2018**

**SECTION 7-B**

**OCTOBER 23, 2018**

**MINUTES**

**October 16, 2018**

**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:**

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

**Staff Present:**

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

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1. **Call to Order** – The Executive Committee Meeting was called to order by Board President, Rod Brown, at 12:11 p.m.
2. **Public Comment** – No Public Comment
3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, September 18, 2018.
4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, October 23, 2018. It was requested that the annual review of the District By-Laws be removed from the Consent Calendar and added as a discussion item.
5. Reviewed District Disbursements for period ending September 30, 2018.
6. Reviewed the following Action Items:  
  
    **8A** – Review Resolution 18-07, Recognizing November as National Family Caregivers Month.  
  
    **8B** – Annual review of District By-Laws.
7. CEO report will include a presentation by Lynette Harvey, Clinical Services Director, Care Management.
8. Next Executive Committee Meeting is scheduled for Tuesday, December 4, 2018.
9. Meeting adjourned at 1:08 p.m.

---

Rod Brown  
President

**SECTION 8**

**ACTION ITEMS**

**SECTION 8-A  
REVIEW/ DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION, AND  
APPROVAL OF RESOLUTION 18-07 RECOGNIZING NOVEMBER 2018 AS  
NATIONAL FAMILY CAREGIVERS MONTH**

**OCTOBER 23, 2018**

**RESOLUTION NO. 18-07**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**CAMARILLO HEALTH CARE DISTRICT**  
**VENTURA COUNTY, CALIFORNIA**  
**IN RECOGNITION OF NATIONAL FAMILY CAREGIVERS MONTH**

---

**WHEREAS**, more than 65 million people, 29% of the U.S population, provide care for a chronically ill, disabled, or aged family member or friend during any given year, and

**WHEREAS**, the aging population, coupled with the high cost of senior living and in-home care, is driving a growing demand for family caregivers, and

**WHEREAS**, eight in ten Americans say caregiving is “the new normal”, and

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

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

**WHEREAS**, the Camarillo Health Care District therefore stands in unity with all family caregivers in celebration of National Caregivers Month, and is proud to offer the award-winning Wellness & Caregiver Center of Ventura County; and

**WHEREAS**, that Wellness & Caregiver Center of Ventura County has received the nation’s top award in caregiving from Former First Lady Rosalynn Carter from her Rosalynn Carter Institute for Caregiving;

**NOW, THEREFORE, BE IT RESOLVED**, that the Camarillo Health Care District Board of Directors, does hereby recognize November of 2018 as National Family Caregivers Month.

**ADOPTED, SIGNED, AND APPROVED** this 23rd day of October 2018.

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

Attest: \_\_\_\_\_  
Richard Loft, Clerk of the Board  
Board of Directors  
Camarillo Health Care District

STATE OF CALIFORNIA)  
COUNTY OF VENTURA) ss

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

**DO HEREBY CERTIFY** that the foregoing Resolution 18-07 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 23<sup>rd</sup> day of October 2018, and it was adopted by the following vote:

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

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

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

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

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**SECTION 8**

**ACTION ITEMS**

**SECTION 8-B  
REVIEW/ DISCUSSION– ANNUAL REVIEW OF DISTRICT BY-LAWS  
NO STAFF RECOMMENDATIONS.**

**OCTOBER 23, 2018**



# **DISTRICT BY-LAWS**

Amended October 24, 2017

**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).

### 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 24th day of October, 2017 at Camarillo, California.



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



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

Dated: October 24, 2017

## 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
<u>2018</u>	<u>October 23</u>	<u>Reviewed</u>



CERTIFICATE OF PRESIDENT OF  
CAMARILLO HEALTH CARE DISTRICT

I, Rod Brown, do certify as follows:

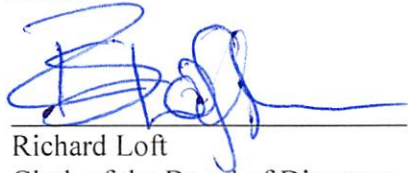
1. That I am duly elected and acting as President of the Camarillo Health Care District, a California Healthcare District.
2. That the by-laws to which this Certificate is attached comprising pages 1 to 14, inclusive, constitute the By-laws of the Camarillo Health Care District as duly adopted and as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

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



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

Attest:



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

Dated: October 24, 2017

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**SECTION 9**

**CEO REPORT**

**OCTOBER 23, 2018**

**SECTION 10**

**BOARD PRESIDENT'S REPORTS**

**OCTOBER 23, 2018**