



**Regular Board Meeting
November 16, 2021 12:00 PM**

Join Zoom Meeting

<https://us06web.zoom.us/j/85192494609>

Meeting ID: 851 9249 4609

One tap mobile

+12532158782,,87428110983# US (Tacoma)

+13462487799,,87428110983# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 874 2811 0983

NOVEMBER 16, 2021

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2022 Board Meeting Calendar

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

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

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

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

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

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

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

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

August – Dark

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

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

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

December - Dark

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Agenda

November 16, 2021 – 12:00 p.m.

Regular Meeting of the Board of Directors - Zoom Meeting

Join Zoom Meeting

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+13462487799,,85192494609# US (Houston)

COVID-19 RESPONSE: This meeting will be conducted pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20. To observe and /or participate in the Board meeting you are welcome to join our Zoom Meeting.

Board of Directors

Christopher Loh, MD, President

Tom Doria, MD, Vice President

Richard Loft, MD, Clerk of the Board

Mark Hiepler, ESQ, Director

Martin T. Daly, Director

Staff

Kara Ralston, Chief Executive Officer

Sonia Amezcua, Chief Administrative Officer

Karen Valentine, Clerk to the Board

Participants

Rick Wood, *CSDA Financial Services*

Shalene Hayman, *Hayman Consulting*

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE– Director Doria

4. DELETIONS/CORRECTIONS TO THE POSTED AGENDA

5. PUBLIC COMMENT - Ca. GC Section 54954.3

- Members of the public can observe or participate in the virtual Meeting during open session by clicking on the following Zoom link to join the virtual meeting:
<https://us06web.zoom.us/j/85192494609> Meeting ID: 851 9249 4609
Or join by telephone: 1 (253) 215-8782 – Meeting ID: 851 9249 4609
- Public who cannot participate but want to make a public comment can submit your comment via email by 4:00 p.m. on Monday, November 15, 2021 to the Clerk to the Board at karenv@camhealth.com. The Clerk to the Board will print your email, distribute copies to all Board Members prior to the meeting, and the Board President or Chief Executive Officer will read the emailed comments aloud during general public comments, or during the specified agenda item. There will be a maximum of three minutes allowed per public comment.

6. PRESENTATION - None

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 President may request a motion to approve as presented.

- A. Approval of the Minutes of the Finance/Investment Committee Meeting of October 26, 2021.
(Please see Section 7-A)
- B. Approval of the Minutes of the Regular Board Meeting of October 26, 2021.
(Please see Section 7-B)
- C. Approval of the Minutes of the Executive Committee Meeting of November 9, 2021.
(Please see Section 7-C)

Suggested Motion: Motion to approve Consent Agenda as presented.

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

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

9. ITEMS FOR ACTION

- A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of District Check Register and the Check Register Comparison for period ending October 31, 2021.
(Please see Section 9-A)

Suggested Motion: Motion to approve District Check Register and the Check Register Comparison Report for period ending October 31, 2021.

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

- B. **Review/ Discussion/ Action** – Consideration, discussion, and action on Resolution 21-13, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period.
(Please see Section 9-B)

Suggested Motion: Motion to approve District Resolution 21-13, Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period.

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

C. Review/ Discussion/ Action – Consideration and discussion for approval of Finance/Investment Committee’s recommendation for banking and investment institution changes. **(Please see Section 9-C)**

Suggested Motion: Motion to approve Banking and Investment proposal.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Doria _____ Loft _____ Hiepler _____ Daly _____

10. BOARD REORGANIZATION

Call for Nominations:

A. PRESIDENT _____

Nomination by _____

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Doria _____ Loft _____ Hiepler _____ Daly _____

B. VICE PRESIDENT _____

Nomination by _____

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Doria _____ Loft _____ Hiepler _____ Daly _____

C. CLERK OF THE BOARD _____

Nomination by _____

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Doria _____ Loft _____ Hiepler _____ Daly _____

11. CHIEF EXECUTIVE OFFICER REPORT

12. BOARD PRESIDENT REPORT

13. BOARD MEMBERS COMMENTS AND/OR REPORTS

14. FUTURE MEETING AND EVENTS

Board of Directors Meetings

•	Full Board:	December 2021 - Dark
•	Executive Committee: Proposed	January 18, 2022, 12:00 p.m.
•	Finance Committee: Proposed	January 25, 2022, 10:30 a.m.
•	Full Board: Proposed	January 25, 2022, 12:00 p.m.
•	Executive Committee:	February 15, 2022, 12:00 p.m.
•	Full Board:	February 22, 2022, 12:00 p.m.

- 15. ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors is adjourned at _____ p.m.

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com on Friday, November 12, 2021, on or before 4:00 p.m.



SECTION 7

CONSENT AGENDA

**SECTION 7-A
APPROVAL OF MINUTES OF
THE FINANCE/INVESTMENT COMMITTEE MEETING
OCTOBER 26, 2021**

NOVEMBER 16, 2021

**Finance/Investment Committee Meeting
Camarillo Health Care District Board of Directors
Zoom Meeting
Meeting ID: 870 8486 2911**

Board of Directors

Mark Hiepler, Esq., Director
Martin T. Daly, Director

Participants:

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

Staff

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

-
1. **Call to Order** – The Finance/Investment Committee Meeting was called to order by Director Daly, at 10:34 a.m.

Director Hiepler joined the meeting at 10:36 a.m.
 2. No public comment.
 3. Reviewed Quarterly Investment and Reserve Report and Tax Revenue Report for period ending September 30, 2021.
 4. Reviewed proposal from Five Star Bank along with other recommendations for cash and reserve management. Rick Wood and CEO Ralston discussed current investments and options for improving investment return. The Finance/Investment Committee recommends proposal be presented to the Full Board at the November 16, 2021 Board Meeting.
 5. Reviewed the GASB 75 Disclosure Report received from Actuarial Retirement Consulting. The Finance/Investment Committee recommends the report be Received and Filed.
 6. Reviewed the Restatement of Qualified Retirement Plan Documents. This is an executive Compensation Benefit Plan used to attract and retain executives.
 7. Reviewed Preliminary Operating Results and Departmental Activities for quarter ending September 30, 2021.
 5. Reviewed Check Register and Check Register Comparison for quarter ending September 30, 2021.
 6. Quarterly District credit card review.
 7. Quarterly legal expense review.

8. CEO Report
9. The next Finance/Investment Committee Meeting will be held on January 26, 2022, at 10:30 a.m.
10. Having no further business, this meeting is adjourned at 11:45 a.m.

Mark Hiepler
Director

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SECTION 7

CONSENT AGENDA

**SECTION 7-B
APPROVAL OF MINUTES OF
THE REGULAR BOARD MEETING OF OCTOBER 26, 2021**

NOVEMBER 16, 2021

Regular Meeting of the Board of Directors
Zoom Meeting – Meeting ID: **874 2811 0983**

Board of Directors - Present

Christopher Loh, MD, President
Tom Doria, MD, Vice President
Mark Hiepler, ESQ, Director
Martin T. Daly, Director

Staff - Present

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

Participants:

Rick Wood, *Financial Services Vendor, CSDA*
Shalene Hayman, *Hayman Consulting*

Guests

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, October 26, 2021, at 12:02 p.m., by Christopher Loh, President.
2. **Pledge of Allegiance** – Director Doria
3. **Amendments to The Agenda** – None
4. **Public Comment** – None
5. **Presentations** – None
6. **Consent Agenda** - It was **MOVED** by Director Daly, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

Roll Call Vote: Ayes: Loh, Doria, Hiepler, Daly **Nays:** None **Absent:** Loft

7. **Action Items**

A. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Check Register, Check Register Comparison, Financial Reports, and monthly Investment and Designated Reserve Report for period ending September 30, 2021.

Director Hiepler left the meeting at 12:31 p.m.

It was **MOVED** by Director Loh, **SECONDED** by Director Daly, and **MOTION PASSED** that the Board of Directors approve the District Check Register, Check Register Comparison, Financial Reports, and monthly Investment and Designated Reserve Report for period ending September 30, 2021.

Roll Call Vote: Ayes: Loh, Doria, Daly **Nays:** None **Absent:** Loft, Hiepler

B. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Resolution 21-11 Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period.

It was **MOVED** by Director Daly, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District Resolution 21-11 Re-Authorizing Remote Teleconference Meetings of the Board of Directors for a 30-Day Period.

Roll Call Vote: Ayes: Loh, Doria, Daly **Nays:** None **Absent:** Loft, Hiepler

C. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of District Resolution 21-12, Recognizing November 2021 as National Family Caregivers Month.

It was **MOVED** by Director Doria, **SECONDED** by Director Daly, and **MOTION PASSED** that the Board of Directors approve District Resolution 21-12, Recognizing November 2021 as National Family Caregivers Month.

Roll Call Vote: Ayes: Loh, Doria, Daly **Nays:** None **Absent:** Loft, Hiepler

8. Chief Executive Officer Report

CEO Ralston reported that Assemblymember Jacqui Irwin and State Senator Monique Limon made a special presentation to the District of COVID Community Response funding from the State of California, in amount of \$330,000.00. Chair Loh and Director Daly attended, and the presentation was streamed live on Facebook.

Facility upgrades required by Environmental Health in order to relocate the Senior Nutrition Program from Freedom Park back to our Camarillo facility have received approval. The upgrades included new flooring with continuous coving, automatic doors, updated restroom and lockers for SNP staff. The move is scheduled for early November.

CEO Ralston will be participating in the Local Agency Formation Committee meeting on November 17, 2021, when they will be reviewing the District’s Sphere of Influence.

9. Board President’s Report

Nothing new to report.

10. Having no further business this meeting was adjourned at 1:06 p.m.

Christopher Loh
Board President

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SECTION 7

CONSENT AGENDA

**SECTION 7-C
APPROVAL OF MINUTES OF
THE EXECUTIVE/AGENDA BUILDING COMMITTEE MEETING OF
NOVEMBER 09, 2021**

NOVEMBER 16, 2021



MINUTES

November 09, 2021

**Executive/Agenda Building Committee Meeting
Camarillo Health Care District Board of Directors**

**ZOOM MEETING
Meeting ID: 829 1584 1095**

Board Members Present:

Christopher Loh, President
Tom Doria, MD, 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 President Christopher Loh, at 12:10 p.m.
 2. Roll Call – Loh, Doria
 3. Public Comment – No Public Comment
 4. Reviewed the proposed Agenda for the Regular Board Meeting scheduled for November 16, 2021.
 5. **Consent Agenda**
 - A. Reviewed the Minutes of the Regular Board Meeting of October 26, 2021.
 6. **Action Items**
 - A. Reviewed Check Register and Check Register Comparison Report for period ending October 31, 2021.
 - B. Reviewed District Resolution 21-13, Re-Authorizing Remote Teleconferencing Meetings.
 7. Discussed procedures for Board Re-Organization
 8. Meeting Adjourned at 12:24 p.m.

Christopher Loh
President



SECTION 8

SECTION 8

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

NOVEMBER 16, 2021

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SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-A

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT CHECK REGISTER, CHECK
REGISTER COMPARISON, AND THE DESIGNATED RESERVE REPORT FOR
PERIOD ENDING OCTOBER 31, 2021.**

NOVEMBER 16, 2021

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted Alphabetical
October 2021 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
69086	10/14/2021	ACCESS	Access TLC Caregivers DBA	1,326.00	V	MO
69087	10/14/2021	AFLAC	Aflac	875.58	V	MO
69078	10/6/2021	LOWE	Al Lowe Construction, Inc	9,018.00	V	
69093	10/14/2021	GADDIS	Alexa Gaddis	176.52	E	
69101	10/21/2021	ALL LANGUAGE	All Languages Interpreting	700.00	V	
69115	10/27/2021	AMERICAN	American Automatic Doors, Inc	5,547.81	V	
69102	10/21/2021	ANDERSON	Anderson Refrigeration dba	125.00	V	
69073	10/6/2021	DUNCAN	Audree Duncan	102.82	E	
69103	10/21/2021	B&BMAIL	B & B Mailing Services	1,878.96	V	
69104	10/21/2021	BAY ALARM	Bay Alarm Company	1,140.00	V	MO
69066	10/6/2021	BETA	Beta Healthcare Group	2,556.64	V	MO
69067	10/6/2021	BETA WC	Beta Healthcare Group	2,445.00	V	MO
69088	10/14/2021	BYRD	Byrd Locksmithing	72.50	V	
69068	10/6/2021	C3 INTEL	C3 Intelligence, Inc	146.15	V	MO
69090	10/14/2021	CSDA	CA Special Districts Assoc	220.00	V	MO
69096	10/14/2021	KNOX	Carrie Knox	1,569.09	V	
69077	10/6/2021	LOH	Christopher Loh, MD	200.00	BOD	ONGOING
69089	10/14/2021	CMH	CMH Centers for Family Health	85.00	V	
69105	10/21/2021	COLANTUONO	Colantuono, Highsmith, Whatley, PC	2,771.50	V	
69106	10/21/2021	COMMANDER	Commander Printed Products	12,340.68	V	
69107	10/21/2021	CPI	CPI Solutions, Inc	4,805.00	V	MO
69091	10/14/2021	DMV	Dept of Motor Services	1.00	V	
69072	10/6/2021	DOS CAMINOS	Dos Caminos Plaza	5,353.92	V	MO
69074	10/6/2021	FRONTIER	Frontier Communications	130.98	V	MO
69075	10/6/2021	HARTFORD	Hartford Life	881.83	V	MO
69108	10/21/2021	HAYMAN	Hayman Consulting dba	3,173.00	V	MO
69094	10/14/2021	ITS	Integrated Telemanagement Services, Inc	1,177.28	V	MO
69109	10/21/2021	IPMA	IPMA-HR	156.00	V	
69095	10/14/2021	JTS	JTS Facility Services	1,850.00	V	MO
69070	10/6/2021	DO	Juliann Do	124.77	E	
69076	10/6/2021	LEAF	Leaf	189.74	V	MO
69097	10/14/2021	LEAF	Leaf	2,100.89	V	MO
69069	10/6/2021	DALY	Martin T. Daly	100.00	BOD	ONGOING
69083	10/6/2021	TAPIA	Mayra Tapia	92.05	E	
69079	10/6/2021	METLIFE	MetLife Small Business	505.71	V	MO
69080	10/6/2021	MITCHELL FIR	Mitchell Fire Protection dba	712.46	V	ANNUAL
69098	10/14/2021	PARADISE	Paradise Signs, Inc.	350.00	V	
69111	10/21/2021	PETTY	Petty Cash - Administrat	179.17	V	MO
69110	10/21/2021	LOFT	Richard Loft, MD	100.00	BOD	
69081	10/6/2021	SAFEWAY	Safeway Inc	263.96	V	MO
69116	10/27/2021	SO CA EDISON	Southern California Edison	2,124.69	V	MO
69099	10/14/2021	SO CA GAS	Southern California Gas	241.76	V	MO
69082	10/6/2021	SPECTRUM	Spectrum Properties Services	160.00	V	MO
69112	10/21/2021	STAPLES	Staples Business Advantage	1,405.23	V	MO
69071	10/6/2021	DORIA	Thomas Doria, MD	200.00	BOD	ONGOING
69117	10/27/2021	THOMAS	Thomas Family Window Cleaning LLC	268.88	V	MO
69100	10/14/2021	UMPQUA	Umpqua Bank	4,726.91	V	MO
69113	10/21/2021	VALIC	VALIC	1,269.56	V	MO
69084	10/6/2021	VCAAA	VC Area Agency on Aging	2,500.00	V	
69092	10/14/2021	EDELL	Vicky Edell	304.00	V	
69085	10/6/2021	VISION	Vision Services Plan	232.91	V	MO
69114	10/21/2021	VOYAGER	Voyager Fleet Systems Inc	1,924.11	V	MO
Report Total				80,903.06		

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Check Number
October 2021 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
69066	10/6/2021	BETA	Beta Healthcare Group	2,556.64	V	MO
69067	10/6/2021	BETA WC	Beta Healthcare Group	2,445.00	V	MO
69068	10/6/2021	C3 INTEL	C3 Intelligence, Inc	146.15	V	MO
69069	10/6/2021	DALY	Martin T. Daly	100.00	BOD	ONGOING
69070	10/6/2021	DO	Juliann Do	124.77	E	
69071	10/6/2021	DORIA	Thomas Doria, MD	200.00	BOD	ONGOING
69072	10/6/2021	DOS CAMINOS	Dos Caminos Plaza	5,353.92	V	MO
69073	10/6/2021	DUNCAN	Audree Duncan	102.82	E	
69074	10/6/2021	FRONTIER	Frontier Communications	130.98	V	MO
69075	10/6/2021	HARTFORD	Hartford Life	881.83	V	MO
69076	10/6/2021	LEAF	Leaf	189.74	V	MO
69077	10/6/2021	LOH	Christopher Loh, MD	200.00	BOD	ONGOING
69078	10/6/2021	LOWE	Al Lowe Construction, Inc	9,018.00	V	
69079	10/6/2021	METLIFE	MetLife Small Business	505.71	V	MO
69080	10/6/2021	MITCHELL FIR	Mitchell Fire Protection dba	712.46	V	ANNUAL
69081	10/6/2021	SAFEWAY	Safeway Inc	263.96	V	MO
69082	10/6/2021	SPECTRUM	Spectrum Properties Services	160.00	V	MO
69083	10/6/2021	TAPIA	Mayra Tapia	92.05	E	
69084	10/6/2021	VCAAA	VC Area Agency on Aging	2,500.00	V	
69085	10/6/2021	VISION	Vision Services Plan	232.91	V	MO
69086	10/14/2021	ACCESS	Access TLC Caregivers DBA	1,326.00	V	MO
69087	10/14/2021	AFLAC	Aflac	875.58	V	MO
69088	10/14/2021	BYRD	Byrd Locksmithing	72.50	V	
69089	10/14/2021	CMH	CMH Centers for Family Health	85.00	V	
69090	10/14/2021	CSDA	CA Special Districts Assoc	220.00	V	MO
69091	10/14/2021	DMV	Dept of Motor Services	1.00	V	
69092	10/14/2021	EDELL	Vicky Edell	304.00	V	
69093	10/14/2021	GADDIS	Alexa Gaddis	176.52	E	
69094	10/14/2021	ITS	Integrated Telemanagement Services, Inc	1,177.28	V	MO
69095	10/14/2021	JTS	JTS Facility Services	1,850.00	V	MO
69096	10/14/2021	KNOX	Carrie Knox	1,569.09	V	
69097	10/14/2021	LEAF	Leaf	2,100.89	V	MO
69098	10/14/2021	PARADISE	Paradise Signs, Inc.	350.00	V	
69099	10/14/2021	SO CA GAS	Southern California Gas	241.76	V	MO
69100	10/14/2021	UMPQUA	Umpqua Bank	4,726.91	V	MO
69101	10/21/2021	ALL LANGUAGE	All Languages Interpreting	700.00	V	
69102	10/21/2021	ANDERSON	Anderson Refrigeration dba	125.00	V	
69103	10/21/2021	B&BMAIL	B & B Mailing Services	1,878.96	V	
69104	10/21/2021	BAY ALARM	Bay Alarm Company	1,140.00	V	MO
69105	10/21/2021	COLANTUONO	Colantuono, Highsmith, Whatley, PC	2,771.50	V	
69106	10/21/2021	COMMANDER	Commander Printed Products	12,340.68	V	
69107	10/21/2021	CPI	CPI Solutions, Inc	4,805.00	V	MO
69108	10/21/2021	HAYMAN	Hayman Consulting dba	3,173.00	V	MO
69109	10/21/2021	IPMA	IPMA-HR	156.00	V	
69110	10/21/2021	LOFT	Richard Loft, MD	100.00	BOD	
69111	10/21/2021	PETTY	Petty Cash - Administrat	179.17	V	MO
69112	10/21/2021	STAPLES	Staples Business Advantage	1,405.23	V	MO
69113	10/21/2021	VALIC	VALIC	1,269.56	V	MO
69114	10/21/2021	VOYAGER	Voyager Fleet Systems Inc	1,924.11	V	MO
69115	10/27/2021	AMERICAN	American Automatic Doors, Inc	5,547.81	V	
69116	10/27/2021	SO CA EDISON	Southern California Edison	2,124.69	V	MO
69117	10/27/2021	THOMAS	Thomas Family Window Cleaning L	268.88	V	MO
Report Total				80,903.06		

Check Register Monthly Comparison

FY 2021/22

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$188,410	\$55,759	\$162,111	\$80,903	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,796
YTD Total											\$487,184	

Notes FY 21/22:

July '21 Annual Insurance Invoices increased by \$28k

Sept '21 Final loan payment of \$99,044

Sept '21 New HVAC unit for Build H \$11,720

Oct '21 Construction Costs for HUR window and SNP relocation \$9,018

FY 2020/21

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$155,740	\$47,551	\$147,667	\$88,955	\$48,137	\$57,225	\$54,157	\$41,754	\$61,960	\$41,358	\$62,024	\$79,772	\$109,978
YTD Total											\$886,300	

Notes FY 20/21:

July '20 Annual insurances

Sep '20 ADC Construction Loan pmt \$99K #6 of 7

Mar 21 - N-95 Masks for ADC

May '21 Plumbing services - 4 Water Heaters & maintenance

Jun '21 Senso Balance Machine 1/2 dep \$7,561 (Capital)

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.



SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-B

**REVIEW/ DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION, AND
ACTION ON RESOLUTION 21-13, RE-AUTHORIZING REMOTE
TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS
FOR A 30-DAY PERIOD.**

NOVEMBER 16, 2021

RESOLUTION NO. 21-13

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

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

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

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

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

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

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

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

WHEREAS, the Board of Directors previously adopted a Resolution 21-10 on September 28, 2021, finding that the requisite conditions exist for the legislative bodies of Camarillo Health Care District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

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

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

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

ADOPTED, SIGNED, AND APPROVED this 16th day of November 2021.

Christopher Loh, 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 No. 21-13 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 16th day of November 2021 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

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



SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-C

**REVIEW/ DISCUSSION/ ACTION – CONSIDERATION AND DISCUSSION FOR
APPROVAL OF FINANCE/INVESTMENT COMMITTEE’S RECOMMENDATION
FOR BANKING AND INVESTMENT INSTITUTION CHANGES**

NOVEMBER 16, 2021

Banking & Investment Recommendation

Finance Committee

November 16, 2021



- The following slides discuss a recommended change in banking currently used by the Camarillo Health Care District.
- With the help of our CSDA financial consultant, the District has considered cost-savings, operational efficiencies and opportunities to leverage fund balance earnings in arriving at this recommendation.
- The recommendation includes closing some current accounts, keeping some current accounts, and opening new accounts (Five Star Bank)(CalTRUST).
- Information has been gathered by CSDA, reviewed by the District's accounting vendor, and presented to the Finance Committee.

These slides are a combination of existing educational slides from CSDA, and newly developed slides specific to this agenda item.

What Districts Should Know

Public Agency officials are fiduciaries, subject to the ‘Prudent Investor Standard’

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency

CA statute establishes primary goals, in the following priority order, for public funds:

- Safety:** the preservation of principal
- Liquidity:** the ability to access funds in the form of cash when and as needed to meet District financial obligations
- Yield:** a reasonable return on the investment of public funds, consistent with the emphasis on safety and liquidity

These three goals cannot be simultaneously maximized

Prudent investment management requires a **balancing act**, keeping in mind that safety and liquidity take precedence over yield

What District Officials Should Know

Options are governed by the California Government Code and your District's Local Investment Policy

The parameters for the investment of local agency cash reserves are laid out in CA Government Code Sections 53600, et seq. Section 53601:

- Enumerates the range of investment options available to local agencies for their cash reserves (other than bond proceeds, which are governed by covenants in the bond documents)
- Establishes the types of securities eligible for investment, and restrictions, such as:
 - maximum term to maturity (5-year maximum unless otherwise stated)
 - minimum credit criteria
 - maximum exposure to specific types of securities and individual issuers (concentration limits)

The Local Investment Policy

- Should be reviewed and updated annually to reflect changes to CA statute as well as changing circumstances in the District
- May restrict the District's investment authority beyond the limitations in Section 53601
- May further limit or prohibit altogether certain types of securities, maximum maturities, minimum credit quality, establish tighter concentration limits, etc.

Investment Policy Is Good Public Policy

Every District should adopt a written investment policy statement. The benefits of having an investment policy statement are:

- The first and most important step in the investment process
- Satisfies an important fiduciary duty
- Guides the asset management process – no surprises
- Provides discipline to the process
- Effective risk management
- Structured with a long-term focus that is updated over time
- Designed to endure the ups and downs of market cycles
- Meets the “policy recommendation” of CA Government Code Section 53646



INVESTMENT POLICY

Reviewed January 26, 2021



Microsoft Word
Document

Camarillo Health Care District
3639 E. Las Posas Road, Camarillo, CA 93010
805-388-1952



Summary of Recommendation

The Finance Committee submits the following recommendation:

- Close three existing accounts
 - 1 at Mechanics Bank (*completed due to other operational considerations*)
 - 2 at Bank of the West
- Open four new accounts
 - 3 at Five Star Bank
 - 1 with CalTRUST

See next slide spreadsheet for detail

Camarillo Health Care District Banking Transition Plan a.o. 10-25-21

CURRENT BANK	TYPE OF ACCT	PURPOSE OF ACCT	INTEREST RATE	FEES	PROPOSED NEW ACTION	BALANCE AT 9/30/21	AFTER TRANSITION
Mechanics Bank	checking	has already been <u>closed</u> and rolled to Mechanics money market	0.01%	\$14/avg/mo (already closed)		280,581.89	0.00
Mechanics Bank	money market	used for cash deposits only	0.04%	0.00%	move to Five Star Business Checking	165,657.03	5,000.00
LAIF	investment	holds Flynn Road building sales proceeds	0.24%		keep only Flynn sale proceeds; move remaining to Five Star Money Market	4,037,305.84	280,581.89
County of Ventura	pass through	receives property tax payments and other passthrough funds	0.32%		keep; no change planned	5,584.84	5,584.84
Bank of the West	regular business payroll/checking	proposed closure	N/A		move to Five Star Payroll Checking	0.00	0.00
Bank of the West	regular business checking	proposed closure	N/A	\$85/avg/mo	move to Five Star Business Checking	184,495.98	0.00
PROPOSED BANK AND NEW ACCOUNTS							
Five Star Bank	payroll checking	payroll	0.10%		new account	0.00	500.00
Five Star Bank	business checking	business operations	0.10%		new account	0.00	625,734.90
Five Star Bank	money market	receive property tax payments; used for operational cash flow	0.24%		new account	0.00	757,022.73
CalTrust	investment	used like LAIF account for reserves	0.44%		new account; open CAL OTRUST account	0.00	2,999,201.22
TOTAL						4,673,625.58	4,673,625.58

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Why Five Star Bank

Rick Wood, CSDA, will lead conversation

Five Star Bank Proposal

October 11, 2021

Ms. Kara Ralston
Chief Executive Officer
Camarillo Health Care District 3639
E. Las Posas Rd., Suite 117 Camarillo,
CA 93010



Dear Ms. Ralston,

Thank you for the opportunity to present this proposal to the Camarillo Health Care District.

We believe that you deserve nothing less than outstanding customer service, reliability, competitive pricing, efficient means of managing your accounts electronically and direct access to a team of qualified banking professionals. We are keenly knowledgeable with special districts and municipalities, the statutes that pertain to public funds and who also have the experience of having managed at a public entity. We have the experience, expertise and hands on approach that sets us apart.

We believe Five Star Bank is the perfect partner for the Camarillo Health Care District. As a sign of our partnership, Five Star Bank is offering the District:

- **All your checking accounts free of all charges** - We are offering as many checking accounts as you need with no fees.
- **A public interest checking account(s) that pay 0.10%.**
- **A public money market account that matches the most recently published monthly rate at LAIF (currently 0.206%).** - The rate is reset each month to match the most recently published monthly LAIF rate. Interest is paid monthly on the 1st of the month. Money market accounts are limited to 6 withdrawals per month (wires, ACH, checks, transfers).

These accounts will include the following:

- Free checking accounts with ability to write checks
 - Free online banking with online transfer capability between accounts
 - Free ACH capability (requires credit approval)
 - Free Wire transfer capability
 - Free Remote Deposit Capture w/free scanner provided
 - Free Mobile Deposit
-
- **Five Star Bank will also provide your initial order of checks, deposit slips, and endorsement stamps at no charge.**

Five Star Bank also can provide all the financing to meet the District's needs including refinancing existing loans, new equipment & vehicles, buildings, infrastructure, lines of credit as well as pension obligation bonds. We also can offer credit cards for purchasing and merchant services to accept payments by credit card in person, online or by phone.

This opportunity is very important to our Bank and, as always, we will take every measure possible to ensure your success. We can assure you that we will personally oversee the entire transition, provide your staff with all the necessary training they need and provide you with designated backup personnel as well. We will be your partner every step of the way, from pre-conversion through conversion and implementation.

Please let us know if we can discuss the opportunity in greater detail and plan the next steps to move forward. Thank you once again for this opportunity. We look forward to the chance to build a long, sustainable future with the Camarillo Health Care District!

Sincerely,



Jerry Legg' CTP
SVP/Government Banking Manager

t: 916-640-1512 | m: 916-471-9977
e: jlegg@fivestarbank.com
a: 2240 Douglas Blvd., Suite 100
Roseville, CA 95661

    

Celebrating 20 Years!

Why CalTRUST

Rick Wood, CSDA, will lead conversation



Key Features of CalTRUST

- CalTRUST is governed by a Board of Trustees that is fully comprised of public agency treasurers and investment officers;
- No minimum or maximum investment amount – you can have as much or as little invested with us as you'd like;
- No minimum or maximum transaction allowances – you can do as many transactions as often as you'd like;
- Fully transparent with updated holdings available daily;
- No limit to the amount of subaccounts you can have;
- Access to BlackRock investment expertise;
- Ability to easily move assets between our different accounts as you'd like to meet your cash flow needs;
- Online shareholder portal allows you to utilize online trading features and set levels of access for individuals (ie: you could have staff authorized to perform trades or just to view statements and other information);
- Agencies do not have to join the JPA to participate in CalTRUST;
- CalTRUST is only open to California public agencies so our investment policy mirrors California investment code; and
- Currently, over 140 California public agencies invest with CalTRUST.

CalTRUST is professionally managed by BlackRock®

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California Special
Districts Association
Districts Stronger Together

**PROFESSIONAL
DEVELOPMENT**



SECTION 10

BOARD REORGANIZATION

NOVEMBER 16, 2021

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SECTION 11

CHIEF EXECUTIVE OFFICER REPORT

NOVEMBER 16, 2021

Health agency receives \$330K in state funding

The Camarillo Health Care District has received \$330,000 in state funding for its work during the pandemic.

In the first six months, most staff members were reassigned to the Senior Nutrition Program to assist with the increase in the homebound client base. Their work included providing essential services such as home-delivered meals, caregiver resources and two new virtual services programs to help families stay connected.

In addition, care consultation and dementia services were adapted for families to receive support virtually and over the phone.

The programs and services were developed and offered at no charge to serve the community during closures.

“This funding provides much-needed relief as the district continues to move forward



Courtesy of Jacqui Irwin's office

PANDEMIC RELIEF—State Sen. Monique Limón, left, and Assemblymember Jacqui Irwin, right, present a \$330,000 check Oct. 25 to leaders at the Camarillo Health Care District.

through the pandemic,” said Kara Ralston, Camarillo Health Care District’s CEO. “We appreciate the determination and vision of Sen. Limón and Assemblymember Irwin in recognizing the health needs of the community during COVID restoration efforts. This funding will make a significant impact, particularly for families living with dementia and Alzheimer’s disease and other chronic health issues.”

Assemblymember Jacqui Irwin and state Sen. Monique Limón proposed state budget pandemic assistance earlier in the year to aid Camarillo Health Care District in recovering from the financial impact of the last year. The idea for the funding was brought forward to Irwin by the health agency, which highlighted the important services provided during the pandemic and the significant strain the pandemic put on the local agency.



SECTION 12

BOARD PRESIDENT REPORT

NOVEMBER 16, 2021

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SECTION 13

BOARD MEMBERS COMMENTS AND/OR REPORTS

NOVEMBER 16, 2021

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FUTURE MEETING AND EVENTS

<u>Board of Directors Meetings</u>	
• Full Board:	December 2021 - Dark
• Executive Committee: Proposed	January 18, 2022, 12:00 p.m.
• Finance Committee: Proposed	January 25, 2022, 10:30 a.m.
• Full Board: Proposed	January 25, 2022, 12:00 p.m.
• Executive Committee:	February 15, 2022, 12:00 p.m.
• Full Board:	February 22, 2022, 12:00 p.m.
• Executive Committee:	March 15, 2022, 12:00 p.m.
• Full Board:	March 22, 2022, 12:00 p.m.

SEPTEMBER 28, 2021