



Board of Directors Meeting

Tuesday, July 28, 2015

5:00 p.m.

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Mission

**The Camarillo Health Care District
Ensures That Quality Health And
Wellness Services Are Available
To All District Residents.**

2015 Board Meeting Calendar

January

27 Board Meeting – 5:00 p.m.

February

24 Board Meeting - 12:00 p.m.

March

24 Board Meeting – 5:00 p.m.

April

21 Board Meeting – 12:00 p.m. - AMENDED

May

26 Board Meeting – 5:00 p.m.

June

**9 Board Meeting - 12:00 p.m.
(Budget Presentation)**

23 Board Meeting – 12:00 p.m.

July

28 Board Meeting – 5:00 p.m.

August

Dark

September

29 Board Meeting – 5:00 p.m.

October

27 Board Meeting – 12:00 p.m.

November

Dark

December

8 Annual Board Work-study – 8:30 a.m.

Board Meetings in odd numbered months are held at 5:00 p.m.

**Board Meetings in even numbered months are held at 12:00 p.m. except for the
December 8th meeting will be held at 8:30 a.m.**

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENDA
JULY 28, 2015

JULY 28, 2015

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CAMARILLO HEALTH CARE DISTRICT

**Agenda for the Regular Meeting of the Board of Directors to be held on
Tuesday, July 28, 2015 at 5:00 p.m.
3615 E. Las Posas Road, Suites 160 and 161, Camarillo, CA 93010**

1. CALL TO ORDER

2. ROLL CALL

Camarillo Health Care District

Rod Brown, MBA, President
Christopher Loh, M.D., Vice President
Mark Hiepler, Esq., Clerk of the Board
Richard Loft, M.D., Director
Peggy O'Neill, R.N., Director

3. PLEDGE OF ALLEGIANCE

Director Brown

4. AMENDMENTS TO THE AGENDA

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

5. APPROVAL OF MINUTES

It is the recommendation of the District Administration that the Board of Directors approve the minutes of the Regular Meeting of June 9, 2015.

(Please see Section 5A; Page 15-18)

MOTION_____SECOND_____ABSTAIN_____PASS_____

Brown_____Loh_____Hiepler_____Loft_____O'Neill_____

6. PUBLIC COMMENT

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

- A. **AGENDA ITEM** during Public Comments or at the time the Board considers the agenda item.
 - B. **UNSCHEDULED ITEMS** during Public Comments.
 - C. **PUBLIC HEARING** at the time for public hearings.
7. **MANAGEMENT REPORTS** Includes financial reports, updates and committee reports. (Please see Section 7; Page 21)

CHIEF EXECUTIVE OFFICER REPORT – Page 21-25

- **CHIEF RESOURCE OFFICER REPORT – Page 21, Page 29-32**
- **CHIEF HUMAN RESOURCES OFFICER REPORT**
- **FINANCIAL REPORT – Page 35-42**

8. **CONSENT CALENDAR**

- A. Donations: June 2015
(Please see Section 8-A; Page 73-74)
- B. Approval of the Minutes of the Executive Committee Meeting held on July 15, 2015. (Please see section 8-B; Page 77)

MOTION _____ SECOND _____ ABSTAIN _____ PASS _____

BROWN _____ LOH _____ HIEPLER _____ LOFT _____ O’NEILL _____

9. **ACTION ITEM**

- A. It is the recommendation of the Ad Hoc Committee that the Board of Directors approve the Chief Executive Officer Employment Contract for Kara Ralston. (Please see Section 9-A; Page 81-86)

MOTION _____ SECOND _____ ABSTAIN _____ PASS _____

BROWN _____ LOH _____ HIEPLER _____ LOFT _____ O’NEILL _____

- B. Review and approve Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5. **(Please see Section 9-B; Page 89)**

MOTION _____ SECOND _____ ABSTAIN _____ PASS _____

BROWN _____ LOH _____ HIEPLER _____ LOFT _____ O'NEILL _____

- C. The Board of Directors of the Camarillo Health Care District casts its vote for _____, to the California Special Districts Association Board of Directors, Coastal Network, Seat A, Term ending in 2018. **(Please see Section 9-C; Page 93-97)**

MOTION _____ SECOND _____ ABSTAIN _____ PASS _____

BROWN _____ LOH _____ HIEPLER _____ LOFT _____ O'NEILL _____

- D. It is the recommendation of Administration that the Board of Directors approve Resolution 15-09 approving the establishment of a trade account for the purpose of accepting stock donations. **(Please see Section 9-D; Page 101-102)**

Roll Call

Rod Brown	_____
Chris Loh	_____
Mark Hiepler	_____
Richard Loft	_____
Peggy O'Neill	_____

- E. It is the recommendation of Administration that the Board of Directors review Board of Directors Committee assignments, and name Rod Brown as Ex Officio member of all committees. **(Please see section 9-E; Page 105)**

MOTION _____ SECOND _____ ABSTAIN _____ PASS _____

BROWN _____ LOH _____ HIEPLER _____ LOFT _____ O'NEILL _____

10. BOARD PRESIDENT'S REPORT

- A. Discuss Closed Session for August, 2015, check Board Members availability and possible dates. **(See Section 10-A)**

- B. Discuss December 8, 2015, Annual Board Study Session. Ideas for the Study include:
- Meet Ruthann Ziegler of Meyers Nave, District Legal Counsel; Have her lead discussion on Board Education and Role
 - Presentations from Partners in Care and Community Memorial Health Systems regarding current collaborations
 - Update District Mission and Vision statements

11. BOARD MEMBERS' INTERESTS AND CONCERNS

12. FUTURE MEETINGS AND EVENTS

Board of Directors Meetings

August - Dark

Tuesday, September 29, 2015, 5:00 p.m.

Tuesday, October, October 27, 2015, 12:00 p.m.

Tuesday, December 8, 2015, 8:30 a.m., Annual Board Work Study

13. CLOSED SESSION

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

14. RECONVENE FROM CLOSED SESSION

15. ANNOUNCEMENT OF CLOSED SESSION

The legislative body must provide an oral or written report on certain actions taken and the vote of every elected member present.

16. ADJOURNMENT

Having no further business, this meeting is adjourned at _____ p.m.

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

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

SECTION 5

**APPROVAL OF
MINUTES
BOARD MEETING
JUNE 9, 2015**

SECTION 5-A

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**REGULAR MEETING
BOARD OF DIRECTORS
June 9, 2015**

CALL TO ORDER

The regular meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, June 9, 2015, at 12:03 p.m., at the Camarillo Health Care District, 3615 E. Las Posas Road, Suite 160, Camarillo, California, by Rod Brown, President.

QUORUM:

The following Directors were present:

Rodger Brown, M.B.A., President
Christopher Loh, M.D., Vice President
Mark Hiepler, Esq., Clerk of the Board – *Arrived at 12:10 p.m.*
Richard Loft, M.D., Director
Peggy O’Neill, R.N., Director

Staff:

Jane Rozanski, Chief Executive Officer
Kara Ralston, Interim General Manager and Chief Operations Officer
Sue Tatangelo, Chief Resource Officer
Sonia Amezcua, Chief Human Resources Officer
Renee Murphy, Accounting Manager
Karen Valentine, Clerk to the Board

Consultant:

David Mitchell, Certified Public Accountant, Mitchell and Associates, LLP

PLEDGE OF ALLEGIANCE

Director O’Neill

AMENDMENTS TO THE AGENDA

There were no amendments to the Agenda.

APPROVAL OF MINUTES

A. It was **MOVED** by Director Loft, **SECONDED** by Director O’Neill, and **MOTION PASSED** that the Board of Directors approve the minutes of the Regular Meeting of May 26, 2015.

Aye – Brown, Loh, Loft, O’Neill

Absent - Hiepler

- B.** It was **MOVED** by Director Loh, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve Resolution 15-07, Submission of Grant and/or Funding Applications and Authorizing Signatures.

Roll Call

Rod Brown	Aye
Christopher Loh	Aye
Mark Hiepler	Aye
Richard Loft	Aye
Peggy O'Neill	Aye

- C.** It was **MOVED** by Director O'Neill, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve Resolution 15-08, Authorizing Investment of Monies in the Local Agency Investment Fund.

Roll Call

Rod Brown	Aye
Christopher Loh	Aye
Mark Hiepler	Aye
Richard Loft	Aye
Peggy O'Neill	Aye

- D.** It was **MOVED** by Director Loft, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors receive the Contract Elements for the Chief Executive Officer position as outlined in the Memorandum to the Board dated June 5, 2015. This memorandum will be forwarded to the firm of LightGabler for review, preparation and ratification at the July 28, 2015 Regular Board Meeting. The Board of Directors will commence with the hiring of Ms. Ralston as Chief Executive Officer, effective June 22, 2015, at an annual salary of \$157,000.

Roll Call

Rod Brown	Aye
Christopher Loh	Aye
Mark Hiepler	Aye
Richard Loft	Aye
Peggy O'Neill	Aye

BOARD PRESIDENT'S REPORT

Board President Brown discussed the educational opportunities available to Board Members through the California Special Districts Association (CSDA.) President Brown and Chief Executive Officer Kara Ralston will be attending the CDSA Annual Conference, which will be held September 21-24, 2015, and suggested that one or two other Board Members may want to attend.

FUTURE MEETING AND EVENTS

Board of Directors Meetings:

Tuesday, June 23, 2015 - Waived

Tuesday, July 28, 2015, 5:00 p.m.

Tuesday, September 29, 2015, 5:00 p.m.

ADJOURNMENT

President Rod Brown, adjourned the meeting at 1:19 p.m.

Mark Hiepler
Clerk of the Board

SECTION 7

CHIEF EXECUTIVE OFFICER REPORT

JULY 28, 2015

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Camarillo Health Care District

Monthly Overview

July 28, 2015

CHIEF EXECUTIVE OFFICER – KARA RALSTON

- **White House Conference on Aging 2015 – Ventura County Watch Party**
- **Assembly Member Jacqui Irwin – Older Population Advisory Council Meeting**
- **\$250,000 Grant Renewal – Senior Support Line**
- **District Audit – Mark Poindexter, Poindexter and Associates**
- **Chief Resource Officer, Sue Tatangelo, re-elected to a two year term to the Ventura County Area Agency on Aging (VCAAA), Advisory Council, representing the special population of Caregivers**
- **Community Outreach Manager, Lynn Jones, named Chair of the Camarillo Council on Aging**
- **Bank of the West – Named One of America’s Most Reputable Banks**
- **Curley Campaign - District Facebook Page**

CHIEF RESOURCE OFFICER – SUE TATANGELO

- **Partnership with Community Memorial Health System’s Accountable Care Alliance of Ventura County**
- **Partners at Home Update**
- **Evidence-based Fall Prevention Update**
- **Summer Solicitation & Appeals**

CHIEF HUMAN RESOURCES OFFICER – SONIA AMEZCUA

- **Sick Leave Legislation – Eff. 7-1-2015**

CLERK TO THE BOARD – KAREN VALENTINE

- **Openline Update**

FINANCIAL REPORT – MITCHELL & ASSOCIATES

- **District Financial Report**

Ventura Star
7/14/15

Obama calls on nation to help care for seniors

■ Group gathers in Camarillo to listen

By Bartholomew Sullivan
bartholomew.sullivan@jmg.com
702-408-2726

WASHINGTON - As President Barack Obama welcomed participants to the White House Conference on Aging on Monday, a small group gathered in Camarillo to watch him address issues, such as paying caregivers adequately and elder abuse, that hit home.

"When we won World War II, everyone came home and had babies," the president told the crowd of about 175 in the East Room, before correcting himself with a laugh. "I mean not literally everyone, but a lot of people had babies. And now, each and every day, almost 10,000 of those babies turn 65 years old."

Obama called on the nation to take proactive steps to address rising costs, protect Social Security, train more home health care workers and help seniors remain active contributors to their communities.



ROB VARELA/THE STAR

Rebecca Martinez, an administrative assistant at the Camarillo Health Care District, smiles as she finally gets a live stream of the 2015 White House Conference on Aging to work again after a glitch Monday.

He also has asked the Labor Department to crack down on conflicts of interest in the retirement savings advice people may get from financial advisers. And he's put forward proposals to expand access to employer-based retirement savings accounts.

The daylong conference that is held every 10 years involved

cabinet secretaries, medical doctors, Meals on Wheels advocates, elderly athletes, the surgeon general and fitness advocates who talked about making the most out of an entire life span.

Surgeon General Vivek Murthy

See AGING, 2A

FROM THE COVER

AGING from 1A

called the elderly “extraordinary repositories of wisdom.”

At the Camarillo Health Care District, CEO Kara Ralston said about 15 people, including some staff members, gathered at the agency’s conference room to watch the president and the others speak.

She said her overall impression was “this has been a very good and focused attempt at bringing to light and awareness issues that are important.

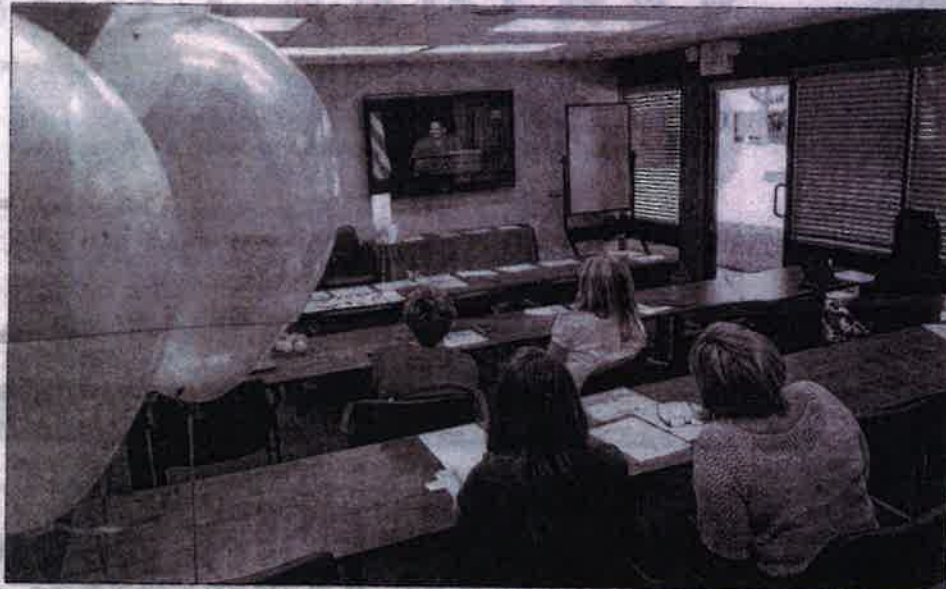
“It doesn’t happen very often, and we’re pleased to be part of it,” she said.

Ralston said the district provided poster boards with the words “I’m watching the 2015 White House Conference on Aging because ...” and circulated them among those attending in Camarillo.

Some responses were: “Because we have a voice”; “Because we won’t be ignored”; and “Because I’m concerned about the future.”

As an employer, Ralston said, she wants her staff fully informed to plan its retirement years.

She later added, “I am very pleased and encouraged to see a panel discussing elder



ROB VARELA/THE STAR

Attendees listen as Jo Ann Jenkins, CEO of AARP, speaks as they watch a live stream of the 2015 White House Conference on Aging.

justice; the intersection of caregiving and elder abuse is too strong to ignore.”

She noted that in California alone, 47 percent of caregivers for people with dementia are more inclined to engage in abusive behavior.

“The Camarillo Health Care District works with our judicial system locally as well as statewide to bring light to this topic, and we work to educate and support family caregivers so they do not become part of this statistic,” she said.

Martha Shapiro, director of the district’s Wellness and Caregiver Center, also attended the “watch party” in Camarillo. “In my role, I primarily work with the caregivers, so what he (Obama) was saying about having family leave something that’s more available — that’s really important to the people that I work with,” she said.

And when Obama mentioned paying caregivers adequately, that resonated with Shapiro, too.

“They need to be paid a

living wage so they can continue to do their jobs in an effective way because we rely on them so much,” she said.

The handful of people left before the conference was half through, but some did get to hear from Agriculture Secretary Tom Vilsack, encouraging participants from rural areas to modernize their senior centers’ with USDA loans and grants, and others.

Diana Nyad, who in 2013 swam the 110 miles from Havana to Key West at age 64, talked about respect for the

elderly in a youth-dominated culture.

She’s leading a walk across the country next year to focus attention on the nation’s chronic obesity and expects a million people to participate.

Surgeon General Murthy said the country needs to “build a culture of prevention,” not just treat chronic conditions caused by poor nutrition and inactivity.

Iowa City Mayor Matt Hayek, who won last year’s Milken Institute award for the most successful small city for successful aging, talked of planning for aging with widened interior doors in housing developments that can later accommodate wheelchairs and encouraging bicycling.

He said there are not a lot of home runs in such planning but wins come from “a lot of singles.”

In his remarks, Obama also praised the oldest member of the Supreme Court, Ruth Bader Ginsburg, using her popular moniker “Notorious RBG.”

And he noted that “Americans who once might have been dismissed as out of touch or past their primes are making vital contributions in every field.”

The Associated Press contributed to this story.

Older Population Advisory Council Meeting:

Wednesday July 22nd, 2015

10am-11:30am

Welcome and Introductions:

Discussion Items:

- How to elevate the importance of our senior population and their needs to the public and our government officials.
- Identify the various needs of our senior population.

Other Issues:

- At this point in time are there other issues that you would like to discuss?

Next Meeting:

Future agenda items to discuss:

- How to meet the needs of our growing senior population.
- How to generate adequate funding to meet those needs.
- Planning for the above by establishing short term and long range plans.
- Elder Abuse-CA Elder Justice Coalition and CENC Caregiver Group.
- Caregiving-Veterans and brain injured individuals.
- Should anyone else be invited to our next meeting?

- Bank of the West Named One of America's Most Reputable Banks



Bank of the West has been named the most reputable bank in California and the third most reputable bank in America in a newly released survey conducted by the Reputational Institute and *American Banker Magazine*.

Based on customer scores, Bank of the West placed third out of 32 banks assessed in the survey and earned an "excellent" reputation ranking from the Reputation Institute. The Bank was additionally ranked among the top five banks in American in the Leadership, Workplace and Governance categories.

"We are honored with this recognition," said CEO Michael Shepherd. "We appreciate the trust our customers across our footprint have in our dedicated team members and our financially strong organization.

The Survey of Bank Reputations measures U.S. consumers' perceptions of 32 large domestic banks. Scores are based on feedback from an online questionnaire that was active between March and April of this year. After the results are tallied, the Reputation Institute publishes the measures which together compose corporate reputations and explains how different banks rank on those measures.

The results and related analysis can be found on Reputation Institute's website at <http://www.reputationinstitute.com/us-banking-reptrak> and on *American Banker's* website at AmericanBanker.com/bank-reputations-2015, as well as in the July issue of *American Banker Magazine*.

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SECTION 7

CHIEF RESOURCE OFFICER REPORT

JULY 28, 2015

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Saturday June 20, 2015

RECEIVED
JUN 24 2015

Dear Family and Friends,

BY: _____

Our Nana is gone. She enjoyed her life for over 97 years. A dutiful daughter, protective sister, thoughtful neice, fun loving cousin, splendid wife, terrific mom, wonderful Nana and good friend.

Alicia Leonor Benavides Hamilton
1918 - 2015

February 3rd brought Paula and Alfonso Benavides a daughter and their first born child. Several years after Alicia's younger brother Alfonso was born the family moved from Laredo, Texas to Santa Monica, California - finally settling in Riverside.

A home filled with family, grandmothers, aunts, uncles, and cousins were how the Benavides children spent their childhood years growing up.

Alfonso was hit by a car and died while he and his sister Alicia were crossing the street. Paula suffered a "nervous breakdown" at the loss of her only son. Alicia spent her teenage years being shuffled back and forth between Riverside and Santa Monica - living with her Aunt Mary and Uncle Raymond.

A few years after graduating high school (1936) Alicia went to work for the original credit dentist Dr. Beecham, as a chair side assistant. Alicia would work with several dentists through the years and retire in 1980 as office manager.

The dental world had Alicia meeting a cute lab technician, Tom Hamilton, and they were married. Their son Tommy was born in 1942. While husband Tom served in the Army during the war, Alicia and Tommy lived in Santa Monica. A special bond was formed plus a life long love of the beach. 1948 brought the birth of daughter Joyce and a few years later the purchase of the Hamilton's first home in Reseda.

Life was good. Tommy and Joyce enjoyed a typical track home 1950's upbringing. Alicia returned to work in an era when "regular" mom's did not have jobs. Alicia always found the time to sew clothes with matching outfits for Joyce's dolls. Halloween costumes, and science projects. She continued this creative effort with her grandchildren.

Alicia was an artist. She loved to draw, sketch and paint. She even prepared meals to look pretty on the plate. Alicia always looked at life through an artist's eye.

The retirement years were spent traveling for a short time with her husband Tom who passed away in 1985. Being single did not stop Alicia from taking senior trips to New York City, New Orleans, Tennessee, and a river boat cruise. Playing bridge and being involved with the Northridge University Arts Council, Chatsworth Womens Club and Kirk O' the Valley church kept Alicia busy.

Alicia enjoyed good health until 1999 when she experienced a minor stroke. Alicia spent several months of the year living in her granny flat at her son's home in Washington

Saturday June 20,2015

state; and several months at her daughter's home in Camarillo, CA. She adjusted well after selling her home in Reseda until 2009 when she had aortic valve replacement. Now no longer driving, dementia setting in and living with her daughter, life changed.

Even with limited capacity Alicia still brought an easy smile and joy to her family and friends. Her days were spent at the Camarillo Health Care District Senior Day Care program. In September of 2014 Alicia moved to Meadowbrook Agoura Hills after becoming wheelchair dependent.

Nana has been blessed with a loving family and grandchildren, Mike & Maryann. Cindy & Robert. Shannon & Thomas. Great Grandchildren Brandon. Amanda & Alicia. Hunter & Taylor. Great, Great Grandson Rocket Storm.

The family thanks South Valley Hospice, Dr. Bader Iqbal, and the staff at Meadowbrook for their care and support during Alicia's final days.

In lieu of flowers a donation may be made to:
Camarillo Health Care District
Senior Day Care Program
3639 Las Posas Road
Unit 117
Camarillo, CA 93010

Please join us to share a memory, tell a story, shed a tear, or have a chuckle as we acknowledge the life of Alicia "Nana" Hamilton

Saturday July 11th
Noon to 4:00pm Open House Buffet
169 Appletree Avenue
Camarillo 93012
joycershreve@gmail.com

STUDY: CALIF. CAREGIVERS PROVIDED \$57B IN UNPAID CARE IN 2013

Thursday, July 23, 2015



Family caregivers in California and other states provided about \$470 billion in unpaid care in 2013, according to a study by AARP, CNBC reports.

The estimate was based on caregivers providing an average of 18 hours of care per week valued at about \$12.51 per hour. The value was calculated using median home health aide wage data.

National Findings

The study found that the value of unpaid family care increased from \$450 billion in 2009.

Susan Reinhard, senior vice president and director of AARP's Public Policy Institute, said the increase was a "conservative estimate."

According to Reinhard, the increase can be attributed in part to family caregivers taking on more complicated tasks, such as providing medical care.

Meanwhile, the study found that:

- More than 50% of caregivers said they were overwhelmed by the amount of care provided; and
- 38% of caregivers said they felt some financial strain from providing such care.

The study also noted that about two-thirds of respondents were working full- or part-time jobs while serving as caregivers (Grant, CNBC, 7/16).

California Findings

In California, about 4.5 million state residents served as family caregivers in 2013, providing about 4.1 billion hours of care valued at \$57 billion (AARP release, 7/16). That equates to an hourly wage of \$13.94 (AARP study, July 2015).

AARP California Advocacy Director Blanca Castro said, "This new report demonstrates that we need to do more to assist the millions of family caregivers in our state."

Castro added that the findings support the need for the state Legislature to pass the California Caregiver Act of 2015 (ACR 38), which would create a task force to "fin[d] solutions for how to effectively link family caregivers with resources and programs in their community ... and issue specific recommendations to the California Legislature to improve access to services and supports for the 4 million unpaid family caregivers in our state" (AARP release, 7/16).

SECTION 7

MITCHELL & ASSOCIATES FINANCIAL REPORT

JULY 28, 2015

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Camarillo Health Care District
Statements of Net Assets
Twelve Months Ending June 30, 2015
Preliminary/Unaudited

ASSETS	<u>Jun 15</u>	<u>July 2014</u>	<u>Variance</u>
<u>Current Assets:</u>			
Cash and Checking Accounts	\$ 262,085	\$169,974	\$ 92,111
Investment Accounts	1,574,491	1,328,511	245,981
Accounts and Grants Receivable	78,715	153,845	(75,130)
Total Current Assets	<u>1,915,292</u>	<u>\$1,652,330</u>	<u>262,962</u>
<u>Noncurrent Assets:</u>			
Property, plant and equipment - net	2,121,421	1,782,494	338,927
IS equipment - net	29,699	37,127	(7,428)
Transportation vehicles - net	153,142	188,105	(34,964)
Prepays	33,543	24,963	8,580
Total Noncurrent Assets	<u>2,337,804</u>	<u>2,032,689</u>	<u>305,115</u>
Total Assets	<u>\$ 4,253,096</u>	<u>\$3,685,019</u>	<u>\$ 568,077</u>

LIABILITIES AND NET ASSETS

<u>Current Liabilities:</u>			
Accounts Payable	\$ 47,426	\$ 104,384	\$ (56,958)
Construction Loan 2015	76,544	-	76,544
Employment costs	123,165	131,233	(8,069)
Accrued OPEB liability	156,378	155,378	1,000
Scholarships	6,958	10,582	(3,624)
Deferred Revenue	1,303	20,625	(19,322)
Total Current Liabilities	<u>411,774</u>	<u>422,202</u>	<u>(10,428)</u>
<u>Noncurrent Liabilities</u>			
Construction Loan to 2021	<u>523,456</u>	<u>-</u>	<u>523,456</u>
Total Noncurrent Liabilities	<u>523,456</u>	<u>-</u>	<u>523,456</u>
<u>Net Assets:</u>			
Unrestricted - prior	3,262,816	3,294,274	(31,458)
Unrestricted - current	<u>51,516</u>	<u>(31,457)</u>	<u>82,973</u>
Total Net Assets	<u>3,314,332</u>	<u>3,262,817</u>	<u>51,515</u>
Total Liabilities and Net Assets	<u>\$ 4,249,562</u>	<u>\$ 3,685,019</u>	<u>\$ 564,543</u>

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Twelve Months Ending June 30, 2015
Preliminary/Unaudited**

	Current Year		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Fav/(Unfav)</u>
REVENUES			
Tax revenue	\$ 2,244,695	\$ 2,184,183	\$ 60,512
Program and facilities revenue	653,310	665,732	(12,422)
Grants and agency funding	244,970	234,174	10,796
Donations and sponsorship	4,478	10,540	(6,062)
Investment and interest income	144,037	140,153	3,884
Other income	102,118	128,050	(25,932)
Total Revenues	\$ 3,393,607	\$ 3,362,832	\$ 30,775
EXPENSES			
Personnel cost			
Wages and salaries	1,561,861	1,557,708	(4,153)
Payroll taxes and benefits	657,770	627,982	(29,788)
Total personnel cost	2,219,631	2,185,690	(33,941)
Other expenses			
Contractors and professional fees	273,552	315,791	42,239
Facilities and related	243,059	257,551	14,492
Depreciation	191,015	187,109	(3,906)
Program related expense	97,977	107,769	9,791
Advertising and promotion	119,969	111,199	(8,770)
Supplies and office expense	64,484	70,418	5,934
Board and staff	106,569	105,533	(1,036)
Community partnerships	-	11,000	11,000
Combined other expenses	25,835	9,215	(16,620)
Total other expenses	1,122,460	1,175,585	53,124
Total expenses	3,342,091	3,361,274	19,183
Net position	\$ 51,516	\$ 1,558	\$ 49,958



Camarillo Health Care District

FINANCIAL REPORT
FOR TWELVE MONTHS ENDING
JUNE 30, 2015
PRELIMINARY, UNAUDITED

Current Assets

<u>Statements of Net Assets</u>	JUNE 2015	JULY 2014	CHANGE
Cash & Checking Accounts	\$262,085	\$169,974	\$92,111
Investment Accounts	1,574,491	1,328,511	245,981
Accounts & Grants Receivables	78,715	153,845	(75,130)
TOTAL CURRENT ASSETS	\$1,915,292	\$1,652,330	\$262,962

Non-Current & Total Assets

<u>Statements of Net Assets</u>	JUNE 2015	JULY 2014	CHANGE
Property, plant and equipment – net	\$2,121,421	\$1,782,494	\$338,927
IS equipment – net	29,699	37,127	(7,428)
Transportation vehicles – net	153,142	188,105	(34,964)
Prepaid Expenses	33,543	24,963	8,580
TOTAL NONCURRENT ASSETS	2,337,804	2,032,689	305,115
TOTAL ASSETS	\$4,253,096	\$3,685,019	\$568,077

Liabilities

<u>Statements of Net Assets</u>	JUNE 2015	JULY 2014	CHANGE
Accounts payable	\$47,426	\$104,384	\$(56,958)
Construction Loan 2015	76,544	0	76,544
Employment costs	123,165	131,233	(8,069)
Accrued OPEB liability	156,378	155,378	1,000
Scholarships	6,958	10,582	(3,624)
Deferred Revenue	1,303	20,625	(19,322)
Construction Loan to 2021	523,456	0	523,456
TOTAL LIABILITIES	\$935,230	\$422,202	\$513,028

Net Assets & Total Liabilities

<u>Statements of Net Assets</u>	JUNE 2015	JULY 2014	CHANGE
Unrestricted – prior	\$3,262,816	\$3,294,274	\$(31,458)
Unrestricted – current	51,516	(31,457)	82,973
TOTAL NET ASSETS	\$3,314,332	\$3,262,817	\$51,515
TOTAL LIABILITIES AND NET ASSETS	\$4,249,562	\$3,685,019	\$564,543

Revenues

<u>Statements of Activities</u>	JUNE 2015	BUDGET	VARIANCE Fav/(Unfav)
Tax revenue	\$2,244,695	\$2,184,183	\$60,512
Program and Facilities	653,310	665,732	(12,422)
Grants and agency funding	244,970	234,174	10,796
Donations and sponsorship	4,478	10,540	(6,062)
Investment and interest	144,037	140,153	3,884
Other income	102,118	128,050	(25,932)
TOTAL REVENUES	\$3,393,607	\$3,362,832	\$30,775

Expenditures

(Page 1 of 2)

<u>Statements of Activities</u>	JUNE 2015	BUDGET	VARIANCE Fav/(Unfav)
Wages and salaries	\$1,561,861	\$1,557,708	\$(4,153)
Payroll taxes and benefits	657,770	627,982	(29,788)
Contractors and Professional fees	273,552	315,791	42,239
Facilities and related	243,059	257,551	14,492
Depreciation	191,015	187,109	(3,906)
Program related expense	97,977	107,769	9,791

Expenditures

(Page 2 of 2)

<u>Statements of Activities</u>	JUNE 2015	BUDGET	VARIANCE Fav/(Unfav)
Advertising and promotion	119,969	111,199	(8,770)
Supplies and office expense	64,484	70,418	5,934
Board and staff	106,569	105,533	(1,036)
Community partnerships	0	11,000	11,000
Combined other expenses	25,835	9,215	(16,620)
TOTAL EXPENDITURES	\$3,342,091	\$3,361,274	\$19,183

Recap of Activities: Twelve Months Ended

<u>Statements of Activities</u>	JUNE 2015	BUDGET	VARIANCE Fav/(Unfav)
Total Revenue	\$3,393,607	\$3,362,832	\$30,775
Total Expenditures	\$3,342,091	\$3,361,274	\$19,183
NET POSITION	\$51,516	\$1,558	\$49,958

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SECTION 7

COORDINATOR REPORTS JUNE

JULY 28, 2015

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MEMORANDUM

DATE: June 30, 2015
TO: Kara Ralston, Chief Executive Officer
FROM: Mary Ann Ratto, Adult Day Center Director
SUBJECT: *June 2015 Monthly Report*

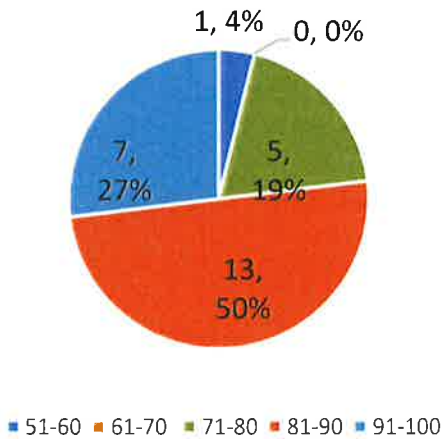
PROGRAM DESCRIPTION

Since 1983, the District has operated a state-licensed adult day care program for adults with special needs. The District's Building Hope Adult Day Center provides a compassionate and dynamic environment where persons with functional and cognitive disabilities can participate in meaningful activities, thereby allowing them to remain as independent as possible with dignity, respect, and honor. Participants enjoy a variety of scheduled activities modified and designed to promote self-esteem, endurance, and engagement.

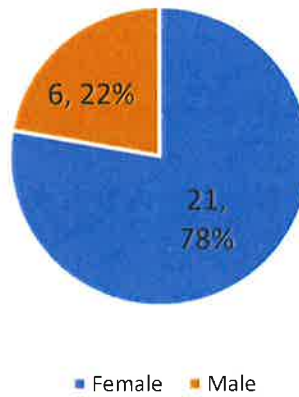
PROGRAM REVIEW

Total Clients: 27
 Current average age: 84
 Current oldest: 95 (fe)
 Current youngest: 51 (fe)

Age Reflection

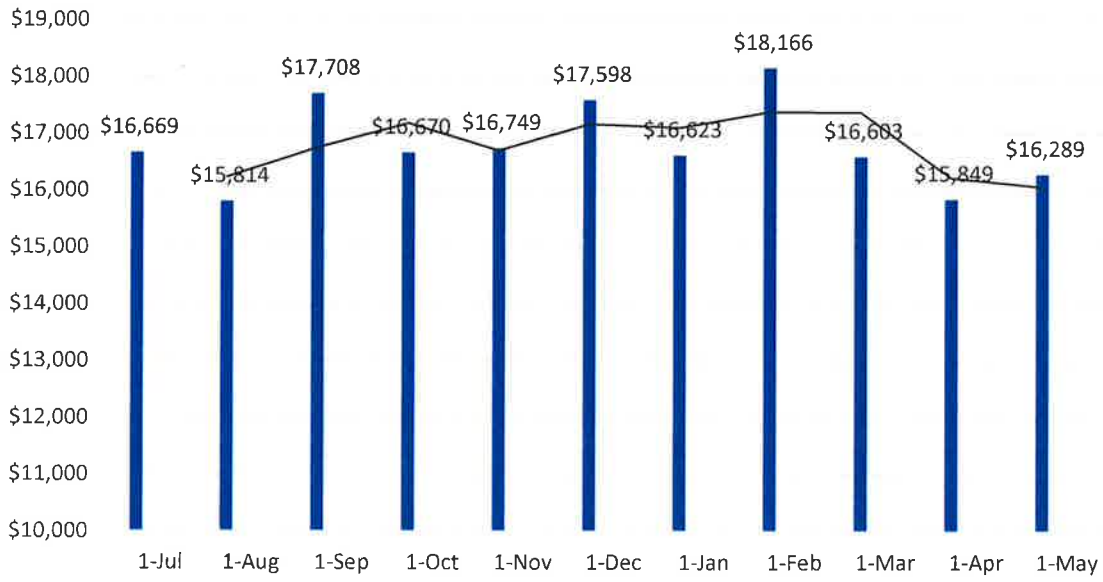


Gender Reflection

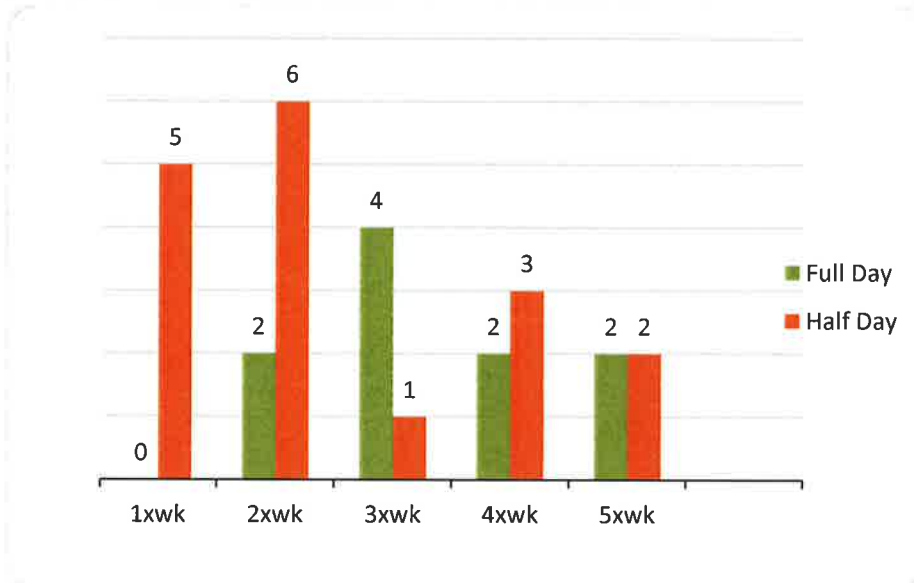


	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Female	13	15	17	17	15	18	15	20	23	21	21	21
Male	11	12	11	11	10	9	9	9	8	7	7	6

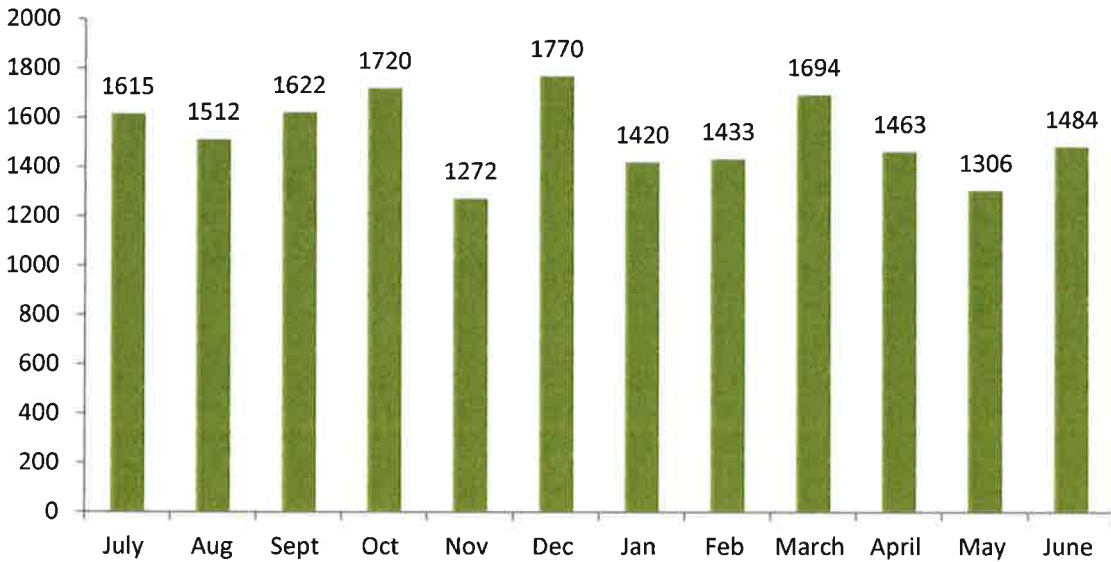
Revenue by Month



CLIENT ATTENDANCE BY DAY



Service Hours by Month



CLIENT REASON FOR NON-ATTENDANCE

Client Variance	JUL	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Leave of Absence	4	4	2	1	3	3	5	3	2	4	2	3
Medical illness	1	1	1	1	1	1	1	1		1	1	1
Hip Fracture	1											
Family proving care in home	2	2	1		2	2	3	2	1	1		1
Traveling		1					1			1	1	1
Temporary placement									1	1		
Doesn't want to attend												
Left Program	2	0	4	2	2	2	1	1	1	2	0	3
Declining Health			1			1	1					1
Past away					1	1						
Attending another program			1									
Relocated			1									
Care provided in the home										1		1
Placement	2		1	2	1			1	1	1		1

PROGRAM HIGHLIGHTS

ADC Volunteers: 17

ADP Volunteer Hours per week: 56

Who's volunteering in ADP?

RN's, Nursing Students, Retired Teacher, Retired Lawyer, Military Veterans, Dog Lovers, Professional Caregiver, Retired RN and College and High School Students.

- ADP Manager elected to Executive Board of Directors of CAADS
- Extended Hours established
- Family/Caregiver support group held 3 meetings
- Community Partnerships for client benefit: Zumba Gold with Mary. Exercise with Irene, Laughing Yoga with Arlene.
- Community Partnership for client benefit: Ventura County Animal Shelter
- Community Partnership with Alma Via, Res Care and Camarillo Health Care Center: Chef Du Jour
- Community Partnership: Dos Caminos T-Kindergarten: Generation US
- Community Partnership with Toshi Hair Design: Haircuts and style.
- Blood Pressure readings monthly

Building Hope Adult Day Center A Month in Review:

June 2015

Animal, Art and Music Therapy, Dancing, Outdoor Walks and Activities, Birthday Celebrations, Generation Us, Women in History, Carry the Torch, Gourd Presentation, Chef Du Jour, Zumba Gold, Nail Art, Chair Yoga, Exercise with Irene, Card Games in the Lion's Den, Musical Performances...



MEMORANDUM

DATE: July 15, 2015
TO: Kara Ralston, CEO 
FROM: Patty Bolland, Community Services Manager
RE: June 2015 Monthly Report

Community Services Program Description

The Community Services Department manages the placement of meeting and class sessions scheduled by the Community Education Manager, the reservations and data collection for participants in each class or session and the collection of fees associated with each reservation. This department also manages the District campus, ensuring optimum maintenance of the buildings and equipment housed within each site.

Program Highlights

- St. John's Dignity Health presented "Problems with Physician Assisted Suicide", the opposing side of the debate for California SB128, End of Life options Act. Lively discussion followed the presentation.
- The "Matter of Balance" series, which began in May at the District, came to an end with positive reviews and a second series began almost immediately at Leisure Village, attended by a capacity group of LV residents.
- The Camarillo Health Care District hosted the Ventura County Special Districts Association dinner meeting in the ADP suite.
- Dr. Cabaret's Pain Management Support group increased 50% since April, mainly due to an article in the *Ventura Star*, highlighting this special group.
- The Health Aware screenings for heart disease and stroke by CMH nursing staff, as well as the Family Immunization Clinic, by St. John's Dignity staff, offer a valuable free service to community members. Appointment slots fill quickly, as adults and families take advantage of this service.
- Evidence-based programs – Arthritis Walk With Ease, Chronic Disease Self-Management, Memory Training, and Matter of Balance were held this month with moderate attendance. With more advertising and press releases, we hope to reach more individuals who may be vulnerable to these conditions.
- We are encouraged that Mindfulness for Veterans is holding steady at 11 attendees.
- *Healthy Attitudes* was mailed to all Camarillo and Somis residents and distributed by volunteers to local health care agencies and businesses.

Goals for July 2015

- Continue creating flyers and submitting press releases to local media publications for Summer classes
- Follow-up on rental opportunities for our building suites.
- Work to fully prepare the CEO office in the F building for Kara Ralston
- Complete kitchen preparations – water heater temperatures, shelf for chemicals, storage for food – for Sr. Nutrition use on Congregate meal day
- Replace emergency lighting in ADP Activity Room bathrooms

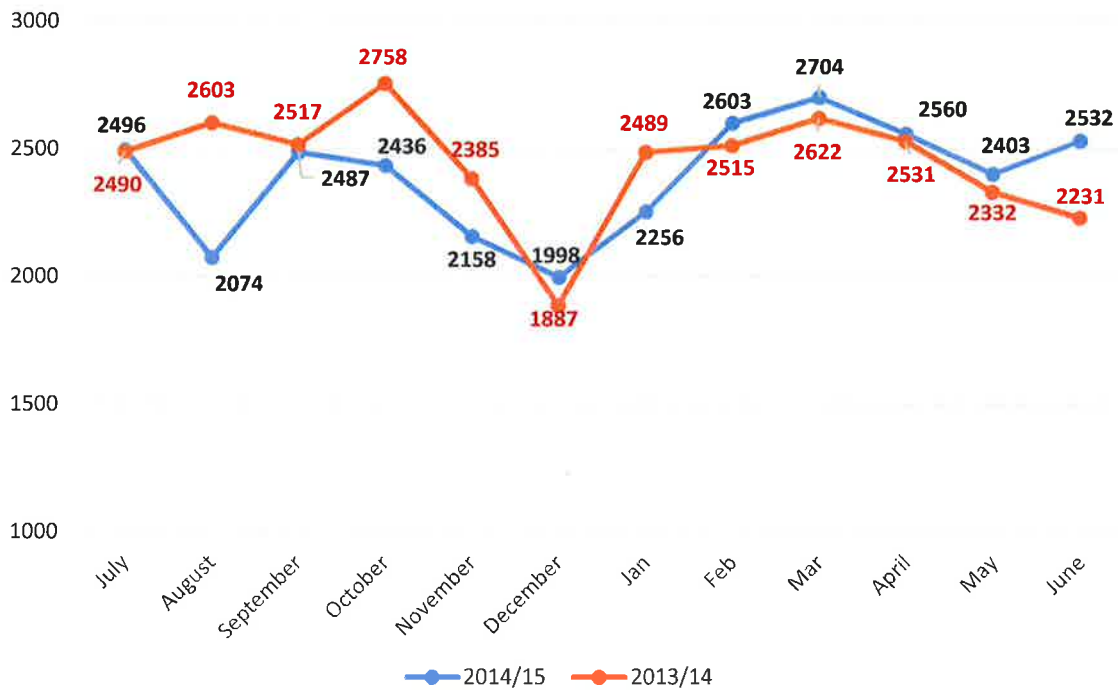
PROGRAM OVERVIEW

(June 2015)

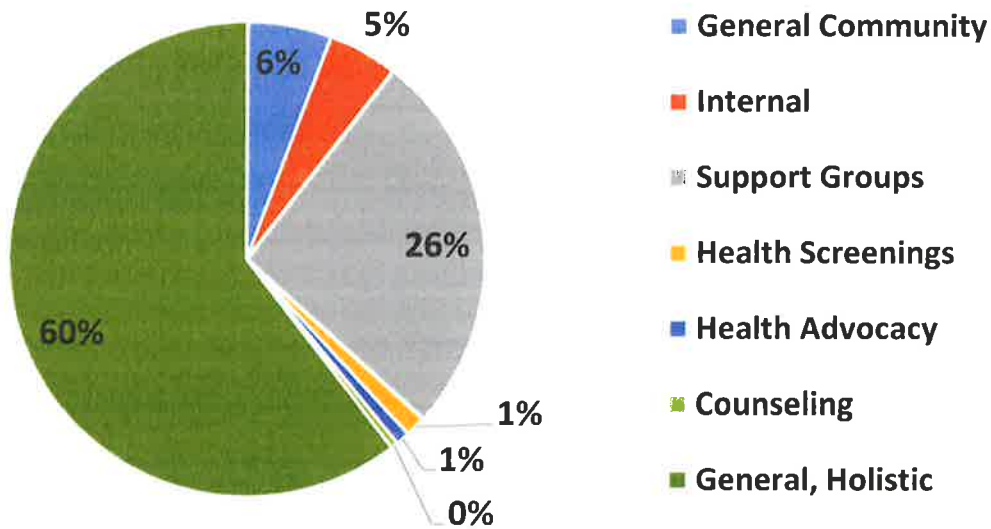
Program Overview	Year to Year Comparison			Month to Month Comparison	
	June '15	June '14	Yearly Variance	May 2015	Monthly Variance
HICAP – Health Advocacy	7	5	+2	17	-10
Health Screenings	31	53	-22	16	+15
General Community and Internal Use	490	550	-60	545	-55
Counseling	2	2	0	4	-2
Support Groups	722	599	+123	653	+69
Classes: General, Safety, and Holistic	1280	1022	+258	1168	+112
Total	2532	2231	+301	2403	+129

Facilities Usage Summary

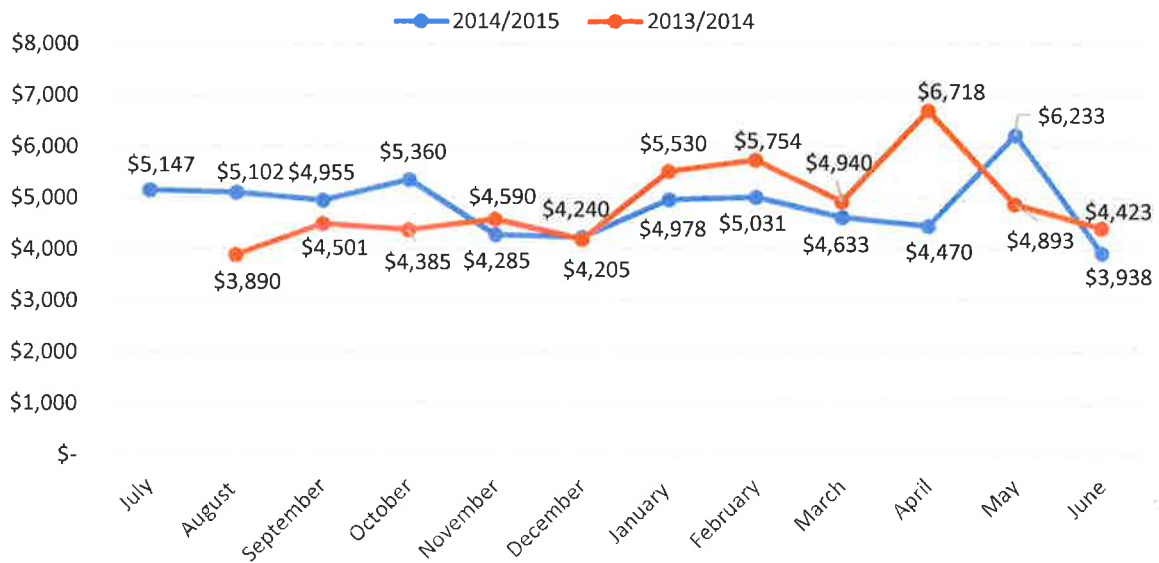
Cumulative Clients/mo
13/14 - 14/15



Facility Use By Category June 2015

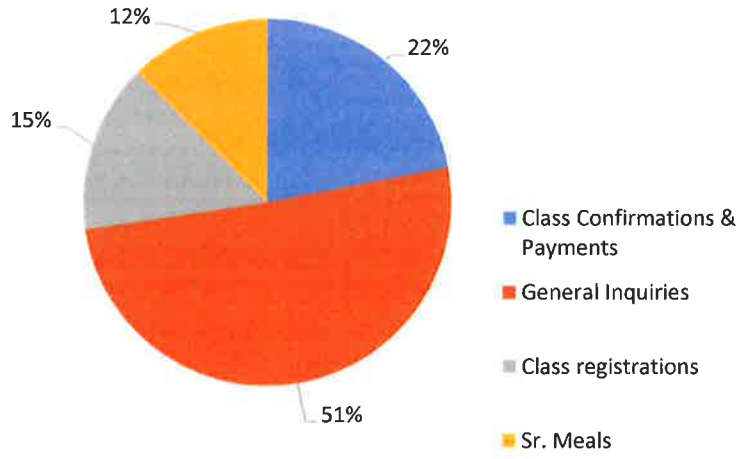


FACILITY INCOME Fiscal Year Comparisons




Reception Desk Call Management

Reception Top Call Categories



MEMORANDUM

Date: July 14, 2015
To: Kara Ralston, CEO 
From: Lynn Jones, Community Outreach Manager (COM)
Subject: June 2015 Board Report

Program Description

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

Program Overview

- 23 units were installed
- 25 units were removed
- 847 total Lifeline subscribers

Description	June 2015	May 2015	Monthly Variance	June 2014	Yearly Variance	Fiscal YTD
Total Subscribers	847	850	-3	888	-41	847
Total Units Removed with extra buttons	25	24	+1	19	+16	279
Total Number of Installations with extra buttons	23	15	+6	16	+7	238
Net Installations	-3	-9	+6	-4	+1	-41
In District/ Out of District	4/19	7/8	-3/+11	8/8	-4/+11	73/165

Deactivations for June totaling 25 Clients

- Average length of stay for the 25 clients was 3.2 years. The leading overall cause of deactivation is clients who have passed away at 26%. The second reason for deactivation is clients have decided they don't need/want Lifeline any longer which make up 18% of all deactivations over the last 12 months. We no longer are seeing that competitors are the contributing factor for increased deactivations, which was not the case last year or the year before.

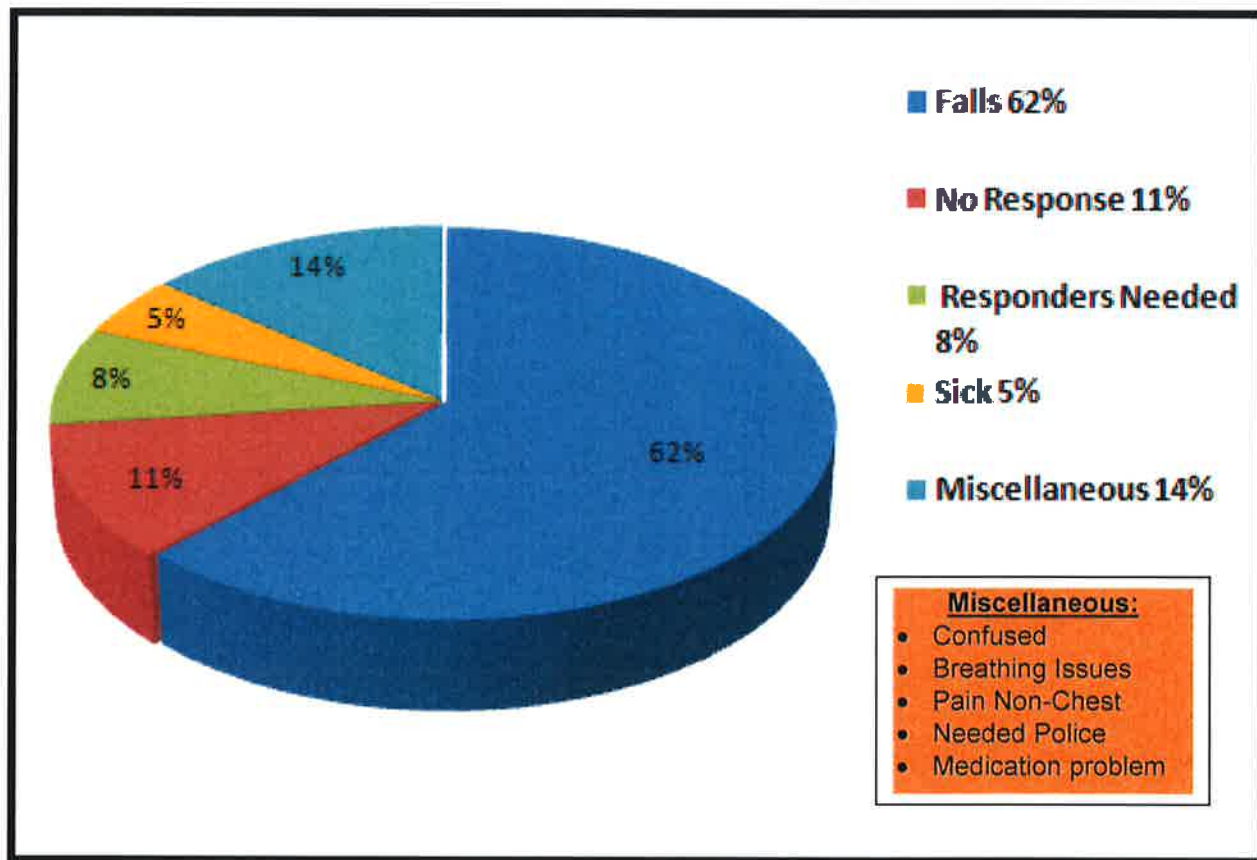
REASON FOR CLIENT DEACTIVATION	JUL 14	AUG 14	SEPT 14	OCT 14	NOV 14	DEC 14	JAN 15	FEB 15	MAR 15	APR 15	MAY 15	JUN 15	TOTAL
Moved	0	0	0	0	0	0	0	0	0	0	0	0	0
Started Hospice	1	0	1	3	0	0	0	0	2	1	0	3	11
Financial issues	1	0	1	1	0	0	0	1	1	1	0	2	8
Moved to a Senior Living Community	0	5	3	2	1	6	1	4	1	5	3	1	32
Switched to a competitor	0	0	0	0	0	0	0	0	0	0	0	0	0
Recovered	1	0	0	0	1	0	0	0	1	2	0	0	5
Didn't want or need anymore	11	4	2	5	3	2	3	7	2	8	2	2	51
Passed Away	6	1	4	7	7	6	3	4	13	8	6	7	72
Nursing Home	4	2	1	3	2	1	3	7	4	3	7	3	40
In Home Care by family member	5	5	1	2	3	3	0	6	2	4	4	3	38
No reason given	2	3	4	2	1	1	2	0	0	1	2	4	22
Total	31	20	17	25	18	19	12	29	26	33	24	25	279

Lifeline Operational Calls

In total, including other miscellaneous activity, Lifeline Central answered or responded to 766 calls from District subscribers in June.

	June 2015	May 2015	Monthly Variance	June 2014	Yearly Variance	Fiscal YTD
Accidental Button Pushes (No EMS called)	151	143	+8	131	+20	1975
Check In Button Pushes	13	5	+8	8	+5	126
Client Tests Performed	399	446	-47	583	-184	6097
Incidents	58	63	-5	70	-12	867
Service Calls	126	234	-108	62	+64	1557
Welcome/Information Calls	19	12	+7	15	+4	251
Total	766	903	-137	869	-103	10,873

Detailed Incident Report: In June 2015, Lifeline reported 58 calls for help from CHCD subscribers. Out of the other 58 people helped, 10 were transported to local hospitals for the month of June representing 17% of button-help calls. Below is a list of why the users have used their buttons:



Lifeline Marketing

District Web Site:

- The District website offers a powerful and an effective vehicle for marketing the Lifeline service. Philip's research indicates a 10% increase in people using the internet to access product information.

Events:

- COM, the Camarillo Council on Aging (CCOA) and the California Conservation Corps joined together to facilitate a Shred Event with the CCOA. (Camarillo Community Center, June 6th) The day was a success with hundreds of cars driving through. Access Shredding was the company who provided the shredding for the day and provided the CCOA with portion of the proceeds secured from the event.
- COM attended Jane Rozanski's Retirement Fundraiser for Building Hope Adult Day Center. (Spanish Hills Country Club, June 19th) There were over 200 community leaders present many of which were local, state and federal dignitaries.

Community Alliances:

- COM and Ann Springer participated in a tour at Fillmore Country Club (Senior Living) given by Sandra Smith, Marketing Director. Sandra is interested in providing some of the District's evidenced based classes on site. (Fillmore, June 2nd)
- COM participated with the Chamber Ambassadors meeting. (Camarillo Chamber of Commerce, June 11th) There were 12 professionals in attendance.
- COM provided the Sister's of Norte Dame with 2 additional Philips Lifeline buttons. (Thousand Oaks, June 17th) They now have a total of 8 buttons working on a single wireless Lifeline system.
- COM participated with Camarillo Council on Aging. (Camarillo Community Center, June 16th) COM was elected as chairman of the board. One more seat is to be filled by the city of Camarillo.
- COM participated with Adults at Risk ID Program. (District, June 18th) One of the highlights of the day was watching a young adult with a brain injury get really excited about his new ID card. He felt so important. He couldn't stop smiling and looking at his card.

Network Meetings:

- COM participated with the Ventura County Home Care network group. (Spanish Hills Country Club, June 10th) There were approximately 60 health care professionals in attendance. The featured speaker was Dr. John Tesman. He specializes in hyperbaric medicine. He is the medical director for the Center for Wound Healing & Hyperbaric Medicine, part of Community Memorial Health Systems.
- COM participated with Focus on Seniors network group. (Cypress Place, Ventura, June 16th) There were approximately 30 professionals in attendance. The speaker was Tressa Thompson, Driver Safety Manager of the Senior Driver Ombudsman Branch, State of CA—Department of Motor Vehicles. The topic was on *Seniors and Safe Driving*.

District Marketing:

- COM greeted in Building Hope Adult Day Center. (June 5th, 12th, 19th)
- COM greeted fresh produce attendees as they picked up their goods. (June 11th)

Evidence Based Series:

- COM facilitated a Matter Balance Classes with Jim Kastner, Volunteer. (Leisure Village, June 3rd, 10th, 17th, 24th) There are 20 people in attendance. There is a long waiting list for another session after 8 weeks when this one is done in Leisure Village.

In-Services:

- COM facilitated "Keeping You On Your Toes" program with Jonathan Monroy of Camarillo Health Care Center. (District, June 2nd) The class encouraged participants to

explore some of the District's evidenced based classes, learn about District offerings and have their balance checked.

- COM facilitated an in-service with Martha Shapiro, Wellness & Caregiver Center Director. COM shared about the Lifeline service and Martha discussed District services. The luncheon was held in Oxnard for the California State Retiree Citizens Group. (Elks Lodge, Oxnard, June 30th) There approximately 40 retired professionals in attendance.

Meet Ups:

- COM met with Kevin Boyle of the Conejo Mountain Funeral Home and Barrie Gilster from Livingston Visiting Nurses. (Conejo Mountain Funeral Home, June 11th) Kevin and Barrie are members of Moving Senior Forward network group. Barrie and COM took a tour of the facility. Kevin secured a Lifeline system for his mother after the meeting.
- COM met with Davin Isakson of Philip's Lifeline. (District, June 16th) Davin discussed the Lifeline referral source activity reports for COM and how to use them. Davin also stated that Lifeline of Ventura program is tracking with many of the other programs across the nation. He appreciates our quality customer service that we provide. Lifeline is coming out with some new devices in the coming year. There will also be a One Source program conference early next year in Florida to discuss new marketing strategies. Davin also stated that Lifeline just added a new tab on their online software which will include a field for Medical Record Numbers (MRN's). They are moving forward to integrate into the Healthcare Organizations with patient care so they can track and reconcile patient records.

Manager Outreach Visits:

- Bonnie Olson, Buena Vista Hospice
- Marcy Nunn, Long-Term Care
- Judy Jones, Vitas
- Marianne Knight, California Senior Living
- Tami Podell, Assisted Living Connections
- Amanda Larsen, Help Unlimited
- Teri Helton, Livingston
- Elena Gutierrez, VCMC
- Dr. Thomas Duncan, VCMC Trauma Dept.
- Cecille Torgeson, T'ai Chi Instructor
- Cecille Luna, Assisted Home Health
- Lorraine Jones, Reverse Mortgage Specialist
- Lisa Wright, Alma Via
- David Mack, Vitas
- Dennis Woods, Senior Helpers
- Inna Berger, Family Circle
- Lori Harasta, Fall Coalition Leader
- Jill Waters, Alma Via
- Barrie Gilster, Livingston
- Kelila Heller, Senior Connections
- Nancy Knutson, Buena Vista
- Tami Podell, Senior Connections

Direct Marketing –via Philips mailings to referral sources:

- Currently we have a large number of referral sources and potential referral sources. The referral sources are comprised of a wide range of senior advocates including, but not limited to: doctors, discharge planners, social workers, home health agencies, hospitals and hospices. Lifeline mails our referral sources educational pieces and coupons. Lifeline sent referral sources a mailing with 6 Lifeline brochures with free activation coupons, a business reply card to receive an offer for Proven Falls Prevention Interventions Guides.

TV Advertising:

- Lifeline is airing two TV commercials “Go Safe” and “Home Safe” that introduces Lifeline as a senior solution for different needs. Included is the Auto Alert claim of detecting over 300,000 falls since its conception. It is aired on TV stations and TV show mixes on more than 16 stations including USA network, TV Land and more.

LIFELINE GOALS FOR July:

1. **Community Outreach:** COM will share with referral sources about Lifeline and the latest Healthy Attitude Magazine. COM will also host District Tours, greet in the mornings at the Adult Day Center and assist with Produce Day.
2. **Network Groups:** COM will participate with: Senior Community Outreach Professional for the Elderly (SCOPE) (Vintage Hills Simi, July 9th), Moving Senior’s Forward (Belmont, July 23rd), Ventura County Network meeting (St. John’s Regional, July 7th), Alzheimer’s network group (July 16th)
3. **Community Alliances:** COM will participate with: CCOA meeting (Camarillo Community Center, July 21st), Chamber Ambassador Meeting (Camarillo Chamber, July 9^h), VC Fall Coalition Forum meeting (Scan- Ventura, July 10th), Elderly Fall Detection Coalition (AAA, July 20th), Ventura County Adult Abuse Prevention Council (VCAAPC) board meeting (Camarillo Police Dept, July 24th), Adult’s at Risk ID Program (District, July 16th), Dona meeting (Camarillo Historical Society, July 26th), Ribbon Cutting (Brookdale-Camarillo, July 17th)
4. **Evidence Based Programs:** COM will be facilitating July 1st, 8th, and 15th at Leisure Village. COM will begin facilitating Diabetes Self Management Program (July 28th)
5. **Continuing Education:** COM will attend: Watch Party at the White House, Live Feed (July 10th), Lifeline Webinar-GoSafe (July 23rd).

June 2015 REPORT

Date: July 10, 2015
To: Kara Ralston, CEO *KR*
From: Patty Bolland, Community Services Manager
Carmen Cabrera, Sr. Nutrition Coordinator

Monthly Program Report: June 2015

PROGRAM DESCRIPTION

The Senior Lunch Program provides supplemental nutrition, either at the congregate meal site or by home delivery, for residents age 60 and over, to enhance the physical, mental and emotional well-being of senior citizens.

- Home Delivered Meals - Frozen meals are delivered to homebound seniors who are unable to procure or prepare their own meals
 - Meals are provided 3 times/week on Mondays, Wednesdays and Fridays
 - Holiday meals are delivered the workday preceding the holiday
- Apple-A-Day Café - Hot meals are served at the CHCD congregate site, for ambulatory residents age 60 and over, on the third Thursday of each month (excluding holidays)

The Senior Lunch Program is partially funded by the Older Americans Act, Title III. As required by the Ventura County Area Agency on Aging, a \$3.00 per meal donation is suggested.

The monthly Produce Day, under the supervision of the Community Services Manager. Monica Teverbaugh is the logistical coordinator of that event, with ongoing support from the Sr. Nutrition staff and awesome volunteers.

PROGRAM HIGHLIGHTS

- The Sr. Nutrition team prepared and served lunch to the Adult Day center clients, as a training exercise and in preparation for our first congregate luncheon on July 16th. The lunch was a huge success in terms of its implementation and lessons learned, as well as valuable experience.
- All 5 members of the Sr. Nutrition team are now certified as ServeSafe Food Handlers, having completed the online course and test this month. They are now confident they have the knowledge and the skills to safely prepare, serve, clean and sanitize during the Congregate event each month.
- Produce Day, held on June 11th, served 279 community members. Food Share provided seasonal strawberries, bananas and fresh corn. Donations to support the various endeavors of the District amounted to \$62.91. Due to the abundance of fresh fruit and corn provided, we were able to distribute these to our Home Delivered Meals clients as an extra treat.
- The monthly Congregate Lunch welcomed 51 older adults for a tasty meal of beef with broccoli, wild rice, and rolls, followed by birthday cake and ice cream. The attendees went home with a produce bag filled with strawberries, bananas, potatoes, and tomatoes. Those who filled out comment sheets were generous in their evaluations and appreciation of this monthly luncheon.
- Marleen Caniff, new Grants Administrator of VCAAA, visited the District to learn about the CHCD Sr. Nutrition Program and to fulfill the annual Senior Nutrition Evaluation. The meeting with Patty and Carmen also served to educate Marleen about other District programs, classes and services.
- Carmen and Patty visited the Oxnard Congregate Site at Wilson Senior Center to learn and obtain tips from the chef and supervisor in ways to manage, prepare and serve our own congregate lunch in July.
- St. Demetrios Greek Church hold its annual Greek Festival on the Freedom Center grounds, and utilizes the Freedom Center kitchen the week of the event. They were very generous in allowing our Sr. Nutrition staff and volunteers to "sneak" into the kitchen on Friday morning in order to keep on our schedule and that of the clients for meal pickup and delivery.

GOALS FOR July

- Continue to serve the “weekend bundles” to current select HDM clients and continue to identify individuals for this extra service as circumstances warrant. These additional meal provisions are sanctioned by VCAAA.
- On the first days of July, order all necessary kitchen and service supplies for the Congregate luncheon.
- Execute an exceptional Congregate meal luncheon, by implementing all ServeSafe practices in the food preparation and services, thus receiving a good rating from the Environmental Health inspector who will be watching over us that first day.

SR. NUTRITION DATA

TOTAL MEALS SERVED (cumulative)		Base grant amount	Contracted # of meals	% split	City donation HDM only
Total meals served since program inception, (HDM +C) April 2005-present	244,019	\$27,602			
Total meals served during FY 2005-2006	34,382	\$52,099			
Total meals served during FY 2006-2007	28,234	\$84,468			32,000
Total meals served during FY 2007-2008	27,332	\$79,978			32,000
Total meals served during FY 2008-2009	26,168	\$82,424			35,000
Total meals served during FY 2009-2010	27,132	\$82,259			37,000
Total meals served during FY 2010-2011	22,598	\$84,166	25,700	62% HDM 38% Cong	37,000
Total meals served during FY 2011-2012	15,936	\$69,536	23,710	62% HDM 38% Cong	37,000
Total meals served during FY 2012-2013	12,941	\$60,800	20,075	96% HDM 4% Cong	37,000
Total meals served during FYTD 2013-2014	19,452	\$52,572	18,600	97% HDM 3% Cong	37,000
Total meals served during FYTD 2014-2015-(HDM+C)	21,107	\$52,572	20,460	97% HDM 3% Cong	37,000

New Unduplicated Clients	Total
Total Unduplicated Clients since program inception HDM	2,400
New Unduplicated Clients FYTD	
Home Delivered Meal Clients	127
Congregate Clients	167
New Unduplicated Clients May 2015	
Home Delivered Meal Clients	11
Congregate Clients	4
Total	15
Discontinued Home Delivered Meal Clients April 2015	14
Net Churn Rate April 2015	1

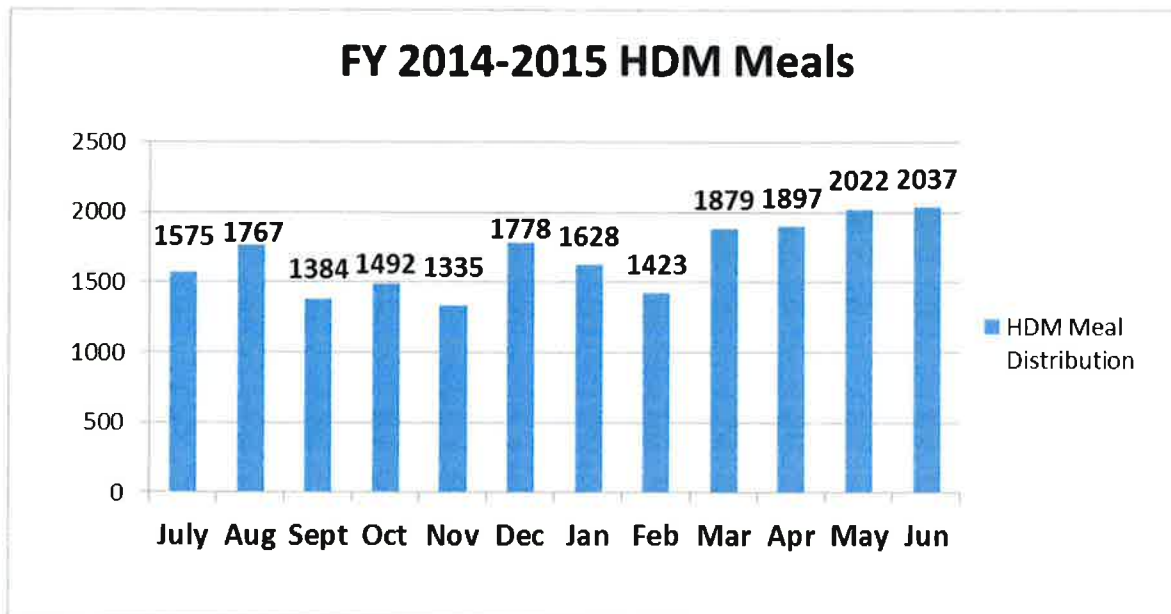
New Client Referral Sources: April 2015	
Home Delivered Meal Clients	
Friends/Neighbor/Family	3
Home Health Agency	2
Social Worker	2
Online	1
Leisure Village	0
TV	1
Acorn	2
Total HDM Clients	11
Congregate Clients	
Walk in	0
CHCD	0
Friend/Family	3
Mom's Place	0
Previous Client	0
Unknown	1
Total Congregate Clients	4

HOME DELIVERED MEAL PROGRAM OVERVIEW

Home Delivered Meal clients received an average of 5 meals per week for the month of June 2015.

Total home delivered meals served FYTD: **20,217**

Average number of HDM served per month this FYTD: **1,685**



Home Delivered Meal Donations



The following reflects monthly HDM discontinuation reasons for the fiscal year:

REASON FOR CLIENT NON-DELIVERY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Dislikes the food	4	2	2			2	4	2	2			2	
Family/Caregiver now providing meals	3	3	1	1	1	4		2	3	1	2	5	
Moved in with Family	2	1											
Moved into Care Facility	1		1	1	1	1	1	1	1	3	1	2	
Hospitalized	1				2								
No longer meets criteria	1		1			1							
No Longer Needs Service			5	7			2	4	1	3	4	1	
Dietary restrictions	1										3		
Refused to give reason	10	1								1			
Relocation	1	3		2			1	1	2			1	
Deceased	1	1		1			5	1	1	5		2	
Client did not follow program	7		1							1		1	
TOTAL	32	11	11	12	4	8	13	11	10	14	10	14	

CONGREGATE MEAL PROGRAM OVERVIEW

Congregate Meal Program clients received an average of 1 meal per month. The congregate site has an average attendance of 61 clients for the current fiscal year. We are able to accommodate more clients by adding additional chairs and providing more "to-go" meals. The District can serve multiple meals to the same individual onsite or in provided take-home containers. This number counts towards the total number of meals served.

Total number of congregate meals served for the 2014-2015 FYTD: **890**

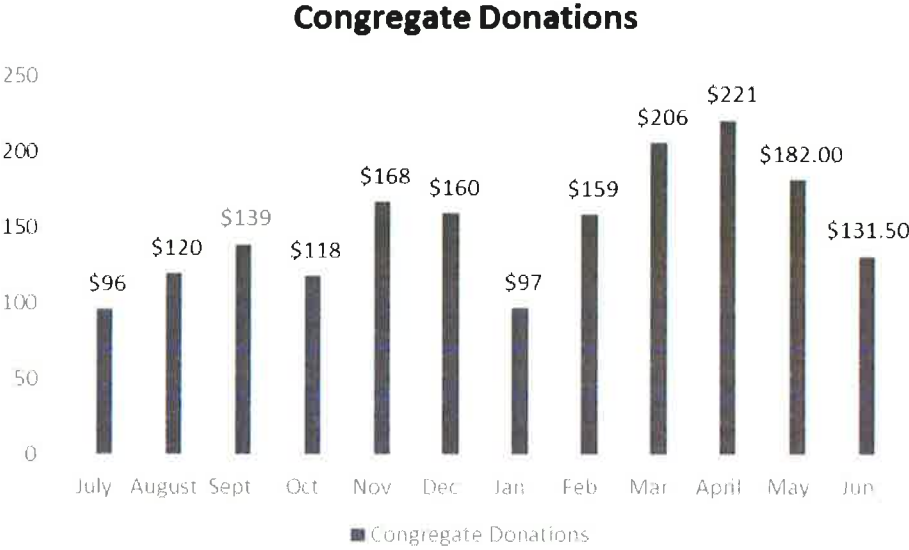
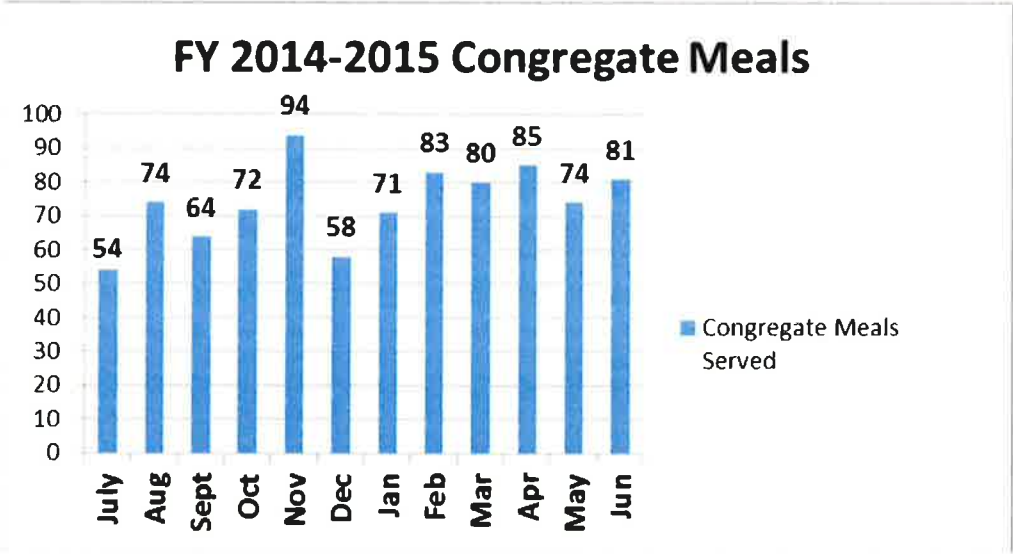
Total number of congregate clients/volunteers/caregivers who received a meal this month: **51**

Average donation per meal from meal recipients this month: **\$2.58**

Average number of congregate meals served for the 2014-2015 FYTD: **74**

SNAP-ED PROGRAM: The Ventura County Area Agency on Aging received a significant grant from the federal government to educate our seniors in healthy living. Dieticians were hired specifically for the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Program. As the agency serving Camarillo and Somis residents with the Sr. Nutrition Home Delivered Meals program, the Camarillo Health Care District clients qualified for the benefits of this educational service.

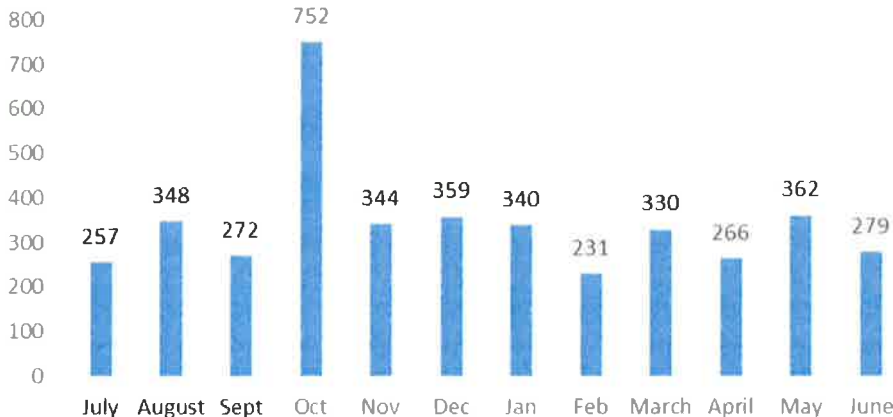
FOOD SHARE DISTRIBUTION: Beginning in July 2015, due to the date change of the Congregate Apple-A-Day Café luncheon, the Sr. Nutrition staff partnered again with FOOD Share to pick up produce specifically for these clients. A volunteer drives to the FOOD share location in Oxnard to choose a variety of fruits and vegetables for distribution to Apple-A-Day Café attendees. This extra take-away is very much appreciated by all the attendees.



MONTHLY PRODUCE DAY OVERVIEW

CHCD Produce Day is a partnership of the District with FOOD Share of Ventura County. As a qualified organization, CHCD is a community site for FOOD Share produce distribution. FOOD Share delivers about 3 pallets of fruits and vegetables (+/- 1/2 ton), with the variety dependent upon local growers donation of excess to the community FOOD Share pantry. Produce Day occurs on the CHCD campus each month on the 2nd Thursday from 11:00 AM - 1:00 PM. The success of the program depends heavily on community volunteers, recruited by the District Volunteer coordinator, Monica Teverbaugh, whose passion for the event is extended to the hardworking, tireless volunteers.

FY 2014-2015 Produce Day Distribution



* Two Produce Days in the month of October, due to ADP Open House
 ** Food Share delivered less food, by request, so 80+ HDM clients did not receive produce in February

Produce Day Donations



MEMORANDUM

DATE: July 13, 2015
 TO: Jane Rozanski, CEO
 FROM: Martha Shapiro, Director, Wellness and Caregiver Center of Ventura County
 Resource Services - Wellness and Caregiver Center of Ventura County
 SUBJECT: **June 2015 Monthly Report**

PROGRAM DESCRIPTION

The goal of the Wellness and Caregiver Center of Ventura County is to decrease the impact of chronic disease, reduce caregiver burden, and empower people to better health. The key objectives of the Center are to partner and co-locate medical and social service providers to provide personalized support services that improve coordination of care, access to community resources, and increase quality of life outcomes.

Caregiver Overview

Category	Elderly Units	Monthly Total	YTD Total
Caregiver Assessments	2	2	112
Caregiver Case Mgmt	2	2	68
Caregiver Support Groups	71	71	459
Caregiver Training	0	0	27
Caregiver Adaptations	3	3	65
Assistive Devices	2	2	29
TOTAL CONTACTS		54	760

Category	Elderly Contacts	Total Monthly Contacts	YTD Contacts
Info & Referral	155	155	1567
Caregiver Outreach	36,326	36,326	40,212
TOTAL CONTACTS		36,481	41,779

Category	Elderly Hours	Monthly Total Hours	YTD Hours
In-Home Respite (hours)	10	10	1150
Adult Day Center Respite (hours)	0	0	2272.5
TOTAL HOURS		10 Hours	3422.5 Hours

Category	Elderly Activity Contact	Monthly Total Activity Contacts	YTD Activities
Public Information	13	13	153.5 hours
Community Education	358	358	2019 people
TOTAL ACTIVITIES:		371	153.5 hours 2019 people

Wellness Coordination Overview

Category	Contacts	Service Units Year-to-Date
Support Group - Stroke	6	92
Support Group – Pain Management	16	65

Senior Support Overview

Senior Support Line		2013-14												2014-15											
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
PEER COUNSELING	HRS	56	65	46	50	52	75	79	73	37	47	46	50	47	55	48	49	38	60	57	52	44	33		
	Served	31	80	33	23	35	26	49	32	24	23	58	35	25	24	15	46	44	33	41	32	28	24		
TELEPHONE REASSURANCE	Contacts	169	209	183	177	179	242	243	248	119	158	171	200	160	186	191	239	169	250	270	264	237	215		
	Served	33	84	33	20	35	26	49	32	24	23	57	34	25	24	15	46	44	33	41	32	28	24		

Evidence-Based Programs Overview

Category	# of Workshops during this month	Clients in Attendance this month	Clients Graduated this month	Total Graduates YTD	
Chronic Disease Self- Management Program		5	31	0	19
A Matter of Balance		4	29	9	39
UCLA Memory Training		4	11	2	30
Arthritis Foundation: Walk with Ease		12	83	0	0
Tools for Caregiving		2	15	5	41

PROGRAM DEFINITIONS – Caregiver

*(Definitions marked with an * are also services provided for grandparents raising grandchildren)*

Caregiver Assessment* To collect information about a client with multiple needs (social, environmental, physical, or mental) and determine the necessary supportive or other appropriate services to meet those needs. (Measurement: 1 hour).

Caregiver Case Management* – coordinate and monitor the provisions of formal caregiver-related services in circumstance where caregivers are experiencing diminished capacity due to caregiving responsibilities. (Measurement: 1 hour)

Caregiver Support Groups* – provided to a group of 3 – 12 caregivers for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to caregiving responsibilities. (Measurement: 1 hour)

Respite: In home – provides in-home care and/or friendly visiting for care receiver by an appropriately skilled provider that allows time for a family caregiver to refresh, while keeping the care recipient safe. (Measurement: 1 hour)

Respite: Day Care - the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities and allows time for a family caregiver to refresh. (Measurement: 1 hour)

Caregiver Adaptations – supplemental service that makes any minor or major physical change to the home in order to fulfill caregiving responsibilities. (Measurement: 1 modification)

Caregiver Devices - supplemental services that involve the purchase, rental and/or service fee, of any equipment or product system in order to facilitate and fulfill caregiving responsibilities. (Measurement: 1 device)

Caregiver Training* – support service consisting of workshops or one-on-one individually tailored sessions to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities, and address the areas of health, nutrition, and financial literacy. (Measurement: 1 hour)

Caregiver Outreach* – interventions for the purpose of identifying caregivers and encouraging their use of existing caregiver support services. (Measurement: 1 contact)

Caregiver Information and Assistance* – provides caregivers with information on available service, including caregiving information related to assistive technology and caring for older individuals at risk of institutional placement; links caregivers to the services and opportunities that are available. (Measurement: 1 contact)

Public Information on Caregiving – information service designed to provide information about the Center and other caregiver support resources by disseminating publications, conducting media campaigns, and maintaining electronic information systems. (Measurement: 1 activity)

Community Education – information services designed to educate groups of current or potential caregivers on and those who may provide them with assistance about the Center and other caregiver support resources. (Measurement: 1 activity)

PROGRAM DEFINITIONS – Wellness

Wellness Coordinator Screenings – Provide blood pressure, glucose, and cholesterol screenings for early detection of health issue.

Health Coaching – One-on-one assistance provided to an individual with an on-going health condition for encouragement and health empowerment to set and reach attainable goals.

Healthier Living Program – Stanford University's model of Chronic Disease Self-Management Workshop

Health Information & Assistance - Provides individuals with ongoing health conditions information on available services and links individuals to services and opportunities to mitigate health condition. (Measurement: 1 contact)

PROGRAM DEFINITIONS – Senior Support

Health Promotion Contact – Provide screening for the prevention of depression and coordination of other mental health services.

Peer Counseling - Use the skills and/or life experiences of trained volunteers under qualified supervision, to provide advice, guidance, and support in a self-help approach in order to enhance well-being and enable clients to make informed choices.

Telephone Reassurance – Telephone a client to provide contact and safety checks to reassure and support older individuals.

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SECTION 8

**CONSENT CALENDAR
JUNE 2015
DONATION**

SECTION 8-A

JULY 28, 2015

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DONATION: JUNE 2015

Name	Campaign	Cause/Relationship	In Memory Of	In Honor Of
Adams, David	SCHLPR	Adult Day Program		
Anderson, Roger and Betty	SCHLPR	Adult Day Program		
Ash, Mary Lou	ADP14	Adult Day Services		Jane Rozanski
Avery, Stuart and Sheri	SCHLPR	Adult Day Program		
Baptiste, Roberta	SCHLPR	Adult Day Program		
Berger, Joanne	SCHLPR	Adult Day Services		
Brisbine, Violet	SCHLPR	Adult Day Program		
Brucker, Mike and Nancy	ADP14	Adult Day Services	Alicia Hamilton	
Buckley, Valerie	GEN	Resource Services		
Craven, Charlotte and Michael	SCHLPR	Adult Day Services		
Evans, Handle and Carol	SCHLPR	Adult Day Program		
Fitzpatrick, Sandra	SCHLPR	Adult Day Program		
Gatlin, Betty	SCHLPR	Adult Day Program	Glen D. Gatlin	
Gregory, Imogene	SCHLPR	Adult Day Program		
Gulbranson, Colleen	SCHLPR	Adult Day Services		
Hampton, Sandra	SCHLPR	Adult Day Program		Jane Rozanski
Hemmens, Barbara	SCHLPR	Adult Day Program	DeAnn Gabel	
Loh, Dr. and Mrs. Christopher	SCHLPR	Adult Day Program		
Lutz, Bob and Donna	ADP14	Adult Day Program	George Kroll	
Madden, Corrine	SCHLPR	Adult Day Services		Jane Rozanski
Marholin, Jan	SCHLPR	Adult Day Program		
Mease, Richard	SCHLPR	Adult Day Program		
Mecozzi, Nancy	ADP14	Adult Day Program		
Moms Club of Camarillo West	SUMR15	Adult Day Services		Lynn and Doug Jones
Ourmazdi, Behzad	ADP14	Adult Day Program		
Press, David	SCHLPR	Adult Day Program		
Pulido, Anastacia	SCHLPR	Adult Day Program		
Sharp, Linda	SCHLPR	Adult Day Program		
Sheehan, Jane	SCHLPR	Adult Day Program		
Sitko, Judy	SCHLPR	Adult Day Program		
Smith, Patricia	SCHLPR	Adult Day Program		
Springer, Scott and Ann	ADP14	Adult Day Program		
Staton, Jerry	ADP14	Adult Day Program	Carolyn	
Stevens, Lorna	SCHLPR	Adult Day Program		
Taylor, Bob	SCHLPR	Adult Day Program		
Tores, Jesus	SCHLPR	Adult Day Program		

DONATION: JUNE 2015

Name	Campaign	Cause/Relationship	In Memory Of	In Honor Of
Travlos, Margaret	SCHLPR	Adult Day Program		
Valentine, Karen and Steve	ADP14	Adult Day Program	Kathleen Louise Munz & Thomas E. Munz Jr.	
Zins, Jerry	SCHLPR	Adult Day Program		
	SUMR15=	\$200.00		
	SCHLPR=	\$3,484.00		
	ADP14=	\$2,100.00		
	GEN=	\$155.91		
	TOTAL=	\$5,939.91		
SUMR15: Summer Solicitation 2015				
SCHLPR: J. M. Rozanski Scholarship				

SECTION 8

**APPROVAL OF
THE MINUTES OF THE EXECUTIVE
COMMITTEE MEETING HELD ON JULY
15, 2015**

SECTION 8-B

JULY 28, 2015

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

Date July 15, 2015

Directors

The following Directors were present:

Rod Brown, President
Christopher Loh, Vice President

Staff

The following staff members were present:

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

Call To Order

On Wednesday, July 15, 2015, at 11:55 a.m., the Executive Committee meeting was called to order by President Rod Brown, at the Camarillo Health Care District, 3615 E. Las Posas Road, Suite 153, Camarillo, CA 93010.

1. Reviewed the Minutes of the June 9, 2015, Regular Board of Directors Meeting.
2. Reviewed the proposed Agenda for the July 28, 2015, Regular Board of Directors Meeting. Director Brown requested that we add a discussion item to hold a Special Closed Session in August, and a discussion item be added to review recommendations for the December Board Work Study.
3. Reviewed the Donations for the period ending June 30, 2015.
4. Discussed the December 8, 2015, Board Work Study. Ideas for the work study include having a representative from Meyers Nave educate the Board on Responsibility and Oversight. Other possible topics would be presentations from Partners In Care and Community Memorial Hospital, to update the board on current collaborations. Further discussion included the Board developing a new Mission Statement for the District.

Meeting adjourned at 12:51 p.m.

Rod Brown
President

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SECTION 9

ACTION ITEM

**IT IS THE RECOMMENDATION OF THE
AD HOC COMMITTEE THAT THE BOARD
OF DIRECTORS APPROVE THE CHIEF
EXECUTIVE OFFICER EMPLOYMENT
CONTRACT FOR KARA RALSTON**

SECTION 9-A

JULY 28, 2015

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EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("**Agreement**") is dated effective June 22, 2015, and is entered into by and between the **Camarillo Health Care District**, located at 3639 Las Posas Road, Suite E117 Camarillo, California 93010, ("**CHCD**") and **Kara Ralston** ("**Employee**").

1. **EMPLOYMENT TERM.** Employee's employment term shall commence on June 22, 2015, and shall continue until June 30, 2018 unless terminated by either party as set forth herein (the "Term"). The Agreement may be renewed for between one and three years upon written agreement by Employee and approval by the CHCD Board of Directors. Either party shall give notice of its intent not to renew the Agreement no later than 60 days prior to expiration of any then-current term. If no notice is given and the Agreement expires, then the then-existing terms and conditions of the Agreement shall continue month-to-month until otherwise terminated by either Employee or CHCD.

2. **POSITION AND DUTIES.**

2.1. **Position and Reporting Relationship.** During the Term, Employee shall serve CHCD in the position of Chief Executive Officer ("CEO"). Employee shall report directly to the CHCD Board of Directors.

2.2. **Duties and Responsibilities/Review.** Employee shall devote regular executive-level full-time business hours on behalf of CHCD in the role of CEO. Employee's performance shall be reviewed at least annually by CHCD following the Board's standard Ad Hoc Committee structure with resulting recommendation to the full CHCD Board. Any increases in salary or benefits shall be within the sole discretion of the CHCD Board.

3. **COMPENSATION AND BENEFITS.**

3.1. **Salary.** CHCD shall pay Employee an annual salary of One Hundred Fifty Seven Thousand Dollars (\$157,000), payable on such schedule as CHCD employs for general payroll purposes.

3.2. **Vacation.** Employee shall accrue 240 hours of vacation annually, accrued to a maximum of 480 hours (60 days), and subject to the terms and conditions of use and accrual set forth in the CHCD Personnel Policies or Procedures. Any vacation accrual may be cashed out by Employee at the end of a calendar year, within Employee's discretion, and any vacation accrual remaining at termination shall be cashed out to Employee.

3.3. **Sick Time, Retirement and Other Benefits.**

3.3.1. Employee shall continue with the sick time accrual in place at the time Employee assumed the role of CEO and shall be entitled to receive those benefits as were in place for Employee immediately prior to assuming the CEO position, including medical/dental/vision insurance, to which Employee may be entitled by law, and any such benefits described in the CHCD Policies or Procedures. The terms and conditions of any such benefits shall be governed by the plan descriptions and/or CHCD's Policies or Procedures as applicable.

3.3.2. CHCD shall contribute on behalf of Employee Eight Percent (8%) of Employee's monthly salary each month to the CHCD deferred compensation plan. All such contributions and any other retirement benefits, if any, shall be in compliance with any rules or regulations established by the California Public Employees' Retirement System ("PERS").

3.4. **Auto Allowance and other Expenses.** CHCD shall pay Employee a monthly auto allowance of Three Hundred Dollars (\$300) and shall reimburse Employee for all other reasonable and necessary expenses incurred by Employee during the Term in the course of performing Employee's duties under this Agreement. Employee must submit appropriate expense statements, vouchers or such other supporting information in accordance with CHCD's reimbursement policies. All Employee reimbursement expenses in excess of Fifty Dollars (\$50.00) shall be approved by the CHCD Board of Directors or its designee prior to reimbursement.

4. TERMINATION

4.1. **Termination for Cause.** CHCD may terminate Employee at any time for "Cause" (as defined below), immediately on written notice to the Employee of the circumstances leading to termination for cause. If the Employee's employment is terminated under this subsection, the Employee shall only receive payment for all or any accrued salary and vacation through the termination date, and other applicable or required benefits under the CHCD benefit plans through the termination date. The CHCD shall have no further obligation to pay any compensation of any kind, including severance pay, or to make any payment in lieu of notice. All benefits provided by the CHCD to the Employee under this Agreement or otherwise shall then cease on the termination date except for any benefits required by law. The term "Cause" shall mean the occurrence or existence of any of the following with respect to the Employee as determined by a vote of the CHCD Board of Directors:

- 4.1.1. A material breach by the Employee of this Agreement that remains uncured after twenty (20) days have elapsed following the date that the CHCD gave the Employee written notice of such breach;
- 4.1.2. The repeated material breach by the Employee of any duty normally undertaken by a CEO of a public entity and for which at least one prior written notice was given by the CHCD Board President or Board of Directors;
- 4.1.3. Any material act of dishonesty, misappropriation, embezzlement, intentional fraud, or similar conduct by the Employee involving the CHCD; or
- 4.1.4. The conviction or the plea of nolo contendere or the equivalent in respect of a felony involving moral turpitude.

4.2. **Termination by CHCD for Reasons Other Than Cause.** The CHCD may terminate this Agreement for reasons other than Cause as follows:

- 4.2.1. If the Employee shall, by reason of death or of illness or physical or mental incapacitation for a period of ninety (90) days or more (collectively "Disability"), as determined by a licensed health care professional, fails to reasonably perform in an active capacity the services required of Employee under this Agreement.

4.2.2. In the complete discretion of the Board of Directors without cause, subject to payment of severance pay equal to six (6) months' salary at the then-current salary paid to Employee. Any such severance pay shall be paid monthly commencing with the first calendar month after the employee's final employment date.

4.3. **Termination by the Employee.** In the event of termination of this Agreement by the Employee prior to the end of the then-current Term by resignation or retirement, there shall be no termination compensation except for vested benefits, if any, in retirement or health programs, payment of accrued and unused vacation, as provided herein, or as otherwise provided under this Agreement, CHCD Policies or Procedures, or by law.

5. **BINDING ARBITRATION.** Employee agrees that any disputes arising out of Employee's employment with CHCD shall be submitted to binding arbitration in accordance with the provisions set forth in the Arbitration Agreement attached hereto as Exhibit A.

6. **ENTIRE AGREEMENT AND MODIFICATION.** This Agreement sets forth the entire agreement and understanding of the parties with regard to Employee's CEO position or prior employment with CDHC, and supersedes all prior agreements, arrangements and understandings, written or oral, between the parties. This Agreement may not be modified or amended except in a writing signed by Employee and the President of the Board of Directors.

Dated: _____

CAMARILLO HEALTH CARE DISTRICT

By: _____
Rodger Brown
President of the Board of Directors

Dated: _____

Kara Ralston

EXHIBIT A

ARBITRATION AGREEMENT

Although the Camarillo Health Care District ("CHCD") hopes that employment disputes will not occur, the CHCD believes that where such disputes do arise, it is in the mutual interest of everyone involved to handle them pursuant to the complaint process outlined in the Employee Handbook and then, if necessary, binding arbitration, which generally resolves disputes quicker than court litigation and with a minimum of disturbance to all parties involved. By entering into this Agreement, the CHCD and the undersigned Employee are waiving the right to a jury trial for most employment-related disputes. The Employee further understands that the consideration for entering into this Arbitration Agreement does not alter the Employee's at-will employment with the CHCD.

The CHCD and the undersigned Employee hereby agree that any dispute with any party that may arise from Employee's employment with the CHCD or the termination of Employee's employment with the CHCD shall be resolved by mandatory, binding arbitration before a retired judge. This binding arbitration also includes disputes with the CHCD's affiliates, successors and other employees (when directly related to Employee's employment).

This Arbitration Agreement does not cover the following claims:

- Claims for wages, bonuses, vacation pay, harassment, discrimination, or any other claims which are presented to an administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or federal Wage and Hour Division, or any equivalent state administrative agency. If any such claim is removed for any reason from the administrative agency's jurisdiction, the parties must then submit to binding arbitration pursuant to this Agreement. However, the Employee may (if he/she chooses to do so) utilize arbitration prior to filing a claim with one of these agencies.
- Workers' Compensation benefits;
- Unemployment compensation benefits;
- Claims based upon any CHCD employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan; and
- Claims based on the National Labor Relations Act.

The arbitration requirement applies to all statutory, contractual and/or common law claims arising from employment with the CHCD, including, but not limited to, the following:

- Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable;

- Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, or any other federal or state statute covering these subjects;
- Claims for violation of any statutory leave law, including the federal Family and Medical Leave Act (FMLA) or related state statute;
- Violations of confidentiality or breaches of trade secrets;
- Violation of any other federal, state, or other governmental law, statute, regulation or ordinance, whether based on statute or common law. It also covers any claims made against the CHCD or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims;

For any claim where equitable relief would be appropriate, the party entitled to such relief reserves the right to seek any provisional remedy, including but not limited to a temporary restraining order and preliminary injunction, from a court of competent jurisdiction in accordance with Code of Civil Procedure section 1281.8. The parties' entitlement to any permanent injunction or other relief available in a final judgment, however, shall be submitted to arbitration.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. An arbitrator, who shall be a retired superior or appellate court judge, shall be chosen by agreement of the parties, or pursuant to the procedures of the American Arbitration Association, or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose.

Any dispute with any party that arises from Employee's employment with the CHCD or termination of employment with the CHCD must be submitted to binding arbitration within the applicable statute of limitations prescribed by law. With the exception of a filing fee that shall not exceed the cost to file a comparable claim in state or federal court, the CHCD shall pay the fees and costs of the Arbitrator, and each party shall pay for its own costs and attorneys' fees. However, the Arbitrator may award costs and/or attorneys' fees to the prevailing party to the extent permitted by law.

The parties will be permitted to conduct discovery as provided by the applicable state statute. Within 30 days of the conclusion of the arbitration, the Arbitrator shall issue a written opinion setting forth the factual and legal bases for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages provided under the applicable law.

I acknowledge that I have carefully read this Arbitration Agreement, and that I understand and agree to its terms. I have entered into this Arbitration Agreement voluntarily and have not relied upon any promises or representations other than those contained herein. I understand that I am giving up my constitutional right to a jury trial by

entering into this Arbitration Agreement. I understand that this Arbitration Agreement does not alter my at-will employment status with the CHCD.

Date

Kara Ralston

SECTION 9

ACTION ITEM

**REVIEW AND APPROVE ATTACHEMENT
B, DETERMINING THE AMOUNT
OF COMPENSATION EARNABLE
PURSUANT TO CALIFORNIA
CODE OF REGULATION (CCR)
TITLE 2, SECTION 570.5**

SECTION 9-B

JULY 28, 2015

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**Camarillo Health Care District
Pay Schedule -effective July 2015**

Classification	Time Base	Minimum	Maximum
Officers			
Chief Executive Officer	Annual	\$ 151,840.00	\$ 214,240.00
Chief Operation Officer	Annual	\$ 104,000.00	\$ 152,880.00
Chief Resource Officer	Annual	\$ 74,880.00	\$ 122,304.00
*Chief Administrative Officer	Annual	\$ 74,880.00	\$ 122,304.00
**Chief Human Resources Officer	Annual	\$ 74,880.00	\$ 122,304.00
Directors			
*Finance & Operations, Senior Director	Annual	\$ 70,000.00	\$ 120,000.00
Adult Day Center Director	Annual	\$ 52,000.00	\$ 68,640.00
Community Services Director	Annual	\$ 52,000.00	\$ 68,640.00
Marketing Director	Annual	\$ 52,000.00	\$ 68,640.00
Wellness & Caregiver Center Director	Annual	\$ 52,000.00	\$ 68,640.00
Managers			
Accounting Manager	Hourly	\$ 20.00	\$ 29.92
Adult Day Center Manager	Annual	\$ 43,680.00	\$ 60,320.00
Business Development Manager	Annual	\$ 47,840.00	\$ 66,560.00
Care Transitions Manager	Annual	\$ 43,680.00	\$ 60,320.00
Community Education Manager	Hourly	\$ 18.87	\$ 28.00
Community Outreach Manager	Hourly	\$ 19.00	\$ 26.25
Community Services Manager	Annual	\$ 39,520.00	\$ 58,240.00
Program Manager	Annual	\$ 39,520.00	\$ 58,240.00
Senior Support Manager	Annual	\$ 39,520.00	\$ 58,240.00
Special Project Manager	Hourly	\$ 18.73	\$ 24.74
Wellness & Caregiver Center Manager	Annual	\$ 43,680.00	\$ 60,320.00
Coordinators			
Administrator to the CEO	Hourly	\$ 18.00	\$ 26.00
Adult Day Center Coordinator	Hourly	\$ 18.73	\$ 24.74
Care Coordinator	Annual	\$ 37,440.00	\$ 56,160.00
Senior Lunch Coordinator	Hourly	\$ 17.00	\$ 25.00
Transportation Coordinator	Hourly	\$ 17.00	\$ 25.00
Wellness Coordinator	Hourly	\$ 17.00	\$ 25.00
Specialists and all other positions			
Accounting Assistant	Hourly	\$ 14.00	\$ 20.00
Activity Leader I	Hourly	\$ 13.00	\$ 18.00
Activity Leader I (On-Call)	Hourly	\$ 13.00	\$ 18.00
Activity Leader II	Hourly	\$ 13.50	\$ 18.50
Administrative Assistant	Hourly	\$ 13.00	\$ 18.00
Administrative Assistant II	Hourly	\$ 14.87	\$ 19.42
Administrative Assistant, HR	Hourly	\$ 18.00	\$ 25.87
Aide	Hourly	\$ 12.00	\$ 16.00
Care Transitions Specialist	Hourly	\$ 18.00	\$ 23.29
Driver	Hourly	\$ 15.00	\$ 18.00
Driver (On-Call)	Hourly	\$ 15.00	\$ 18.00
Resource Specialist	Hourly	\$ 13.00	\$ 18.00

*New **Updated pay scale

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SECTION 9

ACTION ITEM

**CALIFORNIA SPECIAL
DISTRICTS ASSOCIATION
BOARD OF DIRECTORS
COASTAL NETWORK ELECTION
SEAT A, TERM ENDING IN 2018.**

SECTION 9-C

JULY 28, 2015

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CSDA BOARD OF DIRECTORS 2015 ELECTION

OFFICIAL BALLOT



**COASTAL
NETWORK**

SEAT A

term ends 2018

Please vote for only one.

- Robert Blair**
Nipomo Community Services District
- Peter Le**
Marina Coast Water District
- Elaine Magner**
Pleasant Valley Recreation & Park District

All fields must be completed for ballot to be counted.

** incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 7, 2015**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2015 BOARD ELECTIONS

MAIL BALLOT INFORMATION

RECEIVED
JUN 15 2015

BY: _____

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A. Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat A and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2015 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csla.net with any questions.



Hello!

My Name is Dr. Robert L. "Bob" Blair,

I am one of the candidates running for Seat A in the Coastal Network of the California Special Districts Association.

Why should you elect me over the other aspiring CSDA Candidates?

1. I have prior experience. I served on the CSDA Board as a representative of Region 4 from 2002 to 2004. During that time, I served on the committee that returned the ERAF money to the Cities, Counties, & Special Districts.
2. I hold a Doctor of Pharmacy Degree from the University of California Medical Center in San Francisco (UCSF) and an AA degree from San Francisco City College. I also hold two valid Pharmacy licenses (California & Nevada).
3. I have been married to my wife Eileen for over 60 years. Together we have raised three very successful adult children: Lisa, Lodene & James.
4. I served on the NCSB Board of Directors from 1994 to 2004. In 2012, I ran a successful campaign, was the top vote getter by a large margin, and returned to the NCSB for 4 more years.
5. I have a strong longtime personal relationship with our current 35th District Assemblyman Katcho Achadjian. Katcho and I both ran for local office in San Luis Obispo County in 1994.
6. I never missed a meeting when I represented CSDA Region 4 in 2002-2004. I will give you 100% of my time, if you give me your Vote in this coming election.
7. I have been involved in Water, Land use, and planning at the State & Local levels for some 35 years. Please let me put my many talents and experience to work for all the people of Coastal Network.

Please vote to put "Dr. Bob back on the job". Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Blair".

Dr. Robert L. "Bob" Blair
Director Nipomo Community Service District

Active member of:

San Luis Obispo Sheriff Advisory Council
Nipomo Chamber of Commerce
CA Sheriff's Association

Candidate Statement for Peter Le

"Peter is a California licensed Civil Engineer with over 30 years of experience including water and wastewater. The majority of his experience was with local governments in the US and a few years in New Zealand and Australia.

Elected in 2012, Peter completed the entire CSDA modules for elected Directors. He attended CSDA, ACWA and AWWA annual conferences.

Peter received his Bachelor of Civil Engineering from University of Auckland in 1978 and Executive Master of Public Administration from Golden Gate University in 2007. He previously hold California wastewater license and QSD/QSP".

My Fellow CSDA Members,

I am requesting your support for my election as representative to the California Special Districts Association (CSDA), Board of Directors for the Coastal Network.

As the current Chairperson of the Board of Directors for the Pleasant Valley Recreation and Park District (PVRPD), I support CSDA's on-going efforts to offer educational classes and informative conferences and their active monitoring of legislative and policy proposals that greatly affect District operations. Through my involvement with CSDA I actively serve on the Fiscal and Audit Committees and Legislative Feedback group and have previously served on the By-laws and Elections Committee.



Elaine Magner

If elected, I will work with the other Board Members and CSDA staff to increase memberships, lower membership fees and other expenses, and continue to enhance the service provided to the member agencies.

I have been on the PVRPD Board of Directors since February 2008. I have served as Board President twice, serve on the Personnel and Finance committees and am PVRPD's representative to the Ventura County Special Districts Association (VCSDA) and CSDA. I was honored by VCSDA by being named the 2014 Director of the Year. I worked in Public Service for 31 years in law enforcement Human Resources. Additionally, I worked as a contract investigator for the Department of Justice for 10 years following my retirement. My experience on the Pleasant Valley Recreation and Park District (PVRPD) Board of Directors and my work as a public servant has provided me with a solid foundation of experience and prepared me to represent your District's interests on the CSDA Board of Directors.

I would appreciate the opportunity to serve as a Coastal Network representative on the CSDA Board of Directors and respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director
Pleasant Valley Recreation and Park District

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SECTION 9

ACTION ITEM

**RESOLUTION 15-09 APPROVING THE
ESTABLISHMENT OF A TRADE ACCOUNT
FOR THE PURPOSE OF ACCEPTING
STOCK DONATIONS.**

SECTION 9-D

JULY 28, 2015

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RESOLUTION NO. 15-09

**RESOLUTION OF THE BOARD OF DIRECTORS
CAMARILLO HEALTH CARE DISTRICT
VENTURA COUNTY, CALIFORNIA
APPROVING ESTABLISHMENT OF TRADE ACCOUNT
FOR PURPOSE OF ACCEPTING STOCK DONATIONS**

WHEREAS, the Camarillo Health Care District continually seeks alternative funding sources for its program enhancements, through funding sources such as public and private foundations, federal funding sources, grants, estate planning and individual donations, to name a few; and

WHEREAS, some estate planning and individual donations, such as gifts of stock and/or property, require appropriate receipt mechanisms, including the establishment of stock trade accounts; and

WHEREAS, the Chief Executive Officer of the Camarillo Health Care District has been empowered through the District's By-laws set by the governing Board of Directors;

NOW, THEREFORE, BE IT RESOLVED, that the Camarillo Health Care District Board of Directors confirms Kara Ralston, Chief Executive Officer, or appropriate and authorized designee, as authorized to establish brokerage accounts for the purpose of receiving and managing donations of stock.

ADOPTED, SIGNED AND APPROVED this 28th day of July, 2015.

Rod Brown, President
Board of Directors
Camarillo Health Care District

Attest: _____
Mark Hiepler, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Mark Hiepler, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 15-09 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 28th day of July 2015, and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

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

SECTION 9

ACTION ITEM

**REVIEW COMMITTEE ASSIGNMENTS,
AND NAME
ROD BROWN AS EX OFFICIO MEMBER
OF ALL COMMITTEES**

SECTION 9-E

JULY 28, 2015

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2015 Committee Assignments:

Executive Committee

Rod Brown
Christopher Loh

Finance/Investment Committee

Mark Hiepler - Chair
Peggy O'Neill

Ventura County Special District Association

Rod Brown
Richard Loft

Ad Hoc Committee Adult Day Program

Rod Brown – Chair
Peggy O'Neill

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**FOR YOUR
INFORMATION**

JULY 28, 2015

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June 18, 2015

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

Dear Ms. Ralston:

Congratulations on your new position as Chief Executive Officer of the Camarillo Health Care District!

The Camarillo Health Care District serves a critical role in providing quality health and wellness services to our community. I am excited to see the direction the organization will take under your leadership.

Once again, congratulations on this new role. I look forward to continuing to work with you in the future.

Sincerely,



JULIA BROWNLEY
Member of Congress

RECEIVED
JUN 29 2015

BY: _____

June 26, 2015

Dear Kara,

Congratulations! I was so thrilled, for you, when the announcement was made to name you Jane Rozanski replacement. What a natural, to make you the new C.E.O. Sometimes, Boards go outside and bring someone totally "new" and unfamiliar to fill a vacancy. Thank goodness, the love and vision you and Jane shared for Camarillo HealthCare District will remain in force. Our wonderful community will continue to benefit from ^{your} knowledge and experience. My family and I thank you for my husband's care the short period he was there. Again congratulations and best wishes!

Fondly,
Betty

6/25/15

Kara -

Congratulations !!! I am so happy for you! Your hard work, commitment and "can do" attitude has been rewarded.

I wish you continued success in everything you do.

Life is good!

Hugs,

Jeff

Kara-

Wishing you the ~~BEST~~ ^{MMH} on your first day
and throughout your tenure as CEO of the
Campanillo Health Care District! Wow! CEO!!

A well deserved position of leadership and
responsibility. You are and will be fantastic. You
have my utmost support. I look forward to
learning more from you.

Patty

Kara,

Celebrate your special day
in a special way!



We WU + are so
happy that you are
the "One!"

Pedro + Fátima

Welden + Ymar



SENIOR SCAM STOPPERSM

CONTRACTORS STATE LICENSE BOARD

www.cslb.ca.gov | CheckTheLicenseFirst.com | SeniorScamStopper.com

Senator Hannah-Beth Jackson,
Contractors State License Board,
and the **City of Camarillo** invite you to
attend a **free Senior Scam StopperSM**
seminar.



Thursday

August 6, 2015

10:00 a.m. - 12:00 p.m.

**City of Camarillo
Council Chambers
601 Carmen Drive
Camarillo, CA 93010**



Protect Yourself

- One in five seniors has been a victim of fraud.
- Seniors are the most targeted group.
- New scams are developed constantly.

Join us and learn how to protect yourself. Seniors, their families, and caregivers are welcome to attend this **FREE** seminar.

For more information
or to RSVP, please
contact Senator
Jackson's office at
805.965.0862.

GORRELL READY FOR NEW CHALLENGE

Until a couple of weeks ago, former Assembly member Jeff Gorell was the odds-on favorite to succeed retiring Supervisor Kathy Long in Ventura County's Third District.

The popular Long has steered the county on a sensible path that's balanced growth and environmental interests, public safety and civil rights. Gorell, also a centrist, was viewed as front runner for the 2016 race.

But the Navy reserve officer who did a tour in Afghanistan while in the Assembly, surprised many when he announced plans to join longtime friend and Los Angeles Mayor Eric Garcetti's cabinet, taking the job as deputy mayor for homeland security and public safety.

When he starts in early July, Gorell, a former prosecutor, will oversee the city's scandal-prone police department and sometimes contentious relations with federal law enforcement. We have no doubt Gorell is up for this new challenge and we wish him well.

From: Paul J. Kaymark [<mailto:paul.kaymark@pungroup.com>]

Sent: Thursday, July 02, 2015 10:46 AM

Subject: Little Hoover Commission - Conversations For Workable Government - June 2015

Good Morning:

The California Little Hoover Commission has released a report entitled – Conversations for Workable Government – June 2015.

The report discusses the Keene Open Meeting Act for state government and the Ralph M. Brown Act for local government.

“Specifically, the Commission recommends minor adjustments to the statutes to provide state and local appointed and elected officials more ability to discuss general policy issues among themselves outside of public meetings while continuing to prevent them from reaching agreement on votes or decisions. While the acts, first enacted in 1953, are well-intentioned and fiercely defended. Some now argue and the Commission agrees that unfortunate side effects of altering these laws in recent years hinders a modern, administrative state’s ability to govern itself effectively.” A Quote from the Report.

We encourage you to share this report with your Elected and Appointed Officials.

Links are below:

<http://www.lhc.ca.gov/> - website

<http://www.lhc.ca.gov/studies/227/report227.html> - report

Executive Summary

The perils of the hurried, often-heated atmosphere in which the Legislature proposes, debates and finally decides the fate of thousands of bills annually includes well-intended change that creates unintended consequences. Legislation can unexpectedly miss its mark when those who interpret and implement it respond differently than sponsors anticipated.

So it is with California's open meeting laws. With the best of civic intentions they are stifling the ability of the state's public officials to govern effectively. They are due for reconsideration.

The Little Hoover Commission, in a 10-month review, has examined compliance issues with California's two primary open meeting laws, the Bagley-Keene Open Meeting Act for state government and the Ralph M. Brown Act for local government. The Commission focused on the unexpected impacts of reforming the Brown Act in 2008 and incorporating those changes in 2009 into the Bagley-Keene Act. The enacted reforms, sponsored by the California Newspaper Publishers Association, attempted to resolve a confusing 2006 state appeals court ruling related to open meetings. Specifically, the reforms aimed to altogether ban serial meetings (in which Commissioner A conveys a view privately to Commission B who conveys it to Commissioner C to reach a majority consensus) by ensuring that a majority of an entity's members cannot communicate via any means outside a noticed meeting to discuss, deliberate or take action on a matter under their jurisdiction.

These reforms resolved the ambiguity created by the 2006 court ruling. But the additional language has created a surprising consequence – less government transparency. Constraints on internal discussions by appointees and elected officials have driven more decision-making downward to the staff level and out of sight of the public. Many participants in the Commission's study process said staffers who are not accountable to the public in elections or through the appointments process are gathering more consensus and making decisions internally for leaders to ratify in public meetings. More troubling, lobbyists who understand the constraints faced by decision-makers can use conversations with individual office holders to subtly nudge them toward consensus for their own ends.

The Commission learned that public sector attorneys have urged such an abundance of caution as a result of the changes that many elected and appointed officials fear talking with one another outside public meetings. An exploration of these developments and recommendations to resolve them with a small adjustment of statutory language is at the heart of this report.

The Commission also examined the everyday use of private conversations in the executive branch between government officials and the interests they regulate. These so-called “ex parte communications” have become a significant concern during the past year, driven by allegations that some officials at the California Public Utilities Commission held unreported and illegal private conversations with the utilities they regulate.

During its study process the Commission considered whether private conversations between regulators and the regulated are appropriate. It examined the array of rules employed by various agencies throughout state government and also reviewed policies used by the federal government. The Commission concluded that these private conversations are, in most cases, a necessary and effective tool of information gathering and governing – and recommends that current rules stay in place, while giving consideration to additional transparency and accountability that could provide Californians optimum insight into state government decision-making.

Drawing the Line

Tensions over where to draw the line on private conversations within an open government are central to a democratic society. A state regulatory official’s ability to meet privately with lobbyists or a county supervisor’s wish to discuss general policy issues informally with colleagues can be another person’s definition of secret government. The 2008 and 2009 reforms to the Brown and Bagley-Keene acts tried admirably to find a best way forward. But they created unforeseen governing problems that require fixing for the good of Californians.

The Commission frequently heard during its review that changes made to the state’s open meeting acts have confused appointed and elected officials regarding what they are allowed to do outside public meetings – and more importantly, what they can’t do. Media interests and other supporters of tough open meeting act laws simultaneously contended to the Commission that the confusion is unnecessary, the laws do not need to be fixed and that government attorneys are simply interpreting them incorrectly.

But the legal muddle and overflow of caution inside the public sector is obviously real and having a corrosive impact on public decision-making. Elected and appointed officials throughout California told the Commission they feel obstructed in efforts to gather quality information and make the best possible decisions for those whom they represent. Many who serve on state boards and commissions or on city councils and boards of school districts and special districts, say they so fear violating the state's open meeting acts and dragging their entity into lawsuits that they are afraid to talk privately about even the most general matters with their colleagues or be seen together at events outside of public meetings. Their government attorneys, perpetually on the watch against open meeting act legal challenges that could endanger or overturn multimillion-dollar decisions or hard-fought compromises, interpret open meeting laws conservatively and advise officials to exercise maximum caution.

As a result, officials are cautious. Many are frequently in the dark about what their colleagues are thinking. They sit behind their microphones in public, often unwilling to engage in frank and robust discussions necessary to reach good compromises. Several told the Commission privately and in public settings that they fear saying something off-base or naïve that invites ridicule or provides fodder for political opponents to use against them.

Californians, who live in a landscape of great complexity and hard public choices, who endure the many consequences of poorly-informed decisions, deserve better than this. Many legal experts and stakeholders believe it would take no more than a few clarifying words in the state's open meeting laws to better balance the public's right to observe and participate in their government with officials' need to govern. The Little Hoover Commission agrees with them.

Meanwhile, the Commission also heard disturbing accounts from city councilmembers and members of other public bodies about a secondary issue related to the Brown Act – an inability to curb abusive public comment at open meetings. Officeholders described how the same band of commenters faithfully shows up at televised council meetings, particularly in the City of Los Angeles, to heckle them, curse, sing, talk in funny voices, dress in offensive or outrageous costumes and make comments only slightly related to the agenda topic. Commissioners heard that attempts to rein in this abusive and time-wasting behavior has primarily resulted in lawsuits and the necessity to pay public funds to these commenters. Elected officials told the Commission that neither the Legislature, nor the courts, tolerate such behavior.

The Commission, long guided in its studies by principles of accountability, transparency and advancing the public interest, believes wholeheartedly in open government and the public's right to access it. In that spirit, it recommends a small adjustment to each of California's open meeting acts to provide state and local officials more ability to discuss general policy issues among themselves outside of public meetings – while continuing to prevent them from reaching agreement on future votes or decisions. The Commission, likewise, recommends a fresh look at ways to curb abusive use of public comment opportunities.

In light of the widespread interest and concerns throughout California about open government at the state level, the Commission also offers recommendations to enhance public access to executive branch, board and commission deliberations while ensuring that those who govern can do so effectively.

Recommendation 1: The Legislature should adopt new language to various state government codes to clarify that appointed officials of state boards and commissions can hold informal internal discussions among two or more members about general policy issues related to their work so long as the discussions are not used to develop concurrence or consensus on an upcoming vote or decision in violation of the Bagley-Keene Open Meeting Act.

Recommendation 2: The Legislature should adopt new language to various state government codes to clarify that local elected officials and their appointees to local and regional government bodies can hold informal internal discussions among two or more members about general policy issues related to their work so long as the discussions are not used to develop concurrence or consensus on an upcoming vote or decision in violation of the Ralph M. Brown Act.

Recommendation 3: A working group led by trade associations such as the League of California Cities, California State Association of Counties, California Special Districts Association and California School Boards Association should consider a fresh legal approach to maintaining decorum and policing public comment during open meetings – in line with that employed by the Legislature – that will help rein in abuses by some members of the public.

Recommendation 4: The State of California should retain all existing executive branch policies that ban ex parte communications in adjudicatory proceedings. The state also should retain its current array of ex parte policies that provide useful information to executive branch decision-makers and govern a variety of quasi-legislative proceedings, quasi-judicial proceedings and a variety of hybrid proceedings with consideration as to additional transparency and accountability.