



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Suite 160 & 161  
Camarillo, CA 93010  
Tuesday, September 18, 2018  
12:00 p.m.**



## **2018 Board Meeting Calendar**

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

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

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

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

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

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

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

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

August – Dark

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

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

November - Dark

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



**AGENDA**

**September 18, 2018 - 12:00 P.M.**

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

**Board of Directors**

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

**Staff**

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

- 
1. **Call to Order/Roll Call**
  2. **Pledge of Allegiance – Director Doria**
  3. **Amendments to the Agenda**  
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
  4. **Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
  5. **Presentations –**  
Lynette Harvey, RN, BSN, Clinical Services Director: *Case Management Certification; Boston University’s Center for Aging and Disability Education and Research*  
Veronica Villasenor, Health Promotion Coach: *Case Management Certification; Boston University’s Center for Aging and Disability Education and Research*
  6. **Discussion/Action Item: Consideration, Discussion and Decision:**  
**A.** Consideration, discussion, and recommendation for approval of District Disbursements and Financial Reports for the period ending July 31, 2018. **(Please see Section 6-A)**

**Suggested Motion:** Motion to approve District Disbursements and Financial Reports for the period ending July 31, 2018.

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

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

**B.** Consideration, discussion, and recommendation for approval of District Disbursements and Financial Reports for the period ending August 31, 2018. **(Please see Section 6-B)**

**Suggested Motion:** Motion to approve District Disbursements and Financial Reports for the period ending August 31, 2018.

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

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

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

- A.** Approve the Minutes of the Regular Board Meeting of July 24, 2018.  
**(Please see Section 7-A)**
- B.** Approve the Minutes of the Executive Committee Meeting of September 11, 2018.  
**(Please see Section 7-B)**
- C.** Approve the Minutes of the Finance and Investment Committee Meeting of July 31, 2018.  
**(Please see Section 7-C)**

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

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

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

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

**A. Review/ Discussion/ Action** – Consideration, discussion, and approval of the annual Disclosure of Reimbursement Report for fiscal year ending June 30, 2018, CA Government Code 53065.5, and District Policy 1120.  
**(Please see section 8-A)**

**Suggested Motion** - Vote to approve the Disclosure of Reimbursement Report for fiscal year ending June 30, 2018.

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

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

**B. Review/ Discussion/ Action** – Consideration, discussion and recommendation for approval of the 2019 Proposed Board Meeting Calendar. **(Please see Section 8-B)**

**Suggested Motion:** Vote to approve the 2019 Board Meeting Calendar as presented.

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

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

**C. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5. **(Please see Section 8-C)**

**Suggested Motion:** Vote to approve the revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR), Title 2, Section 570.5.

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

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

**9. CEO Report**

**10. Board President’s Report**

**11. Future Meeting and Events**

- Executive Committee (Brown/Loh) Tuesday, October 16, 2018, 12:00 p.m.
- Finance Committee (Hiepler/Doria) Tuesday, October 23, 2018, 11:00 a.m.
- Board Meeting Tuesday, October 23, 2018, 12:00 p.m.
- Executive Committee (Brown/Loh) November Dark
- Board Meeting November Dark
- Executive Committee (Brown/Loh) Tuesday, December 4, 2018, 12:00 p.m.
- Board Meeting Tuesday, December 11, 2018, 8:30 a.m.

**Events**

- City Council Candidates Forum Wednesday, September 19, 2018  
Camarillo City Hall 6:00 p.m. to 8:00 p.m.
- Camarillo Chamber of Commerce Open House Tuesday, December 11, 2018  
2400 E Ventura Blvd, Camarillo, CA 3:30 p.m. to 6:30 p.m.

**12. Adjournment** - Having no further business, this meeting is adjourned at \_\_\_\_\_ p.m.

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, [www.camhealth.com](http://www.camhealth.com), on Friday, September 14, 2018, at 4:00 p.m.





**SECTION 6-A**

**ACTION ITEMS**

**SECTION 6-A  
FINANCIAL REPORT FOR PERIOD ENDING  
JULY 31, 2018.**

**SEPTEMBER 18, 2018**

**Camarillo Health Care District  
Statements of Activities  
Comparison to Budget for the  
One Month Ending July 31, 2018**

	Audited Actual 15 - 16	Audited Actual 16 - 17	Pre-Audit Actual 17-18	Current Year- to-Date	Budget to- date	Annual Budget 2018- 19	Y-T-D vs Annual Budget
<b>REVENUES</b>							
Tax revenue	\$ 2,375,896	\$ 2,490,350	\$ 2,636,217	\$ 223,996	\$ 223,996	\$ 2,687,954	8.33%
Program and facilities revenue	398,419	359,482	364,026	33,203	34,489	413,862	8.02%
Grants and agency funding	238,124	329,844	531,380	32,694	34,901	320,777	10.19%
Community Support and sponsorship	14,286	13,173	10,148	522	975	11,700	4.46%
Investment and interest income	155,200	161,872	178,157	10	20	177,000	0.01%
Other income	102,619	30,867	214,675	250	980	11,758	2.13%
<b>Total Revenues</b>	<b>\$ 3,284,543</b>	<b>\$ 3,385,589</b>	<b>\$ 3,934,603</b>	<b>\$ 290,675</b>	<b>\$ 295,360</b>	<b>3,623,051</b>	<b>8.02%</b>
<b>EXPENSES</b>							
<b>Personnel cost</b>							
Wages and salaries	1,347,709	1,392,944	1,458,930	55,683	140,587	1,687,042	3.30%
Payroll taxes	110,164	111,521	116,185	8,304	10,755	129,059	6.43%
Benefits	189,450	371,003	312,374	22,128	34,351	412,210	5.37%
OPEB	233,378	233,005	30,598	2,530	10,498	125,979	2.01%
Retirement UAL	29,064	38,046	50,594	70,585	52,456	52,456	134.56%
<b>Total personnel cost</b>	<b>1,909,765</b>	<b>2,146,518</b>	<b>1,968,681</b>	<b>159,231</b>	<b>248,647</b>	<b>2,406,746</b>	<b>6.62%</b>
<b>Other expenses</b>							
Contractors and professional fees	300,824	395,721	420,407	18,177	29,325	366,434	4.96%
Facilities and related	238,656	230,961	256,617	35,939	19,046	228,556	15.72%
Depreciation	175,355	164,193	156,337	12,139	12,053	144,637	8.39%
Program related expense	80,067	71,985	81,180	8,947	6,243	74,918	11.94%
Advertising and promotion	77,736	83,139	98,188	16,879	18,840	117,300	14.39%
Supplies and office expense	68,046	71,473	83,965	13,088	13,487	83,860	15.61%
Board and staff	61,358	76,237	68,808	2,941	7,912	94,944	3.10%
Community partnerships	2,500	2,200	1,000	-	-	2,500	0.00%

**Camarillo Health Care District  
Statements of Activities  
Comparison to Budget for the  
One Month Ending July 31, 2018**

*Preliminary*

	Audited Actual 15 - 16	Audited Actual 16 - 17	Pre-Audit Actual 17-18	Current Year- to-Date	Budget to- date	Annual Budget 2018-	Y-T-D vs Annual Budget
Combined other expenses	30,007	22,506	28,469	4,743	4,043	22,115	21.45%
<b>Total other expenses</b>	1,034,549	1,118,416	1,194,972	112,852	110,950	1,135,264	9.94%
<b>Operations Net</b>	340,229	120,655	770,949	18,592	(64,237)	81,041	22.94%
<b>Adjustments</b>							
<b>Total expenses</b>	2,944,314	3,264,934	3,163,653	272,083	359,597	3,542,010	7.68%
<b>Net position after adjustments</b>	\$ 340,229	\$ 120,655	\$ 770,949	\$ 18,592	\$ (64,237)	\$ 81,042	22.94%



**Camarillo Health Care District**  
**Statements of Net Assets**  
**As of July 31, 2018**

<b>ASSETS</b>	<b>Jul 31, 2018</b>	<b>Jul 31, 2017</b>
<b>Current Assets:</b>		
Cash and Checking Accounts	\$ 261,047	\$ 379,188
Investment Accounts	2,795,348	2,637,813
Tax, Grants and Accounts Receivable	361,137	255,124
<b>Total Current Assets</b>	<b>3,417,532</b>	<b>3,272,124</b>
<b>Noncurrent Assets:</b>		
Property, plant and equipment - net	1,385,957	1,501,079
IS equipment - net	31,847	13,933
Transportation vehicles - net	49,000	75,374
Prepays	29,854	34,360
<b>Total Noncurrent Assets</b>	<b>1,496,659</b>	<b>1,624,746</b>
Deferred Outflows of Resources	293,007	264,803
<b>Total Assets</b>	<b>\$ 5,207,198</b>	<b>\$ 5,161,674</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$ 27,251	\$ 55,626
Construction Loan 2017	85,482	82,393
Employment costs	105,367	100,585
Scholarships	2,679	4,127
Deferred Revenue	-	5,400
<b>Total Current Liabilities</b>	<b>220,779</b>	<b>248,131</b>
<b>Noncurrent Liabilities</b>		
Construction Loan to 2021	276,166	361,648
Net Pension Liability GASB 68	1,203,554	821,635
Accrued OPEB liability GASB 75	910,173	400,899
Deferred Inflows of Resources	176,716	450,825
<b>Total Noncurrent Liabilities</b>	<b>2,566,608</b>	<b>2,035,007</b>
<b>Net Assets:</b>		
Unrestricted - prior	2,401,218	2,717,682
Unrestricted - current	18,592	160,853
<b>Total Net Assets</b>	<b>2,419,811</b>	<b>2,878,535</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 5,207,198</b>	<b>\$ 5,161,674</b>

**Quick Ratio**

Cash, Checking, Investment	
3,056,395	13.84

**Current Ratio**

Current Assets	
3,417,532	15.48

**Camarillo Health Care District**  
**Statements of Net Assets**  
**As of July 31, 2018**

*Preliminary*

<b>ASSETS</b>	<b>Jul 31, 2018</b>	<b>Jul 31, 2017</b>	<b>Jul 31, 2016</b>	<b>Jul 31, 2015</b>	<b>Jul 31, 2014</b>
<b>Current Assets:</b>					
Cash and Checking Accounts	\$ 261,047	\$ 379,188	\$ 206,033	\$ 415,040	\$ 244,103
Investment Accounts	2,795,348	2,637,813	2,293,920	1,377,498	1,031,895
Tax, Grants and Accounts Receivable	361,137	255,124	257,813	260,666	383,196
<b>Total Current Assets</b>	<b>\$ 3,417,532</b>	<b>3,272,124</b>	<b>2,757,767</b>	<b>2,053,204</b>	<b>1,659,194</b>
<b>Noncurrent Assets:</b>					
Property, plant and equipment - net	1,385,957	1,501,079	1,627,282	1,994,243	1,776,182
IS equipment - net	31,847	13,933	26,218	28,831	36,216
Transportation vehicles - net	49,000	75,374	101,747	150,228	185,191
Prepays	29,854	34,360	57,914	69,686	65,295
<b>Total Noncurrent Assets</b>	<b>1,496,659</b>	<b>1,624,746</b>	<b>1,813,161</b>	<b>2,242,988</b>	<b>2,062,885</b>
Deferred Outflows of Resources	293,007	264,803	112,553		
<b>Total Assets</b>	<b>\$ 5,207,198</b>	<b>\$ 5,161,674</b>	<b>\$ 4,683,480</b>	<b>\$ 4,296,192</b>	<b>\$ 3,722,079</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Current Liabilities:</b>					
Accounts Payable	\$ 27,251	\$ 55,626	\$ 52,254	\$ 41,549	\$ 45,544
Construction Loan 2017	85,482	82,393	79,415	95,294	
Employment costs	105,367	100,585	102,912	128,773	147,980
Scholarships	2,679	4,127	12,873	10,878	9,770
Deferred Revenue	-	5,400	7,583	1,303	19,603
<b>Total Current Liabilities</b>	<b>220,779</b>	<b>248,131</b>	<b>255,037</b>	<b>277,796</b>	<b>222,898</b>

**Camarillo Health Care District**  
**Statements of Net Assets**  
**As of July 31, 2018**

	Jul 31, 2018	Jul 31, 2017	Jul 31, 2016	Jul 31, 2015	Jul 31, 2014
<b>Noncurrent Liabilities</b>					
Construction Loan to 2021	276,166	361,648	444,041	523,456	
Net Pension Liability GASB 68	1,203,554	821,635	959,515	0	
Accrued OPEB liability GASB 75	910,173	400,899	179,648	168,828	167,545
Deferred Inflows of Resources	176,716	450,825	250,690	-	
<b>Total Noncurrent Liabilities</b>	<b>2,566,608</b>	<b>2,035,007</b>	<b>1,833,894</b>	<b>692,284</b>	<b>167,545</b>
<b>Net Assets:</b>					
Unrestricted - prior	2,401,218	2,717,682	2,504,346	3,299,298	3,307,882
Unrestricted - current	18,592	160,853	90,204	26,814	23,755
<b>Total Net Assets</b>	<b>2,419,811</b>	<b>2,878,535</b>	<b>2,594,550</b>	<b>3,326,112</b>	<b>3,331,637</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 5,207,198</b>	<b>\$ 5,161,674</b>	<b>\$ 4,683,480</b>	<b>\$ 4,296,192</b>	<b>\$ 3,722,079</b>
<b>Quick Ratio</b> (Cash, Checking & Investment Accounts divided by Total Current Liabilities)	13.84	12.16	9.80	6.45	5.72
<b>Current Ratio</b> (Total Current Assets divided by Total Current Liabilities)	15.48	13.19	10.81	7.39	7.44

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

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

# Camarillo Health Care District

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

Sorted by Vendor

(Report period: July 1, 2018 to July 31, 2018)

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
66505	7/24/2018	ACHD	ACHD Accounting	7,725.00	V	Annual
66439	7/5/2018	AFLAC	Aflac	726.36	V	MO
66440	7/5/2018	ALLIANT	Alliant Insurance Services, Inc	5,173.91	V	Annual
66487	7/18/2018	ANACAPA	Anacapa Heating & Air, Inc	567.41	V	
66511	7/25/2018	ANACAPA	Anacapa Heating & Air, Inc	394.14	V	
66488	7/18/2018	ANDERSON B	Bradley Anderson	70.00	F	MO
66441	7/5/2018	ANDISITES	AndiSites, Inc	189.00	V	MO
66489	7/18/2018	ASR	ASR Construction, Inc	3,387.59	V	
66528	7/31/2018	AT&T	AT&T Mobility	7,671.20	V	MO + phones
66469	7/11/2018	B&BMAIL	B & B Mailing Services	1,795.90	V	Qtly
66490	7/18/2018	BANYAI	Danette Banyai	196.00	F	MO
66442	7/5/2018	BETA	Beta Healthcare Group	31,461.83	V	Annual
66512	7/25/2018	BETA WC	Beta Healthcare Group	2,253.00	V	MO
66470	7/11/2018	BOTW	Bankcard Center	2,677.53	V	MO
66513	7/25/2018	BROWN	Rodger Brown	100.00	B	
66471	7/11/2018	BUCKLEY	Elizabeth Buckley	400.00	F	MO
66443	7/5/2018	C3 INTEL	C3 Intelligence, Inc	132.00	V	
66472	7/11/2018	CMH	CMH Centers for Family Health	60.00	V	
66444	7/5/2018	CO OF VENTUR	Co of Ventura	0.00	voided	lost
66473	7/11/2018	COLITTI	Sydney Colitti	122.89	EE	
66445	7/5/2018	COMFORT	Comfort Keepers dba	80.00	V	
66506	7/24/2018	COMMANDER	Commander Printed Products	14,711.69	V	Qtly
66474	7/11/2018	CPI	CPI Solutions, Inc	1,158.18	V	
66507	7/24/2018	CPI	CPI Solutions, Inc	9,486.88	V	
66510	7/24/2018	CPI	CPI Solutions, Inc	21,825.22	V	
66491	7/18/2018	CRADDOCK	Blair Craddock	63.92	EE	
66492	7/18/2018	CRAWFORD L	Lorenzo Crawford	208.60	F	MO
66514	7/25/2018	DIAL	Dial Security	1,165.13	V	MO
66446	7/5/2018	DIGITAL	Digital Deployment, Inc	200.00	V	
66493	7/18/2018	DOCUMENT SYS	Document Systems (DBA)	854.18	V	Qtly
66447	7/5/2018	DOS CAMINOS	Dos Caminos Plaza	4,669.06	V	MO
66448	7/5/2018	DOSCAMSTORA	Dos Caminos Plaza, Inc	50.00	V	MO
66508	7/24/2018	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	6,400.57	V	
66494	7/18/2018	FREIE	Barbara Freie	504.00	F	MO
66475	7/11/2018	FRONTIER	Frontier Communications	126.98	V	MO
66476	7/11/2018	HARMALA	Michelle Harmala	400.00	F	
66449	7/5/2018	HARTFORD	Hartford Life	1,104.17	V	MO
66450	7/5/2018	HARVEY	Lynette Harvey	191.30	EE	
66451	7/5/2018	HOME REMEDIE	Home Remedies dba	0.00	voided	lost
66452	7/5/2018	HUEY	Erin Huey	360.00	F	
66453	7/5/2018	IBRC	IBRC, Inc	2,229.00	V	Annual
66515	7/25/2018	ITS	Integrated Telemanagement Services, Inc	818.41	V	MO
66495	7/18/2018	IVEY	Jane Ivey	163.80	F	



Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
66454	7/5/2018	JORDANO'S	Jordano's Food Service	1,542.90	V	
66516	7/25/2018	JORDANO'S	Jordano's Food Service	178.78	V	
66455	7/5/2018	JTS	JTS Facility Services	1,950.00	V	MO
66477	7/11/2018	KAVALSKY	Neal Kavalsky	200.00	V	MO
66496	7/18/2018	LEAF	Leaf	2,025.32	V	MO
66517	7/25/2018	LOH	Christopher Loh, MD	200.00	B	
66456	7/5/2018	MASTERPAGES	Carrie Dittmar	60.00	V	
66457	7/5/2018	MEDITECH	Meditech Health Services	445.00	V	
66478	7/11/2018	MEDITECH	Meditech Health Services	560.00	V	
66497	7/18/2018	MEDITECH	Meditech Health Services	495.00	V	
66518	7/25/2018	MEDITECH	Meditech Health Services	495.00	V	
66458	7/5/2018	METLIFE	MetLife Small Business	834.86	V	
66459	7/5/2018	MJL	MJL & Associates	300.00	V	Qtly
66479	7/11/2018	MORAN	Carmen Moran	358.61	EE	
66460	7/5/2018	MUSTANG	Mustang Marketing dba	6,250.00	V	
66519	7/25/2018	MUSTANG	Mustang Marketing dba	1,800.00	V	MO
66461	7/5/2018	PARTNERS	Partners in Care Foundation, Inc	2,400.00	V	Qtly
66498	7/18/2018	PERRY	Lois Perry	678.00	ADC Refund	
66520	7/25/2018	PETTY	Petty Cash - Administrat	283.81		
66462	7/5/2018	PITNEYBOWES	Pitney Bowes	196.27	V	Qtly
66480	7/11/2018	PRUITT	Phil Pruitt	150.00	V	Annual
66499	7/18/2018	ROGERS	Rogers & Partners, Inc	392.00	F	
66463	7/5/2018	SAFEWAY	Safeway Inc	373.20	V	
66500	7/18/2018	SAFEWAY	Safeway Inc	100.94	V	
66521	7/25/2018	SAFEWAY	Safeway Inc	145.07	V	
66481	7/11/2018	SIEG	R.J. Sieg	716.68	V	
66501	7/18/2018	SIEG	R.J. Sieg	388.00	V	
66482	7/11/2018	SO CA GAS	Southern California Gas	310.86	V	MO
66502	7/18/2018	STAFF	Staff Assistance, Inc	1,130.00	V	
66522	7/25/2018	STAPLES	Staples Business Advantage	3,668.46	V	
66464	7/5/2018	TATANGELO	Sue Tatangelo	91.15	EE	
66483	7/11/2018	TNT	TNT Automotive	467.88	V	
66523	7/25/2018	TNT	TNT Automotive	1,814.48	V	
66465	7/5/2018	TRI COUNTY	Tri County Office Furniture, Inc	3,210.24	V	
66509	7/24/2018	TRI COUNTY	Tri County Office Furniture, Inc	12,043.90	V	
66524	7/25/2018	TROPICAL	Tropical Car Wash	260.00	V	MO
66484	7/11/2018	UMPQUA	Umpqua Bank	8,694.33	V	MO
66525	7/25/2018	VALIC	VALIC	1,140.86	V	MO
66485	7/11/2018	VC STAR	Ventura County Star	460.29	V	Annual
66503	7/18/2018	VCAAA	VC Area Agency on Aging	13.50	V	Qtly
66526	7/25/2018	VCSDA	V C S D A	150.00	V	Annual
66466	7/5/2018	VISION	Vision Services Plan	176.50	V	MO
66527	7/25/2018	VOYAGER	Voyager Fleet Systems Inc	1,985.74	V	MO
66504	7/18/2018	WATERS	Kathy Waters	59.00	Class refund	
66467	7/5/2018	WIGGINS	Mary Wiggins	63.76	EE	
66486	7/11/2018	YOUNG	Jennifer Young	106.33	EE	
66468	7/5/2018	ZEPEDA	Monica Zepeda	104.09	EE	

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

Cash account Total 191,345.66

## Check Register Monthly Comparison

### FY 2018/19

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$191,346												\$191,346
<b>YTD Total</b>											<b>\$191,346</b>	

Notes FY 18/19:

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

### FY 2017/18

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

Notes FY 17/18:

July '17 Annual insurances paid

Sept '17 ADC Construction Loan Pmt \$99K

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

Jun '18 \$500K CERBT payment

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

**SECTION 6-B**

**ACTION ITEMS**

**SECTION 6-B  
FINANCIAL REPORT FOR PERIOD ENDING  
AUGUST 31, 2018.**

**SEPTEMBER 18, 2018**

**Camarillo Health Care District**  
**Statements of Activities**  
**Comparison to Budget for the**  
**Two Months Ending August 31, 2018**  
*Preliminary*

	Audited Actual 15 - 16	Audited Actual 16 - 17	Pre-Audit Actual 17 - 18	Current Year- to-Date	Budget to- date	Annual Budget 2018- 19	Y-T-D vs Annual Budget
<b>REVENUES</b>							
Tax revenue	\$ 2,375,896	\$ 2,490,350	\$ 2,636,217	\$ 447,992	\$ 447,992	\$ 2,687,954	16.67%
Program and facilities revenue	398,419	359,482	364,026	61,540	68,977	413,862	14.87%
Grants and agency funding	238,124	329,844	531,380	66,218	55,635	320,777	20.64%
Community Support and sponsorship	14,286	13,173	10,148	558	1,950	11,700	4.77%
Investment and interest income	155,200	161,872	178,157	20	40	177,000	0.01%
Other income	102,619	30,867	214,675	4,135	1,960	11,758	35.17%
<b>Total Revenues</b>	<b>\$ 3,284,543</b>	<b>\$ 3,385,589</b>	<b>\$ 3,934,603</b>	<b>\$ 580,462</b>	<b>\$ 576,553</b>	<b>3,623,051</b>	<b>16.02%</b>
<b>EXPENSES</b>							
<b>Personnel cost</b>							
Wages and salaries	1,347,709	1,392,944	1,458,930	212,788	281,174	1,687,042	12.61%
Payroll taxes	110,164	111,521	116,185	20,297	21,510	129,059	15.73%
Benefits	189,450	371,003	312,374	52,810	68,702	412,210	12.81%
OPEB	233,378	233,005	30,598	5,673	20,996	125,979	4.50%
Retirement UAL	29,064	38,046	50,594	70,585	52,456	52,456	134.56%
<b>Total personnel cost</b>	<b>1,909,765</b>	<b>2,146,518</b>	<b>1,968,681</b>	<b>362,153</b>	<b>444,838</b>	<b>2,406,746</b>	<b>15.05%</b>
<b>Other expenses</b>							
Contractors and professional fees	300,824	395,721	420,407	34,696	56,426	366,434	9.47%
Facilities and related	238,656	230,961	256,617	51,756	39,108	228,556	22.64%
Depreciation	175,355	164,193	156,337	24,279	24,106	144,637	16.79%
Program related expense	80,067	71,985	81,180	14,484	14,086	74,918	19.33%
Advertising and promotion	77,736	83,139	98,188	18,317	26,099	117,300	15.62%
Supplies and office expense	68,046	71,473	83,965	13,524	19,885	83,860	16.13%
Board and staff	61,358	76,237	68,808	4,331	15,824	94,944	4.56%
Community partnerships	2,500	2,200	1,000	-	-	2,500	0.00%

**Camarillo Health Care District  
Statements of Activities  
Comparison to Budget for the  
Two Months Ending August 31, 2018  
*Preliminary***

	Audited Actual 15 - 16	Audited Actual 16 - 17	Pre-Audit Actual 17 - 18	Current Year- to-Date	Budget to- date	Annual Budget 2018-	Y-T-D vs Annual Budget
Combined other expenses	30,007	22,506	28,469	6,346	5,686	22,115	28.70%
<b>Total other expenses</b>	1,034,549	1,118,416	1,194,972	167,732	201,220	1,135,264	14.77%
<b>Operations Net</b>	340,229	120,655	770,949	50,578	(69,504)	81,041	62.41%
<b>Adjustments</b>							
<b>Total expenses</b>	2,944,314	3,264,934	3,163,653	529,885	646,057	3,542,010	14.96%
<b>Net position after adjustments</b>	\$ 340,229	\$ 120,655	\$ 770,949	\$ 50,578	\$ (69,504)	\$ 81,042	62.41%



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

<b>ASSETS</b>	<b>Aug 31, 2018</b>	<b>Aug 31, 2017</b>
<b>Current Assets:</b>		
Cash and Checking Accounts	\$ 353,720	\$ 206,645
Investment Accounts	2,497,224	2,640,391
Tax, Grants and Accounts Receivable	593,718	462,629
<b>Total Current Assets</b>	<b>3,444,662</b>	<b>3,309,664</b>
<b>Noncurrent Assets:</b>		
Property, plant and equipment - net	1,380,325	1,491,015
IS equipment - net	31,213	13,292
Transportation vehicles - net	46,802	73,176
Prepays	29,738	35,186
<b>Total Noncurrent Assets</b>	<b>1,488,079</b>	<b>1,612,668</b>
Deferred Outflows of Resources	293,007	264,803
<b>Total Assets</b>	<b>\$ 5,225,748</b>	<b>\$ 5,187,137</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$ 13,566	\$ 28,842
Construction Loan 2017	85,482	82,393
Employment costs	105,617	101,016
Scholarships	2,679	3,471
Deferred Revenue	-	4,900
<b>Total Current Liabilities</b>	<b>207,343</b>	<b>220,622</b>
<b>Noncurrent Liabilities</b>		
Construction Loan to 2021	276,166	361,648
Net Pension Liability GASB 68	1,203,554	821,635
Accrued OPEB liability GASB 75	910,173	417,716
Deferred Inflows of Resources	176,716	450,825
<b>Total Noncurrent Liabilities</b>	<b>2,566,608</b>	<b>2,051,824</b>
<b>Net Assets:</b>		
Unrestricted - prior	2,401,218	2,717,682
Unrestricted - current	50,578	197,009
<b>Total Net Assets</b>	<b>2,451,796</b>	<b>2,914,690</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 5,225,748</b>	<b>\$ 5,187,137</b>

**Quick Ratio**

Cash, Checking, Investment	
2,850,944	13.75

**Current Ratio**

Current Assets	
3,444,662	16.61

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

<b>ASSETS</b>	<i>Preliminary</i> <b>Aug 31, 2018</b>	<b>Aug 31, 2017</b>	<b>Aug 31, 2016</b>	<b>Aug 31, 2015</b>	<b>Aug 31, 2014</b>
<b>Current Assets:</b>					
Cash and Checking Accounts	\$ 353,720	\$ 206,645	\$ 239,202	\$ 299,349	\$ 108,870
Investment Accounts	2,497,224	2,640,391	2,098,795	1,379,618	1,033,555
Tax, Grants and Accounts Receivable	593,718	462,629	478,769	416,364	564,336
<b>Total Current Assets</b>	<b>\$ 3,444,662</b>	<b>3,309,664</b>	<b>2,816,766</b>	<b>2,095,331</b>	<b>1,706,760</b>
<b>Noncurrent Assets:</b>					
Property, plant and equipment - net	1,380,325	1,491,015	1,616,724	1,985,157	1,951,726
IS equipment - net	31,213	13,292	25,291	27,963	35,306
Transportation vehicles - net	46,802	73,176	99,549	117,632	182,278
Prepays	29,738	35,186	59,141	66,100	63,230
<b>Total Noncurrent Assets</b>	<b>1,488,079</b>	<b>1,612,669</b>	<b>1,800,706</b>	<b>2,196,852</b>	<b>2,232,540</b>
Deferred Outflows of Resources	293,007	264,803	112,553		
<b>Total Assets</b>	<b>\$ 5,225,748</b>	<b>\$ 5,187,137</b>	<b>\$ 4,730,025</b>	<b>\$ 4,292,183</b>	<b>\$ 3,939,301</b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Current Liabilities:</b>					
Accounts Payable	\$ 13,566	\$ 28,842	\$ 33,765	\$ 29,386	\$ 234,268
Construction Loan 2017	85,482	82,393	79,415	97,169	
Employment costs	105,617	101,016	103,834	135,810	153,507
Scholarships	2,679	3,471	11,966	14,282	9,674
Deferred Revenue	-	4,900	7,583	1,303	13,770
<b>Total Current Liabilities</b>	<b>207,343</b>	<b>220,622</b>	<b>236,563</b>	<b>277,949</b>	<b>411,220</b>



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

	Aug 31, 2018	Aug 31, 2017	Aug 31, 2016	Aug 31, 2015	Aug 31, 2014
<b>Noncurrent Liabilities</b>					
Construction Loan to 2021	276,166	361,648	444,041	523,456	
Net Pension Liability GASB 68	1,203,554	821,635	959,515	0	
Accrued OPEB liability GASB 75	910,173	417,716	193,832	190,013	179,712
Deferred Inflows of Resources	176,716	450,825	250,690	-	
<b>Total Noncurrent Liabilities</b>	<u>2,566,608</u>	<u>2,051,824</u>	<u>1,848,078</u>	<u>713,469</u>	<u>179,712</u>
<b>Net Assets:</b>					
Unrestricted - prior	2,401,218	2,717,682	2,504,346	3,299,298	3,307,882
Unrestricted - current	50,578	197,009	141,039	1,466	40,488
<b>Total Net Assets</b>	<u>2,451,796</u>	<u>2,914,690</u>	<u>2,645,385</u>	<u>3,300,764</u>	<u>3,348,370</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 5,225,748</u>	<u>\$ 5,187,137</u>	<u>\$ 4,730,025</u>	<u>\$ 4,292,183</u>	<u>\$ 3,939,301</u>
<b>Quick Ratio</b> (Cash, Checking & Investment Accounts divided by Total Current Liabilities)	13.75	12.90	9.88	6.04	2.78
<b>Current Ratio</b> (Total Current Assets divided by Total Current Liabilities)	16.61	15.00	11.91	7.54	4.15

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

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

# Camarillo Health Care District

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

Sorted by Vendor  
August 2018 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
66529	8/2/2018	AFLAC	Aflac	726.36	V	MO (Jul)
66602	8/29/2018	AFLAC	Aflac	1,089.54	V	MO (Aug)
66603	8/29/2018	ANACAPA	Anacapa Heating & Air, Inc	487.62	V	
66571	8/15/2018	ANDISITES	AndiSites, Inc	189.00	V	MO
66530	8/2/2018	BANYAI	Danette Banyai	738.50	F	
66591	8/23/2018	BARRY RIDGE	Barry Ridge Graphic Design	188.06	V	
66572	8/15/2018	BETA	Beta Healthcare Group	2,089.83	V	MO
66592	8/23/2018	BETA WC	Beta Healthcare Group	2,253.00	V	MO
66573	8/15/2018	BOTW	Bankcard Center	1,144.64	V	FINAL STMT
66574	8/15/2018	BROWN	Rodger Brown	200.00	B	
66531	8/2/2018	C3 INTEL	C3 Intelligence, Inc	300.00	V	
66532	8/2/2018	CHEY	Caroline Chey	84.00	F	
66604	8/29/2018	CLOONAN	Tom Cloonan	20.00		Refund-unable to attend
66554	8/8/2018	CMH	CMH Centers for Family Health	60.00	V	
66555	8/8/2018	COLITTI	Sydney Colitti	153.74	EE	
66590	8/21/2018	COLITTI	Sydney Colitti	92.76	EE	
66533	8/2/2018	COMMANDER	Commander Printed Products	1,382.92	V	
66593	8/23/2018	CPI	CPI Solutions, Inc	4,685.25	V	MO
66556	8/8/2018	CRADDOCK	Blair Craddock	63.44	EE	
66534	8/2/2018	CRAWFORD L	Lorenzo Crawford	114.80	F	
66605	8/29/2018	CRESSMAN	Joan Cressman	20.00		Refund-pd twice
66557	8/8/2018	CSDA	CSDA Financial Serv	1,098.25	V	
66606	8/29/2018	DIAL	Dial Security	1,560.00	V	MO
66535	8/2/2018	DIGITAL	Digital Deployment, Inc	200.00	V	
66536	8/2/2018	DORIA	Thomas Doria, MD	200.00	B	
66537	8/2/2018	DOS CAMINOS	Dos Caminos Plaza	4,619.06	V	MO
66575	8/15/2018	DOSCAMSTORA	Dos Caminos Plaza, Inc	50.00	V	MO
66538	8/2/2018	DRAPERY	Drapery Affair	287.26	V	Dep
66576	8/15/2018	DRAPERY	Drapery Affair	287.25	V	Balance
66607	8/29/2018	DURBIANO	Durbiano Fire Equipment, Inc	450.00	V	ANNUAL
66558	8/8/2018	ECOLAB	Ecolab	420.81	V	
66594	8/23/2018	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	342.00	V	
66559	8/8/2018	FRONTIER	Frontier Communications	128.98	V	MO
66539	8/2/2018	GODINEZ	Jose Godinez	318.50	F	
66577	8/15/2018	GOLDEN	Golden State Storage	4,284.00	V	ANNUAL
66560	8/8/2018	GUERRERO	Rubi Guerrero	52.32	EE	
66540	8/2/2018	HARTFORD	Hartford Life	1,071.68	V	MO

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
66561	8/8/2018	HARVEY	Lynette Harvey	70.85	EE	
66578	8/15/2018	HESS	Sandra Hess	14.00	Refund-pd	twice
66562	8/8/2018	HOME REMEDIE	Home Remedies dba	600.00	V	
66595	8/23/2018	HOULE	Karen Houle	90.00	Refund-unable	to attend
66541	8/2/2018	HUFF	Susan Huff	50.00	F	
66542	8/2/2018	IVEY	Jane Ivey	94.50	F	
66579	8/15/2018	JTS	JTS Facility Services	1,990.00	V	MO
66608	8/29/2018	KAVALSKY	Neal Kavalsky	100.00	V	MO
66580	8/15/2018	LAFCO	LAFCO	2,167.00	V	ANNUAL
66581	8/15/2018	LEAF	Leaf	2,025.32	V	MO
66609	8/29/2018	MASTERPAGES	Carrie Dittmar	40.00	V	
66543	8/2/2018	MEDITECH	Meditech Health Services	863.50	V	
66563	8/8/2018	MEDITECH	Meditech Health Services	858.00	V	
66582	8/15/2018	MEDITECH	Meditech Health Services	885.50	V	
66596	8/23/2018	MEDITECH	Meditech Health Services	742.50	V	
66544	8/2/2018	METLIFE	MetLife Small Business	834.86	V	MO
66545	8/2/2018	MEYERS	Meyers Nave	2,168.25	V	
66610	8/29/2018	MEYERS	Meyers Nave	1,073.10	V	
66546	8/2/2018	MJL	MJL & Associates	275.00	V	QTLY
66564	8/8/2018	MORAN	Carmen Moran	273.04	EE	
66583	8/15/2018	MOVING SR	Moving Seniors Forward	300.00	V	
66597	8/23/2018	MUSTANG	Mustang Marketing dba	1,800.00	V	MO
66611	8/29/2018	MUSTANG	Mustang Marketing dba	1,250.00	V	
66598	8/23/2018	PETTY	Petty Cash - Administrat	260.30		
66547	8/2/2018	ROGERS	Rogers & Partners, Inc	63.00	F	
66565	8/8/2018	SAFEWAY	Safeway Inc	138.67	V	
66599	8/23/2018	SAFEWAY	Safeway Inc	196.33	V	
66584	8/15/2018	SIEG	R.J. Sieg	135.00	V	
66548	8/2/2018	SO CA EDISON	Southern California Edison	3,129.68	V	MO (Jul)
66612	8/29/2018	SO CA EDISON	Southern California Edison	3,267.94	V	MO (Aug)
66585	8/15/2018	SO CA GAS	Southern California Gas	212.98	V	MO
66549	8/2/2018	TNT	TNT Automotive	371.59	V	
66586	8/15/2018	TNT	TNT Automotive	89.00	V	
66600	8/23/2018	TNT	TNT Automotive	89.00	V	
66613	8/29/2018	TNT	TNT Automotive	89.00	V	
66550	8/2/2018	TORRENCE	Denise Torrence	45.00	Refund-class	canceled
66566	8/8/2018	TRASK	Sherri Trask	10.00	Refund-class	canceled
66589	8/16/2018	TRI COUNTY	Tri County Office Furniture, Inc	3,675.22	V	
66551	8/2/2018	TROPHIES	Trophies, Etc.	21.45	V	
66587	8/15/2018	TROPHIES	Trophies, Etc.	10.73	V	
66614	8/29/2018	TROPICAL	Tropical Car Wash	260.00	V	MO
66615	8/29/2018	TURNER	Steve Turner	159.00	Refund-ADC	
66588	8/15/2018	UMPQUA	Umpqua Bank	2,473.43	V	MO
66616	8/29/2018	VALIC	VALIC	1,140.87	V	MO

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
66617	8/29/2018	VCAAA	VC Area Agency on Aging	13.50	V	
66552	8/2/2018	VCSDA	V C S D A	30.00	V	
66567	8/8/2018	VILLASENOR	Veronica Villasenor	77.39	EE	
66553	8/2/2018	VISION	Vision Services Plan	176.50	V	MO
66601	8/23/2018	VOYAGER	Voyager Fleet Systems Inc	1,102.54	V	MO
66568	8/8/2018	WIGGINS	Mary Wiggins	62.67	EE	
66569	8/8/2018	YOUNG	Jennifer Young	106.33	EE	
66570	8/8/2018	ZEPEDA	Monica Zepeda	110.64	EE	
Cash account Total				67,536.75		
Report Total				67,536.75		

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

## Check Register Monthly Comparison

### FY 2018/19

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$191,346	\$67,537											\$129,441
<b>YTD Total</b>											<b>\$258,882</b>	

Notes FY 18/19:

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

### FY 2017/18

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

Notes FY 17/18:

July '17 Annual insurances paid

Sept '17 ADC Construction Loan Pmt \$99K

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

Jun '18 \$500K CERBT payment

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



**SECTION 7-A**

**CONSENT AGENDA**

**APPROVAL OF MINUTES OF  
THE REGULAR BOARD MEETING OF JULY 24, 2018**

**SECTION 7-A**

**SEPTEMBER 18, 2018**

**MINUTES**

**July 24, 2018**

**Regular Meeting of the Board of Directors**

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

**Board of Directors - Present**

Rodger Brown, MBA, Board President  
Christopher Loh, MD, Vice President  
Tom Doria, MD, Director

**Staff - Present**

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

**Participants - Present**

Rick Wood, CSDA Financial Services

- 
1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, July 24, 2018, at 12:05 p.m., by Rodger Brown, President.
  2. **Pledge of Allegiance** – Director Doria
  3. **Amendments to The Agenda** – None
  4. **Public Comment** – None
  5. **Presentations** – None
  6. **Discussion/Action Item** -

CEO Ralston and Rick Wood presented the District’s Disbursements and Financial Report for the period ending June 30, 2018.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending June 30, 2018.

**Vote to Approve District Disbursements and Financial Report for Period Ending June 30, 2018**

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



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

**Vote to Approve Consent Calendar as Presented**

<b>Director Brown</b>	<b>Aye</b>
<b>Director Loh</b>	<b>Aye</b>
<b>Director Loft</b>	<b>Absent</b>
<b>Director Hiepler</b>	<b>Absent</b>
<b>Director Doria</b>	<b>Aye</b>

8. **Discussion/Action Items**

- A. Cindy Fanning of Fanning & Karrh, presented the Financial Audit Report for the period ending June 30, 2017.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Financial Audit Report for the period ending June 30, 2017.

**Vote to Approve Financial Audit Report for the period ending June 30, 2017.**

<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Absent</b>
<b>Director Hiepler:</b>	<b>Absent</b>
<b>Director Doria:</b>	<b>Aye</b>

- B. Consideration and approval of Resolution 18-06, amending the District's Conflict of Interest Code. The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes, instructing public officials, governmental employees, and consultants what financial interests must be disclosed on Form 700, thus providing appropriate transparency as required under the Political Reform Act. The District's Conflict of Interest Code was amended to include positions held by consultants.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED**, to approve Resolution 18-06, amending the District's Conflict of Interest Code to include positions held by consultants.

**Vote to Approve Resolution 18-05- Amending Conflict of Interest Code.**

<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Absent</b>
<b>Director Hiepler:</b>	<b>Absent</b>
<b>Director Doria:</b>	<b>Aye</b>

- C. Discussion, consideration, and approval of the District’s response to the 2017/2018 Ventura County Grand Jury Report, “Independent Special Districts”.

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED** to approve the District’s response to the 2017/2018 Grand Jury Report, “Independent Special Districts”.

**Vote to Approve the Districts Response to the 2017/2018 Grand Jury Report.**

<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Absent</b>
<b>Director Hiepler:</b>	<b>Absent</b>
<b>Director Doria:</b>	<b>Aye</b>

- D. Discussion and consideration for approval of the Revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5.

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

**Vote to Approve the Districts Revised Pay Schedule**

<b>Director Brown:</b>	<b>Aye</b>
<b>Director Loh:</b>	<b>Aye</b>
<b>Director Loft:</b>	<b>Absent</b>
<b>Director Hiepler:</b>	<b>Absent</b>
<b>Director Doria:</b>	<b>Aye</b>

9. **CEO Report** – CEO Ralston discussed the August 5<sup>th</sup> dedication of the Medical Equipment Supply Project at the United Methodist Church. The Medical Supply Project an offspring of the Medical Equipment Supply Room will be dedicated in honor of Craige LeBreton the original founder of the project and former Chief Financial Officer of the District.

10. **Board President’s Report** – None

11. Having no further business, this meeting is adjourned at 1:33 p.m.

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Richard Loft  
Clerk of the Board

**SECTION 7-B**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE  
MEETING OF SEPTEMBER 11, 2018**

**SECTION 7-B**

**SEPTEMBER 18, 2018**

**MINUTES**

**Sept 11, 2018**

**Executive/Agenda Building Committee Meeting**  
Camarillo Health Care District Board of Directors  
3639 E Las Posas Road, Suite 124, Camarillo, CA 93010

**Board Members Present:**

Rod Brown, MBA, President

**Staff Present:**

Kara Ralston, Chief Executive Officer

Karen Valentine, Clerk to the Board

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1. **Call to Order** – The Executive Committee Meeting was called to order by Board President, Rod Brown, at 12:02 p.m.
2. **Public Comment** – No Public Comment
3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, July 24, 2018.
4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, September 18, 2018.
5. Reviewed District Disbursements for period ending August 30, 2018.
6. Reviewed the following Action Items:  
  
    **8A** – Review the annual Disclosure of Reimbursement Report for fiscal year ending June 30, 2018, CA Government Code 53065.5, and District Policy 1120.  
  
    **8B** – Reviewed the Proposed 2019 Board Meeting Calendar.
7. Next Executive Committee Meeting is scheduled for October 16, 2018.
8. Meeting adjourned at 1:02 p.m.

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Rod Brown  
President

**SECTION 7-C**

**CONSENT AGENDA**

**APPROVAL OF THE MINUTES OF THE FINANCE/INVESTMENT COMMITTEE  
MEETING OF JULY 31, 2018**

**SECTION 7-C**

**SEPTEMBER 18, 2018**

**MINUTES****July 31, 2018****Finance/Investment Committee Meeting**

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

**Board of Directors**

Mark Hiepler, Esq, Director  
Tom Doria, MD, Director

**Staff**

Kara Ralston, Chief Executive Officer  
Renee Murphy, Accounting Manager  
Karen Valentine, Clerk to the Board

- 
1. **Call to Order** – The Finance/Investment Committee Meeting was called to order by Director Mark Hiepler, at 8:5 a.m.
  2. No public comment.
  3. Committee reviewed Investment Results and Tax Revenue for the quarter ending June 30, 2018.
  4. The Committee reviewed the financial results by Department for the period ending June 30, 2018.
  5. CEO Ralston discussed District Disbursements and the Check Register Monthly Comparison for the quarter ending June 30, 2018.
  6. The Committee reviewed and approved the retention agreement with Fanning & Karrh for the Financial Audit, fiscal year ending June 30, 2018. Three-year contract with Fanning & Karrh was approved by the Board at the February 27, 2018 Board of Directors Meeting.
  7. CEO Ralston presented a quarterly review of legal fees.
  8. The next Finance/Investment Committee Meeting is scheduled for October 23, 2018 at 11:00 a.m.
  9. The Meeting adjourned at 9:43 a.m.

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Mark Hiepler  
Director

**SECTION 8**

**ACTION ITEMS**

**SECTION 8-A  
REVIEW/ DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION, AND  
APPROVAL OF THE ANNUAL DISCLOSURE OF REIMBURSEMENT REPORT  
FOR FISCAL YEAR ENDING JUNE 30, 2018,  
CA GOVERNMENT CODE 53065.5, AND DISTRICT POLICY 1120.**

**SEPTEMBER 18, 2018**

**Annual Disclosure of Reimbursement Report for  
Employees and Directors  
Fiscal Year 2017/2018**

<b>Employee/Director</b>	<b>Date</b>	<b>Amount</b>	<b>Reimbursement</b>
A. Carrera	07/01/2017	\$118.24	Monthly Mileage
A. Carrera	09/27/2017	\$124.65	Monthly Mileage
S. Colitti	02/18/2018	\$100.72	Monthly Mileage
S. Colitti	03/31/2018	\$120.50	Monthly Mileage
S. Colitti	04/30/2018	\$133.03	Monthly Mileage
S. Colitti	06/30/2018	\$122.89	Monthly Mileage
B. Craddock	08/31/2017	\$159.97	Monthly Mileage
B. Craddock	10/31/2017	\$102.19	Monthly Mileage
B. Craddock	11/30/2017	\$106.47	Monthly Mileage
B. Craddock	01/31/2018	\$126.33	Monthly Mileage
B. Craddock	02/28/2018	\$100.93	Monthly Mileage
L. Harvey	10/31/2017	\$140.70	Monthly Mileage
L. Harvey	02/02/2018	\$104.64	Monthly Mileage
L. Harvey	03/29/2018	\$301.61	Hotel Room ASA Conference, San Francisco *
L. Harvey	03/31/2018	\$124.12	Monthly Mileage
L. Harvey	04/30/2018	\$116.63	Monthly Mileage
L. Harvey	05/31/2018	\$191.30	Monthly Mileage
L. Harvey	06/30/2018	\$102.46	Monthly Mileage
L. Jones	07/31/2017	\$118.72	Monthly Mileage
L. Jones	09/01/2017	\$144.16	Monthly Mileage
L. Jones	11/30/2017	\$107.06	Monthly Mileage
L. Jones	01/31/2018	\$137.34	Monthly Mileage



L. Jones	02/28/2018	\$107.91	Monthly Mileage
L. Jones	03/31/2018	\$153.15	Monthly Mileage
C. Moran	07/31/2017	\$168.53	Monthly Mileage
C. Moran	08/31/2017	\$212.93	Monthly Mileage
C. Moran	09/01/2017	\$175.48	Monthly Mileage
C. Moran	10/31/2017	\$218.82	Monthly Mileage
C. Moran	11/30/2017	\$212.93	Monthly Mileage
C. Moran	12/31/2017	\$203.84	Monthly Mileage
C. Moran	01/31/2018	\$309.02	Monthly Mileage
C. Moran	02/28/2018	\$303.02	Monthly Mileage
C. Moran	03/30/2018	\$410.93	Monthly Mileage
C. Moran	04/30/2018	\$256.69	Monthly Mileage
C. Moran	05/31/2018	\$229.99	Monthly Mileage
C. Moran	06/30/2018	\$358.61	Monthly Mileage
M. Zepeda	09/30/2017	\$187.78	Monthly Mileage
M. Zepeda	10/31/2017	\$442.98	Monthly Mileage
M. Zepeda	11/30/2017	\$147.66	Monthly Mileage
M. Zepeda	12/31/2017	\$124.65	Monthly Mileage
M. Zepeda	01/31/2018	\$116.63	Monthly Mileage
M. Zepeda	03/31/2018	\$115.54	Monthly Mileage
M. Zepeda	04/30/2018	\$212.55	Monthly Mileage
M. Zepeda	05/30/2018	\$149.87	Monthly Mileage
M. Zepeda	06/30/2018	\$104.09	Monthly Mileage

\*Hotel charged personal credit card instead of District card.



**SECTION 8**

**ACTION ITEMS**

**SECTION 8-B  
REVIEW/ DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION AND  
RECOMMENDATION FOR APPROVAL OF THE 2019 PROPOSED  
BOARD MEETING CALENDAR.**

**SEPTEMBER 18, 2018**

## **2019 Proposed Board Meeting Calendar**

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

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

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

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

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

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

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

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

August – Dark

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

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

November - Dark

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

## 2019 Proposed Board Meeting Calendar

Board Meetings	Executive Committee Meetings
January 22, 2019 – 12:00 p.m.	January 15, 2019 – 12:00 p.m.
February 26, 2019 – 12:00 p.m.	February 19, 2019 – 12:00 p.m.
March 26, 2019 – 12:00 p.m.	March 19, 2019 – 12:00 p.m.
April 23, 2019 – 12:00 p.m.	April 16, 2019 – 12:00 p.m.
May 28, 2019 – 12:00 p.m.	May 14, 2019 – 12:00 p.m. (Early - CSDA Legislative Days)
June 11, 2019 – 12:00 p.m. Budget Presentation	June 4, 2019 – 12:00 p.m.
June 25, 2019 – 12:00 p.m. - 2 <sup>nd</sup> Reading (If Needed)	June 18, 2019 – 12:00 p.m. (If Needed)
July 23, 2019 – 12:00 p.m.	July 16, 2019 – 12:00 p.m.
August 2019 – Dark	August 2019 – Dark
September 24, 2019 – 12:00 p.m.	September 17, 2019 – 12:00 p.m.
October 22, 2019 – 12:00 p.m.	October 15, 2019 - 12:00 p.m.
November Dark	December 3, 2019 – 12:00 p.m.
December 10, 2019 – 8:30 a.m. – 12:00 p.m. (Board Work Study) <a href="#">Moved to 12/10/19 due to Thanksgiving Holiday Weekend (11/28 – 12/01/19)</a>	
Special Events	Finance/Investment Committee Meetings
April 8, 2019 – ACHD Legislative Day - Sacramento	January 22, 2019 – 11:00 a.m.
May 21-22, 2019 – CSDA Legislative Day - Sacramento	April 23, 2019 – 11:00 a.m.
Sept 25-27, 2019 – CSDA Annual Conference - Anaheim	July 23, 2019 – 11:00 a.m.
October 9-11, 2019 – ACHD Annual Conference – La Jolla	October 22, 2019 – 11:00 a.m.

# 2019 Calendar

## JANUARY

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

## FEBRUARY

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

## MARCH

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

## APRIL

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

## MAY

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

## JUNE

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

## JULY

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

## AUGUST

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

## SEPTEMBER

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

## OCTOBER

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

## NOVEMBER

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

## DECEMBER

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

Board Meeting

Executive Committee

Board Packet Day

District Holidays

Association Events

**SECTION 8**

**ACTION ITEMS**

**SECTION 8-C  
REVIEW/ DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION AND  
RECOMMENDATION FOR APPROVAL OF THE REVISED PAY SCHEDULE,  
ATTACHMENT B, DETERMING THE AMOUNT OF COMPENSATION  
EARNABLE PURSUANT TO CA CODE OF REGULATIONS  
(CCR) TITLE 2, SECTION 570.5**

**SEPTEMBER 18, 2018**

**Camarillo Health Care District**  
**Pay Schedule -effective September 18, 2018**

<b>Classification</b>	<b>Time Base</b>	<b>Minimum</b>	<b>Maximum</b>
<b><i>Officers</i></b>			
Chief Executive Officer	Annual	\$ 151,840.00	\$ 224,952.00
Chief Resource Officer	Annual	\$ 74,880.00	\$ 128,419.00
Chief Administrative Officer	Annual	\$ 74,880.00	\$ 128,419.00
Clinical Services Officer	Annual	\$ 74,880.00	\$ 128,419.00
<b><i>Directors</i></b>			
Program & Operations Director	Annual	\$ 70,000.00	\$ 126,105.00
Clinical Services Director	Annual	\$ 70,000.00	\$ 126,105.00
Care Services Director	Annual	\$ 70,000.00	\$ 126,105.00
Adult Day Center Director	Annual	\$ 52,000.00	\$ 72,072.00
Wellness & Caregiver Center Director	Annual	\$ 52,000.00	\$ 72,072.00
<b><i>Managers</i></b>			
Accounting Manager	Hourly	\$ 18.00	\$ 31.50
Adult Day Center Manager	Annual	\$ 43,680.00	\$ 63,336.00
Care Transitions Manager	Annual	\$ 43,680.00	\$ 63,336.00
Community Affairs Manager	Hourly	\$ 18.00	\$ 31.50
Community Education Manager	Hourly	\$ 18.00	\$ 31.50
Community Outreach Manager	Hourly	\$ 18.00	\$ 31.50
Community Services Manager	Annual	\$ 39,520.00	\$ 65,520.00
Health Promotion Manager	Annual	\$ 39,520.00	\$ 65,520.00
Senior Support Manager	Annual	\$ 39,520.00	\$ 61,152.00
Wellness & Caregiver Center Manager	Annual	\$ 43,680.00	\$ 63,336.00
<b><i>Coordinators</i></b>			
Adult Day Center Coordinator	Hourly	\$ 17.00	\$ 26.25
*Care Coordinator	Hourly	\$ 17.50	\$ 30.00
Facilities Coordinator	Hourly	\$ 17.00	\$ 26.25
*Health Promotion Coordinator	Hourly	\$ 17.50	\$ 30.00
Senior Nutrition Coordinator	Hourly	\$ 17.00	\$ 26.25
Transportation Coordinator	Hourly	\$ 17.00	\$ 26.25
<b><i>Assistants &amp; all other positions</i></b>			
Accounting Assistant	Hourly	\$ 14.00	\$ 21.00
Activity Leader I	Hourly	\$ 13.00	\$ 18.90
Activity Leader I (On-Call)	Hourly	\$ 13.00	\$ 18.90
Activity Leader II	Hourly	\$ 13.50	\$ 19.42
Administrative Assistant	Hourly	\$ 13.00	\$ 18.90
Administrative Assistant, HR	Hourly	\$ 18.00	\$ 27.16
Health Promotion Coach	Hourly	\$ 18.00	\$ 24.45
Driver	Hourly	\$ 15.00	\$ 18.90
Driver (On-Call)	Hourly	\$ 15.00	\$ 18.90
Executive Assistant	Hourly	\$ 18.00	\$ 27.30
Resource Specialist	Hourly	\$ 13.00	\$ 18.90
Senior Nutrition Assistant	Hourly	\$ 13.00	\$ 18.90

\*updated pay range



## **SECTION 9**

### **CEO REPORT**

**SEPTEMBER 18, 2018**



**SECTION 10**

**BOARD PRESIDENT'S REPORTS**

**SEPTEMBER 18, 2018**

