



**Regular Board of Directors Meeting
3615 E Las Posas Road, Sequoia Rooms
Camarillo, CA 93010
Monday, January 28, 2020
12:00 p.m.**

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2020 Board Meeting Calendar

January 28, 2020, 12:00 p.m.

February 25, 2020, 12:00 p.m.

March 24, 2020, 12:00 p.m.

April 28, 2020, 12:00 p.m.

May 26, 2020, 12:00 p.m.

June 9, 2020, 12:00 p.m. (Budget)

June 23, 2020, 12:00 p.m. (If Needed)

July 28, 2020, 12:00 p.m.

August – Dark

September 29, 2020, 12:00 p.m.

October 27, 2020, 12:00 p.m.

November 17, 2020, 8:30 a.m. (Board Work Study)

December - Dark

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Agenda – January 28, 2020 – 12:00 p.m.

Regular Meeting of the Board of Directors
3615 E. Las Posas Road, Sequoia 1 and 2, Camarillo, CA 93010

Board of Directors

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

Staff

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

Participants

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

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**– Director Loft

4. **DELETIONS/CORRECTIONS TO THE POSTED AGENDA**

5. **PUBLIC COMMENT - Ca. GC Section 54954.3**

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

6. **PRESENTATION** –

- Luis Morales III, Health Promotion Coach, received his Case Management Certificate, from Boston University Center for Aging and Disabilities.
- David Maron, Ventura County Civic Alliance, Vice Chair, State of the Region Report Committee Chair – Mr. Maron will present highlights from the 2019 State of the Region Report and answer any questions.

7. **CONSENT AGENDA**

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

- A. Approval of the Minutes of the Regular Board Meeting of December 10, 2019.
(Please see Section 7-A)
- B. Approval of the minutes of the Executive Committee Meeting of January 21, 2020.
(Please see Section 7-B)

Suggested Motion: Motion to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

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

9. ITEMS FOR ACTION

- A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of, financial reports and monthly investment report for period ending November 30, 2019. **(Please see Section 9-A)**

Suggested Motion: Motion to approve financial reports and monthly investment report for period ending November 30, 2019.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

- B. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of District disbursements, financial reports and monthly investment report for period ending December 31, 2019. **(Please see Section 9-B)**

Suggested Motion: Motion to approve District disbursements, financial reports and monthly investment report for period ending December 31, 2019.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

- C. **Review/ Discussion/ Action** - Consideration, discussion, and approval of District Resolution 20-01, Approving Submission of Application and Petition to Potential Funding Sources and Authorizing Signatures.
(Please see Section 9-C)

Suggested Motion: Vote to approve District Resolution 20-01, Approving Submission of Application and Petition to Potential Funding Sources and Authorizing Signatures.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

D. 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 9-D)

Suggested Motion: Vote to approve 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 _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

E. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval by the Finance Committee of the revised Finance Policy changing Section 4, Financial Practices, Section 8, District Credit Cards, and Section 9, Capital Expenditure to read:

SECTION 4. FINANCIAL PRACTICES

The Chief Executive Officer (CEO) will follow standard business practices in payment of District Obligations and will maintain liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), ~~Chief Resource Officer (CRO)~~ Chief Administrative Officer (CAO), and all members of the Board of Directors.

SECTION 8. DISTRICT CREDIT CARDS

The Camarillo Health Care District has established credit card accounts in order to facilitate an efficient and cost-effective manner of handling purchasing needs.

The CEO must give prior approval for any use of District credit cards, or in his/her absence, the Chief Administrative Officer, ~~the Chief Resource Officer~~, or any Board member.

SECTION 9. CAPITAL EXPENDITURE

The threshold for budgeted capital purchases shall be a value of \$~~1000.00~~3000.00 or greater with an expected useful life of more than one year. **(Please see Section 9-E)**

Suggested Motion: Vote to approve the revised Finance Policy to read:

SECTION 4. FINANCIAL PRACTICES

The Chief Executive Officer (CEO) will follow standard business practices in payment of District Obligations and will maintain liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), Chief Administrative Officer (CAO), and all members of the Board of Directors.

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The CEO must give prior approval for any use of District credit cards, or in his/her absence, the Chief Administrative Officer, or any Board member.

SECTION 9. CAPITAL EXPENDITURE

The threshold for budgeted capital purchases shall be a value of \$3000.00 or greater with an expected useful life of more than one year.

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

10. CHIEF EXECUTIVE OFFICER REPORT

11. BOARD PRESIDENT REPORT

12. BOARD MEMBERS COMMENTS AND/OR REPORTS

13. FUTURE MEETING AND EVENTS

Board of Directors Meetings

- | | |
|-------------------------------------|--|
| • Executive Committee: Loh, Brown | Tuesday, February 18, 2020, 12:00 p.m. |
| • Full Board: | Tuesday, February 25, 2020, 12:00 p.m. |
| • Executive Committee: Loh, Brown | Tuesday, March 17, 2020, 12:00 p.m. |
| • Full Board: | Tuesday, March 24, 2020, 12:00 p.m. |
| • Executive Committee: Loh, Brown | Tuesday, April 21, 2020, 12:00 p.m. |
| • Finance Committee: Hiepler, Doria | Tuesday, April 28, 2020, 11:00 a.m. |
| • Full Board: | Tuesday, April 28, 2020, 12:00 p.m. |

Upcoming Community Events

- | | |
|---|--|
| • Camarillo Chamber of Commerce Business Expo | Tuesday, January 28, 2020, 4:00 p.m. to 6:30 p.m.
Camarillo Public Library |
| • CA State University Channel Islands Connection Luncheon | Thursday, March 5, 2020, 11:30 a.m.
Spanish Hills Country Club
999 Crestview Avenue, Camarillo, CA 93010 |
| • 53 rd Annual City of Camarillo Top 10 Community Awards | Thursday, March 20, 2020, 6:00 p.m. – 9:00 p.m.
Serra Center
5205 Upland Road, Camarillo, CA 92012 |

- 14. ADJOURNMENT** - This meeting of the Camarillo Health Care District Board of Directors is adjourned at _____p.m.

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com on Friday, January 24th, 2020, on or before 4:00 p.m.

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SECTION 6

PRESENTATION

JANUARY 28, 2020

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SECTION 7

CONSENT AGENDA

**SECTION 7-A
APPROVAL OF MINUTES OF
THE REGULAR BOARD MEETING OF DECEMBER 10, 2019**

JANUARY 28, 2020

Regular Meeting of the Board of Directors

3687 E. Las Posas Road, Magnolia Room, Camarillo, CA 93010

Board of Directors - Present

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

Staff - Present

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

Participants:

Aleks Giragosian, Esq., *Colantuono Highsmith Whatley, PC*
Erin Slack, *Ventura County Public Health, Epidemiology*

Participants:

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

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, December 10, 2019, at 8:43 a.m., by Christopher Loh, President.
2. **Pledge of Allegiance** – Director Brown
3. **Amendments to The Agenda** – None
4. **Public Comment** – None
5. **Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.
Vote: Ayes – Loh, Brown, Loft, Doria Nays: None Absent: Hiepler
6. **Action Item**
 - A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of district disbursements, financial reports, and monthly investment report for period ending October 31, 2019.

It was **MOVED** by Director Brown, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve District Disbursements, Financial Reports, and Monthly Investment Report for the period ending October 31, 2019.
Vote: Aye – Loh, Brown, Loft, Hiepler, Doria Nays – None Absent: None
 - B. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of District disbursements for period ending November 30, 2019.

It was **MOVED** by Director Loft, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve District Disbursements for period ending November 30, 2019.

Vote: Aye – Loh, Brown, Loft, Hiepler, Doria Nays – None Absent: None

C. Review/ Discussion/ Action - Consideration, discussion, and Finance Committee recommendation for approval of the Quarterly Investment Report for quarter ending September 30, 2019.

It was **MOVED** by Director Brown, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the Quarterly Investment Report for period ending September 30, 2019.

Vote: Aye – Loh, Brown, Loft, Hiepler, Doria Nays – None Absent: None

7. Board Reorganization

It was **MOVED** by Director Brown, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors nominate Director Loh to serve as Board President.

Vote: Aye – Loh, Brown, Loft, Hiepler, Doria Nays – None Absent: None

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors nominate Director Brown to serve as Board Vice President.

Vote: Aye – Loh, Brown, Loft, Hiepler, Doria Nays – None Absent: None

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors nominate Director Loft to serve as Clerk of the Board.

Vote: Aye – Loh, Brown, Loft, Hiepler, Doria Nays – None Absent: None

8. Board Work Study

Presentation and Discussion with Aleks Giragosian, Esq., Colantuono Highsmith Whatley, PC, regarding the Brown Act 2020. Mr. Giragosian provided a brief refresher of the Brown Act and changes to the Act for 2020.

Board President Loh called for a 15-minute recess at 10:38 a.m.

Board reconvened at 10:55 a.m.

Presentation & Discussion with Erin Slack, Epidemiology; Ventura County Public Health, on the results of the Collaborative Community Needs Assessment. Erin discussed some of the findings of the needs assessment and discussed implementation strategy.

9. Chief Executive Officer Report

Chief Executive Officer, Kara Ralston, discussed the findings from the recent Master Plan on Aging Forum (Forum), presented by the Hospital to Home Alliance of Ventura County, and the VC Area Agency on Aging. Camarillo Health Care District serves on the steering committee of both Hospital to Home Alliance of Ventura County and the Forum. More than

200 community leaders, providers and stakeholders attended the Forum, during which presentations on a variety of sectors, and then the audience utilized polling software to identify the top priority in each sector. CEO Ralston share those top priorities and discussed how District programming relates to those priorities.

The Caregiver Center continues develop its Dementia Specialty services including the Dementia Friendly VC initiative, REACH services for caregivers of loved ones with dementia, care counseling, and Dementia Live. Dementia Live is a simulation experience that immerses participants into life with dementia through simulated hearing, vision and tactile limitations, resulting in a deeper understanding of what it's like to live with cognitive impairment and sensory change.

Senior Nutrition Services: Home-delivered service and congregate service

Home-delivered meals account for 96% of the meals provided and currently serves 196 unduplicated clients. The congregate service is a community meal provided one time a month, and serves an average of 55 clients. Since program inception in April 2005, more than 350,000 meals have been served.

CEO Ralston informed the Board that she had received a phone call from Ralph Ferguson, which originated from a Sacramento based assisted living facility.

CEO Ralston announced the retirement of Sue Tatangelo, Chief Resource Officer, effective the end of December 2019.

10. Having no further business this meeting was adjourned at 12:55 p.m., in honor of Sue Tatangelo on her retirement, and thanked her for fourteen years of service to the District.

Richard Loft
Clerk of the Board



SECTION 7

CONSENT AGENDA

**SECTION 7-B
APPROVAL OF MINUTES OF
THE EXECUTIVE COMMITTEE MEETING OF JANUARY 21, 2020.**

JANUARY 28, 2020



MINUTES

January 21, 2020

Executive/Agenda Building Committee Meeting
Camarillo Health Care District Board of Directors
3615 E Las Posas Road, Oak Room, Camarillo, CA 93010

Board Members Present:

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

Staff Present:

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

1. **Call to Order** – The Executive Committee Meeting was called to order by President Christopher Loh, at 12:01 p.m.
2. **Roll Call**
3. **Public Comment** – No Public Comment
4. Reviewed the proposed Agenda for the January 21, 2020 Regular Board of Directors Meeting.
5. **Consent Agenda**
 - Reviewed the Regular Board Meeting Minutes of December 10, 2019
6. **Action Items**
 - Reviewed financial reports and monthly investment report for period ending November 2019.
 - Reviewed disbursements, financial reports, and monthly investment report for period ending December 2019.
 - Reviewed District Resolution 20-01, Approving Submission of Application and Petition to Potential Funding Sources and Authorizing Signatures.
 - Reviewed revised pay schedule.
7. **CEO Report** – CEO Ralston discussed programs and services.
8. **Meeting Adjourned at 1:48 p.m.**

Christopher Loh
President

SECTION 8

SECTION 8

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

JANUARY 28, 2020

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SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-A
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT DISBURSEMENTS,
FINANCIAL REPORTS, AND MONTHLY INVESTMENT REPORT
FOR PERIOD ENDING NOVEMBER 30, 2019.**

JANUARY 28, 2020

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Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

(Report period: November 1, 2019 to November 30, 2019)

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
67782	11/13/2019	ACCESS	Access TLC Caregivers DBA	176.00	V	
67783	11/13/2019	ASSISTED	Assisted Healthcare Services	704.00	V	
67764	11/7/2019	BANYAI	Danette Banyai	140.00	F	
67765	11/7/2019	BARKER	Blair Barker	119.52	EE	
67802	11/20/2019	BETA	Beta Healthcare Group	2,884.75	V	Mo
67803	11/20/2019	BETA WC	Beta Healthcare Group	1,946.00	V	Mo
67784	11/13/2019	BROWN	Rodger Brown	100.00	B	
67766	11/7/2019	C3 INTEL	C3 Intelligence, Inc	233.60	V	
67785	11/13/2019	CMH	CMH Centers for Family Health	110.00	V	
67804	11/20/2019	COGSWELL	Fran Cogswell	10.00		Class refund
67786	11/13/2019	COMFORT	Comfort Keepers dba	88.00	V	
67805	11/20/2019	COMMANDER	Commander Printed Products	313.66	V	
67806	11/20/2019	CONEJO	Conejo/Las Virgenes Future Foundation	300.00	V	
67807	11/20/2019	CPI	CPI Solutions, Inc	4,405.80	V	Mo
67808	11/20/2019	DIAL	Dial Security	936.00	V	Mo
67767	11/7/2019	DIGITAL	Digital Deployment, Inc	200.00	V	Mo
67768	11/7/2019	DJ'S	DJ'S CA CATERING, INC	2,463.13	V	
67769	11/7/2019	DOS CAMINOS	Dos Caminos Plaza	4,909.52	V	Mo
67770	11/7/2019	DOSCAMSTORAC	Dos Caminos Plaza, Inc	50.00	V	Mo
67809	11/20/2019	DURBIANO	Durbiano Fire Equipment, Inc	105.00	V	
67771	11/7/2019	FANNING	Fanning & Karrh, CPAs	8,500.00	V	
67772	11/7/2019	FONSECA	Mariana Fonseca	232.58	EE	
67787	11/13/2019	FRONTIER	Frontier Communications	130.98	V	Mo
67773	11/7/2019	HARTFORD	Hartford Life	1,138.66	V	Mo
67788	11/13/2019	HARVEY	Lynette Harvey	203.53	EE	
67810	11/20/2019	HAYMAN	Hayman Consulting dba	570.00	V	
67789	11/13/2019	HOME REMEDIE	Home Remedies dba	987.50	V	
67811	11/20/2019	ITS	Integrated Telemanagement Services, Inc	896.81	V	Mo
67774	11/7/2019	JONES	Lynn Jones	62.64	EE	
67775	11/7/2019	JTS	JTS Facility Services	2,100.00	V	Mo
67790	11/13/2019	LEAF	Leaf	2,025.32	V	Mo
67791	11/13/2019	LIEBERT	Liebert Cassidy Whitmore	398.50	V	
67776	11/7/2019	METLIFE	MetLife Small Business	1,011.42	V	Mo
67792	11/13/2019	MUSTANG	Mustang Marketing dba	1,489.90	V	
67812	11/20/2019	MUSTANG	Mustang Marketing dba	1,800.00	V	Mo
67813	11/20/2019	PETTY	Petty Cash - Administrat	293.74		
67814	11/20/2019	RATTO	Mary Ann Ratto	58.12	EE	
67777	11/7/2019	ROGERS	Rogers & Partners, Inc	224.00	V	
67793	11/13/2019	SAFEWAY	Safeway Inc	252.53	V	
67815	11/20/2019	SAFEWAY	Safeway Inc	374.29	V	
67794	11/13/2019	SHRM	Society for Human Resource Mgmt	209.00	V	
67801	11/14/2019	SLAVIN	Veronica Slavin	300.00	F	

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

(Report period: November 1, 2019 to November 30, 2019)

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
67816	11/20/2019	SO CA EDISON	Southern California Edison	1,852.24	V	Mo
67795	11/13/2019	SO CA GAS	Southern California Gas	443.36	V	Mo
67817	11/20/2019	STAPLES	Staples Business Advantage	243.34	V	
67796	11/13/2019	STONE	Sharon Stone	77.37	EE	
67797	11/13/2019	SUBIRA	Bonnie Subira	125.42	F	
67798	11/13/2019	TIM'S RELIAB	Timothy Jawork's Reliable Window	166.25	V	Mo
67778	11/7/2019	TNT	TNT Automotive	85.00	V	CV15 Safety
67799	11/13/2019	TNT	TNT Automotive	170.00	V	CV17,19 Safety
67818	11/20/2019	TNT	TNT Automotive	170.00	V	CV16,18 Safety
67800	11/13/2019	UCLA	UCLA Longevity Center	800.00	V	
67819	11/20/2019	UMPQUA	Umpqua Bank	7,435.00	V	
67820	11/20/2019	VALIC	VALIC	1,186.50	V	Mo
67821	11/20/2019	VCSDA	V C S D A	40.00	V	
67779	11/7/2019	VISION	Vision Services Plan	184.27	V	Mo
67822	11/20/2019	VOYAGER	Voyager Fleet Systems Inc	1,198.29	V	Mo
67780	11/7/2019	WYLY	Paulette Wyly	34.80	EE	
67781	11/7/2019	YOUNG	Jennifer Young	82.36	EE	

				Cash account Total	57,748.70	
				Report Total	57,748.70	

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

Check Register Monthly Comparison

FY 2019/20

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$148,320	\$83,532	\$172,880	\$100,718	\$57,749								\$112,640
YTD Total											\$563,199	

Notes FY 19/20:

July '19 Annual insurances

Sep '19 ADC Construction Loan pmt \$99K #5 of 7

FY 2018/19

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg
\$191,346	\$67,537	\$177,381	\$78,216	\$66,770	\$72,910	\$90,114	\$70,252	\$72,696	\$66,526	\$76,709	\$110,209	\$95,055
YTD Total											\$1,140,665	

Notes FY 18/19:

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

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

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

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Five Months Ending November 30, 2019**

	Audited Actual 17 - 18	Audited Actual 18 - 19	Current Year- to-Date	Budget to- date	Annual Budget 2019- 20	Y-T-D vs Annual Budget. Target at 5 months is 42%
REVENUES						
Tax revenue	\$ 2,622,977	\$ 2,702,330	\$ 1,142,381	\$ 1,142,381	\$ 2,741,713	41.67%
Program and facilities revenue	364,026	379,288	174,336	179,989	426,373	40.89%
Grants and agency funding	520,445	396,091	151,142	174,757	385,409	39.22%
Community Support and sponsorship	10,148	6,129	6,723	2,208	5,300	126.85%
Investment and interest income	178,365	203,482	18,187	12,533	193,000	9.42%
Other income	219,157	33,658	20,281	2,588	6,210	326.59%
Total Revenues	\$ 3,915,118	\$ 3,720,978	\$ 1,513,049	\$ 1,514,456	3,758,005	40.26%
EXPENSES						
Personnel cost						
Wages and salaries	1,458,930	1,489,950	603,229	708,566	1,700,559	35.47%
Payroll taxes	116,185	114,970	49,412	54,205	130,093	37.98%
Benefits	395,795	335,841	141,011	174,804	419,531	33.61%
OPEB	367,024	37,936	17,812	100,851	242,042	7.36%
Retirement UAL	50,594	70,585	91,882	95,155	95,155	96.56%
Total personnel cost	2,388,528	2,049,282	903,346	1,133,582	2,587,379	34.91%
Other expenses						
Contractors and professional fees	420,682	302,758	129,102	144,026	312,378	41.33%
Facilities and related	251,617	251,752	105,305	101,162	242,788	43.37%
Depreciation	156,337	149,491	56,383	56,382	135,318	41.67%
Program related expense	81,180	88,791	35,267	37,853	90,846	38.82%
Advertising and promotion	98,188	94,025	46,845	50,757	109,555	42.76%

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Five Months Ending November 30, 2019**

	Audited Actual 17 - 18	Audited Actual 18 - 19	Current Year- to-Date	Budget to- date	Annual Budget 2019- 20	Y-T-D vs Annual Budget. Target at 5 months is 42%
Supplies and office expense	53,232	52,003	12,099	22,305	53,533	22.60%
Dues and subscriptions	30,733	28,665	14,478	15,913	34,774	41.63%
Board and staff	68,808	55,054	30,151	42,331	101,595	29.68%
Community partnerships	1,000	-	-	-	4,000	0.00%
Combined other expenses	28,469	27,809	8,130	8,065	20,355	39.94%
Total other expenses	1,190,247	1,050,349	437,759	478,794	1,105,142	39.61%
Operations Net	336,342	621,347	171,944	(97,920)	65,484	262.57%
Adjustments						
Total expenses	3,578,775	3,099,631	1,341,105	1,612,375	3,692,521	36.32%
Net position after adjustments	\$ 336,342	\$ 621,347	\$ 171,944	\$ (97,920)	\$ 65,484	262.57%

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

ASSETS	Nov 30, 2019	Nov 30, 2018
Current Assets:		
Cash and Checking Accounts	\$ 300,531	\$ 640,928
Investment Accounts	2,705,719	1,915,824
Tax, Grants and Accounts Receivable	1,160,760	1,183,570
Total Current Assets	4,167,009	3,740,322
Noncurrent Assets:		
Property, plant and equipment - net	1,292,618	1,363,846
IS equipment - net	21,744	29,310
Transportation vehicles - net	16,358	40,209
Prepays	28,729	24,934
Total Noncurrent Assets	1,359,449	1,458,299
Deferred Outflows of Res GASB 68	490,486	490,144
Deferred Outflows of Res GASB 75	73,897	500,000
Total Assets	\$ 6,090,841	\$ 6,188,765
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	\$ 29,571	\$ 33,023
Construction Loan 2020	92,014	88,688
Employment costs	94,712	96,373
Scholarships	4,843	2,244
Deferred Revenue	15,667	50,000
Total Current Liabilities	236,807	270,328
Noncurrent Liabilities		
Construction Loan to 2021	95,464	187,478
Net Pension Liability GASB 68	1,423,420	1,449,034
Accrued OPEB liability GASB 75	420,524	1,746,599
Deferred Inflows of Res GASB 68	202,655	211,794
Deferred Inflows of Res GASB 75	540,826	0
Total Noncurrent Liabilities	2,682,889	3,594,904
Net Assets:		
Unrestricted - prior	2,999,201	1,966,678
Unrestricted - current	171,944	356,856
Total Net Assets	3,171,145	2,323,534
Total Liabilities and Net Assets	\$ 6,090,841	\$ 6,188,765

Quick Ratio

	Cash, Checking, Investment		Cash, Checking, Investment
12.69	3,006,251	9.46	2,556,753

Current Ratio

	Current Assets		Current Assets
17.597	4,167,009	13.84	3,740,322

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

ASSETS	Nov 30, 2019	Nov 30, 2018	Nov 30, 2017	Nov 30, 2016
Current Assets:				
Cash and Checking Accounts	\$ 300,531	\$ 640,928	\$ 247,900	\$ 148,597
Investment Accounts	2,705,719	1,915,824	2,052,791	1,608,150
Tax, Grants and Accounts Receivable	1,160,760	1,183,570	1,052,050	1,046,700
Total Current Assets	\$ 4,167,009	3,740,322	3,352,740	2,803,447
Noncurrent Assets:				
Property, plant and equipment - net	1,292,618	1,363,846	1,460,822	1,585,050
IS equipment - net	21,744	29,310	11,368	22,510
Transportation vehicles - net	16,358	40,209	66,582	92,956
Prepays	28,729	24,934	24,459	26,671
Total Noncurrent Assets	1,359,449	1,458,299	1,563,231	1,727,187
Deferred Outflows of Res GASB 68	490,486	490,144	264,803	264,803
Deferred Outflows of Res GASB 75	73,897	500,000	-	-
Total Assets	\$ 6,090,841	\$ 6,188,765	\$ 5,180,776	\$ 4,795,438
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts Payable	\$ 29,571	\$ 33,023	\$ 29,653	\$ 25,794
Construction Loan 2020	92,014	88,688	85,482	82,393
Employment costs	94,712	96,373	89,925	88,086
Scholarships	4,843	2,244	3,456	7,607
Deferred Revenue	15,667	50,000	3,700	9,983
Total Current Liabilities	236,807	270,328	212,216	213,863

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

	Nov 30, 2019	Nov 30, 2018	Nov 30, 2017	Nov 30, 2016
Noncurrent Liabilities				
Construction Loan to 2021	95,464	187,478	276,166	361,648
Net Pension Liability GASB 68	1,423,420	1,449,034	821,635	821,635
Accrued OPEB Liability GASB 75	420,524	1,746,599	468,167	258,629
Deferred Inflows of Res GASB 68	202,655	211,794	450,825	450,825
Deferred Inflows of Res GASB 75	540,826	-	-	-
Total Noncurrent Liabilities	2,682,889	3,594,904	2,016,792	1,892,737
Net Assets:				
Unrestricted - prior	2,999,201	1,966,678	2,717,682	2,535,771
Unrestricted - current	171,944	356,856	234,085	153,067
Total Net Assets	3,171,145	2,323,534	2,951,767	2,688,838
Total Liabilities and Net Assets	\$ 6,090,841	\$ 6,188,765	\$ 5,180,776	\$ 4,795,438

Quick Ratio (Cash, Checking & Investment Accounts divided by Total Current Liabilities) 12.69 9.46 10.84 8.21

Current Ratio (Total Current Assets divided by Total Current Liabilities) 17.60 13.84 15.80 13.11

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
Report to the Board
For the Month Ending November 30, 2019

	Notes	Balance as of 10/31/19	Interest Rate at 11/30/19	Interest Earned	Deposits	Withdrawals	Transfers	Current Balance 11/30/19	% of Total Restricted/ Non-Restricted
Restricted Cash Accounts									
Funds - Restricted Scholarship	1	\$ 4,924	n/a	n/a	0	(81)		\$ 4,843	100.0%
Total Restricted Cash		\$ 4,924		\$ -				\$ 4,843	100%
Non-Restricted Cash Accounts and Investments									
Local Agency Investment Fund (LAIF)	2,3	\$ 2,574,228	2.57%		\$ -	\$ -	\$ (300,000)	\$ 2,274,228	75.8%
Bank of the West General	3,4,5	137,457	n/a	n/a	76,980	(219,904)	300,000	294,533	9.8%
Mechanics Bus. Savings/Rabobank	6	144,213	0.05%	6	1,540	-		145,759	4.9%
Mechanics Bus. Checking/Rabobank		280,679	0.02%	4	-	-		280,683	9.4%
Ventura County Treasurer Pool	7	5,049	2.57%		-	-		5,049	0.2%
Petty and Cash Drawer Accounts		1,155	n/a	n/a				1,155	0.0%
I Unrestricted Cash and Investments		\$ 3,142,781		\$ 10				\$ 3,001,408	100%
Total Cash and Investments		\$ 3,147,705		\$ 10				\$ 3,006,251	
Change during month								\$ (141,454)	

1. \$81 was withdrawn from **Scholarship** funds for one ADC client
2. \$0 was deposited into **LAIF**
3. \$300,000 was transferred from **LAIF** to **BOTW** General
4. \$76,980 was deposited into **Bank of the West General** account
5. \$219,904 was withdrawn from **Bank of the West General** account to pay monthly payables
6. \$1,540 was deposited in **Mechanics Business Savings**; this is the cash deposits account
7. \$0 was deposited into **County Treasurer Pool**

Note: a pass-through, zero balance account at Bank of the West is maintained for payroll transfers utilizing funds from the **Bank of the West General** account

Per California Government Code Section 53600 et. Seq., specifically section 53646 and section 53607, the attached investment report details all investment related activity in the current period. Camarillo Health Care District's (CHCD) investable funds are currently invested in LAIF and with the Ventura County Treasurer's investment pool, and their individual investment transactions are not reportable under the Government code. That said, CHCD's investment policy has taken a prudent investment course, in compliance with the "Prudent Investor's Policy" designed to protect public funds.



SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-B
REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT DISBURSEMENTS,
FINANCIAL REPORTS, AND MONTHLY INVESTMENT REPORT
FOR PERIOD ENDING DECEMBER 31, 2019.**

JANUARY 28, 2020

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Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

December 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
67851	12/11/2019	ACCESS	Access TLC Caregivers DBA	924.00	V	
67886	12/23/2019	ACORN	Acorn Newspapers	640.00	V	
67852	12/11/2019	ACQUA	Acqua Clear, Inc	578.18	V	QTLY
67823	12/4/2019	AFLAC	Aflac	825.94	V	MO
67875	12/18/2019	GADDIS	Alexa Gaddis	90.00	EE	
67870	12/18/2019	BETA	Beta Healthcare Group	2,884.75	V	MO
67871	12/18/2019	BETA WC	Beta Healthcare Group	1,946.00	V	MO
67824	12/4/2019	ANDERSON B	Bradley Anderson	70.00	F	
67873	12/18/2019	CAADS	C.A.A.D.S.	852.00	V	ANN
67837	12/4/2019	KNOX	Carrie Knox	95.00	V	
67876	12/18/2019	KNOX	Carrie Knox	2,205.00	V	
67863	12/11/2019	LOH	Christopher Loh, MD	200.00	B	
67853	12/11/2019	CMH	CMH Centers for Family Heal	110.00	V	
67827	12/4/2019	COLANTUONO	Colantuono, Highsmith, Whatl	1,123.50	V	
67887	12/23/2019	COLANTUONO	Colantuono, Highsmith, Whatl	899.00	V	NOV
67854	12/11/2019	COMFORT	Comfort Keepers dba	352.00	V	OCT
67888	12/23/2019	CPI	CPI Solutions, Inc	4,405.80	V	MO
67889	12/23/2019	CSDA	CSDA Financial Serv	7,502.00	V	ANN
67825	12/4/2019	BANYAI	Danette Banyai	140.00	F	
67890	12/23/2019	DIAL	Dial Security	1,092.00	V	MO
67828	12/4/2019	DIGITAL	Digital Deployment, Inc	200.00	V	MO
67829	12/4/2019	DNE	DNE Appliance Repair	65.00	V	
67830	12/4/2019	DOS CAMINOS	Dos Caminos Plaza	4,909.52	V	MO
67831	12/4/2019	DOSCAMSTORAG	Dos Caminos Plaza, Inc	50.00	V	MO
67855	12/11/2019	ERIC	Eric the Bug Guy Inc	300.00	V	
67848	12/9/2019	FANNING	Fanning & Karrh, CPAs	7,500.00	V	
67874	12/18/2019	FERGUSON CAS	Ferguson, Case, Orr Paterson]	57.00	V	OCT
67891	12/23/2019	FERGUSON CAS	Ferguson, Case, Orr Paterson]	139.50	V	NOV
67857	12/11/2019	FRONTIER	Frontier Communications	130.98	V	MO
67833	12/4/2019	HARTFORD	Hartford Life	1,180.75	V	MO
67858	12/11/2019	HAYMAN	Hayman Consulting dba	617.50	V	
67834	12/4/2019	HOME REMEDIE	Home Remedies dba	900.00	V	
67892	12/23/2019	ITS	Integrated Telemanagement Sc	904.47	V	MO
67836	12/4/2019	IVEY	Jane Ivey	94.50	F	
67869	12/11/2019	YOUNG	Jennifer Young	127.02	EE	
67860	12/11/2019	JORDANO'S	Jordano's Food Service	311.88	V	
67861	12/11/2019	JTS	JTS Facility Services	40.00	V	BI-MO
67866	12/11/2019	VALENTINE	Karen Valentine	65.42	EE	
67877	12/18/2019	LEAF	Leaf	2,025.32	V	MO
67826	12/4/2019	CHEF LU	Lucinda Houdeshell	283.50	F	
67840	12/4/2019	MORALES	Luis Morales III	105.83	EE	NOV
67878	12/18/2019	MORALES	Luis Morales III	202.20	EE	DEC

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Vendor

December 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
67859	12/11/2019	JONES	Lynn Jones	80.62	EE	
67856	12/11/2019	FONSECA	Mariana Fonseca	141.52	EE	
67847	12/4/2019	WIGGINS	Mary Wiggins	58.30	EE	
67838	12/4/2019	METLIFE	MetLife Small Business	1,011.42	V	MO
67893	12/23/2019	MITCHELL FIR	Mitchell Fire Protection dba	653.58	V	ANN
67839	12/4/2019	MJL	MJL & Associates	111.00	V	MO
67841	12/4/2019	MUSTANG	Mustang Marketing dba	1,888.04	V	BUS CARDS
67879	12/18/2019	MUSTANG	Mustang Marketing dba	175.68	V	BADGES
67894	12/23/2019	NCQA	NCQA	5,000.00	V	ANN
67868	12/11/2019	WYLY	Paulette Wyly	14.50	EE	
67880	12/18/2019	PETTY	Petty Cash - Administrat	307.72		
67862	12/11/2019	LOFT	Richard Loft, MD	100.00	B	
67872	12/18/2019	BROWN	Rodger Brown	300.00	B	
67842	12/4/2019	ROGERS	Rogers & Partners, Inc	224.00	F	
67843	12/4/2019	SAFEWAY	Safeway Inc	190.78	V	
67864	12/11/2019	SAFEWAY	Safeway Inc	3.99	V	
67881	12/18/2019	SAFEWAY	Safeway Inc	348.76	V	
67832	12/4/2019	DULLAM	Shannon Dullam	409.50	F	
67844	12/4/2019	STONE	Sharon Stone	531.41	EE	CONF REIMB
67849	12/9/2019	STONE	Sharon Stone	77.37	EE	OCT
67865	12/11/2019	STONE	Sharon Stone	84.62	EE	NOV
67882	12/18/2019	SO CA GAS	Southern California Gas	94.17	V	MO
67835	12/4/2019	HUFF	Susan Huff	50.00	F	
67845	12/4/2019	TROPICAL	Tropical Car Wash	260.00	V	MO
67850	12/9/2019	USPOSTMASTER	U.S. Postmaster	7,249.67	V	QTLY
67883	12/18/2019	UMPQUA	Umpqua Bank	4,522.53	V	MO
67867	12/11/2019	VALIC	VALIC	1,186.50	V	MO
67846	12/4/2019	VISION	Vision Services Plan	198.31	V	MO
67895	12/23/2019	VOYAGER	Voyager Fleet Systems Inc	1,465.62	V	MO
67884	12/23/2019	n/a		Voided: Skipped		
67885	12/23/2019	n/a		Voided: Skipped		

Cash account Total 73,885.17

Report Total 73,885.17

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

Check Register Monthly Comparison

FY 2019/20

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$148,320	\$83,532	\$172,880	\$100,718	\$57,749	\$73,885							\$106,181
YTD Total											\$637,084	

Notes FY 19/20:

July '19 Annual insurances

Sep '19 ADC Construction Loan pmt \$99K #5 of 7

FY 2018/19

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg
\$191,346	\$67,537	\$177,381	\$78,216	\$66,770	\$72,910	\$90,114	\$70,252	\$72,696	\$66,526	\$76,709	\$110,209	\$95,055
YTD Total											\$1,140,665	

Notes FY 18/19:

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

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

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

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Six Months Ending December 31, 2019**

	Audited Actual 17 - 18	Audited Actual 18 - 19	Current Year- to-Date	Budget to- date	Annual Budget 2019- 20	Y-T-D vs Annual Budget. Target at 6 months is 50%
REVENUES						
Tax revenue	\$ 2,622,977	\$ 2,704,736	\$ 1,508,986	\$ 1,370,857	\$ 2,741,713	55.04%
Program and facilities revenue	364,026	379,498	207,651	215,187	426,373	48.70%
Grants and agency funding	520,445	396,091	183,642	214,395	385,409	47.65%
Community Support and sponsorship	10,148	6,129	7,323	2,650	5,300	138.17%
Investment and interest income	178,365	203,813	175,474	168,000	193,000	90.92%
Other income	219,157	65,723	20,953	3,105	6,210	337.41%
Total Revenues	\$ 3,915,118	\$ 3,755,991	\$ 2,104,030	\$ 1,974,193	3,758,005	55.99%
EXPENSES						
Personnel cost						
Wages and salaries	1,458,930	1,489,950	728,570	850,279	1,700,559	42.84%
Payroll taxes	116,185	114,970	58,361	65,046	130,093	44.86%
Benefits	395,795	300,746	169,519	209,765	419,531	40.41%
OPEB	367,024	15,216	21,374	121,021	242,042	8.83%
Retirement UAL	50,594	70,585	91,882	95,155	95,155	96.56%
Total personnel cost	2,388,528	1,991,467	1,069,707	1,341,267	2,587,379	41.34%
Other expenses						
Contractors and professional fees	420,682	305,056	146,428	168,077	312,378	46.88%
Facilities and related	251,617	261,817	125,449	121,394	242,788	51.67%
Depreciation	156,337	150,842	67,660	67,659	135,318	50.00%
Program related expense	81,180	89,948	42,505	45,423	90,846	46.79%
Advertising and promotion	98,188	97,206	48,067	61,607	109,555	43.87%

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Six Months Ending December 31, 2019**

	Audited Actual 17 - 18	Audited Actual 18 - 19	Current Year- to-Date	Budget to- date	Annual Budget 2019- 20	Y-T-D vs Annual Budget. Target at 6 months is 50%
Supplies and office expense	53,232	52,003	20,750	26,767	53,533	38.76%
Dues and subscriptions	30,733	28,665	28,786	22,155	34,774	82.78%
Board and staff	68,808	55,080	35,670	50,798	101,595	35.11%
Community partnerships	1,000	-	-	4,000	4,000	0.00%
Combined other expenses	28,469	27,809	9,453	9,678	20,355	46.44%
Total other expenses	1,190,247	1,068,426	524,768	577,556	1,105,142	47.48%
Operations Net	336,342	696,097	509,556	55,370	65,484	778.14%
Adjustments						
Total expenses	3,578,775	3,059,894	1,594,475	1,918,823	3,692,521	43.18%
Net position after adjustments	\$ 336,342	\$ 696,097	\$ 509,555	\$ 55,370	\$ 65,484	778.14%

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

ASSETS	Dec 31, 2019	Dec 31, 2018
Current Assets:		
Cash and Checking Accounts	\$ 605,072	\$ 1,906,336
Investment Accounts	3,807,499	1,917,561
Tax, Grants and Accounts Receivable	106,098	89,048
Total Current Assets	4,518,668	3,912,946
Noncurrent Assets:		
Property, plant and equipment - net	1,283,660	1,354,539
IS equipment - net	21,119	28,676
Transportation vehicles - net	14,664	38,011
Prepays	24,100	21,627
Total Noncurrent Assets	1,343,543	1,442,853
Deferred Outflows of Res GASB 68	490,486	490,144
Deferred Outflows of Res GASB 75	73,897	500,000
Total Assets	\$ 6,426,595	\$ 6,345,943
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	\$ 30,725	\$ 38,206
Construction Loan 2020	92,014	88,688
Employment costs	95,868	91,854
Scholarships	4,843	5,954
Deferred Revenue	11,500	50,000
Total Current Liabilities	234,950	274,702
Noncurrent Liabilities		
Construction Loan to 2021	95,464	187,478
Net Pension Liability GASB 68	1,423,420	1,449,034
Accrued OPEB liability GASB 75	420,524	1,746,599
Deferred Inflows of Res GASB 68	202,655	211,794
Deferred Inflows of Res GASB 75	540,826	0
Total Noncurrent Liabilities	2,682,889	3,594,904
Net Assets:		
Unrestricted - prior	2,999,201	1,966,678
Unrestricted - current	509,555	520,213
Total Net Assets	3,508,756	2,486,891
Total Liabilities and Net Assets	\$ 6,426,595	\$ 6,356,497

Quick Ratio

	Cash, Checking, Investment		Cash, Checking, Investment
18.78	4,412,572	13.92	3,823,898

Current Ratio

	Current Assets		Current Assets
19.232	4,518,668	14.24	3,912,946

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

ASSETS	Dec 31, 2019	Dec 31, 2018	Dec 31, 2017	Dec 31, 2016
Current Assets:				
Cash and Checking Accounts	\$ 605,072	\$ 1,906,336	\$ 573,259	\$ 539,373
Investment Accounts	3,807,499	1,917,561	2,953,939	2,509,946
Tax, Grants and Accounts Receivable	106,098	89,048	72,405	64,247
Total Current Assets	\$ 4,518,668	3,912,946	3,599,603	3,113,566
Noncurrent Assets:				
Property, plant and equipment - net	1,283,660	1,354,539	1,450,757	1,574,492
IS equipment - net	21,119	28,676	10,726	21,583
Transportation vehicles - net	14,664	38,011	64,384	90,758
Prepays	24,100	21,627	21,195	24,224
Total Noncurrent Assets	1,343,543	1,442,853	1,547,063	1,711,057
Deferred Outflows of Res GASB 68	490,486	490,144	264,803	264,803
Deferred Outflows of Res GASB 75	73,897	500,000	-	-
Total Assets	\$ 6,426,595	\$ 6,345,943	\$ 5,411,470	\$ 5,089,427
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts Payable	\$ 30,725	\$ 38,206	\$ 29,735	\$ 53,353
Construction Loan 2020	92,014	88,688	85,482	82,393
Employment costs	95,868	91,854	88,430	85,877
Scholarships	4,843	5,954	5,694	7,580
Deferred Revenue	11,500	50,000	1,200	9,983
Total Current Liabilities	234,950	274,702	210,540	239,186

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

	Dec 31, 2019	Dec 31, 2018	Dec 31, 2017	Dec 31, 2016
Noncurrent Liabilities				
Construction Loan to 2021	95,464	187,478	276,166	361,648
Net Pension Liability GASB 68	1,423,420	1,449,034	821,635	821,635
Accrued OPEB Liability GASB 75	420,524	1,746,599	484,984	276,551
Deferred Inflows of Res GASB 68	202,655	211,794	450,825	450,825
Deferred Inflows of Res GASB 75	540,826	-	-	-
Total Noncurrent Liabilities	2,682,889	3,594,904	2,033,609	1,910,659
Net Assets:				
Unrestricted - prior	2,999,201	1,966,678	2,717,682	2,535,771
Unrestricted - current	509,555	520,213	449,639	403,810
Total Net Assets	3,508,756	2,486,891	3,167,321	2,939,581
Total Liabilities and Net Assets	\$ 6,426,595	\$ 6,356,497	\$ 5,411,470	\$ 5,089,427

Quick Ratio (Cash, Checking & Investment Accounts divided by Total Current Liabilities) 18.78 13.92 16.75 12.75

Current Ratio (Total Current Assets divided by Total Current Liabilities) 19.23 14.24 17.10 13.02

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
Report to the Board
For the Month Ending December 31, 2019

	Notes	Balance as of 11/30/19	Interest Rate at 12/31/19	Interest Earned	Deposits	Withdrawals	Transfers	Current Balance 12/31/19	% of Total Restricted/ Non-Restricted
Restricted Cash Accounts									
Funds - Restricted Scholarship	1	\$ 4,843	n/a	n/a	0	0		\$ 4,843	100.0%
Total Restricted Cash		\$ 4,843		\$ -				\$ 4,843	100%
Non-Restricted Cash Accounts and Investments									
Local Agency Investment Fund (LAIF)	2,3	\$ 2,274,229	2.29%	\$ 14,317		\$ -	\$ 1,100,000	\$ 3,374,229	76.6%
Bank of the West General	3,4,5	294,533	n/a	n/a	1,652,876	(248,335)	(1,100,000)	599,074	13.6%
Mechanics Bus. Savings/Rabobank	6	145,759	0.05%	6	1,748	-		147,513	3.3%
Mechanics Bus. Checking/Rabobank		280,683	0.02%	5	-	-		280,688	6.4%
Ventura County Treasurer Pool	7	5,049	2.57%		20	-		5,069	0.1%
Petty and Cash Drawer Accounts		1,155	n/a	n/a				1,155	0.0%
I Unrestricted Cash and Investments		\$ 3,001,407		\$ 14,329				\$ 4,407,727	100%
Total Cash and Investments		\$ 3,006,250		\$ 14,329				\$ 4,412,570	
Change during month								\$ 1,406,321	

1. \$0 was withdrawn from **Scholarship** funds
2. \$0 was deposited into **LAIF**. (\$14,317 was earned for quarter ended 12/31/19 and will be deposited 1/15/20)
3. \$1,100,000 was transferred from **BOTW** General to **LAIF** (unexpended funds from property tax received)
4. \$1,652,876 was deposited into **Bank of the West General** account
5. \$248,335 was withdrawn from **Bank of the West General** account to pay monthly payables
6. \$1,748 was deposited in **Mechanics Business Savings**; this is the cash deposits account
7. \$20.16 was deposited into **County Treasurer Pool** (1st apportionment of interest earned for quarter ended 9/30/19)

Note: a pass-through, zero balance account at Bank of the West is maintained for payroll transfers utilizing funds from the **Bank of the West General** account

Per California Government Code Section 53600 et. Seq., specifically section 53646 and section 53607, the attached investment report details all investment related activity in the current period. Camarillo Health Care District's (CHCD) investable funds are currently invested in LAIF and with the Ventura County Treasurer's investment pool, and their individual investment transactions are not reportable under the Government code. That said, CHCD's investment policy has taken a prudent investment course, in compliance with the "Prudent Investor's Policy" designed to protect public funds.



SECTION 9

ITEMS FOR BOARD ACTION

**SECTION 9-C
REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND
APPROVAL OF DISTRICT RESOLUTION 20-01, APPROVING SUBMISSION OF
APPLICATION AND PETITION TO POTENTIAL FUNDING SOURCES
AND AUTHORIZING SIGNATURES**

JANUARY 28, 2020

RESOLUTION NO. 20-01

APPROVING SUBMISSION OF APPLICATION AND PETITION TO POTENTIAL FUNDING SOURCES AND AUTHORIZING SIGNATURES

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

WHEREAS, the Camarillo Health Care District continually seeks alternative and additional funding sources for its program enhancement, through application and petition potential funding sources including public/private granting foundations, federal and state funding sources or service contracts, collaborations and partnerships, and similar and

WHEREAS, said applications and petitions require authorized signatures for revision or changes, from time to time; and

NOW, THEREFORE, BE IT RESOLVED, that the Camarillo Health Care District Board of Directors confirms Kara Ralston, Chief Executive Officer, as an authorizing signature on applications, petitions, and contracts, as empowered through the District's By-Laws set by the governing Board of Directors.

ADOPTED, SIGNED, AND APPROVED this 28th day of January, 2020.

Christopher Loh, President
Board of Directors
Camarillo Health Care District

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

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

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

DO HEREBY CERTIFY that the foregoing Resolution 20-01 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 28th day of January, 2020 and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

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

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SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-D

**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.**

JANUARY 28, 2020

Camarillo Health Care District
Pay Schedule-presented January 28, 2020

Classification	Time Base	Minimum	Maximum
Officers			
Chief Executive Officer	Annual	\$ 151,840.00	\$ 224,952.00
Chief Administrative Officer	Annual	\$ 82,880.00	\$ 143,388.00
Clinical Services Officer	Annual	\$ 82,880.00	\$ 143,388.00
Chief Resource Officer	Annual	\$ 82,880.00	\$ 143,388.00
Directors			
Program & Operations Director	Annual	\$ 70,000.00	\$ 130,000.00
Clinical Services Director	Annual	\$ 70,000.00	\$ 130,000.00
Care Services Director	Annual	\$ 70,000.00	\$ 130,000.00
Adult Day Center Director	Annual	\$ 70,000.00	\$ 130,000.00
*Finance Director	Hourly	\$ 33.65	\$ 62.50
Managers			
Clinical Services Manager	*Annual	\$ 66,560.00	\$ 89,440.00
Community Services Manager	Annual	\$ 66,560.00	\$ 89,440.00
Health Promotion Manager	Annual	\$ 66,560.00	\$ 89,440.00
Accounting Manager	Hourly	\$ 20.00	\$ 33.50
Community Education Manager	Hourly	\$ 20.00	\$ 33.50
Community Outreach Manager	Hourly	\$ 20.00	\$ 33.50
Coordinators			
Care Coordinator	Hourly	\$ 19.00	\$ 35.00
Health Promotion Coordinator	Hourly	\$ 19.00	\$ 35.00
Adult Day Center Coordinator	Hourly	\$ 17.50	\$ 28.00
Community Services Coordinator	Hourly	\$ 17.50	\$ 28.00
Senior Nutrition Coordinator	Hourly	\$ 17.50	\$ 28.00
Transportation Coordinator	Hourly	\$ 17.50	\$ 28.00
Assistants & all other positions			
Accounting Assistant	Hourly	\$ 17.00	\$ 27.16
Administrative Assistant, HR	Hourly	\$ 17.00	\$ 27.16
Executive Assistant	Hourly	\$ 17.00	\$ 27.16
Health Promotion Coach	Hourly	\$ 17.00	\$ 27.16
Driver	Hourly	\$ 16.50	\$ 25.00
Driver (On-Call)	Hourly	\$ 16.50	\$ 25.00
Activity Leader II	Hourly	\$ 15.50	\$ 22.50
Activity Leader I	Hourly	\$ 15.00	\$ 22.00
Activity Leader I (On-Call)	Hourly	\$ 15.00	\$ 22.00
Administrative Assistant	Hourly	\$ 15.00	\$ 22.00
Resource Specialist	Hourly	\$ 15.00	\$ 22.00
Senior Nutrition Assistant	Hourly	\$ 15.00	\$ 22.00
*new position-Finance Director; *time base change-Clinical Services Manager			
positions removed: ADC Manager, Community Affairs Manager, Care Transitions Manager, Senior Support Services Manager & Wellness & Caregiver Center Manager			



SECTION 9

ITEMS FOR BOARD ACTION

SECTION 9-E

**REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF THE REVISED FINANCE POLICY**

JANUARY 28, 2020

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SECTION 9

FINANCE POLICY WITH REDLINE

JANUARY 28, 2020

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FINANCE POLICY

Revised ~~September 24, 2019~~ January 28, 2020

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

CAMARILLO HEALTH CARE DISTRICT FINANCE POLICY

SECTION 1. PURPOSE

The Camarillo Health Care District will follow generally accepted accounting principles and governmental accounting standards.

SECTION 2. FINANCE/INVESTMENT COMMITTEE

It is the policy of the District that the Finance/Investment Committee is responsible for the fiscal control of District's cash and investments. Thus, the Committee is responsible for monitoring, investing, and reinvesting District funds and for reporting or recommending any action to the Board of Directors. The Finance/Investment Committee shall review the financial plan and report to the Board of Directors

The Finance/Investment Committee is authorized to make investments solely per the Government Code section 53601.5, et. Seq., the Health and Safety Code, Section 32000, et. Seq., and District Investment Policies.

SECTION 3. BUDGET PROCESS

The annual operating budget for the fiscal year will project income and expenses and will provide for programs and support services planned for the year.

The annual capital budget for the fiscal year will project expenses for capital purchases as per the capital expense plan.

The Board of Directors will approve the annual operating budget and the annual capital budget on or before June 30, prior to the ensuing budget period.

Monthly financial statements comparing revenue and expenditures, including a balance sheet, will be provided to the Board of Directors, with significant variances clarified.

SECTION 4. FINANCIAL PRACTICES

The Chief Executive Officer (CEO) will follow standard business practices in payment of District obligations and will maintain adequate liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), ~~Chief Resource Officer (CRO)~~ Chief Administrative Officer (CAO), and all members of the Board of Directors.

One signature will be required for checks up to the amount of \$5,000. Checks for more than that amount will require two (2) signatures, one of which shall be a member of the Board of Directors.

Wire transfers between District accounts shall require only one signature by an authorized signatory. All other wire transfers shall require two (2) signatures; one of which shall be a member of the Board of Directors.

Gifts of securities will be liquidated upon receipt unless otherwise restricted by the donor.

Funds will be invested according to investment policies approved by the Board of Directors.

The District will comply with the disclosure of reimbursements pursuant to Government Code Section 53065.5, which addresses reimbursement to a member of the Board of Directors for "*charges for services or product received.*"

SECTION 5. ANNUAL AUDIT

The District will engage in an annual, independent financial audit by way of contract. Upon expiration of a current audit contract, the Board of Directors shall consider recommendations from the Finance/Investment Committee regarding a new audit contract and terms.

Following appropriate audit proposal review, the Finance/Investment Committee will present a recommendation to the Board of Directors for approval of an independent financial audit firm and contract terms.

The auditor will present complete audited financial statements, auditor's recommendation letter, and a Management Discussion & Analysis letter to the Board of Directors, for review and approval within six (6) regularly scheduled meetings of the Board of Directors, of the close of the fiscal year.

SECTION 6. ASSET PROTECTION

Both the Investment Policy and the Finance Policy of the District will be reviewed and approved by the Board of Directors annually.

Real estate may be acquired or divested under the CEO's supervision after approval by the Board of Directors and pursuant to Government Code 54956.8.

The CEO is authorized to purchase insurance against casualty and liability losses to the District or its Board members and employees in performance of their duties on behalf of the District.

SECTION 7. RETURNED CHECK SERVICE CHARGE

It is the policy of the Camarillo Health Care District to charge clients a service charge for any payment by check that is not honored by their bank.

According to California Civil Code, Chapter 522, Section 1719 (1983 Statutes), any person who writes a check, or any order for payment of money, which is not honored for lack of funds may be held liable in a court of law for three (3) times the amount of the check or \$100.00, whichever is greater plus the amount of the check and court costs.

The District may charge a fee for each returned check, in addition to any finance charge that develops due to the late payment.

SECTION 8. DISTRICT CREDIT CARDS

The Camarillo Health Care District has established credit card accounts in order to facilitate an efficient and cost-effective manner of handling purchasing needs.

The CEO must give prior approval for any use of District credit cards, or in his/her absence, the Chief Administrative Officer, ~~the Chief Resource Officer,~~ or any Board member.

SECTION 9. CAPITAL EXPENDITURE

The threshold for budgeted capital purchases shall be a value of ~~\$1,000~~ \$3000.00 or greater with an expected useful life of more than one year.

The Board of Directors approves an annual Capital Budget as part of the fiscal budgeting process. A list of capital expenditures will be included in the quarterly financial review.

SECTION 10. DISTRICT FINANCE CHARGE

It is the policy of the Camarillo Health Care District to charge clients a finance charge for any payment on account not made by the last day of the month.

The District may charge an interest rate of 12 % per year (1% per month) for unpaid balances.

Record of Review History

Year of Review	Date of Review	Status
1998	November	Revised
1999	October 19	Reviewed
2000	October 24	Revised
2002	May 21	Revised
2003	May 20	Revised
2004	February 24	Revised
2005	January 25	Revised
2006	July 25	Revised
2007	January 23	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2012	January 24	Revised
2013	January 22	Revised
2016	April 26	Revised
2017	October 24	Revised
2019	September 24	Revised
<u>2020</u>	<u>January 28</u>	<u>Revised</u>

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SECTION 9

FINANCE POLICY WITHOUT REDLINE

JANUARY 28, 2020

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FINANCE POLICY

Revised January 28, 2020

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2011	September 20	Reviewed
2012	January 24	Revised
2013	January 22	Revised
2016	April 26	Revised
2017	October 24	Revised
2019	September 24	Revised
2020	January 28	Revised

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SECTION 10

CHIEF EXECUTIVE OFFICER REPORT

JANUARY 28, 2020

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SECTION 11

BOARD PRESIDENT REPORT

JANUARY 28, 2020

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SECTION 12

BOARD MEMBERS COMMENTS AND/OR REPORTS

JANUARY 28, 2020