



**Regular Board of Directors Meeting
3615 E Las Posas Road, Suite 161
Camarillo, CA 93010
Tuesday, June 7, 2016
12:00 p.m.**

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2016 Regular Board Meeting Calendar

January

- Tuesday, January 26, 2016 – 5:00 p.m.

February

- Tuesday, February 23, 2016 – 12:00 p.m.

March

- Tuesday, March 22, 2016 – 12:00 p.m.

April

- Tuesday, April 26, 2016 – 12:00 p.m.

May

- Tuesday, May 24, 2016 – 12:00 p.m.

June

- Tuesday, June 7, 2016 – 12:00 p.m.
(Budget Presentation)
- Tuesday, June 28, 2016 – 12:00 p.m.

July

- Tuesday, July 26, 2016 – 12:00 p.m.

August

- Dark

September

- Tuesday, September 27, 2016 – 12:00 p.m.

October

- Tuesday, October 25, 2016 – 12:00 p.m.

November

- Dark

December

- Tuesday, December 6, 2016 – 8:30 a.m.
(Annual Board Work Study)

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AGENDA

June 7, 2016 – 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, M.D., Vice President
Mark Hiepler, Esq., Clerk of the Board
Richard Loft, M.D., Director
Scott W. Packham, DDS, 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

Participants

David Mitchell, CPA, Mitchell & Associates
Michael Velthoen, Esq., Ferguson Case Orr
Paterson, LLP

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1. **Call to Order/Roll Call**
 2. **Pledge of Allegiance – Director Packham**
 3. **Amendments to the Agenda**
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
 4. **Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
 5. **Presentations**
 6. **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. Approval of District’s disbursements through May 31, 2016.
(Please see Section 6-A)

- B. Approval of Minutes of the Regular Board Meeting of May 24, 2016.
(Please see Section 6-B)**

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Hiepler _____ Loft _____ Packham _____

7. Discussion/Action Items- Consideration, Discussion, and Approval:

- A. It is the recommendation of Administration that the Board of Directors approve Fiscal Year 2016/2017 Operating and Capital budgets. (Second reading may be waived.)
(Please see Section 7-A)**

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Hiepler _____ Loft _____ Packham _____

- B. It is the recommendation of Administration that the Board of Directors 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. (Please see Section 7-B)**

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Hiepler _____ Loft _____ Packham _____

- C. Review Ventura County Grand Jury 2015-2016 Final Report, Camarillo Congregate Meal Program, May 26, 2016. No Action Required. (Please see Section 7-C)**

8. Program and Staff Reports – None

9. Board Reports – No Board Action Required

- A. President’s Report**
B. Board Members’ Interests and Concerns

10. Closed Session – Conference with Legal Counsel – Existing Litigation, Government Code Section 54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.

11. Reconvene from Closed Session

12. Announcement of Closed Session – Pursuant to Government Code Section 54957.1 – The legislative body of any local agency shall publicly report any reportable action taken in closed session and the vote or abstention on that action of every member present.

13. **Future Meeting and Events**

Board of Directors Meetings

- Full Board: **Budget, Optional** Tuesday, June 28, 2016, 12:00 p.m.
(2nd reading; may be waived)
- Executive Committee (**Brown, Loh**): Tuesday, July 19, 2016, 12:00 p.m.
- Finance Committee (**Hiepler, Packham**): Tuesday, July 26, 2016, 11:00 a.m.
- Full Board: Tuesday, July 26, 2016, 12:00 p.m.
- Full Board: August, 2016 - Dark

Upcoming Community Meetings & Events

- June 7, 2016, Election Day
- June 7, 2016, Ventura County Special Districts Association, Bi-Monthly Meeting
- June 16, 2016, Camarillo Chamber of Commerce, Annual Membership Meeting
- June 17, 2016, Leisure Village Health Fair
- **August 18, 2016, Fainer & Tauber Awards, Lloyd Butler Estate (Mandatory)**
- August 25, 2016, Spirit of Community Partnership Awards: Hank Lacayo to receive Lifetime Achievement Award, on his 85th Birthday
- September 8, 2016, State of the City Address
- October 10-13, 2016, California Special Districts Association, Annual Meeting

14. **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, on Friday, June 3, 2016, at 4:00 p.m.

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SECTION 6

CONSENT AGENDA

**SECTION 6-A
APPROVAL OF DISTRICT'S DISBURSEMENTS THROUGH MAY 31, 2016**

June 7, 201

Jun 3, 2016

8:46 am

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Check Number

May 2016 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #4 [Bank of the West General]					
64252	05/04/16	AMERICAN EXP	American Express	0.00	1021.19
64253	05/04/16	AMEZCUA	Sonia Amezcua	0.00	246.75
64254	05/04/16	BETA	Beta Healthcare Group	0.00	1654.48
64255	05/04/16	BUCKLEY	Elizabeth Buckley	0.00	700.00
64256	05/04/16	CABRERA	Carmen Cabrera	0.00	106.92
64257	05/04/16	CALPERS	CalPERS	0.00	75000.00
64258	05/04/16	CAST	Julie Cast	0.00	100.00
64259	05/04/16	CRAWFORD D	Dee Crawford	0.00	28.00
64260	05/04/16	CRAWFORD L	Lorenzo Crawford	0.00	254.80
64261	05/04/16	DOCUMENT SYS	Document Systems (DBA)	0.00	517.94
64262	05/04/16	DOS CAMINOS	Dos Caminos Plaza	0.00	4433.00
64263	05/04/16	DURBIANO	Durbiano Fire Equipment, Inc	0.00	95.00
64264	05/04/16	FREIE	Barbara Freie	0.00	575.40
64265	05/04/16	GEORGIA	Georgia Southwestern Foundation	0.00	1000.00
64266	05/04/16	GODINEZ	Jose Godinez	0.00	463.40
64267	05/04/16	HARMALA	Michelle Harmala	0.00	800.00
64268	05/04/16	HARTFORD	Hartford Life	0.00	1047.88
64269	05/04/16	IVEY	Jane Ivey	0.00	68.60
64270	05/04/16	JONES	Lynn Jones	0.00	184.53
64271	05/04/16	KASTNER	James Kastner	0.00	350.00
64272	05/04/16	MASTERPAGES	Carrie Dittmar	0.00	2015.00
64273	05/04/16	MEDITECH	Meditech Health Services	0.00	660.00
64274	05/04/16	METLIFE	MetLife Small Business	0.00	559.88
64275	05/04/16	PIKE	Valerie Pike	0.00	5.60
64276	05/04/16	PITNEYSUPPLI	Pitney Bowes	0.00	43.23
64277	05/04/16	REFECTO	Refecto, Inc	0.00	1389.73
64278	05/04/16	ROGERS	Rogers & Partners, Inc	0.00	7.00
64279	05/04/16	SHAPIRO	Martha Shapiro	0.00	290.88
64280	05/04/16	SO CA EDISON	Southern Ca. Edison Co.	0.00	1678.94
64281	05/04/16	SULLIVAN	Brenda Sullivan	0.00	217.00
64282	05/04/16	VISION	Vision Services Plan	0.00	124.12
64283	05/11/16	AFLAC	Aflac	0.00	1183.35
64284	05/11/16	ANDISITES	AndiSites, Inc	0.00	189.00
64285	05/11/16	C3 INTEL	C3 Intelligence, Inc	0.00	15.00
64286	05/11/16	CARRERA	Armando Carrera	0.00	80.46
64287	05/11/16	COMMUNITY M	Community Memorial Hospital	0.00	84.52
64288	05/11/16	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	0.00	1482.00
64289	05/11/16	FRONTIER	Frontier Communications	0.00	124.99
64290	05/11/16	HOME INSTEAD	Home Instead Senior Care dba	0.00	293.75
64291	05/11/16	HOME REMEDIE	Home Remedies dba	0.00	1675.00
64292	05/11/16	JORDANO'S	Jordano's Food Service	0.00	76.95
64293	05/11/16	JTS	JTS Facility Services	0.00	1851.00
64294	05/11/16	LEAF	Leaf	0.00	1798.91
64295	05/11/16	MEDITECH	Meditech Health Services	0.00	330.00
64296	05/11/16	READY	ReadyRefresh	0.00	206.95
64297	05/11/16	STOWELL	Robin Stowell	0.00	28.00
64298	05/11/16	US POST METR	United States Postal Svc	0.00	300.00
64299	05/11/16	VOYAGER	Voyager Fleet Systems Inc	0.00	678.97
64300	05/11/16	WYLY	Paulette Wyly	0.00	23.22
64301	05/11/16	YOUNG	Jennifer Young	0.00	62.21
64302	05/18/16	B&BMAIL	B & B Mailing Services	0.00	1598.48
64303	05/18/16	BOTW	Bankcard Center	0.00	6876.06
64304	05/18/16	CRADDOCK	Blair Craddock	0.00	183.06
64305	05/18/16	JTS	JTS Facility Services	0.00	261.50
64306	05/18/16	MEDITECH	Meditech Health Services	0.00	200.00

64307	05/18/16	MEYERS	Meyers Nave	0.00	1307.25
64308	05/18/16	SAFEWAY	Safeway Inc	0.00	226.47
64309	05/18/16	SAGE NETWORK	Sage Network, Inc	0.00	3190.00
64310	05/18/16	SO CA GAS	Southern California Gas	0.00	488.09
64311	05/18/16	TNT	TNT Automotive	0.00	333.77
64312	05/18/16	TROPHIES	Trophies, Etc.	0.00	54.03
64313	05/18/16	VC STAR	Ventura County Star	0.00	345.00
64314	05/25/16	ACORN	Acorn Newspapers	0.00	1268.75
64315	05/25/16	ALPHA FUND	Alpha Fund	0.00	2374.00
64316	05/25/16	ANDERSON	Anderson Refrigeration dba	0.00	385.60
64317	05/25/16	AT&T	AT&T Mobility	0.00	1386.14
64318	05/25/16	BROWN	Rodger Brown	0.00	600.00
64319	05/25/16	DIAL	Dial Security	0.00	1560.00
64320	05/25/16	EYEDENTITY	Eyedentity Graphics	0.00	317.88
64321	05/25/16	FARMER BROS	Farmers Bros. Co	0.00	310.23
64322	05/25/16	ITS	Integrated Telemanagement Services, Inc	0.00	650.47
64323	05/25/16	LIT	Harriet Lit	0.00	350.00
64324	05/25/16	LOFT	Richard Loft, MD	0.00	200.00
64325	05/25/16	LOH	Christopher Loh, MD	0.00	100.00
64326	05/25/16	MASTERPAGES	Carrie Dittmar	0.00	100.00
64327	05/25/16	MEDITECH	Meditech Health Services	0.00	685.00
64328	05/25/16	MITCHELL	Mitchell & Associates, APC	0.00	2800.00
64329	05/25/16	PACKHAM	Scott W. Packham	0.00	700.00
64330	05/25/16	PETTY	Petty Cash - Administrat	0.00	509.38
64331	05/25/16	SAFEWAY	Safeway Inc	0.00	97.87
64332	05/25/16	SO CA EDISON	Southern Ca. Edison Co.	0.00	1681.55
64333	05/25/16	STAPLES	Staples Business Advantage	0.00	1152.28
64334	05/25/16	TLC UNIFORMS	TLC Uniforms	0.00	102.90
64335	05/25/16	TROPICAL	Tropical Car Wash	0.00	230.00
64336	05/25/16	VALIC	Variable Annuity Life	0.00	1046.67
64337	05/25/16	VC ENVIRON	VC Environmental Health Division	0.00	506.00
64338	05/25/16	WENGER	Phillip J Wenger Construction	0.00	475.00

Cash account Total 0.00 140776.98

=====
Report Total 0.00 140776.98

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SECTION 6

CONSENT AGENDA

**APPROVAL OF MINUTES
BOARD MEETING
MAY 24, 2016**

SECTION 6-B

June 7, 2016

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MINUTES

May 24, 2016
Regular Meeting of the Board of Directors
3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors - Present

Rod Brown, MBA, President
Mark Hiepler, Esq., Clerk of the Board
Richard Loft, M.D., Director
Scott W. Packham, DDS, Director

Staff - Present

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

Absent

Christopher Loh, M.D., Vice President

Participants - Present

David Mitchell, CPA, Mitchell & Associates
Michael Velthoen, Esq., Ferguson Case Orr
Paterson, LLP – Arrived 12:45 p.m.

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, May 24, 2016, at 12:08 p.m., by Rod Brown, President.
2. **Pledge of Allegiance** - Director Packham
3. **Amendments To The Agenda** - Staff requested that Agenda Items 10, 11, and 12, be moved to follow Agenda Item 6.
4. **Public Comment**
5. **Presentations – None**
6. **Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Packham, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda.

Consent Agenda

Director Brown:	Aye
Director Loh:	Absent
Director Hiepler:	Absent
Director Loft:	Aye
Director Packham:	Aye

Director Hiepler arrived at 12:08 p.m.

10. **Closed Session – 12:09 P.M.** - Conference with Legal Counsel – Existing Litigation, Government Code Section 54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-0048549-CU-BC-VTA.

Director Packham left the meeting at 1:45.

11. **Reconvened From Closed Session – 2:09 P.M.**
12. **Announcement Of Closed Session** - No reportable action taken.
7. **Discussion/Action Items** -

A. Chief Executive Officer Ralston discussed the value of becoming an Association of California Healthcare Districts “Certified District”. A certified district demonstrates compliance with Best Practices in Governance, which address obligations healthcare districts have with respect to conducting business in a manner that is transparent to the public being served.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Brown and **MOTION PASSED** that the Board of Directors approve management’s recommendation that the District start the process of becoming a “Certified ACHD Healthcare District”.

Vote on ACHD “Certified District”

Director Brown:	Aye
Director Loh:	Absent
Director Hiepler:	Aye
Director Loft:	Aye
Director Packham:	Aye

B. CEO Ralston discussed forming a Policy Manual listing current Camarillo Health Care District Policies. The manual will serve as a resource for Board Members, staff, and the public in determining how the District conducts business.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve Policies 1000 through 1050 and directs staff to prepare and maintain a Policy Manual.

Vote on Policies and Policy Manual

Director Brown: Aye
Director Loh: Absent
Director Hiepler: Aye
Director Loft: Aye
Director Packham: Aye

C. CEO Ralston discussed the 2015/2016 Operating Budget adjustments as reflected in the memo dated May 24, 2016 from David Mitchell, Mitchell & Associates. The overall result of the adjustments reflect a net positive result of \$136,319.

It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** to approve the Operating Budget Adjustments for fiscal year 2015/2016.

Vote to approve Budget Adjustments

Director Brown: Aye
Director Loh: Absent
Director Hiepler: Aye
Director Loft: Aye
Director Packham: Aye

8. Program and Staff Reports

Chief Executive Officer, Kara Ralston, in the interest of time, waived the program and staff reports.

CEO Ralston, presented the District's Finance Report. Ms. Ralston also reviewed the Quarterly Investment Report with the full Board.

9. Board Reports – None

13. Future Meetings

Board of Directors Meetings

- Full Board: June 7, 2016, 12:00 p.m.
(1st reading 16/17 Fiscal Year Budget)
- Full Board: Tuesday, June 28, 2016, 12:00 p.m.
(2nd reading; may be waived)
- Executive Committee (Brown, Loh) July 19, 2016, 12:00 p.m.
- Finance Committee (Hiepler, Packham) July 26, 2016, 11:00 a.m.
- Full Board: July 26, 2016, 12:00 p.m.

Upcoming Community Meetings & Events

- June 7, 2016, Election Day
 - June 7, 2016, Ventura County special Districts Association, Bi-Monthly Meeting
 - June, 16, 2016, Camarillo Chamber of Commerce, Annual Membership Meeting
 - June 17, 2016, Leisure Village Health Fair
 - **August 18, 2016, Fainer & Tauber Awards, Lloyd Butler Estate**
 - August 25, 2016, Spirit of Community Partnership Awards: Hank Lacayo to receive Lifetime Achievement Award, on his 85th Birthday.
 - September 8, 2016, State of the City Address
 - October 10-13, 2016, California Special Districts Association, Annual Meeting
14. Having no further business, this meeting is adjourned at 2:33 p.m.

Mark Hiepler
Clerk of the Board

SECTION 7

DISCUSSION/ACTION ITEMS

SECTION 7-A

IT IS THE RECOMMENDATION OF ADMINISTRATION THAT THE BOARD OF DIRECTORS APPROVE THE FISCAL YEAR 2016/2017 OPERATING AND CAPITAL BUDGETS. (SECOND READING MAY BE WAIVED.)

June 7, 2016

CAMARILLO HEALTH CARE DISTRICT

Proposed Operating & Capital Budget
Fiscal Year 2016-2017
June 7, 2016

BOARD OF DIRECTORS

Fiscal Year 2016/17

<i>President</i>	Rod Brown, MBA
<i>Vice President</i>	Christopher Loh, MD
<i>Clerk of the Board</i>	Mark Hiepler, Esq.
<i>Director</i>	Richard Loft, MD
<i>Director</i>	Scott Packham, DDS

Mission Statement

The Camarillo Health Care District ensures that quality health and wellness services are available to all District residents.

Vision Statement

The District will be the leading organization in understanding and serving our community's health and wellness needs by:

- *Developing programs and services to mirror the ongoing and thorough assessment of community needs*
- *Developing and enhancing services through communication, cooperation and collaboration with our partners*
- *Utilizing tools and resources that facilitate best practice and prudent investments in our programs and services*
- *Recruiting and retaining an ethical, motivated, creative, compassionate and qualified workforce*
- *Being recognized as the Community's resource and referral agency of choice*
- *Exceeding the community's service expectations*

Revenue & Expenditure Overview

REVENUE

Tax Receipts

Assessment & Collections (slow pay, fines)
Camarillo property value
RDA dissolution

Fee for Service

Contracts & Grants

Facility Use & Rentals

Investment & Interest Income

Gifts

Donations, Bequests (Fischer)

EXPENDITURES

Salaries & Benefits

Taxes, Benefits, OPEB, Workman's Comp

Program Related/Education

Contracts & Grants

Facility & Depreciation

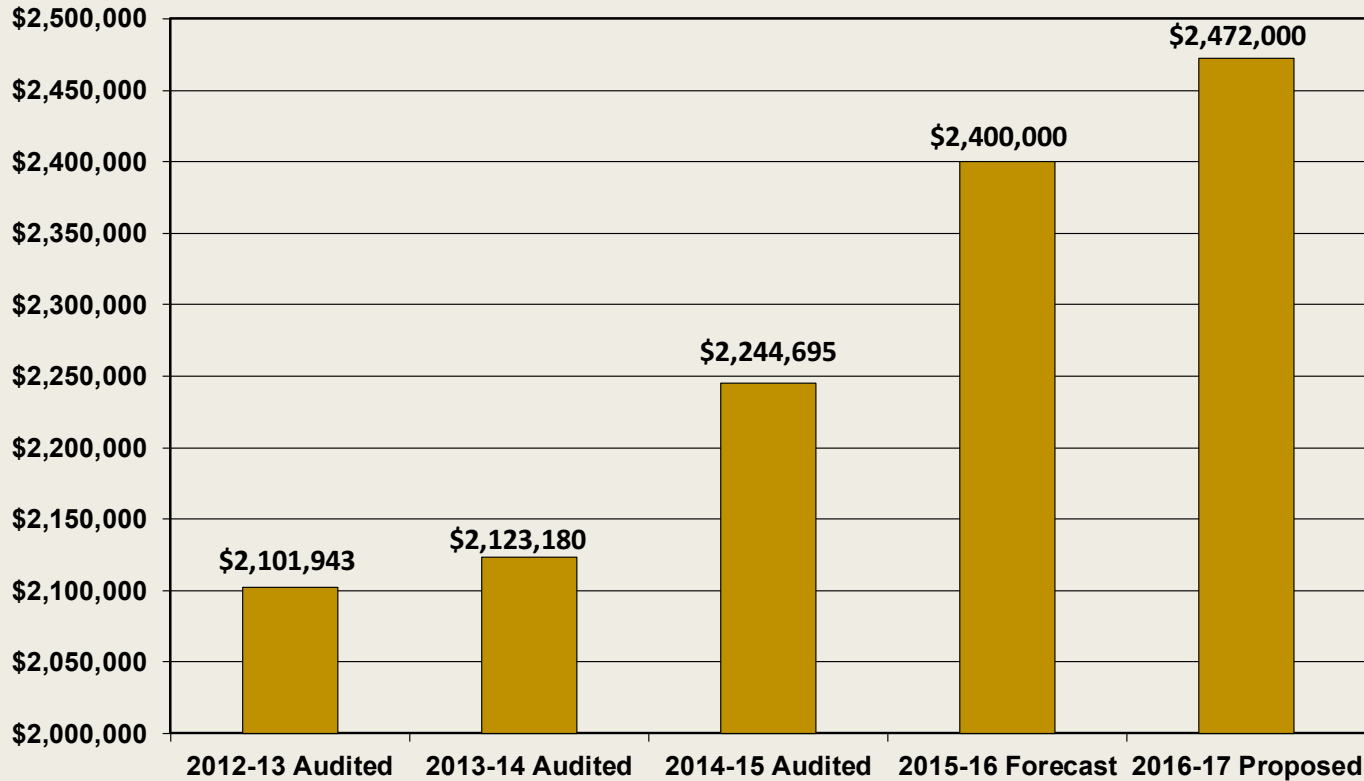
Contractors

Oversight and Risk Management

Legal

Revenues

Property Tax Receipts: *Five Yr Comparison*



Proposed tax receipts represent **3% increase** over forecasted ending June 2016

Property Tax Receipts: *Historical Review*

Fiscal Year 2013-14			
	\$ Received	YTD	% to Budget
Jul	3,371.21	3,371.21	2.07%
Aug	41,984.48	45,355.69	2.07%
Sep	9,094.54	54,450.23	2.49%
Oct	1,986.18	56,436.41	2.58%
Nov	42,767.32	99,203.73	4.53%
Dec	1,087,149.25	1,186,352.98	54.20%
Jan	33,604.78	1,219,957.76	55.73%
Feb	34.40	1,219,992.16	55.73%
Mar	3,570.94	1,223,563.10	55.90%
Apr	850,458.86	2,074,021.96	94.75%
May	19,385.12	2,093,407.08	95.64%
Jun	28,428.93	2,121,836.01	96.93%
	Approved Budget	2,188,941.00	
		(67,104.99)	

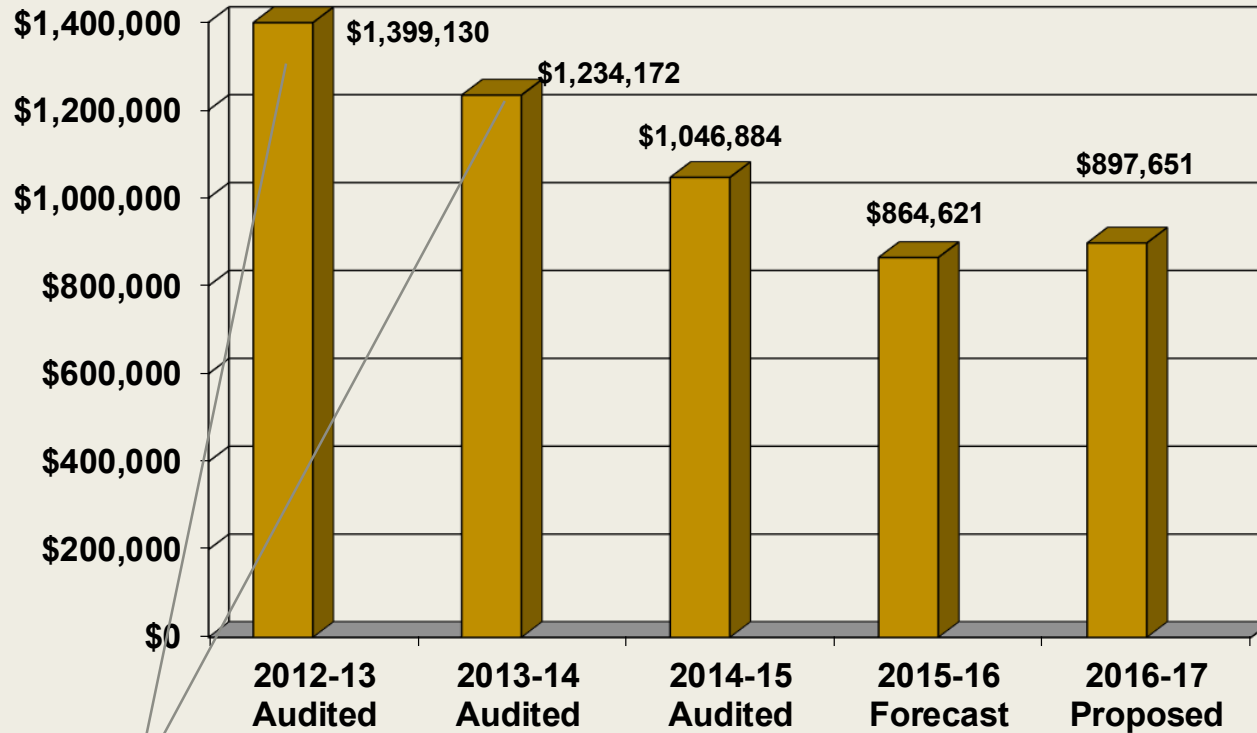
Fiscal Year 2014-15			
	\$ Received	YTD	% to Budget
	0.00	0.00	0.00%
	46,687.20	46,687.20	2.15%
	0.00	46,687.20	2.15%
	15,672.88	62,360.08	2.87%
	2,065.58	64,425.66	2.96%
	1,184,069.74	1,248,495.40	57.45%
	24,283.15	1,272,778.55	58.57%
	8,041.09	1,280,819.64	58.94%
	6,137.84	1,286,957.48	59.22%
	897,710.21	2,184,667.69	100.53%
	11,543.75	2,196,211.44	100.55%
	48,483.40	2,244,694.84	102.77%
	Approved Budget	2,188,941.00	
		60,152	

2.77% over budgeted amount

Fiscal Year 2015-16			
	\$ Received	YTD	% to Budget
	0.00	0.00	0.00%
	50,489.80	50,489.80	2.10%
	0.00	50,489.80	2.10%
	12,339.61	62,829.41	2.62%
	21.51	62,850.92	2.62%
	58,603.69	121,454.61	5.06%
	1,246,401.11	1,367,855.72	56.99%
	10,627.55	1,378,483.27	57.44%
	4,108.71	1,382,591.98	57.61%
	925,859.51	2,308,451.49	96.19%
	68,321.25	2,376,772.74	99.03%
	Budget	2,400,000.00	

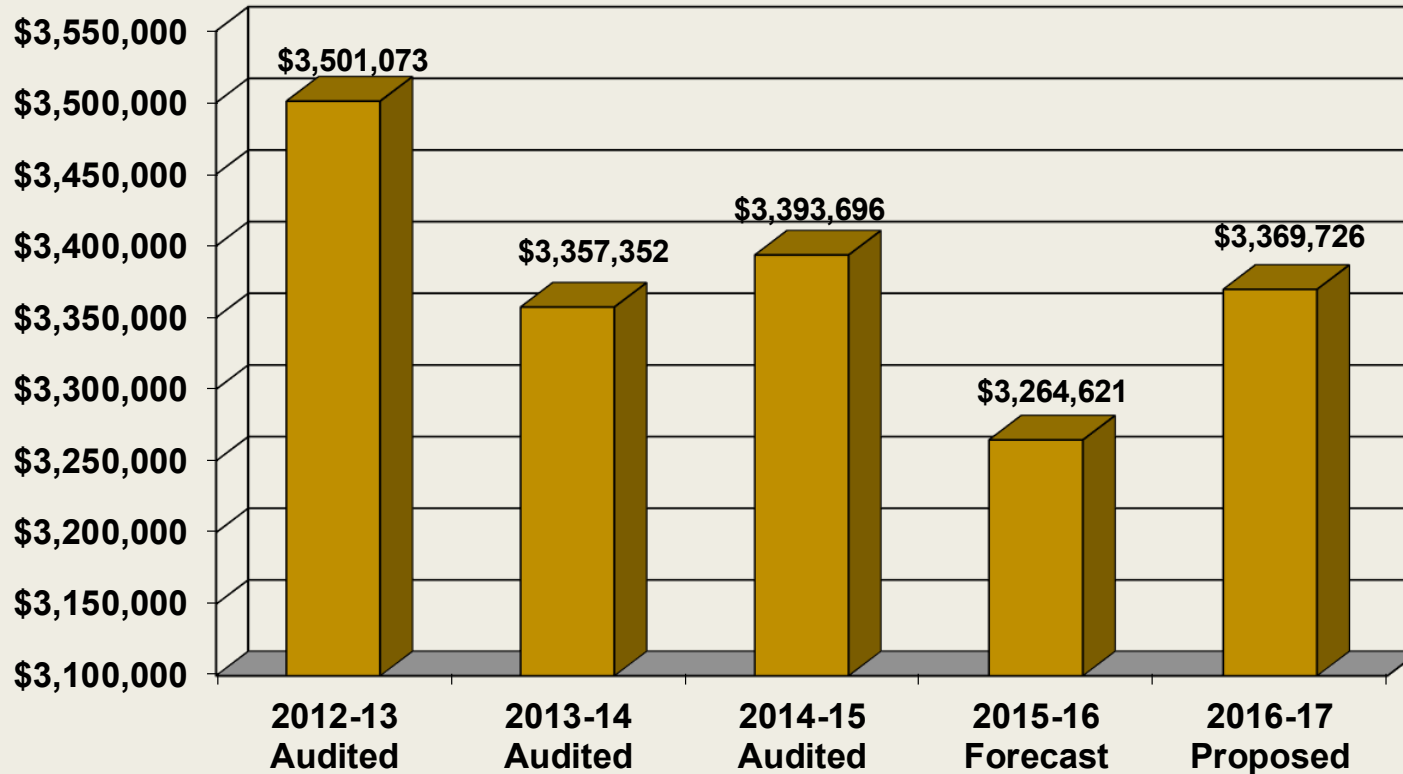
1 month remaining

Non-Tax Revenue: *Five Yr Comparison*



2012/13 and 2013/14 reflect CMS contract.

Total Revenue: *Five Yr Comparison*



Fee Schedule: *Adult Day Center*, \$2.00/d increase

# of Days/Month	Half Day 9:00am-12:30pm		Full Day 9:00am-3:00pm	
	Out District	In District	Out District	In District
4 Days	\$216.00	\$208.00	\$280.00	\$272.00
8 Days	\$416.00	\$400.00	\$544.00	\$528.00
12 Days	\$600.00	\$576.00	\$792.00	\$768.00
16 Days	\$768.00	\$736.00	\$1,024.00	\$992.00
20 Days	\$940.00	\$900.00	\$1,260.00	\$1,220.00

Extended Hours

available upon prior arrangement.

Monday-Thursday
3:00pm-5:30pm

Friday
3:00pm-5:00pm

In District: add \$22.00
Out District: add \$22.00

	Half Day 9:00am-12:30pm		Full Day 9:00am-3:00pm	
	Out District	In District	Out District	In District
Extra Days	\$55.00	\$53.00	\$71.00	\$69.00

Fee Schedule: *Facility Use/Rental, minimal change*

Room	Rate/Hour	Minimum
Bldg F: Boardroom (Internet/AV)	\$40	2 hr.
Bldg F, 160 (Internet/AV)	\$45	2 hr.
Bldg F, 161	\$40	2 hr.
Bldg F, 160 + 161	\$80	2 hr.
Bldg E, 115	\$45	2 hr.
Bldg E, 124 with Kitchen Use	\$50	2 hr.
Bldg E, 124 no Kitchen Use	\$40	2 hr.
Bldg H, Classroom (Internet/AV)	\$50	2 hr.
Bldg H, Group Room	\$35	2 hr.
Bldg H, Tranquility Room	\$35	2 hr.
Bldg H, Office 1 or 4	\$20	2 hr.

- Use of Adult Day Center/Commercial Kitchen fees determined upon request/purpose
- Coffee Service available upon request: \$50-\$75
- AV & Equipment Use: \$10-\$30

Fee Schedule: *Transportation, no change*

Starting Location	Destination	Fare (ea way)
Camarillo	<i>Anywhere in Camarillo</i>	\$20.00/way
Camarillo	<i>Oxnard</i>	\$25.00/way
Camarillo	<i>Thousand Oaks/WLV</i>	\$25.00/way
Camarillo	<i>Ventura</i>	\$30.00/way
Camarillo	<i>West Hills/W Hills</i>	\$50.00/way

Fee Schedule: *Other*

Senior Nutrition Program

- *Partial funding by VCAAA (\$13,718 ↑ YOY; \$69,660)*
- *Partial support by City of Camarillo (\$37,000; last 5 years)*
- *Donor Support (\$25,000; HDM & Congregate)*
- *\$3.00 donation...recommended by VCAAA, not enforceable*

Produce Day

- *FOODShare collaborative; No means test*

Year	# Served
2013/14	2,968
2014/15	3,703
2015/16	3,571 projected

Fee Schedule: *Other*

Medical Screenings

- Facilitate screenings
- Fees set by vendor
- Current average is \$10 per screening or session

Immunizations

- Partnership with SJRMC
- Fees set by SJRMC
- Vary depending on type and quantity

Fee Schedule: *Other*

Community Education

- Room Rentals
- Split fee agreement; District retains 30% of collected fees
- Speaker/Instructor mandated fees
 - Minimum enrollment requirements*
 - Cancellations/refunds*

Fee Schedule: *Other*

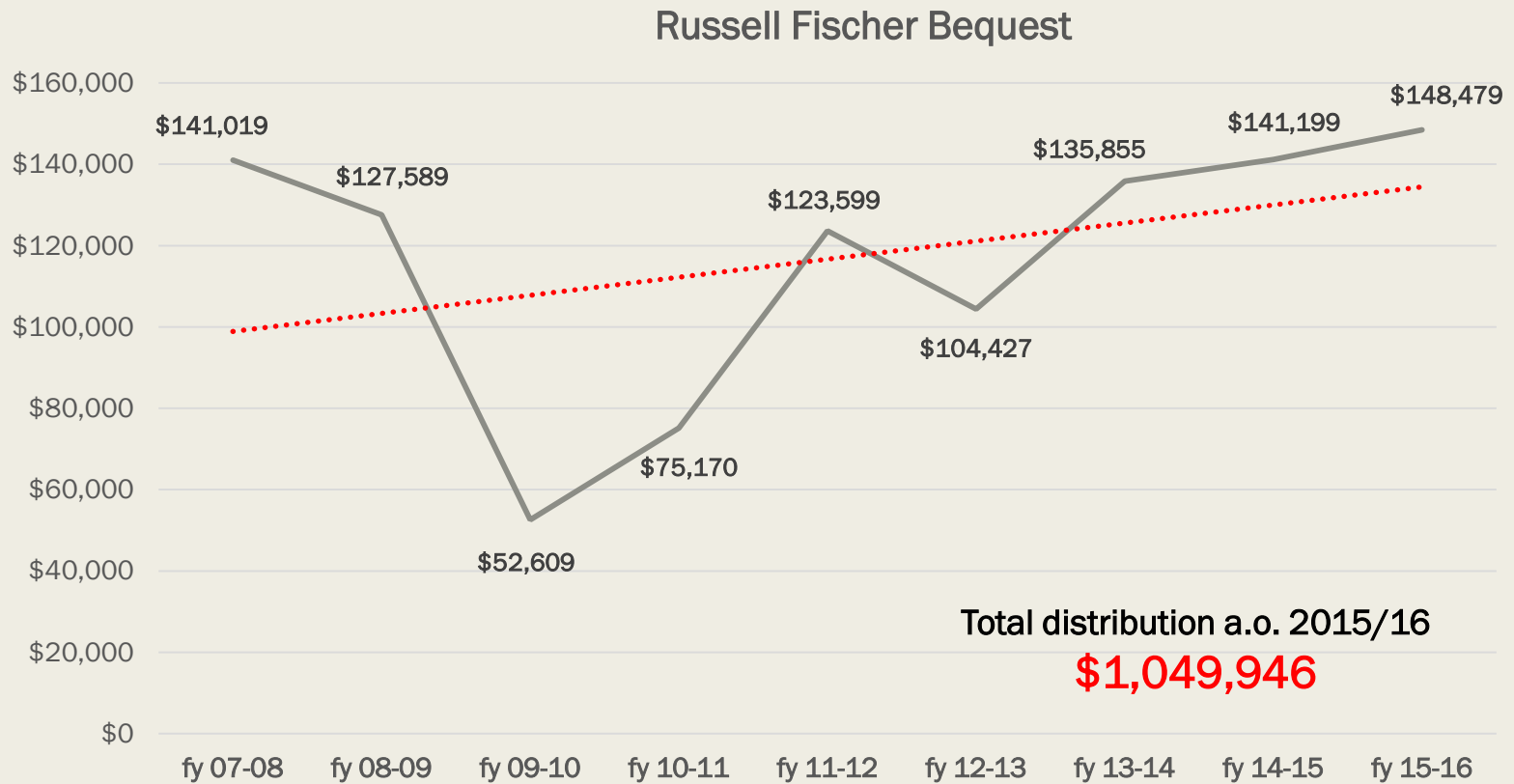
Counseling Services

- Emerging opportunities
- \$50 per session

Transportation Services

- PV Lions Agreement for Braille Transport
\$59,500 since January 2009
Adult Day Center “Lion’s Den” Sponsor
- Russell Fischer Bequest Distribution (see chart)

Fischer Bequest: *Distribution History*



Expenditures

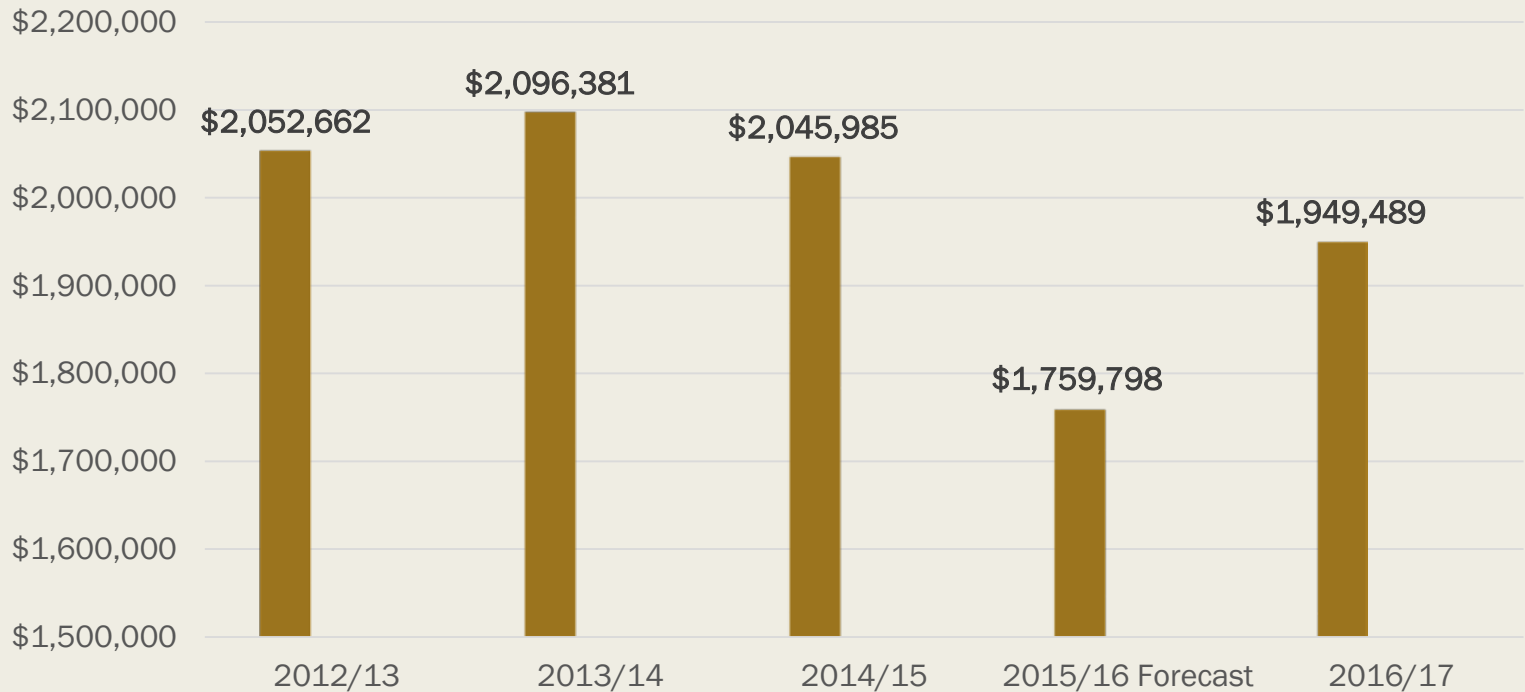
Workforce

Vision Statement: *“recruiting and retaining an ethical, motivated, creative, compassionate and qualified workforce”*

Tenure	Percentage	# of EEs	YOY Variance
10+ years	26%	9 (2015/16 = 7)	+2
2-10 years	50%	17 (2015/16 = 22)	-5
Less than 2 years	24%	8 (2016/16 = 9)	-1
TOTAL		34 <i>(2015/16 = 38)</i>	-4

Salaries: *Five Year Review*

Total Salaries + Benefits



Benefits

Benefits

- Some required by law
- Some affected by factors over which there is minimal or no control
- Some have been strategically developed to recruit/retain excellent staff

Associated Expenses & Line Items

- *Workers Compensation Insurance*
- *Payroll Taxes*
- *Life/ADD*
- *PERS*
- *Health*
- *Other Post Employment Benefits (OPEB)*

Programs & Services

Programs & Services

- Fee for Service
- Contracts
- Grants

Associated Expenses & Line Items

- *Advertising & Promotion*
- *Bank/Credit Card Changes*
- *Contractors*
- *Community Partnerships*
- *Community Support*
- *Community/Staff Relations*
- *Continuing Education*
- *Dues/Subscriptions*
- *Educator Costs*
- *Fleet Maintenance*
- *Gas & Oil*
- *Legal/Professional*
- *Mileage*
- *Minor Equipment Printing*
- *Postage*
- *Program Materials & Activities*
- *Refunds*
- *Supplies*
- *Tax, Licenses & Fees*

Policy & Oversight

Accountability

- Education
- Legislation
- Association
- Transparency

Associated Expenses & Line Items

- *Continuing Education – Board*
- *LAFCo Participation*
- *Trustee Stipends*
- *Professional Association Memberships*
- *Director and Officer Insurance*

Risk Management

Legal & Fiduciary Responsibilities

- External Audit (*Poindexter 2016/17, Mitchell & Assoc*)
- Actuarial Valuations (*due 2017*)
- Adequate Insurance Coverage (*recent insurance review*)
- Legal Services (*FCOP, MN, LightGabler, Bender*)

Associated Expenses & Line Items

- *Auditor Fees*
- *Consultants/Contractors*
- *Insurance*
- *Legal Fees*

Facilities

Fully-owned assets

13,200 square feet in Dos Caminos Plaza

Associated Expenses & Line Items

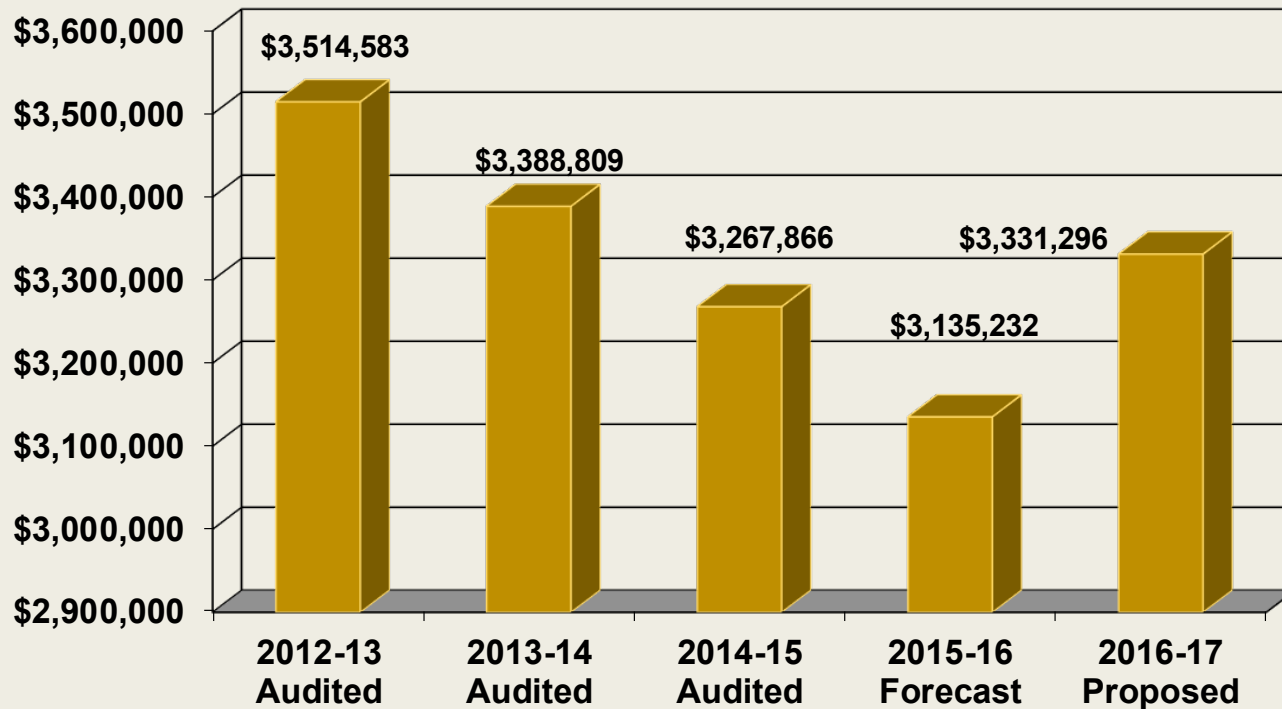
- *Association Fees*
- *Insurance*
- *Rental/Lease*
- *Repairs & Maintenance*
- *Utilities*
- *Telephone*



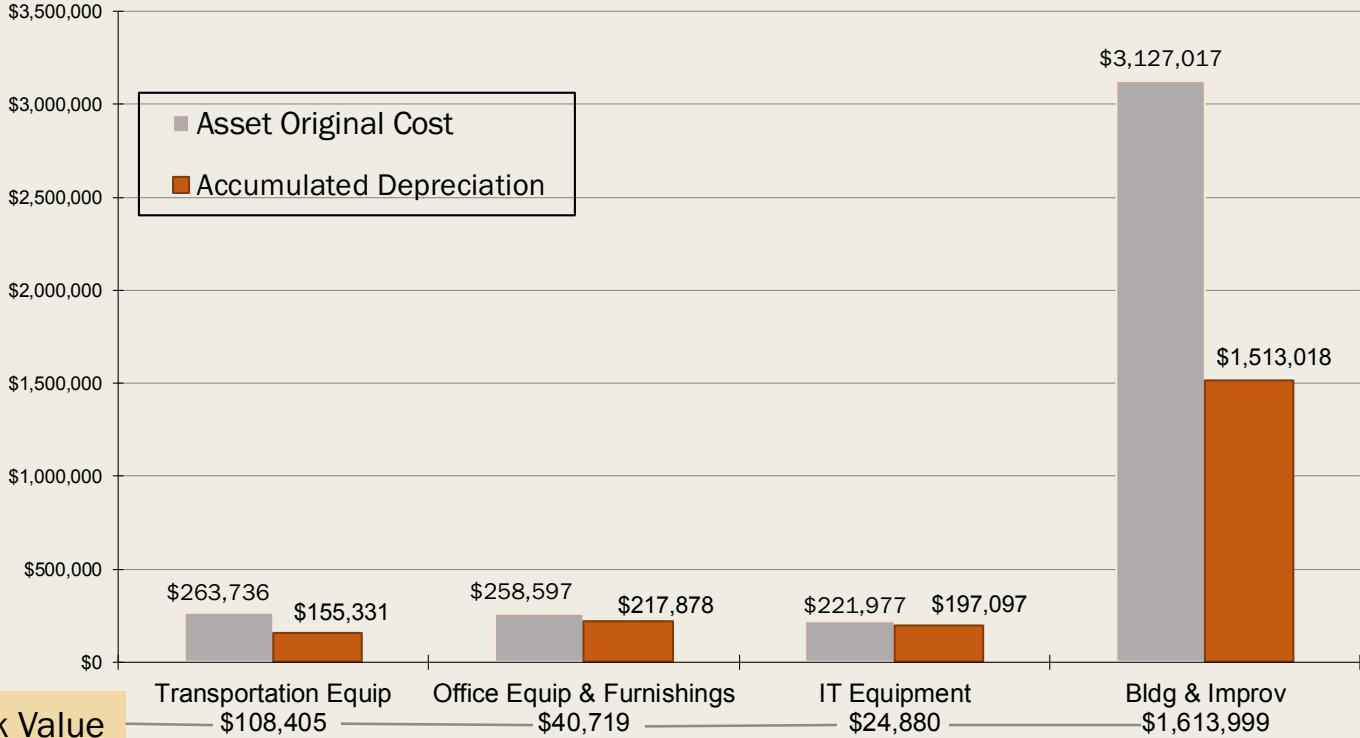
**1227 Flynn Road, #304
Sold March 2016**

**2438 E Ponderosa C210
Sold July 2015**

Operating Expenditures: *Five Yr Comparison*



Net Book Value: *Property & Equipment*



Net Book Value

Estimated Fair Market Value: *Real Property*

Address	Square Footage
Las Posas, Bldg E	6,000
Las Posas, Bldg F	3,600
Las Posas, Bldg G	1,200
Las Posas, Bldg H	2,400
TOTAL	13,200sf

Estimated Market Value

Dos Caminos Plaza
\$250/sf = \$3,300,000

Churchill & Associates 2016

Consolidated Income Statement

Proposed FY 2016-17

Revenues	Amount
Property Tax Revenue	\$2,472,000
Adult Day Center	270,272
Transportation Services	202,400
Senior Nutrition Services	134,900
Wellness Center & Grants	85,100
Facility & Education	61,425
Lifeline Services	56,256
Care Transitions Services	56,536
Other	33,837
TOTAL REVENUES	\$3,369,726

Expenses	Amount
Salaries	\$1,461,859
Payroll Taxes/Benefits	487,630
Program Related	294,864
Contractors	298,847
Facility	242,005
OPEB	201,802
Depreciation	162,159
Education-All	91,780
Legal	90,350
TOTAL EXPENSES	\$3,331,296

Total Revenues	\$3,369,726
Total Expenses	\$3,331,296
NET POSITION	\$38,430

Capital Budget *FY2016/17*

Capital Budget

- Single item, or items dependent upon labor and installation
- \$1000 or greater purchase price

Annual review

- Safety, refurbishment
- Equipment
- Capital or tenant improvement projects
- Infrastructure and overall facility maintenance

Capital Budget *FY2016/17*

Description	Building	Quarter Performed	Not to Exceed Amount
Facilities: 2 HVAC units	E117, E124	As needed	\$14,000
Facilities: Room Dividing Wall	F160-161	As needed	\$12,000
3 PC replacements with software, monitors, cables and installation	As needed	As needed	\$6,000
IT: Exchange 2013 Server	As needed	As needed	\$15,000
IT: File Server Domain Controller	As needed	As needed	\$5,000
		SUB-TOTAL	\$52,000
		Contingency	\$5,000
		TOTAL	\$57,000

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CAMARILLO HEALTH CARE DISTRICT
Proposed Operating Budget
Fiscal Year 2016-17

Account Name	Adopted Budget 2015-16	Adjusted Budget 2015-16	Forecasted Results 2015-16	Proposed Budget 2016-17
Revenue				
Tax Revenue	\$ 2,276,727	\$ 2,400,000	\$2,400,000	\$ 2,472,000
Community Education Fees	46,277	46,277	\$37,238	25,250
Van Wrap Advertising	7,020	7,020	\$0	-
Transportation Fees	25,000	25,000	\$29,226	27,000
Transport Fees ADC	25,000	25,000	\$12,996	25,000
Health Screening Fees	860	860	\$621	900
Counseling	3,000	3,000	\$1,800	3,000
Lifeline Fees	83,656	83,656	\$71,602	56,256
Sr Nutrition Home Delivered	18,810	18,810	\$23,297	24,000
Sr Nutrition Congregate	1,740	1,740	\$1,510	1,740
Contract-PICF-Falls	-		\$7,132	29,312
Contract-PICF-Blue Shield	36,258	36,258	\$8,789	9,384
Contract-VCAAA-Evidence Based	9,360	9,360	\$4,210	4,640
ADC Fees	278,960	186,000	\$186,697	261,272
Grant-VCAAA-Caregiver Resources	20,000	20,000	\$20,000	30,000
Donations-Scholarship	2,000	2,000	\$4,659	2,400
Sr Nutrition Sponsors	1,350	1,350	\$2,900	2,500
Healthy Attitude Advertising	4,250	4,250	\$4,700	4,700
Interest Income	1,500	1,500	\$4,858	4,000
Facility Use Rental	34,869	34,869	\$33,414	36,875
Facility Use - Lease	7,590	7,590	\$13,030	-
Donations-General	1,412	1,412	\$1,122	1,000
Fischer Fund Distribution	145,533	145,533	\$148,479	150,000
Grant-VCAAA-Senior Nutrition	55,942	55,942	\$55,942	69,660
City of Cam SNP HDM	37,000	37,000	\$37,000	37,000
Grant-VCAAA-SS Line	50,000	50,000	\$50,000	50,000
Grant-SCAN-Comm Constituents	14,400	14,400	\$14,400	5,000
Other Income	65,162	89,000	89,000	36,837
Total Revenue	\$ 3,253,676	\$ 3,307,827	\$ 3,264,621	\$ 3,369,726

Expenditures

Salaries	\$ 1,487,257	\$ 1,370,000	\$ 1,370,000	\$ 1,461,859
Payroll Taxes	113,775	113,775	\$ 112,097	111,832
Benefits-PERS-Health	148,407	148,407	\$ 144,505	221,200
Benefits-PERS-Retirement	90,931	90,931	\$ 80,829	97,821
Benefits - Workers Comp	34,055	34,055	\$ 27,755	32,220
Benefits - Life/ADD/Annuity	23,805	23,805	\$ 24,612	24,557
Benefits - OPEB	149,397	233,372	\$ 259,305	201,802
Audit Fees	12,775	12,775	\$ 14,475	13,170
Partnership Initiatives	10,500	2,500	\$ 2,500	2,500
Legal Fees	35,000	35,000	\$ 135,645	90,350
Contractors/Consultants	245,094	245,094	\$ 210,071	266,477
Instructor Agreement Feesw	19,437	19,437	\$ 17,451	10,889
Community/Staff Outreach	14,339	14,339	\$ 11,115	15,156
Dues/Subscriptions	14,028	14,028	\$ 17,234	14,253
Cont Ed/Outreach - Board	50,384	50,384	\$ 33,850	44,529
Continuing Education - Staff	31,027	31,027	\$ 23,006	47,251
Trustee Stipends	11,700	11,700	\$ 6,600	11,900
Election Costs	-	-	\$ -	17,000
LAFCO Assessment	2,200	2,200	\$ 2,252	2,200

CAMARILLO HEALTH CARE DISTRICT
Proposed Operating Budget
Fiscal Year 2016-17

Account Name	Adopted Budget 2015-16	Adjusted Budget 2015-16	Forecasted Results 2015-16	Proposed Budget 2016-17
Mileage	24,210	24,210	\$ 15,290	21,396
Program Materials/Activities	35,769	35,769	\$ 25,780	26,466
Gas & Oil	17,044	17,044	\$ 10,232	10,660
Fleet Maintenance	19,110	19,110	\$ 14,472	12,607
Minor Equipment	15,069	15,069	\$ 17,320	12,908
Supplies	17,970	17,970	\$ 12,509	12,892
Postage	38,801	38,801	\$ 35,000	38,037
Advertising & Promotion	17,345	17,345	\$ 15,542	13,050
Refunds	2,918	2,918	\$ 2,826	2,582
Printing	72,893	72,893	\$ 64,800	65,079
Repairs & Maintenance	49,167	49,167	\$ 33,677	46,652
Association Fees	55,134	55,134	\$ 56,602	53,195
Insurance	49,307	49,307	\$ 43,236	49,305
Storage Rent/Equipment Lease	28,409	28,409	\$ 29,526	26,864
Telephone	28,410	28,410	\$ 24,000	27,097
Utilities	34,230	34,230	\$ 33,231	38,892
Licenses & Fees	753	753	\$ 1,451	1,252
Bank and Credit Card Charges	4,903	4,903	\$ 3,346	5,841
Interest	21,200	21,200	\$ 21,200	17,396
Depreciation Expense & Loss on Assets	186,037	186,037	\$ 179,539	162,159
Total Operating Expenditures	\$ 3,212,790	\$ 3,171,508	\$ 3,132,882	\$ 3,331,296
NET RESULTS	\$ 40,886	\$ 136,319	\$ 131,739	\$ 38,430

Camarillo Health Care District
Statements of Activities
Consolidated Compare Prior Year to Proposed Year

	<u>2015-16</u> <u>Forecast</u>	<u>2016-17</u> <u>Proposed</u> <u>Budget</u>	<u>Variance</u> <u>Fav/(Unfav)</u>	<u>Percent</u> <u>Change</u>
REVENUES				
Tax revenue	\$ 2,400,000	\$ 2,472,000	\$ 72,000	2.9%
Program and facilities revenue	416,131	465,993	\$ 49,862	10.7%
Grants and agency funding	197,473	234,996	\$ 37,523	16.0%
Donations and sponsorship	8,681	5,900	\$ (2,781)	-47.1%
Investment and interest income	153,337	154,000	\$ 663	0.4%
Other income	89,000	36,837	\$ (52,163)	-141.6%
Total Revenues	<u>3,264,622</u>	<u>3,369,726</u>	<u>105,104</u>	<u>3.1%</u>
EXPENSES				
Personnel cost				
Wages and salaries	1,370,000	1,461,859	91,859	6.3%
Payroll taxes and benefits	649,103	689,432	40,329	5.8%
Total personnel cost	<u>2,019,103</u>	<u>2,151,291</u>	<u>132,188</u>	<u>6.1%</u>
Other expenses				
Contractors Fees	226,798	281,847	55,049	19.5%
Legal/Professional Fees	135,645	90,350	(45,295)	-50.1%
Facilities and related	237,592	254,913	17,321	6.8%
Depreciation	179,541	162,159	(17,382)	-10.7%
Program related expense	83,225	82,018	(1,207)	-1.5%
Advertising and promotion	91,457	93,285	1,828	2.0%
Supplies and office expense	64,743	65,182	439	0.7%
Board and staff	63,456	120,680	57,224	47.4%
Community partnerships	2,500	2,500	-	0.0%
Interest	21,200	17,396	(3,804)	-21.9%
Combined other expenses	<u>7,623</u>	<u>9,675</u>	<u>2,052</u>	<u>21.2%</u>
Total other expenses	1,113,780	1,180,005	66,225	5.6%
Total expenses	<u>3,132,883</u>	<u>3,331,296</u>	<u>198,413</u>	<u>5.96%</u>
Net results	<u>\$ 131,739</u>	<u>\$ 38,430</u>	<u>\$ (93,309)</u>	<u>-242.8%</u>

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SECTION 7

DISCUSSION/ACTION ITEMS

SECTION 7-B

IT IS THE RECOMMENDATION OF ADMINISTRATION THAT THE BOARD OF DIRECTORS 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

June 7, 2016

Classification	Time Base	Minimum	Maximum
Officers			
Chief Executive Officer	Annual	\$ 151,840.00	\$ 214,240.00
Chief Resource Officer	Annual	\$ 74,880.00	\$ 122,304.00
Chief Administrative Officer	Annual	\$ 74,880.00	\$ 122,304.00
Directors			
Finance & Operations, Senior Director	Annual	\$ 70,000.00	\$ 120,000.00
Clinical Care Director	Annual	\$ 64,480.00	\$ 83,200.00
Adult Day Center Director	Annual	\$ 52,000.00	\$ 68,640.00
Community Services Director	Annual	\$ 52,000.00	\$ 68,640.00
Wellness & Caregiver Center Director	Annual	\$ 52,000.00	\$ 68,640.00
Managers			
Accounting Manager	Hourly	\$ 18.00	\$ 30.00
Adult Day Center Manager	Annual	\$ 43,680.00	\$ 60,320.00
Business Development Manager	Annual	\$ 47,840.00	\$ 66,560.00
Care Transitions Manager	Annual	\$ 43,680.00	\$ 60,320.00
*Community Affairs Manager	Hourly	\$ 18.00	\$ 30.00
Community Education Manager	Hourly	\$ 18.00	\$ 30.00
Community Outreach Manager	Hourly	\$ 18.00	\$ 30.00
Community Services Manager	Annual	\$ 39,520.00	\$ 62,400.00
Health Promotion Manager	*Annual	\$ 39,520.00	\$ 62,400.00
Senior Support Manager	Annual	\$ 39,520.00	\$ 58,240.00
Wellness & Caregiver Center Manager	Annual	\$ 43,680.00	\$ 60,320.00
Coordinators			
Adult Day Center Coordinator	Hourly	\$ 17.00	\$ 25.00
Care Coordinator	Hourly	\$ 17.00	\$ 25.00
Health Promotion Coordinator	Hourly	\$ 17.00	\$ 25.00
Senior Nutrition Coordinator	Hourly	\$ 17.00	\$ 25.00
Transportation Coordinator	Hourly	\$ 17.00	\$ 25.00
Assistants & all other positions			
Accounting Assistant	Hourly	\$ 14.00	\$ 20.00
Activity Leader I	Hourly	\$ 13.00	\$ 18.00
Activity Leader I (On-Call)	Hourly	\$ 13.00	\$ 18.00
Activity Leader II	Hourly	\$ 13.50	\$ 18.50
Administrative Assistant	Hourly	\$ 13.00	\$ 18.00
Administrative Assistant, HR	Hourly	\$ 18.00	\$ 25.87
Care Transitions Specialist	Hourly	\$ 18.00	\$ 23.29
Driver	Hourly	\$ 15.00	\$ 18.00
Driver (On-Call)	Hourly	\$ 15.00	\$ 18.00
Executive Assistant	Hourly	\$ 18.00	\$ 26.00
Resource Specialist	Hourly	\$ 13.00	\$ 18.00
Senior Nutrition Assistant	Hourly	\$ 13.00	\$ 18.00

SECTION 7

DISCUSSION/ACTION ITEMS

**SECTION 7-C
REVIEW VENTURA COUNTY GRAND JURY 2015-2016 FINAL REPORT,
CAMARILLO CONGREGATE MEAL PROGRAM, MAY 26, 2016.
NO ACTION REQUIRED.**

June 7, 2016

May 26, 2016

Board of Directors
Camarillo Health Care District
3639 E. Las Posas Road
Camarillo, CA 93010

Re: Camarillo Congregate Meal Program

Dear Board Members:

Enclosed please find a copy of the subject report by the 2015-2016 Ventura County Civil Grand Jury.

This report is provided to you two working days prior to its public release in accordance with the provisions of Penal Code section 933.05(f). Please note that under the provisions of that code section no officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to public release by the Grand Jury.

The Grand Jury requests that you respond in writing to the Findings and Recommendations contained in the report pursuant to Penal Code sections 933(c) and 933(d). Penal Code sections 933.05(a) and 933.05(b) are specific as to the format of the responses. A form showing the required format is enclosed. The Penal Code is also specific about the deadline for responses. You are required to submit your response within **90** days to the Presiding Judge of the Superior Court as follows:

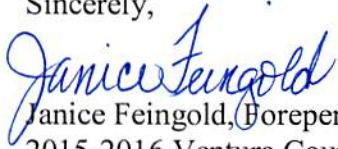
The Honorable Donald D. Coleman
Presiding Judge, Superior Court of California
County of Ventura
800 S. Victoria Avenue
Ventura, CA 93009

Please send a copy to the undersigned at the address below:

Foreperson, Ventura County Grand Jury
800 S. Victoria Avenue
Ventura, CA 93009

Responses are public records. The clerk of the agency affected must maintain a copy of your response. Should you have any questions, please contact me at the above address or at one of the numbers below.

Sincerely,



Janice Feingold, Foreperson
2015-2016 Ventura County Grand Jury
(805) 477-1600
janice.feingold@ventura.org

Enclosures: Response to Grand Jury Report Form

Ventura County Grand Jury 2015 - 2016



Final Report

Camarillo Congregate Meal Program May 26, 2016

Camarillo Congregate Meal Program

Summary

According to California Department of Finance estimates, Ventura County (County) seniors, those 60 and older, will make up 29% of the population by 2030. The challenge today is to meet the needs of this growing segment of society.

With grants from the Federal and California (State) governments, the Ventura County Area Agency on Aging, in conjunction with service providers, manages a variety of senior programs, including the Older Americans Nutrition Program. These service providers throughout the County meet senior nutrition needs with congregate and home-delivered meal programs.

In a review of the senior nutrition programs, the 2015-2016 Grand Jury learned that although congregate meals are available to seniors five days a week throughout the County, they are only available to seniors in the City of Camarillo once a month. The Grand Jury opened an investigation into this issue by interviewing key personnel, conducting research, and reviewing State and federal legislation.

The Camarillo Health Care District and the Pleasant Valley Recreation and Park District, as well as the City of Camarillo, provide services and support for senior programs in their area. Prior to 2013, the Camarillo Health Care District and the Pleasant Valley Recreation and Park District worked together to provide senior congregate meals four days a week. With a Memorandum of Understanding, the park district provided facilities and the health care district managed the program with public funding.

Federal and State funding for nutrition services has been stagnant for several years. Providers must now contribute 10% of previous funding to cover the costs. The Grand Jury also learned that the cities in the County vary widely in their general fund support of senior programs. This support ranges from \$66.83 per senior in Moorpark to \$2.36 per senior in Camarillo.

As a result of this investigation, the Grand Jury found that the senior population of Camarillo has not been formally surveyed to determine its needs. In addition, the Camarillo Health Care District, the Pleasant Valley Recreation and Park District, and the City of Camarillo do not adequately collaborate or coordinate efforts to meet the needs of the senior population.

The Grand Jury recommends that the City of Camarillo conduct a "needs survey" of its senior population. In addition, it recommends that the City Council, the Camarillo Health Care District, and the Pleasant Valley Recreation and Park District work together to determine goals and strategies to best serve the seniors.

Background

In 1965 Congress passed the Older Americans Act which was designed to meet the needs of the country's aging population. In 1976 California (State) established the California Department of Aging and divided the State into thirty-three local "Area

Agencies on Aging". These agencies manage State and federal grants and provide programs for seniors and their caregivers. (Ref-01)

Following federal and State legislation, the Ventura County Area Agency on Aging (VCAAA) was designated as the manager of a variety of mandated senior programs, including the 1972 Older Americans Nutrition Program. This program includes home-delivered and congregate meals for seniors. (Ref-02)

The Grand Jury reviewed the availability of the congregate meal program throughout the County. Although this program is offered five days a week in ten locations of the County, it is available to seniors in the Camarillo area once a month. The Grand Jury opened an investigation into the availability of congregate meals in the Camarillo area.

Methodology

The Grand Jury conducted an investigation that included:

- Reviewing federal and State legislation related to mandated programs for seniors
- Investigating pertinent websites including VCAAA, Camarillo Health Care District, Pleasant Valley Recreation and Park District, City of Camarillo, and other cities within the County
- Reviewing the agendas and minutes of the VCAAA Advisory Council and the VCAAA Senior Nutrition Committee meetings
- Reviewing the draft of the VCAAA Master Strategic Plan 2016-2020
- Analyzing the VCAAA Nutrition Program Funding documents
- Interviewing County, City, and special district personnel

Facts

FA-01. The Camarillo Health Care District (CHCD) and the Pleasant Valley Recreation and Park District (PVRPD), as well as the City of Camarillo, provide services and programs for residents 60 years of age and older.

FA-02. As required by the Older Americans Act, the Camarillo City Council formed the Camarillo Council on Aging in 1978. A volunteer organization, it serves as an advisory body which reports to the Council on matters of concern to seniors. (Ref-03)

FA-03. The CHCD and the PVRPD are special districts which serve the residents of Camarillo. These public entities receive funds from property taxes.

FA-04. Established in 1969, the CHCD "...provides community health, wellness, and safety services." It provides a variety of services to seniors and their caregivers including home delivered meals, transportation, counseling, and adult day care, to name a few. (Ref-04)

FA-05. Established in 1962, the PVRPD "...provides quality programs, parks and facilities that can be enjoyed by everyone." For senior programs, it

collaborates with community organizations, including the Area Agency on Aging, Arthritis Foundation, Braille Institute, and the Camarillo Council on Aging. (Ref-05)

- FA-06.** The CHCD is the official "service provider" for publicly funded congregate meals managed by the VCAAA.
- FA-07.** The City of Camarillo has no formal relationship with the CHCD and the PVRPD.
- FA-08.** According to the Administration for Community Living, the congregate meal program offers meals to seniors in a social setting. It helps "...to keep older Americans healthy and prevent the need for more costly medical interventions....The program presents opportunities for social engagement, information on healthy aging and meaningful volunteer roles, all of which contribute to an older individual's overall health and well-being." (Ref-06)
- FA-09.** Congregate meal programs are offered Monday through Friday in ten County locations. The Camarillo Health Care District serves a congregate meal one day a month. (Att-01)
- FA-10.** The VCAAA and its nutrition service providers throughout the County apply for State and federal funds on a four-year cycle. Service providers responded to VCAAA's Request for Proposal for fiscal years 2016-2020. On March 9, 2016, the VCAAA Advisory Council approved these plans. Camarillo's proposal for serving a congregate meal one day per month was approved. (Ref-07)
- FA-11.** From 2005 to 2012, the CHCD and the PVRPD had a Memorandum of Understanding for serving a congregate meal to seniors four days a week. The CHCD provided staff and services; the PVRPD provided facilities. (Ref-08)
- FA-12.** According to the draft of the VCAAA Master Strategic Plan 2016-2020, Camarillo residents 60 years of age and older make up approximately 23% of the City's population compared to 18.1% in the County. (Ref-09)
- FA-13.** Although residents 60 and older comprise approximately 23% of the City's population, the Grand Jury could find no evidence that the City has conducted a recent formal comprehensive survey of this population to determine its needs.
- FA-14.** The ten cities in the County allocate funding for senior programs through their general funds. This funding ranges from \$66.83 per senior in the City of Moorpark to \$2.36 per senior in the City of Camarillo. [Note: Some senior programs in the cities are subsidized by funds from other sources.] (Att-02)
- FA-15.** As part of the process in developing its draft Master Strategic Plan 2016-2020, the VCAAA conducted a "Consumers' Survey" of County senior residents and their caregivers. Access to nutritious food ranked second only to transportation in importance to those seniors who responded. (Ref-09)

- FA-16.** Federal and State funding for the mandated nutrition programs has been stagnant. Service providers are currently responsible for 10% of the cost of the program although this amount can be met with donations “in kind”.
- FA-17.** The City of Camarillo is currently in discussion with the PVRPD to allocate funds for increased services for seniors in Camarillo.
- FA-18.** The PVRPD, in conjunction with City organizations/businesses, sponsors a senior meal and movie event once a month. According to the PVRPD, seniors have been turned away because the program is so popular and resources are limited.
- FA-19.** The PVRPD 2013-2018 Strategic Plan calls for open communication with other districts in the area. According to the plan, “The District will explore partnerships with other local agencies, businesses and non-profits to expand program areas...” including those for seniors. One of the five year goals is to be “...actively engaged with strategic partners in the community.” (Ref-10)
- FA-20.** The Grand Jury could find no evidence of strategic planning by CHCD.
- FA-21.** The Camarillo City Council has established goals and objectives for 2015-2016, including:
- “...to maintain effective communication with local, state and federal elected representatives and other local agencies including schools, parks and special districts.”
 - “...to maintain effective communications with the community.”
- (Ref-11)

Findings

- FI-01.** Seniors in the Camarillo area have less access to congregate meals than those in other areas of the County. (FA-09, FA-10)
- FI-02.** The CHCD receives less of the available public funding for the congregate program than other service providers in the County. It only applies for funding to cover costs of a once-a-month congregate meal. (FA-08, FA-10, FA-11)
- FI-03.** The senior population of Camarillo has not been formally surveyed to determine its need for a five-day-a week congregate meal program. (FA-13)
- FI-04.** The City of Camarillo allocates limited General Fund support for senior programs when compared with other cities in the County. (FA-14)
- FI-05.** The City of Camarillo, the Camarillo Health Care District, and the Pleasant Valley Recreation and Park District have not adequately collaborated or coordinated efforts to meet the needs of seniors in Camarillo. (FA-11, FA-19, FA-20, FA-21)

Recommendations

- R-01.** The Grand Jury recommends that the Camarillo City Council, in conjunction with the Camarillo Council on Aging, conduct a comprehensive formal “needs survey” to determine senior concerns, especially as related to an expanded congregate meal program. (FI-01, FI-02, FI-03, FI-04, FI-05)
- R-02.** The Grand Jury recommends that the Camarillo City Council, the Board of Directors of the Camarillo Health Care District, and the Board of Directors of the Pleasant Valley Recreation and Park District establish formal and regular communication in order to formulate goals and coordinate resources to meet the needs of the senior population. (FI-05)

Responses

Responses Required From:

Board of Directors, Camarillo Health Care District

Board of Directors, Pleasant Valley Recreation and Park District

Camarillo City Council

References

- Ref-01.** AllGov California, “Department of Aging”,
http://www.allgov.com/usa/ca/departments/health-and-human-services-agency/department_of_aging?agencyid=129 (accessed April 20, 2016).
- Ref-02.** County of Ventura California, “VCAAA Mission Statement”,
<http://www.ventura.org/vcaaa/vcaaa-mission-statement> (accessed April 20, 2016).
- Ref-03.** City of Camarillo, “Council on Aging”,
<http://www.ci.camarillo.ca.us/i3.aspx?p=16> (accessed April 20, 2016).
- Ref-04.** Camarillo Health Care District, “Our District”,
<https://www.camhealth.com/general-information/> (accessed April 20, 2016).
- Ref-05.** Pleasant Valley Recreation and Park District, Five Year Strategic Plan 2013-2018, <http://www.pvrpd.org/recreation/senior/default.aspxhttp> (accessed April 20, 2016).
- Ref-06.** Administration for Community Living, “Congregate Nutrition Services”,
http://www.aoa.gov/AoA_programs/HPW/Nutrition_Services/index.aspx#congregate (accessed April 21, 2016).
- Ref-07.** County of Ventura California, “Advisory Council Meetings”, Minutes March 9, 2016.
- Ref-08.** “Pleasant Valley Recreation and Park District Staff Report/Agenda Report”,

<http://www.pvrpd.org/civica/filebank/blobdload.asp?BlobID=2730>
(accessed April 21, 2016).

- Ref-09.** VCAAA Master strategic Plan 2016-2020, page 27,
<http://vcportal.ventura.org/VCAAA/newscenter/publications/VCAAA%20Summary%20of%20the%20Draft%20FY%202016-2017.pdf> (accessed May 11, 2016).
- Ref-10.** Pleasant Valley Recreation and Park District 2013-2018 Strategic Plan, page 15, http://www.pvrpd.org/administration/about/strategic_plan.asp (accessed April 21, 2016).
- Ref-11.** City of Camarillo, "FY 2015-16 Council Goals and Objectives", <http://www.ci.camarillo.ca.us/docs/COUNCIL%20GOALS.pdf> (accessed April 26, 2016).

Attachments

- Att-01.** VCAAA Senior Nutrition Program Sites 2015-2016
- Att-02.** Senior Services Funding for Ventura County Cities

Disclaimer

This report is issued by the 2015-2016 Ventura County Grand Jury. Due to a potential conflict of interest, a member of this Grand Jury was excused from participating in any aspect of the production of this report.

Glossary

<u>TERM</u>	<u>DEFINITION</u>
CHCD	Camarillo Health Care District
City	The City of Camarillo
Congregate meals	Meals taken in a public social setting
County	The County of Ventura, California
Grand Jury	The 2015–2016 Ventura County Grand Jury
“In kind”	Donations other than money
PVRPD	Pleasant Valley Recreation and Park District
Special district	A separate local government that delivers a limited number of public services to a geographically limited area; unique to California
State	The State of California
VCAAA	Ventura County Area Agency on Aging

Attachment 01

VCAAA Senior Nutrition Program Sites 2015-2016

VCAAA Senior Nutrition Program Sites 2015-2016

Contractor	Address	Congregate Program	Home-Delivered Meal Program
Camarillo Health Care District	3639 Las Posas Rd. Suite 117 Camarillo	One day per Month	Deliver frozen weekly
Conejo Recreation and Park District	Goebel Adult Community Cntr 1385 E. Janss Rd.	Monday thru Friday	None
City of Fillmore	Fillmore Senior Center 533 Santa Clara Ave	Monday thru Friday	Deliver hot daily
City of Moorpark	Moorpark Active Adult Center 799 Moorpark Ave., Moorpark	Monday thru Friday	Deliver hot daily and frozen weekly as needed
City of Oxnard	Wilson Senior Cntr, 350 N C St. Palm Vista, 801 S. C St., Oxnard	Monday thru Friday	Deliver frozen weekly or bimonthly
City of Port Hueneme	550 Park Ave., Port Hueneme	Seniors use Oxnard location	Deliver frozen weekly
City of Santa Paula	Community Center 530 W. Main St.	Monday thru Friday	Deliver hot daily
City of Simi Valley	Simi Valley Senior Center 3900 Avenida Simi, Simi Valley	Monday thru Friday	Deliver hot daily and frozen weekly as needed
City of Ventura	Avenue Adult Center 550 N. Ventura Ave, Ventura	Monday thru Friday	Deliver frozen weekly or bimonthly
HELP of Ojai	370 W. Baldwin Rd., Ojai (old Honor Farm site)	Monday thru Friday	Deliver hot daily
San Salvador Mission	San Salvador Mission 4053 Center St., Piru	Monday thru Friday	Deliver hot daily

Attachment 02

Senior Services Funding for Ventura County Cities

Senior Services Funding for Ventura County Cities

<u>City</u>	<u>Agency</u>	<u>Budget source</u>	<u>Senior Funding FY '15/'16</u>	<u>Population T=Total S=Seniors</u>	<u>Funds per Senior</u>
Camarillo	Camarillo Health Care District	General Fund Cultural Arts	\$37,000 Paid to CHCD	65,985 T 15,694 S	\$2.36
Ventura	City Parks & Rec	General Fund	Senior Center & Support service \$310,468	108,449 T 22,163 S	\$14.01
Port Hueneme	City Parks & Rec	General Fund Culture and Leisure	Grant \$15,000 Revenue Neutral	21,949 T 3,709 S	\$4.04
Simi Valley	City Recreation	Community Service General Fund	Senior Services \$728,100	125,699 T 22,262 S	\$32.71
Oxnard	City Recreation	General Fund	Senior Services \$805,514	201,744 T 25,500 S	\$31.59
Moorpark	City Recreation	General Fund Active Adult Center 55+	Senior Services, including meals. \$306,693	35,033 T 4,589 S	\$66.83
Santa Paula	City Recreation	Community Services – General Fund	\$17,023 CDBG Rec Service.	29,990 T 4,439 S	\$3.83
Fillmore/ Piru	City Recreation	General Fund	Senior Nutrition & Programs \$29,435	17,281 T 2,369 S	\$12.43
Thousand Oaks	Community Services	General Fund	Senior Services \$375,567	128,126 T 29,040 S	\$12.93
Ojai/ Mira Monte	Help of Ojai Non-Profit Senior Services	Contributors	City of Ojai gave \$46,000 in Posted IRS filing	28,681 T 7,573 S	\$6.07

Sources: VCAA Strategic Plan 2016-2020, page 27 (Ref-09) and city website

Response to Grand Jury Report Form

Report Title: _____

Report Date: _____

Response by: _____ Title: _____

FINDINGS

- I (we) agree with the findings numbered: _____
- I (we) disagree wholly or partially with the findings numbered: _____
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered _____ have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered _____ have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: _____ Signed: _____

Number of pages attached _____

SECTION 9

**SECTION 9-A
PRESIDENT'S REPORT**

JUNE 7, 2016

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SECTION 9

**SECTION 9-B
BOARD MEMBERS' INTERESTS AND CONCERNS**

JUNE 7, 2016

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SECTION 10

**CLOSED SESSION
GOVERNMENT CODE 54956.9(d)(1)**

JUNE 7, 2016

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SECTION 11

RECONVENE FROM CLOSED SESSION

JUNE 7, 2016

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SECTION 12

**ANNOUNCEMENT OF CLOSED SESSION
GOVERNMENT CODE 54957.1**

JUNE 7, 2016

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