



**Regular Board of Directors Meeting
3615 E Las Posas Road, Suite 161
Camarillo, CA 93010
Tuesday, March 28, 2017
12:00 p.m.**

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2017 Board Meeting Calendar

January 24, 2017, 12:00 p.m.

February 28, 2017, 12:00 p.m.

March 28, 2017, 12:00 p.m.

April 25, 2017, 12:00 p.m.

May 23, 2017, 12:00 p.m.

June 6, 2017, 12:00 p.m. (Budget)

June 27, 2017, 12:00 p.m. (If Needed)

July 25, 2017, 12:00 p.m.

August – Dark

September 19, 2017, 12:00 p.m.

October 24, 2017, 12:00 p.m.

November 28, 2017, 12:00 p.m.

December 5, 2017, 8:30 a.m. (Board Work Study)

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AGENDA

March 28, 2017, 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
Scott W. Packham, DDS, Clerk of the Board
Richard Loft, M.D., Director
Mark Hiepler, Esq., Director

Staff

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

Participants

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

-
- 1. Call to Order/Roll Call**
 - 2. Pledge of Allegiance – Director Loft**
 - 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. Discussion/Action Items- Consideration, Discussion, and Decision:**

Review and **Approve/ Deny/ Amend** District Disbursements and Financial Report for period ending February 28, 2017, presented by David Mitchell, CPA, Mitchell & Associates.
(Please see Section 6)

Suggested Motion– Vote to approve District Disbursements and Financial Report ending February 28, 2017.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

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

A. Approval of Minutes of the Regular Board Meeting of February 28, 2017.
(Please see Section 7-A)

B. Approval of Minutes of the Executive Committee Meeting of March 21, 2017.
(Please see Section 7-B)

Suggested Motion – Vote to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

8. **Discussion/Action Items**- Consideration, Discussion, and Decision:

A. Review and **Approve/ Deny/ Amend** District Policy No. 1089, Reimbursable Expenditures. This policy establishes procedures, for District employees and Directors, for reimbursement of expenditures related to District business.
(Please see Section 8-A)

Suggested motion: Vote to adopt District Policy No. 1089, Reimbursable Expenditures.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

B. Review and **Approve/ Deny/ Amend** District Policy No. 1140, Expense Authorization. This policy establishes purchasing powers and signature authority.
(Please see Section 8-B)

Suggested Motion: Vote to adopt District Policy No. 1140, Expense Authorization.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

C. Review and **Approve/ Deny/ Amend** California Special Districts Association’s revised Membership Agreement for participation in pilot program for expanded services to the District. **(Please see Section 8-C)**

Suggested Motion:

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Packham _____ Loft _____ Hiepler _____

9. **CEO Report**

10. **Board Reports**

11. **Future Meeting and Events**

Board of Directors Meetings

- Finance Committee (Packham/Hiepler) Tuesday, April 11, 2017, 12:00 p.m.
- Executive Committee (Brown/Loh) Tuesday, April 18, 2017, 12:00 p.m.
- Full Board Tuesday, April 25, 2017, 12:00 p.m.
- Executive Committee (Brown/Loh) Tuesday, May 16, 2017, 12:00 p.m.
- Full Board Tuesday, May 23, 2017, 12:00 p.m.
- Executive Committee (Brown/Loh) Tuesday, May 30, 2017, 12:00 p.m.
- Full Board (Budget Presentation – First Reading) Tuesday, June 6, 2017, 12:00 p.m.
- Full Board (Budget Presentation – Second Reading) Tuesday, June 27, 2017, 12:00 p.m.
Second reading may be waived.

Events

- Ventura County Special Districts Assoc. Tuesday, April 4, 2017, 5:30
Calleguas Municipal Water District
- Camarillo Community Advisory Committee Wednesday, April 26, 2017, 7:00 a.m.
CHCD
- Investiture of Dr. Erika D. Beck Friday, May 5, 2017, 2:00 p.m. – 4:00 p.m.
President, California State University
Channel Islands

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

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com, on Friday, March 24, 2017, at 4:00 p.m.

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SECTION 6

ACTION ITEMS

**SECTION 6
REVIEW AND APPROVE/DENY/AMEND DISTRICT DISBURSEMENTS AND
FINANCIAL REPORT FOR PERIOD ENDING FEBRUARY 28, 2017, PRESENTED
BY DAVID MITCHELL, CPA, MITCHELL & ASSOCIATES**

MARCH 28, 2017

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Mar 17, 2017

9:32 am

Camarillo Health Care District

Check Register (Checks and EFTs of All Types)

Sorted by Check Number
February 2017 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #4 [Bank of the West General]					
64988	02/01/17	AFLAC	Aflac	0.00	751.80
64989	02/01/17	AIRGAS	Airgas USA, LLC	0.00	332.42
64990	02/01/17	BARRY RIDGE	Barry Ridge Graphic Design	0.00	268.42
64991	02/01/17	BETA	Beta Healthcare Group	0.00	862.82
64992	02/01/17	CAST	Julie Cast	0.00	100.00
64993	02/01/17	CRADDOCK	Blair Craddock	0.00	133.80
64994	02/01/17	DOS CAMINOS	Dos Caminos Plaza	0.00	4433.00
64995	02/01/17	HARTFORD	Hartford Life	0.00	1052.35
64996	02/01/17	HUFF	Susan Huff	0.00	50.00
64997	02/01/17	JORDANO'S	Jordano's Food Service	0.00	110.72
64998	02/01/17	MASTERPAGES	Carrie Dittmar	0.00	1800.00
64999	02/01/17	MEDITECH	Meditech Health Services	0.00	545.00
65000	02/01/17	METLIFE	MetLife Small Business	0.00	490.98
65001	02/01/17	PARTNERS	Partners in Care Foundation	0.00	600.00
65002	02/01/17	SAFEWAY	Safeway Inc	0.00	178.27
65003	02/01/17	SO CA EDISON	Southern Ca. Edison Co.	0.00	1514.82
65004	02/01/17	VCAAA	VC Area Agency on Aging	0.00	20.25
65005	02/01/17	VCHCA	Ventura Co Home Care Assoc	0.00	450.00
65006	02/01/17	VISION	Vision Services Plan	0.00	130.44
65007	02/01/17	WENGER	Phillip J Wenger Construction	0.00	600.00
65008	02/08/17	ACORN	Acorn Newspapers	0.00	295.00
65009	02/08/17	ALL ABOUT	All About Glass	0.00	2672.48
65010	02/08/17	ANDISITES	AndiSites, Inc	0.00	189.00
65011	02/08/17	ASST HM HLTH	Assisted Home Health & Hospice	0.00	250.00
65012	02/08/17	BANYAI	Danette Banyai	0.00	359.80
65013	02/08/17	CABRERA	Carmen Cabrera	0.00	143.92
65014	02/08/17	CARRERA	Armando Carrera	0.00	84.78
65015	02/08/17	CMH	CMH Centers for Family Health	0.00	140.00
65016	02/08/17	CO VENT ELEC	Co of Ventura	0.00	350.00
65017	02/08/17	CRAWFORD L	Lorenzo Crawford	0.00	190.40
65018	02/08/17	FREIE	Barbara Freie	0.00	980.00
65019	02/08/17	FTI	FTI Services, Inc	0.00	427.50
65020	02/08/17	HARVEY	Lynette Harvey	0.00	124.12
65021	02/08/17	IVEY	Jane Ivey	0.00	86.10
65022	02/08/17	JTS	JTS Facility Services	0.00	1891.00
65023	02/08/17	MEDITECH	Meditech Health Services	0.00	550.00
65024	02/08/17	MITCHELL	Mitchell & Associates, APC	0.00	2800.00
65025	02/08/17	RAMBIN	Lynn Ramin	0.00	60.00
65026	02/08/17	READY	ReadyRefresh	0.00	206.90
65027	02/08/17	ROGERS	Rogers & Partners, Inc	0.00	231.00
65028	02/08/17	SULLIVAN	Brenda Sullivan	0.00	128.80
65029	02/08/17	WYLY	Paulette Wyly	0.00	18.90
65030	02/08/17	YOUNG	Jennifer Young	0.00	128.14
65031	02/15/17	ANDERSON	Anderson Refrigeration dba	0.00	125.00
65032	02/15/17	ASR	ASR Construction, Inc	0.00	8149.55
65033	02/15/17	ASSISTED	Assisted Healthcare Services	0.00	434.75
65034	02/15/17	BOTW	Bankcard Center	0.00	6576.17
65035	02/15/17	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	0.00	10980.00
65036	02/15/17	FRONTIER	Frontier Communications	0.00	124.99
65037	02/15/17	HOME REMEDIE	Home Remedies dba	0.00	235.00
65038	02/15/17	ITS	Integrated Telemanagement Services, Inc	0.00	611.95
65039	02/15/17	LEAF	Leaf	0.00	1905.71
65040	02/15/17	LIVINGSTON	Livingston CareGivers	0.00	475.00
65041	02/15/17	ROTARY	RotaryClub of Camarillo Sunrise	0.00	1100.00
65042	02/15/17	SAFEWAY	Safeway Inc - 11 -	0.00	156.77

65043	02/15/17	SAGE	Sage Network, Inc	0.00	231.60
65044	02/15/17	SO CA GAS	Southern California Gas	0.00	654.56
65045	02/15/17	TNT	TNT Automotive	0.00	130.24
65046	02/15/17	VOGUE	Vogue Sign Co	0.00	311.54
65047	02/22/17	BETA WC	Beta Healthcare Group	0.00	2411.00
65048	02/22/17	CARNELL	Samantha Carnell	0.00	78.62
65049	02/22/17	DIAL	Dial Security	0.00	1160.25
65050	02/22/17	HUFF	Susan Huff	0.00	50.00
65051	02/22/17	JORDANO'S	Jordano's Food Service	0.00	66.05
65052	02/22/17	MEDITECH	Meditech Health Services	0.00	1100.00
65053	02/22/17	MEYERS	Meyers Nave	0.00	4604.25
65054	02/22/17	NUNN	Nunn Better, Inc	0.00	410.00
65055	02/22/17	PETTY	Petty Cash - Administrat	0.00	379.73
65056	02/22/17	SAGE	Sage Network, Inc	0.00	3190.00
65057	02/22/17	STAPLES	Staples Business Advantage	0.00	497.97
65058	02/22/17	VALIC	VALIC	0.00	1046.67
65059	02/22/17	VOYAGER	Voyager Fleet Systems Inc	0.00	567.07

			Cash account Total	0.00	74497.37
					=====
			Report Total	0.00	74497.37

Camarillo Health Care District
Statements of Net Assets
Eight Months Ending February 28, 2017

ASSETS	<u>Feb 17</u>	<u>July 2016</u>	<u>Variance</u>
<u>Current Assets:</u>			
Cash and Checking Accounts	\$213,923	\$123,499	\$ 90,423
Investment Accounts	2,515,285	2,488,969	26,316
Accounts and Grants Receivable	465,070	77,569	387,501
Total Current Assets	<u>3,194,278</u>	<u>\$2,690,038</u>	<u>504,240</u>
<u>Noncurrent Assets:</u>			
Property, plant and equipment - net	1,553,376	1,637,840	(84,464)
IS equipment - net	19,730	27,145	(7,415)
Transportation vehicles - net	86,363	103,945	(17,582)
Prepays	15,665	7,894	7,771
Total Noncurrent Assets	<u>1,675,133</u>	<u>1,776,824</u>	<u>(101,691)</u>
Deferred Outflows of Resources	264,803	264,803	-
Total Assets	<u>\$ 5,134,214</u>	<u>\$4,731,665</u>	<u>\$ 402,549</u>
 LIABILITIES AND NET ASSETS			
<u>Current Liabilities:</u>			
Accounts Payable	\$ 37,265	\$ 50,196	\$ (12,932)
Construction Loan 2015	82,393	79,415	2,978
Employment costs	91,354	146,648	(55,293)
Accrued OPEB liability	312,395	182,281	130,114
Scholarships	7,868	13,271	(5,403)
Deferred Revenue	9,983	7,583	2,400
Total Current Liabilities	<u>541,258</u>	<u>479,394</u>	<u>61,865</u>
<u>Noncurrent Liabilities</u>			
Construction Loan to 2021	361,648	444,041	(82,393)
Net Pension Liability	821,635	821,635	-
Deferred Inflows of Resources	450,825	450,825	-
Total Noncurrent Liabilities	<u>1,634,108</u>	<u>1,716,501</u>	<u>(82,393)</u>
<u>Net Assets:</u>			
Unrestricted - prior	2,535,771	2,195,543	340,228
Unrestricted - current	423,077	340,228	82,849
Total Net Assets	<u>2,958,848</u>	<u>2,535,771</u>	<u>423,077</u>
Total Liabilities and Net Assets	<u>\$ 5,134,214</u>	<u>\$ 4,731,665</u>	<u>\$ 402,549</u>

Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Eight Months Ending February 28, 2017

	Current Year		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u> <u>Fav/(Unfav)</u>
REVENUES			
Tax revenue	\$ 1,760,622	\$1,647,999	\$ 112,624
Program and facilities revenue	222,952	287,279	(64,327)
Grants and agency funding	207,220	157,331	49,889
Community Support and sponsorship	33,285	26,183	7,102
Investment and interest income	151,897	154,467	(2,570)
Other income	20,070	24,558	(4,488)
Total Revenues	\$ 2,396,046	\$ 2,297,816	\$ 98,230
EXPENSES			
Personnel cost			
Wages and salaries	844,812	974,573	129,761
Payroll taxes	73,031	74,555	1,524
Benefits	184,661	250,531	65,869
OPEB	151,044	134,535	(16,509)
Retirement UAL	25,364	-	(25,364)
Total personnel cost	1,278,912	1,434,193	155,281
Other expenses			
Contractors and professional fees	216,912	253,255	36,343
Facilities and related	153,902	169,942	16,040
Depreciation	109,462	108,106	(1,356)
Program related expense	45,185	54,679	9,493
Advertising and promotion	53,153	62,190	9,037
Supplies and office expense	42,491	43,455	964
Board and staff	58,237	86,120	27,883
Community partnerships	-	2,500	2,500
Combined other expenses	14,716	18,047	3,331
Total other expenses	694,057	798,293	104,236
Total expenses	1,972,969	2,232,486	259,517
Net position	\$ 423,077	\$ 65,330	\$ 357,747



Camarillo Health Care District

Financial Report
For Eight Months Ending
FEBRUARY 28, 2017

Current Assets

<u>Statements of Net Assets</u>	FEBRUARY 2017	JULY 2016	CHANGE
Cash & Checking Accounts	\$213,923	\$123,499	\$90,423
Investment Accounts	2,515,285	2,488,969	26,316
Accounts & Grants Receivables	465,070	77,569	387,501
TOTAL CURRENT ASSETS	\$3,194,278	\$2,690,038	\$504,240

Non-Current & Total Assets

<u>Statements of Net Assets</u>	FEBRUARY 2017	JULY 2016	CHANGE
Property, plant and equipment – net	\$1,553,376	\$1,637,840	\$(84,464)
IS equipment – net	19,730	27,145	(7,415)
Transportation vehicles – net	86,363	103,945	(17,582)
Prepaid Expenses	15,665	7,894	7,771
Deferred Outflows of Resources	264,803	264,803	0
TOTAL ASSETS	\$5,134,214	\$4,731,665	\$402,549

Liabilities

<u>Statements of Net Assets</u>	FEBRUARY 2017	JULY 2016	CHANGE
Accounts payable	\$37,265	\$50,196	\$(12,932)
Construction Loan 2016	82,393	79,415	2,978
Employment costs	91,354	146,648	(55,293)
Accrued OPEB liability	312,395	182,281	130,114
Scholarships	7,868	13,271	(5,403)
Deferred Revenue	9,983	7,583	2,400
TOTAL CURRENT LIABILITIES	\$541,258	\$479,394	\$61,865

Liabilities

<u>Statements of Net Assets</u>	FEBRUARY 2017	JULY 2016	CHANGE
Construction Loan to 2021	\$361,648	\$444,041	\$(82,393)
Net Pension Liability	821,635	821,635	0
Deferred Inflows of Resources	450,825	450,825	0
TOTAL NONCURRENT LIABILITIES	\$1,634,108	\$1,716,501	\$(82,393)

Net Assets & Total Liabilities

<u>Statements of Net Assets</u>	FEBRUARY 2017	JULY 2016	CHANGE
Unrestricted – prior	\$2,535,771	\$2,195,543	\$340,228
Unrestricted – current	423,077	340,228	82,849
TOTAL NET ASSETS	\$2,958,848	\$2,535,771	\$423,077
TOTAL LIABILITIES AND NET ASSETS	\$5,134,214	\$4,731,665	\$402,549

Revenues

<u>Statements of Activities</u>	FEBRUARY 2017	BUDGET	VARIANCE Fav/(Unfav)
Tax revenue	\$1,760,622	\$1,647,999	\$112,623
Program and Facilities	222,952	287,279	(64,327)
Grants and agency funding	207,220	157,331	49,889
Community Support and sponsorship	33,285	26,183	7,102
Investment and interest	151,897	154,467	(2,570)
Other income	20,070	24,558	(4,488)
TOTAL REVENUES	\$2,396,046	\$2,297,816	\$98,230

Expenditures

(Page 1 of 2)

<u>Statements of Activities</u>	FEBRUARY 2017	BUDGET	VARIANCE Fav/(Unfav)
Wages and salaries	\$844,812	\$974,573	\$129,761
Payroll taxes	73,031	74,555	1,524
Benefits	184,661	250,531	65,869
OPEB & Retirement UAL	176,408	134,535	(41,873)
Contractors and Professional fees	216,912	253,255	36,343
Facilities and related	153,902	169,942	16,040
Depreciation	109,462	108,106	(1,356)
Program related expense	45,185	54,679	9,493

Expenditures

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<u>Statements of Activities</u>	FEBRUARY 2017	BUDGET	VARIANCE Fav/(Unfav)
Advertising and promotion	53,153	62,190	9,037
Supplies and office expense	42,491	43,455	964
Board and staff	58,237	86,120	27,883
Community partnerships	0	2,500	2,500
Combined other expenses	14,716	18,047	3,331
TOTAL EXPENDITURES	\$1,972,969	\$2,232,486	\$259,517

Recap of Activities:

Eight Months Ended

<u>Statements of Activities</u>	FEBRUARY 201	BUDGET	VARIANCE Fav/(Unfav)
Total Revenue	\$2,396,046	\$2,297,816	\$98,230
Total Expenditures	\$1,972,969	\$2,232,486	\$259,517
NET POSITION	\$423,077	\$65,330	\$357,747

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SECTION 7

CONSENT AGENDA

**APPROVAL OF MINUTES
BOARD MEETING
FEBRUARY 28, 2017**

SECTION 7-A

MARCH 28, 2017

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MINUTES

February 28, 2017

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
Christopher Loh, M.D., Vice President
Scott W. Packham, DDS, Clerk of the Board
Richard Loft, M.D., Director -

Staff - Present

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

Participants - Present

David Mitchell, CPA, *Mitchell & Associates*
Michael Velthoen, Esq., *Ferguson Case Orr Paterson, LLP*
Mark Poindexter, CPA, *Poindexter & Company*

-
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, February 28, 2017, at 12:06 p.m., by Rod Brown, President.
 2. **Pledge of Allegiance** - Director Loft
 3. **Amendments to The Agenda** – There are no amendments to the agenda.
 4. **Public Comment – None**
 5. **Presentations - None**
 6. **Closed Session – 12:07 p.m.**
 - A. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court, Case No. 56-2016-00487601-CU-MC-VTA.
 - B. Conference with Legal Counsel – Existing Litigation, one case, Government Code §54956(d)(1) Rozanski vs. Camarillo Health Care, Ventura County Superior Court case 56-2016-00489673-CU-WM-VTA.

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

7. **Reconvene from Closed Session – 1:15 p.m.**

8. **Announcement of Closed Session**

A. No Reportable Action

B. No Reportable Action

C. No Reportable Action

9. **Consent Agenda** - It was **MOVED** by Director Loh, **SECONDED** by Director Packham, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda.

Vote to Approve Consent Agenda

Director Brown: Aye

Director Loh: Aye

Director Packham: Aye

Director Loft: Aye

Director Hiepler: Absent

10. **Discussion/Action Items -**

A. It was **MOVED** by Director Packham, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending January 31, 2017.

Vote to Approve January 31, 2017 Financial Report

Director Brown: Aye

Director Loh: Aye

Director Packham: Aye

Director Loft: Aye

Director Hiepler: Absent

B. It was **MOVED** by Director Loh, **SECONDED** by Director Packham, and **MOTION PASSED** that the Board of Directors approve District Resolution No. 17-01 and District Policy 1130, adopting the District's Surplus Property and Equipment Policy.

Vote to Approve District Resolution No. 17-01 and Policy 1130

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

C. It was **MOVED** by Director Packham, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve Resolution No. 17-02, Approving Submission of Application and Petition to Potential Funding Sources and Authorizing Signatures.

Vote to Approve District Resolution 17-02, Approving Submission of Application and Petition to Potential Funding Sources and Authorizing Signatures

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

D. It was **MOVED** by Director Loh, **SECONDED** by Director Packham, and **MOTION PASSED** that the Board of Directors approve District Resolution No. 17-03, Authorizing Investment of Monies in the Local Agency Investment Fund.

Vote to Approve District Resolution No. 17-03, Authorizing Investment of Monies in the Local Agency Investment Fund

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

11. **Staff Reports - None**

12. **Board Reports –**

- A. President Brown announced that District Committees will remain the same.
- B. President Brown formed the CEO Performance Evaluation Ad Hoc Committee, naming himself and Director Hiepler to the Committee. The District will use the Association of California Healthcare Districts (ACHD) evaluation tool. The evaluation form and timetable will be emailed to all Directors the first week in April.

13. Future Meetings

Board of Directors Meetings

- Executive Committee (**Brown, Loh**) March 21, 2017, 12:00 p.m.
- Full Board: March 28, 2017, 12:00 p.m.
- Finance Committee (**Packham, Hiepler**) April 11, 2017, 12:00 p.m.
- Executive Committee (**Brown, Loh**) April 18, 2017, 12:00 p.m.
- Full Board: April 25, 2017, 12:00 p.m.
- Executive Committee (**Brown, Loh**) May 16, 2017, 12:00 p.m.
- Full Board May 23, 2017, 12:00 p.m.

14. Having no further business, this meeting is adjourned at 1:57 p.m., in honor of the passing of Dr. James Decker-Mahin, who served on this Board from May 2004 to June 2012.

Scott Packham
Clerk of the Board

SECTION 7

CONSENT AGENDA

**APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING
HELD ON MARCH 21, 2017**

SECTION 7-B

MARCH 28, 2017

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MINUTES

March 21, 2017

Executive Committee Meeting

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

Board Members Present:

Rod Brown, MBA, President

Staff Present:

Kara Ralston, Chief Executive Officer

Karen Valentine, Clerk to the Board

-
1. **Call to Order** – The Executive Committee was called to order by Committee Chair, Rod Brown, at 12:03 p.m.
 2. **Public Comment** – No Public Comment
 3. Reviewed the Minutes of the regularly scheduled Board Meeting of Tuesday, February 28, 2017.
 4. Reviewed the proposed Agenda for the regularly scheduled Board Meeting of Tuesday, March 28, 2017.
 5. Reviewed proposed Action Items on the March 28, 2017 regular Board Meeting Agenda.
 6. The Next Executive Committee Meeting is scheduled for Tuesday, April 18, 2017.
 7. Meeting adjourned at 12:55 p.m.

Rod Brown
President

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SECTION 8

ACTION ITEMS

SECTION 8-A

**REVIEW AND APPROVE/ DENY/ AMEND DISTRICT POLICY NO. 1089,
REIMBURSABLE EXPENDITURES. THIS POLICY ESTABLISHES PROCEDURES,
FOR DISTRICT EMPLOYEES AND DIRECTORS, FOR REIMBURSEMENT OF
EXPENDITURES RELATED TO DISTRICT BUSINESS.**

MARCH 28, 2017

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Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Reimbursable Expenditures

POLICY NUMBER: 1089

1089.1 Purpose – The purpose of this policy is to prescribe the way District employees and Directors may be reimbursed for expenditures related to District business.

1089.2 Scope – The policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or Director.

1089.3 Implementation –Requests for reimbursement for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, incurred during the course of performing District duties, shall be submitted on an appropriate and authorized reimbursement form, including but not limited to Petty Cash Request Form, Check Request Form, Purchase Request Form. An explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense, shall be included in and attached to the request form.

1089.3.1 The Chief Administrative Officer or the Chief Executive Officer will review and approve reimbursement requests. Reimbursement requests by the Chief Administrative Officer will be reviewed and approved by the Chief Executive Officer. Reimbursement requests by the Chief Executive Officer will be reviewed and approved by the Chief Administrative Officer.

1089.3.2 Expenses must be reasonable and necessary, and employees and Directors are encouraged to exercise prudence in all expenditures.

1089.3.3 Reimbursements for travel-related expenses are described in the District's Travel Policies. The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, reimbursement may be limited to the cost of the most economical class of transportation; prior approval of the Chief Executive Officer is required, along with an appropriate, documented and authorized reason.

1089.3.4 Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Expenditure Reimbursement
POLICY NUMBER: 4025

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.4.1 The Finance Division Manager or the General Manager will review and approve reimbursement requests. Reimbursement requests by the Finance Division Manager will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the Finance Division Manager.

4025.4.2 All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

4025.4.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.4.4 Expenditures for food and lodging will be moderate and reasonable.

SECTION 8

ACTION ITEMS

**SECTION 8-B
REVIEW AND APPROVE/ DENY/ AMEND DISTRICT POLICY NO. 1140,
EXPENSE AUTHORIZATION. THIS POLICY ESTABLISHES PURCHASING
POWERS AND SIGNATURE AUTHORITY.**

MARCH 28, 2017

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Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Expense Authorization
POLICY NUMBER: 1140

1140.1 The purpose of this policy is to describe the process by which expenses may be authorized.

1140.2 Purchases made for the District by staff shall be authorized by the Chief Executive Officer, or designee, and shall be in conformance with the approved District budget.

1140.3 The Chief Executive Officer shall have purchasing powers, for any unbudgeted items, not to exceed, in aggregate, 1% of the annual budget.

District By-Laws, Article VII, Section 2, subsection (e) *“Supervising business affairs to ensure that funds are collected and expended to the best possible advantage. The CEO shall have purchasing powers, for any unbudgeted items, not to exceed, in aggregate, 1% of the annual budget;”*

1140.4 Any commitment of District funds for a purchase or expense, in aggregate, greater than 1% of the annual budget, shall be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

1140.5 One authorizing signature will be required for checks up to the amount of \$5,000.00. Checks in excess of \$5,000.00, will require two (2) authorizing signatures, one of which shall be a member of the Board of Directors.

District Finance Policy, Section 4, Financial Practices, paragraph 2, *“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.”*

1140.6 A petty cash fund shall be maintained in the District Accounting office having a balance-on-hand maximum of \$1,000.00.

1140.6.1 Petty cash may be advanced to District staff or Directors upon their request with the approval of the Chief Executive Officer, or designee, for procuring item(s) or service(s) appropriately relating to District business. After procuring the item(s) or service(s), a receipt for same must be submitted to the Accounting Department, with any excess-above-expenses advanced funds returned. The maximum petty cash advance is \$50.00.

1140.6.2 No personal checks shall be cashed in the petty cash fund.

1140.6.3 The petty cash fund will be included in the District’s annual independent accounting audit.

1140.7 Whenever employees or Directors of the District incur “out-of-pocket” expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request, and with approval, from the District’s petty cash fund or by warrant request if

needed. In those instances, if a receipt is not obtainable, the reimbursement shall be approved by the Chief Executive Officer prior to remuneration (see Policy1089).

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Expense Authorization
POLICY NUMBER: 3135

3135.1 All purchases made for the District by staff shall be authorized by the General Manager [*FINANCE DIRECTOR or other responsible managing employee*], and shall be in conformance with the approved District budget.

3135.2 Any commitment of District funds for a purchase or expense greater than \$20,000.00 (*or other appropriate amount*) shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

3135.3 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00 [*or other appropriate amount*].

3135.3.1 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Treasurer [*FINANCE DIRECTOR, or other responsible managing employee*], and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00 [*or other appropriate amount*].

3135.3.2 No personal checks shall be cashed in the petty cash fund.

3135.3.3 The petty cash fund shall be included in the District's annual independent accounting audit.

3135.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund or by warrant request if needed. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager [*DISTRICT TREASURER, FINANCE DIRECTOR or other responsible managing employee*] prior to remuneration.

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SECTION 8

ACTION ITEMS

**SECTION 8-C
REVIEW AND APPROVE/ DENY/ AMEND CALIFORNIA SPECIAL DISTRICTS
ASSOCIATION'S REVISED MEMBERSHIP AGREEMENT FOR
PARTICIPATION IN PILOT PROGRAM FOR EXPANDED SERVICES
TO THE DISTRICT.**

MARCH 28, 2017

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AGREEMENT FOR ACCOUNTING & FINANCIAL SERVICES
BETWEEN
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)
And
CAMARILLO HEALTH CARE DISTRICT (CHCD)

THIS AGREEMENT is made and entered into this day of , 2017, by and between Camarillo Health Care District, a political subdivision of the State of California, hereinafter referred to as “District” and California Special Districts Association, hereinafter referred to as “CSDA.”

RECITALS

This Agreement is entered into on the basis of the following facts, understandings and intentions of the parties to this Agreement:

- A. District desires to engage the professional services of CSDA to perform such professional services as are specified in Section 1 and Exhibit A hereof.
- B. CSDA agrees to provide such services to District in accordance with the terms and conditions of this Agreement, and represents and warrants to District that CSDA possesses the necessary, skills, qualifications, and personnel to provide such services, all for the benefit of District.
- C. The performance of such professional services by CSDA has been determined by District to be in the public interest.

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual covenants contained herein, District and CSDA agree as follows:

1. Scope of Work.

District engages the services of CSDA as an independent contractor to perform the work and render the services described in “Scope of Services” which is attached hereto as Exhibit A and incorporated herein by this reference (hereinafter referred to as the “Work”). The Work is not intended to replace services normally provided by licensed professionals, like attorneys or auditors, but rather provide assistance and general guidance to the District.

2. **Payment.**

A. In consideration for the services to be performed by CSDA, District agrees to pay CSDA as specified in Exhibit A. District must maintain CSDA membership in good standing to receive services under this agreement.

CSDA shall not be compensated for any services rendered nor reimbursed for any expenses incurred in excess of those authorized in this Agreement unless agreed to and approved in advance by the District in writing.

Payment of compensation shall be paid by District within thirty (30) business days after receipt of a monthly invoice from CSDA for the Work actually performed which shall specifically describe the details of the Work performed for which compensation is requested, and itemize the actual time expended by CSDA in providing such work. The monthly invoice shall describe the tasks and services performed, the time spent performing such services, the hourly rate charged therefor, and the identity of individuals performing such services for the benefit of District. The monthly invoice shall also include a detailed itemization of expenses incurred for which reimbursement is requested.

If the Work is satisfactorily completed and the monthly invoice is accurately computed, then District shall pay the invoice within thirty (30) days of its receipt. There shall be no compensation for extra or additional work or services by CSDA other than those specifically described in Exhibit A hereof, unless approved in advance in writing by the District. If payment of any monthly invoice is not received by CSDA within 30 days of its receipt, CSDA shall not perform any more services on behalf of District specified in Exhibit A until such payment has been received and the District's current on payment of all past due invoices to CSDA.

B. CSDA shall properly advise District as soon as reasonably practicable upon gaining knowledge of a condition, event or series of events that may affect the scope and/or cost of services to be provided pursuant to this Agreement. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to writing for review and approval by the District. In the event the District orders services added, deleted or reduced, the Scope of Services at Exhibit A shall be amended to specify the services added, deleted or reduced, and specify the compensation which shall likewise be added, deleted or reduced by a fair and reasonable amount. Said Amended Scope of Services shall be signed by both the District and CSDA as an Amendment to this Agreement, in order for such amended Scope of Services to be binding on the parties. CSDA shall only be compensated for services actually performed in accordance with a Scope of Services and any agreement regarding modified compensation executed by both parties to this Agreement.

3. **Term.**

A. This Agreement shall take effect on the above date and shall continue in effect until completion of performance of the services specified in Exhibit A, or until terminated as provided below.

B. This Agreement may be terminated without cause for any or all portions of the Work by either party upon 30 days written notice to the other party.

C. In the event of Agreement termination, District shall pay to CSDA as full payment for all services performed and all expenses incurred under this Agreement, those amounts specified in a final invoice prepared by CSDA pursuant to the provisions of Section 2 hereof providing a detailed itemization of time spent performing services and expenses incurred for which reimbursement is requested through the date of notification of termination of this Agreement. O.

4. Sub-consultants.

CSDA may employ other consultants necessary in connection with the performance of the Work with the prior written consent of District. The services of such consultants shall be coordinated and paid for by CSDA and District shall reimburse CSDA for the costs incurred in retaining such consultants as part of the monthly invoice from CSDA to District.

5. Ownership of Documents.

All documents prepared by CSDA under this Agreement shall be the exclusive property of District. By this Agreement, CSDA transfers all of its right, title and interest in such documents to District. All confidential information that is communicated to CSDA by the District in connection with performing the above mentioned accounting and financial services shall be held by CSDA in full trust and confidence for the District's benefit. CSDA will not communicate or permit anyone else to communicate any of the District's information that is acquired while performing the accounting and financial services during or after the fulfilling of this Accounting and Financial Services Agreement.

6. Mutual Indemnification

Each party hereby agrees to defend, indemnify, save and hold harmless the other party, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, attorneys, heirs, successors, and assigns, and each of them, from and against any and all claims, actions, demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever, which may arise by reason of: (i) any alleged negligent act or omission by the indemnifying party or any of its officers, directors, employees, or agents arising out of the performance of their respective obligations specified in this Agreement; and/or (ii) the indemnifying party's actual or alleged breach of any of the covenants, representations and warranties made in this Agreement. This indemnity shall require the payment of defense and indemnification costs and expenses as they occur. Each party shall promptly notify the other party upon receipt of any claim or legal action referenced in this Section. The provisions of this Section shall survive any termination or expiration of this Agreement.

7. Independent Contractor.

The parties hereto agree that at all times during the term of this Agreement CSDA, CSDA's employees, sub-consultants and agents hired to perform services pursuant to this Agreement are independent contractors and are not agents or employees of District. CSDA shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the Work required by this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by CSDA, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of CSDA. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or contract shall be determined by CSDA, and District shall have no right or authority over such persons or the terms of their employment or contract.

Therefore, neither CSDA or any third persons employed by or contracted by CSDA to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from District should CSDA or any of its employees, agents or contractors sustain an injury in the course of performing services specified in this Agreement. Furthermore, neither CSDA nor any third persons or contractors employed by CSDA shall be entitled to any other benefits payable to employees of District. CSDA hereby agrees to defend and hold District harmless from any and all claims that may be made against District based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between District and that third party by reason of this Agreement.

8. Representative of District.

The District Administrator or General Manager of District, or his or her designated representative, shall represent District in all matters pertaining to the services to be rendered under this Agreement, except where and if approval specifically is required by District's Board of Directors. All requirements pertaining to services to be rendered under this Agreement shall be submitted to the District Administrator or General Manager of the District. CSDA shall consult with the District Administrator or General Manager on all matters relative to this Agreement and District shall cooperate with CSDA in all matters relative to this Agreement in such a manner as will result in the performance of the Work without delay.

9. Entire Agreement.

This writing and the documents incorporated herein by reference as Exhibit A represents the sole, entire, exclusive and integrated contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement or in the incorporated documents shall be valid or binding. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

10. **Successors and Assignment.**

This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, CSDA shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.

11. **No Waiver of Rights.**

Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to CSDA shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default. The use by either party of any remedy specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of utilizing any remedy provided by law.

12. **Severability.**

If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

13. **Attorney's Fees.**

In the event any arbitration, litigation or other action or proceeding of any nature between District and CSDA becomes necessary to enforce or interpret all or any portion of this Agreement, or in the event of any alleged breach by either party of any of the terms hereof, it is mutually agreed that the prevailing party will be entitled to an award of reasonable attorney's fees, costs and expenses from the other party. The prevailing party will be entitled to an award of attorney's fees in an amount sufficient to compensate the prevailing party for all attorney's fees incurred in good faith.

14. **Governing Law.**

This Agreement will be governed by and construed in accordance with the laws of the State of California.

15. **Notice.**

Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

District: CAMARILLO HEALTH CARE DISTRICT
Attn.: Kara Ralston, CEO
3639 E. Las Posas Rd, Suite 117
Camarillo, CA 93010

CSDA: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
Attn.: Neil McCormick, CEO
1112 I Street Ste. 200
Sacramento, CA 95814

Any party may change its address by notifying the other party of the change in the manner provided above.

By: _____
Kara Ralston
Chief Executive Officer

By: _____
Neil McCormick
Chief Executive Officer

EXHIBIT A

Agreement Term, Scope of Work, and Payment for Services Rendered

TERM:

This Agreement shall become effective July 1, 2017 and it shall continue in effect until June 30, 2017 unless terminated due to provisions stated in the agreement.

SCOPE OF WORK:

Under the terms and conditions stated in the Agreement, California Special Districts Association (CSDA) hereby agrees to the following specific accounting and financial services for the District:

- Present financial information to staff, committees, and Board Members as needed; **monthly Board meeting attendance mandatory**
- Guidance and training of accounting staff with onsite and remote supervision
- Review financial information
- Review/revise/assist appropriate accounting procedures/policies
- Develop/review/present annual budgets (assist with)
- Record basic accrual and deferral accounting transactions and reconciliation
- Prepare financial reports and other financial information as needed
- OPEB calculation, forecast and instruction
- GASB compliance and instruction
- CBERT account management and guidance
- UAL compliance and instruction
- Meet with staff, committees, and Board Members as needed
- Assist outside parties in gathering information needed to perform their duties such as the audit firm.
- Review audit findings for suggested accounting improvements.

In addition to the above stated accounting services, CSDA, using their discretion may also provide additional accounting and financial services for the District if the District requests and CSDA agrees with such request. However, if the additional service is not as described in this section it will be billed separately to the District as stated below.

PAYMENT FOR SERVICES RENDERED

For the services to be performed by CSDA, the District hereby agrees to compensate CSDA. Fees for CSDA's services as described in the above paragraph will be charged based on an hourly rate of \$110 per hour and not to exceed **\$1,980.00** per month without prior written approval by District. Any additional services requested beyond the maximum agreed upon amount or that are not listed above, will be discussed with the District in advance of incurring the cost, and if agreed to in writing, will then be charged to the District at an hourly rate of \$110.00. Billing will be tracked in one-quarter (1/4) hour increments.

Agreement for Accounting & Financial Services
Between CSDA & CHCD

7 | Page

In addition to the fees specified above, the District will also reimburse CSDA for any incidental costs and expenses CSDA may incur while performing services for the District as stated in this Agreement. Costs and expenses will be agreed to in advance and then billed to the District on a monthly basis and will be due and payable within 30 days of the notice receipt.

PROVISION OF SCOPE OF WORK

The District agrees that it will provide CSDA true and complete information upon request from CSDA that is vital for CSDA to perform the above mentioned services in a timely manner.

The District hereby represents and warrants that it will be fully compliant with the applicable laws in its use of CSDA's Services. The District also acknowledges that the performance of this Agreement does not conflict with any existing obligations of the District. And this Agreement is a valid obligation of CSDA. The District represents that it legally authorized to contract with CSDA as a financial consultant to the District.

CSDA hereby represents and warrants that it will be compliant with all applicable laws in performing the above mentioned services. CSDA also acknowledges that the performance of this Agreement does not conflict with any other outstanding obligations of CSDA and that this Agreement is a valid contractual obligation of CSDA enforceable in accordance with its terms. CSDA represents that it possesses all the necessary skills to perform all of the tasks outlined in the Scope of Work.

SECTION 9

CEO REPORTS

MARCH 28, 2017

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February 27, 2017

Camarillo Healthcare District
Ms. Kara Ralston
3639 E. Las Posas Road, Suite 117
Camarillo, CA 93010

Dear Kara:

Thank you very much for participating in the National Job Shadow Day with the students from the Oxnard Union High School District. We appreciate your willingness to open the doors of your business to our students, the future workforce for our area. The students benefit by seeing different types of careers that exist in our community.

Please accept the enclosed Certificate of Appreciation on behalf of our students.

We hope that you will consider participating next year in this event and if you would like to participate with students in other work-based learning opportunities during the year, please feel free to contact me.

Best regards,

A handwritten signature in blue ink that reads "Mary Anne Rooney".

Mary Anne Rooney
Project Director
Ventura County Civic Alliance

Mary Anne Rooney, Project Director
Ventura County Civic Alliance
MARooney@CivicAlliance.org
(805) 415-2787

A collaboration between



CERTIFICATE OF APPRECIATION

PRESENTED TO

Camarillo Health Care District

For your outstanding participation in the National Job Shadow Day with the
Oxnard Union High School District



**Oxnard Union
High School District**

P. DeLeon

Dr. Penelope DeLeon
Superintendent of Schools
Oxnard Union High School District

Bijou Beltran

Bijou Beltran
Director
Career Education Department



**SPECIAL DISTRICT
LEADERSHIP
FOUNDATION**

1112 I Street, Suite 200
Sacramento, CA 95814
916.231.2939
www.sdlf.org

RECEIVED
MAR 15 2017
BY: _____

March 10, 2017

Ms. Kara Ralston, MBA, SDA
Chief Executive Officer
Camarillo Health Care District
3639 Las Posas Rd Ste 117
Camarillo, CA 93010-1429

Dear Ms. Ralston:

Congratulations! You have successfully renewed your certification as a Special District Administrator!

By remaining active in the Special District Administrator Certification Program, you continue to show yourself to be among "the best of the best"—demonstrating knowledge and expertise in the areas of special district management and governance. Your willingness to participate in this program will help establish the professionalism of all special district administrators.

Please find enclosed the small date plate for your SDA plaque.

Your renewal is valid through November 30, 2020. You can renew again in 2020 by completing and submitting seventy-five (75) continuing education points prior to your renewal deadline, as well as having taken Ethics and Sexual Harassment Prevention training within the last two years.

Thank you for your dedication to excellence in local government.

Most sincerely,

David Aranda
SDLF Board President

Greetings Kara,

Thank you so much for the opportunity to meet with you. I really appreciated the time you took to explain to me who the Camarillo Health Care District is at its core, and the logistics of it all. Your adult day care center is just breathtaking! I admire what you and your

staff do to create such an amazing experience for those that attend the center. Talking to you has made me even more excited for my future because I know that going into public health to help others is my passion. Thank you ~~again~~ for the opportunity to speak with you and meet with your staff!!

Cari





WE'RE PLEASED TO ANNOUNCE BERNZOTT CAPITAL AS THE EVENT'S TITLE SPONSOR

MEET, DRINK & BBQ

THE VENTURA COUNTY SHERIFF'S FOUNDATION
CORDIALLY INVITES YOU TO ITS:

SUNDAY
April 23, 2017
4 p.m. to 7 p.m.



BOB JONES RANCH
4324 E. VINEYARD AVE.
OXNARD, CA 93036

PLEASE ENJOY...

- GOURMET BBQ BY SCOFIELD CATERING
- MICROBREWERY TASTING
- OPOLO WINE TASTING
- SILENT AND LIVE AUCTIONS
- DEPARTMENT DISPLAYS

GENERAL ADMISSION: \$100 | VIP RESERVED TABLES OF EIGHT: \$1,000

LIVE ENTERTAINMENT

SPONSORSHIP OPPORTUNITIES AVAILABLE



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SECTION 10

BOARD REPORTS

**SECTION 10
BOARD REPORTS**

MARCH 28, 2017