



## MINUTES

January 28, 2020

### Regular Meeting of the Board of Directors

3615 E. Las Posas Road, Sequoia 1 and 2, Camarillo, CA 93010

#### **Board of Directors - Present**

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

#### **Staff - Present**

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

#### **Participants:**

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

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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, January 28, 2020, at 12:09 p.m., by Rodger Brown, Vice President.
  2. **Pledge of Allegiance** – Director Loft
  3. **Amendments to The Agenda** – None
  4. **Public Comment** – None
  5. **Presentations**
    - **Luis Morales III** received his Case Management Certificate from Boston University Center for Aging and Disabilities.
    - **David Moran**, Ventura County Civic Alliance, Vice Chair, State of the Region Report Committee Chair, presented highlights from the 2019 State of the Region Report and answered questions.
  6. **Consent Agenda** - It was **MOVED** by Director Hiepler, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.  
**Vote: Ayes:** Brown, Loft, Hiepler, Doria      **Nays:** None      **Absent:** Loh
  7. **Action Items**
    - A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of financial reports and monthly investment report for period ending November 30, 2019.

It was **MOVED** by Director Hiepler, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve financial reports and monthly investment Report for the period ending November 30, 2019.

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

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

It was **MOVED** by Director Doria, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve District disbursements, financial reports, and monthly investment report for period ending December 31, 2019.

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

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

It was **MOVED** by Director Hiepler, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-01, Approving Submission of Application and Petition to Potential Funding sources and Authorizing Signatures.

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

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

It was **MOVED** by Director Loft, **SECONDED** by Director Hiepler, and **MOTION PASSED** 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.

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

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

It was **MOVED** by Director Doria, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the revised Finance Policy to read:

**SECTION 4. FINANCIAL PRACTICES**

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

**SECTION 8. DISTRICT CREDIT CARDS**

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

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

## **SECTION 9. CAPITAL EXPENDITURE**

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

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

### **8. Chief Executive Officer Report**

Chief Executive Officer, Kara Ralston, reported on District programs and services:

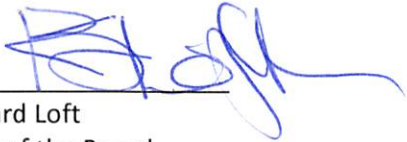
**Adult Day Center:** The Adult Day Center maintained the growth it has experienced over the past six months, routinely exceeding monthly budgetary goals; both revenue and enrollment have increased. Conversation ensued regarding the success of the marketing plan, combined with stabilized staffing and the flexibility of program structure that allows customized plans for families, as primary factors in the continued growth.

**Lifeline:** The Lifeline program reported 33 “incidents”, also known as calls for help, which resulted in 18% of those clients being transported to the hospital. “Falls” continue to be the top reason for needing assistance. The Lifeline demographic is the most frail and vulnerable segment of the community population served by the District. There are currently has 463 subscribers.

**Senior Nutrition Services:** The Senior Nutrition program served 2,742 total meals during the month of December. The home-delivered program enrolled 10 new clients, and the congregate program enrolled one new client. The top referral source for home-delivered clients was “doctor office/hospital”. Since the program’s inception the District has served more than 350,000 meals.

**Caregiver Center:** The Caregiver Center (Center) provides a comprehensive array of programs and services including REACH, Personalized Care Consultations, Senior Support Line, Caregiver Skill-building, Respite Services, Home Modification Services, Dementia Education Classes, Support Groups, and Caregiver Reminder Contacts. As the program menu is diverse, services are counted in sessions or units. In December, the Center provided 756 units of service, which can account for individuals served, counseling sessions provided, home modification or respite authorizations, REACH sessions or educational units.

### **9. Having no further business this meeting was adjourned at 1:36 p.m.**

  
Richard Loft  
Clerk of the Board