



Camarillo
HEALTH

CARE DISTRICT

Regular Board of Directors Meeting
3615 E Las Posas Road, Suite 160 & 161
Camarillo, CA 93010
Tuesday, April 23, 2019
12:00 p.m.

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2019 Board Meeting Calendar

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

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

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

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

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

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

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

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

August – Dark

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

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

November - Dark

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

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Agenda – April 23, 2019 – 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

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

Staff

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

Participants

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE – Director Brown**
4. **DELETIONS/CORRECTIONS TO THE POSTED AGENDA**
5. **PUBLIC COMMENT - Ca. GC Section 54954.3**
The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
6. **PRESENTATIONS**
7. **CONSENT AGENDA**
Consent Agenda items are considered routine and are acted upon without discussion, with one motion. If discussion is requested, that item(s) will be removed from the Consent Agenda for discussion, and voted on as a separate item. If no discussion is requested, the Board President may request a motion to approve as presented.
 - A. Approval of the Minutes of the Regular Board Meeting of March 26,2019.
(Please see Section 7-A)

- B. Approval of the Minutes of the Executive Committee Meeting of April 16, 2019.
(Please see Section 7-B)

Suggested Motion: Motion to approve Consent Agenda as presented.

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

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

9. **CONTINUED BUSINESS (FOR ACTION)**

- A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of District Policy Number 1160, Legislative Advocacy Policy. The purpose of this policy is to guide Camarillo Health Care District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. **(Please see Section 9-A)**

Suggested Motion: Motion to approve District Policy 1160, Legislative Advocacy Policy.

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

- B. **Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of District Resolution 19-02, contingent upon approval of Item 9.A, amending District By-Laws, Article VI, Section 2, Standing Committees of the Board, sub-section (a) to read:

- (a) Executive Committee, shall consist of the following two (2) members of the Board of Directors: The President and Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee, **serve as the legislative advocacy committee**, and make recommendations to the Board of Directors. **(Please see Section 9-B)**

Suggested Motion: Motion to approve District Resolution 19-02, amendment to District By-Laws, Article VI, Section 2, Standing Committees of the Board, amending subsection (a) to read:

Executive Committee, shall consist of the following two (2) members of the Board of Directors: The President and Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee, **serve as the legislative advocacy committee**, and make recommendations to the Board of Directors.

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

10. ITEMS FOR BOARD ACTION: Consideration, Discussion, and Decision:

A. Review/ Discussion/ Action - Consideration, discussion, and staff recommendation for approval of District disbursements, financial reports, and monthly investment report for the period ending March 31, 2019. **(Please see Section 10-A)**

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

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

B. Review / Discussion/ Action – Consideration, discussion, and staff recommendation for approval of the engagement letter from Fanning & Karrh for the June 30, 2019 financial audit. **(Please see Section 10-B)**

Suggested Motion: Motion to approve engagement letter from Fanning & Karrh for the June 30, 2019 financial audit.

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

C. Review / Discussion/ Action – Consideration, discussion, and staff recommendation for approval of revision of District Policy 1080, contingent upon approval of Items 9.A and 9.B, Committees of the Board of Directors, Section 1080.6, sub-section 1080.6.1 and 1080.6.2 to read: **(Please See Section 10-C)**

1080.6.1 Executive Committee: shall consist of the following two (2) members of the Board of Directors: President and Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee, serve as the legislative advocacy committee, participate in agenda building, and make recommendations to the full Board of Directors.

1080.6.2 Finance/Investment Committee: shall consist of two (2) members of the Board of Directors; may also include up to (2) non-board members at the discretion and appointment of the full Board. Non-Board committee members may serve a one (1) year term, but may be reappointed at the discretion of the Board.

The function of this committee is to review the financial **and investment** operations and policies of the District **in an effort** to maintain financial stability **for of** the Camarillo Health Care District. The committee shall review policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in financial practices. The committee reviews and determines **a any** course of action regarding investment decisions per the District’s Investment Policy.

Suggested Motion: Motion to approve revisions to District Policy 1080, Section 1080.6, sub-sections 1080.6.1 and 1080.6.2, contingent upon approval of Items 9.A and 9.B.

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

D. Review/ Discussion/ Action - Consideration, discussion, and staff recommendation for approval of District Resolution 19-03, Declaring May 2019 as Older Americans Month.
(Please see Section 10-D)

Suggested Motion: Motion to approve District Resolution 19-03, Declaring May 2019 as Older Americans Month.

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

- 11. **CHIEF EXECUTIVE OFFICER REPORT**
- 12. **BOARD PRESIDENT REPORT**
- 13. **BOARD MEMBERS COMMENTS AND/OR REPORTS**
- 14. **FUTURE MEETING AND EVENTS**

Board of Directors Meetings		
•	Executive Committee: Loh, Brown	Friday, May 17, 2019, 12:00 p.m.
•	Full Board:	Tuesday, May 28, 2019, 12:00 p.m.
•	Executive Committee: Loh, Brown	Tuesday, June 4, 2019, 12:00 p.m.
•	Full Board:	Tuesday, June 11, 2019, 12:00 p.m.
•	Full Board:	Budget Presentation – First Reading Tuesday, June 25, 2019, 12:00 p.m. Budget Presentation – Second Reading May be waived and meeting cancelled if budget is approved following the first reading.
•	Executive Committee: Loh, Brown	Tuesday, July 16, 2019, 12:00 p.m.
•	Finance/Investment: Doria, Hiepler	Tuesday, July 23, 2019, 11:00 a.m.
•	Full Board:	Tuesday, July 23, 2019, 12:00 p.m.

Upcoming Community Meetings & Events	
• Volunteer Appreciation Event	Wednesday, April 24, 12:00pm-2:00pm, District
• Business and Legislators Forum Spanish Hills Country Club Camarillo Chamber of Commerce	Thursday, May 16, 2019 11:30 a.m. – 1:30 p.m.
• Special Districts Legislative Days Sacramento Convention Center	May 21-22, 2019 California Special Districts Association
• State of the Chamber Luncheon Las Posas Country Club	Thursday, June 20, 2019 11:30 a.m. – 1:30 p.m.

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

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com, on Friday, April 19, 2019, on or before 4:00 p.m.

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SECTION 7

CONSENT AGENDA

**SECTION 7-A
APPROVAL OF MINUTES OF
THE REGULAR BOARD MEETING OF MARCH 26, 2019.**

APRIL 23, 2019

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Regular Meeting of the Board of Directors

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

Board of Directors - Present

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

Staff - Present

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

Consultants:

Mike Velthoen, Esq., Ferguson Case Orr Paterson LLP
Rick Wood, CSDA Financial Services

-
1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, March 26, 2019, at 12:04 p.m., by Christopher Loh, Board President.
 2. **Pledge of Allegiance** – Director Brown
 3. **Amendments to The Agenda** – Page 44 was replaced due to a printing problem.
 4. **Public Comment** – None
 5. **Presentations** – Staff members received the following certifications:
 - **Blair Craddock, MPH, Care Services Director**
 - Dementia Live Coach conferred by the Age-U-Cate Training Institute
 - **Sharon Stone, MSW, Care Coordinator**
 - Certificate in Social and Behavioral Research conferred by Johns Hopkins University, Collaborative Institutional Training Initiative
 - Dementia Live Coach conferred by the Age-U-Cate Training Institute
 - Foundation in Aging and Disabilities Certificate conferred by Boston University Center for Aging Disability Education and Research
 - **Veronica Villasenor, BA, Health Promotion Coach**
 - Certification in Chronic Disease Self-Management Program conferred by the Self-Management Resource Center
 6. **Closed Session** – Entered into closed session at 12:11 p.m.

Director Hiepler arrived at 12:21 p.m.

- 7. **Reconvened from Closed Session at 12:47 p.m.**
- 8. **Announcement of Closed Session – No reportable action.**
- 7. **Consent Agenda** - It was **MOVED** by Director Brown, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

<u>Vote to Approve Consent Agenda as Presented</u>	
Director Loh	Aye
Director Brown	Aye
Director Loft	Aye
Director Hiepler	Aye
Director Doria	Aye

8. **Discussion / Action**

A. Consideration, discussion, and staff recommendation for approval of District disbursements, financial reports, and the investment report for the period ending March 31, 2019. *Director Hiepler left the meeting at 1:06 p.m.; Director Hiepler returned to the meeting at 1:24 p.m.*

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

<u>Vote to Approve disbursements, financial reports, and investment report for the period ending March 31, 2019.</u>	
Director Loh:	Aye
Director Brown:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

B. Consideration, discussion, and recommendation for approval of District Policy 1160, Legislative Advocacy Policy. The purpose of the policy is to guide District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues.

During discussion of the policy procedures, Director Doria suggested that responsibilities of the proposed Legislative Advocacy Committee be included as functions of the existing Executive Committee instead, and that the role of the Executive Committee be redefined in By-laws to include the responsibilities proposed in Legislative Advocacy Policy 1160. It was

recommended to continue this agenda item to the next regularly scheduled board meeting to allow time to make the requested changes to documents.

It was **MOVED** by Director Loh, **SECONDED** by Director Hiepler, and **MOTION PASSED** to continue consideration of Legislative Advocacy Policy 1160 and consequent amendment to District By-laws, pending suggested changes to both documents, to the next regularly scheduled Board Meeting.

Vote to continue consideration of Legislative Advocacy Policy 1160 and consequent By-laws amendment to next regularly scheduled Board Meeting.

Director Loh:	Aye
Director Brown:	Aye
Director Loft:	Aye
Director Hiepler:	Aye
Director Doria:	Aye

9. Chief Executive Officer Report –

CEO Ralston’s report included the following:

Blair Craddock, Care Services Director, presented information on the \$50,000 Arthur M. Rupe Foundation grant in support of the District’s ***Dementia Friendly Caregiver Engagement Project***. Ms. Craddock presented the goals of the project which include elevating person-centered care, caregiver education, expanding support of Dementia Friendly Ventura County initiative, broaden the reach of District Care Management Program, and encourage and create opportunities for people with dementia and their caregivers to connect with others.

Lynette Harvey, Clinical Services Director, presented Care Management Services client satisfaction survey results for 2017 and 2018. The results showed an increase in program participation as well as an increase in overall satisfaction of services provided.

CEO Ralston presented a revamped program report for Adult Day Services (Dept 2), discussing the complexities involved in providing person-centered care plans (full days, half-days, up to 5 days a week, transportation service included or not, and any variation thereof); discussed gender and age demographics, and outreach efforts.

CEO Ralston discussed the beginning of the official rollout of the District’s new logo and appearance which includes refreshed building and window signage following approval from the Dos Caminos Plaza Association.

CEO Ralston has been appointed to the ACHD Board of Directors and will attend Legislative Days April 8 and 9 in Sacramento.

- 11.** Having no further business, this meeting was adjourned at 2:06 p.m. in honor and loving memory of Director Mark O. Hiepler's father, Rev. Dr. Orville Hiepler.

Richard Loft
Clerk of the Board



SECTION 7

CONSENT AGENDA

**SECTION 7-B
APPROVAL OF MINUTES OF
THE EXECUTIVE COMMITTEE MEETING OF APRIL 16, 2019.**

APRIL 23, 2019

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MINUTES

April 16, 2019

Executive/Agenda Building Committee Meeting

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

Board Members Present:

Rod Brown, MBA, Vice President

Staff Present:

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

1. **Call to Order** – The Executive Committee Meeting was called to order by Board Vice President, Rod Brown, at 12:09 p.m.
2. **Public Comment** – No Public Comment
3. Reviewed the proposed Agenda for the April 23, 2019 Board of Directors Meeting.
4. Reviewed the Consent Agenda and attachments for the April 23, 2019 Board of Directors Meeting.
5. Reviewed Continued Business and attachments.
 - A. District Policy 1160, Legislative Advocacy Policy
 - B. Resolution 19-02, By-Laws Amendment
6. Reviewed Action Items
 - A. District Disbursements
 - B. Engagement Letter from Fanning & Karrh (Was not presented or discussed)
 - C. Resolution 19-03, Declaring May 2019 as Older Americans Month
7. CEO Report –
 - o CEO Ralston advised that if proposed Policy 1160 is approved, along with the consequent proposed amendments of District By-Laws, then Policy 1080, Committees of the Board of Directors, also needs to be amended with the changed language regarding Executive Committee duties. Policy 1080 will be added to Agenda.
 - o CEO Ralston discussed program reports.
7. Next Executive Committee Meeting is scheduled for Friday, May 17, 2019, at 12:00 p.m.
8. Meeting adjourned at 1:40 p.m.

Rod Brown
Vice President

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SECTION 9

CONTINUED BUSINESS (FOR ACTION)

SECTION 9-A

REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION, AND RECOMMENDATION FOR APPROVAL OF DISTRICT POLICY NUMBER 1160, LEGISLATIVE ADVOCACY POLICY. THE PURPOSE OF THIS POLICY IS TO GUIDE CAMARILLO HEALTH CARE DISTRICT OFFICIALS AND STAFF IN CONSIDERING LEGISLATIVE OR REGULATORY PROPOSALS THAT ARE LIKELY TO HAVE AN IMPACT ON THE DISTRICT, AND TO ALLOW FOR A TIMELY RESPONSE TO IMPORTANT LEGISLATIVE ISSUES.

APRIL 23, 2019

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Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Legislative Advocacy Policy
POLICY NUMBER: 1160

1160 Purpose

The purpose of the policy is to guide Camarillo Health Care District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,¹ the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.²

Policy principles, advocacy priorities, policy goals, and advocacy procedures are identified and adopted by the Board of Directors for the purpose of providing direction with regard to identifying, monitoring and acting upon bills during state and federal legislative sessions, and ensuring that legislative inquiries and responses will be administered timely and consistently. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District, and to provide the District CEO, or designee, the necessary discretion to advocate for the District's best interests.

1160.2 Policy Principles

The Board of Directors recognizes the need to protect District interests and local control, to identify various avenues to implement its strategic and long-term goals, and to proactively monitor and advocate for legislation as guided by identified/adopted advocacy priorities. This principle of this policy provides the District CEO, or designee, flexibility to adopt positions on legislative issues in a timely manner, while allowing the Board of Directors to set priorities to provide policy guidance. The Board of Directors may establish various advocacy priorities and, so long as the position fits within the priorities, the CEO, or designee, is authorized to take a position without board approval.

If a legislative issue arises, for which there does not exist a previously identified, adopted and applicable priority, the matter may be brought before the full Board of Directors, or before the standing "Legislative Advocacy Committee", which shall have the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

Generally, the District will not address matters that are not pertinent to the district's local government services, such as social issues or international relations issues.

¹ Cal. Gov. Code § 54964.

² Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.

1160.2 Advocacy Priorities

Revenue, Finances, and Taxation

- Ensure adequate funding for safe and reliable core local service delivery.
- Protect resources from the shift or diversion of revenues without the consent of affected districts.
- Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.
- Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.
- Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs, dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

Governance and Accountability

- Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner.
- Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches.
- Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.
- Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.
- Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control

Human Resources and Personnel

- Promote policies related to hiring, management, benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service.
- As public agency employers, support policies that foster productive relationships between management and employees.
- Maintain ability to exercise local flexibility by minimizing state mandated contract requirements.
- Oppose measures that would hinder the ability to maximize local resources and efficiencies through the use of contracted services.

Infrastructure, Innovation, and Investment

- Encourage prudent planning for investment and maintenance of innovative long-term infrastructure.
- Support the contracting flexibility, fiscal tools, and incentives needed to help special districts meet California's changing demands.
- Promote the efficient, effective, and sustainable delivery of core local services.
- Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

1160.3 Policy Goals

- Advocate District legislative interests at the county, state, and federal levels.
- Inform and provide information to the Board of Directors and district staff on key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with local governments, the California Special Districts Association, the Association of California Healthcare Districts, and other local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

1160.4 Legislative Advocacy Procedures

It is the intent of the District to proactively monitor and advocate for legislation as directed by identified/adopted advocacy priorities. This process involves interaction with other local, state, and federal government entities, both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

The legislative advocacy procedures describe the intended process by which staff will respond to legislative issues in a timely and consistent manner. The Chief Executive Officer, or designee, will act on legislation utilizing the following procedures:

1. The CEO, or designee, shall review position requests on legislative issues to determine alignment with District's identified/adopted advocacy priorities.
2. The CEO, or designee, will review positions and analyses completed by the California Special Districts Association, the Association of California Healthcare Districts, or other local government associations when formulating positions.
3. If a matter aligns with identified/adopted priorities, any District response will be provided utilizing advocacy methods, including but not limited to, letters, phone calls, emails, or prepared forms, and will be communicated through the CEO, or designee.
4. Legislative position statements will indicate if the district is requesting "*support*", "*support if amended*", "*oppose*", or "*oppose unless amended*" action on the issue, and will include justification for the recommended action, including but not limited to, examples of how a bill could specifically affect the district.
5. Letters of concern or interest regarding legislative issues, without taking a formal position, may also be provided as administered through the CEO, or designee.
6. Position letters will include a "cc" to appropriate legislators representing the District, and other appropriate contacts, including but not limited to, the California Special Districts Association, the Association of California Healthcare Districts, and other local government associations.
7. A position may be taken if any of the following criteria are met:
 - a. The position is consistent with identified/adopted advocacy priorities;
 - b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association, and the Association of California Healthcare Districts; or

- c. The position is approved by the Board of Directors through the **Executive Committee**.
8. Legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next earliest opportunity, at a regularly scheduled Board Meeting, and when appropriate, the Chief Executive Officer, or designee, will provide a summary statement.

**Support – legislation in this area advances the district's goals and priorities.*

***Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district's goals and priorities.*



SECTION 9

CONTINUED BUSINESS (FOR ACTION)

SECTION 9-B

**REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND
RECOMMENDATION FOR APPROVAL OF DISTRICT RESOLUTION 19-02,
CONTINGENT UPON APPROVAL OF ITEM 9.A, AMENDING DISTRICT BY-
LAWS, ARTICLE VI, SECTION 2, STANDING COMMITTEES OF THE BOARD,
SUB-SECTION (A).**

APRIL 23, 2019

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RESOLUTION NO. 19-02

Resolution To Amend District By-laws Article VI – Section 2 – Subsection (a): Executive Committee

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

WHEREAS, Camarillo Health Care District reviewed District By-laws at the October 23, 2018, Board of Directors meeting; and

WHEREAS, the adoption of Legislative Advocacy Policy #1160 requires a coordinating amendment to District By-laws to reflect process; and

WHEREAS, the Board of Directors of Camarillo Health Care District have reviewed and approved Legislative Advocacy Policy #1160, and the consequent By-laws amendment, through presentation and discussion in open meeting; and

WHEREAS, Camarillo Health Care District By-laws **Article X: Amendment** states:
“ARTICLE X: AMENDMENT: The District By-laws may be amended, by resolution, at any regular meeting of the Board upon the affirmative vote of a majority of the full membership of the Board as defined by California law.”;

THEREFORE BE IT RESOLVED, that the Board of Directors of Camarillo Health Care District does, hereby, adopt District By-laws as amended and attached hereto and considered part of this Resolution, as the official District By-laws of Camarillo Health Care District.

ADOPTED, SIGNED AND APPROVED this 23rd day of April 2019.

Christopher Loh, President
Board of Directors
Camarillo Health Care District

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

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

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

DO HEREBY CERTIFY that the foregoing Resolution 19-02 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 23rd day of April 2019 and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

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



SECTION 9-B

BY-LAWS

APRIL 23, 2019

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DISTRICT BY-LAWS

Amended ~~October 24, 2017~~ April 23, 2019

CAMARILLO HEALTH CARE DISTRICT
3639 E. LAS POSAS ROAD, CAMARILLO, CA 93010
805-388-1952

CAMARILLO HEALTH CARE DISTRICT BY-LAWS
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ARTICLE X	AMENDMENT	<u>1213</u>
ARTICLE XI	SEAL	<u>1214</u>
CERTIFICATE OF PRESIDENT OF THE CAMARILLO HEALTH CARE DISTRICT		<u>1416</u>

VISION, MISSION, AND GUIDING PRINCIPLES

Vision: Ventura County is a model healthy community with seamless access to high quality health and community-based services that optimize well-being, empower healthy lifestyles, and build strong communities.

Mission: The mission of the Camarillo Health Care District is to be a highly respected, preferred partner in Ventura County's continuum of health care by providing valuable, effective, measurable, and integrated community-based health services that optimize health and wellness.

Guiding Principles:

- Valuing public trust through transparency and integrity in governance.
- Acknowledging the value of resources through accountable stewardship and visionary development of funding opportunities.
- Engaging in Patient-Centered Care to tailor client services based on individual goals, preferences and values.
- Improving patient outcomes, reducing costs, and improving quality of care across a continuum of providers.
- Building core competencies and a knowledge base of emerging research, programs, technologies, policies, and initiatives that improve health outcomes in the community, by recruiting, training, and retaining a professional workforce.
- Recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training, and support.

CAMARILLO HEALTH CARE DISTRICT BY-LAWS

PREAMBLE

SECTION 1. NAME

The name of this organization shall be the Camarillo Health Care District (hereinafter "the District"), organized as the Pleasant Valley Hospital District in November 1969, pursuant to the terms of the Local Health Care District Law of the State of California (Statutes 1945, Chapter 932; Health and Safety Code, Division 23, Sections 32000-32492, of the State of California), to promote the public health and general welfare. This organization shall be fully empowered to receive and administer funds for the attainment of these objectives, in accordance with the purposes and powers set forth in the Local Health Care District Law of the State of California.

ARTICLE I

OFFICES

SECTION 1. OFFICES

The principal office for the transaction of business of the District is hereby fixed at 3639 East Las Posas Road, Suite 117, Camarillo, Ventura County, California 93010. Branch offices may at any time be established by the Board of Directors at any place or places within the geographical boundaries of the District, when necessary to conduct the business of the District.

SECTION 2. TITLE TO PROPERTY

The title to all property of the District shall be vested in the District, and the signatures of the President and Clerk of the Board, or other person specifically authorized at any meeting of the Directors, shall constitute the proper authority for the purchase or sale of property, or for the investment or other disposal of trust funds which are subject to the control of the District.

ARTICLE II

PURPOSES AND SCOPE

SECTION 1. SCOPE OF BY-LAWS

These By-laws shall be known as the “District By-laws” and shall govern the District, its Board of Directors, and any affiliated and subordinate organizations, groups, or legislative bodies.

The Board of Directors may in accordance with law delegate certain powers to affiliated and subordinate organizations, groups or legislative bodies, such powers to be exercised in accordance with the respective by-laws of such entities. The by-laws of such subordinate organizations, groups or legislative bodies shall not conflict with these District By-laws or any statute of the State of California. All powers and functions not expressly delegated to such entities are to be considered residual powers vested in the Board of Directors of this District.

In the event the District By-laws are in conflict with any statute of the State of California governing this District, such statute shall prevail.

SECTION 2. PURPOSES

The purposes of this District shall include, but not necessarily be limited to the following:

- (a) To ensure for the provision of quality health and wellness related services to meet the needs of District residents, in accordance with the Vision, Mission, and Guiding Principles Statement contained at the beginning of these District By-laws and regardless of race, religion, national origin, disability and gender.
- (b) To exercise those powers and duties granted to local health care districts by the State of California Health & Safety Code Sections 32000-32492, and other applicable provisions of law, which include:
 - (1) To establish, maintain and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers, health

education programs, wellness and preventive programs, and rehabilitation, necessary for the maintenance of good physical and mental health in the communities served by the District;

- (2) To carry out activities through one or more corporations, joint ventures, or partnerships for the benefit of the health care district;
- (3) To establish, maintain and operate, or provide assistance in the operation of, one or more health facilities or health services including, but not limited to, outpatient programs, services and facilities, retirement programs, services and facilities, chemical dependency programs, services and facilities, or health care programs, services and facilities, and activities at any location within or outside of the District for the benefit of the District and the people served by the District; and
- (4) To exercise those powers and duties of a local health care district pursuant to the Local Health Care District Law.

SECTION 3. DISPOSITION OF SURPLUS

Should the operation of the District result in a surplus of revenue over expenses during any particular period, the use of such surplus shall be determined by the Board of Directors for a public purpose consistent with Local Health Care District Law, other State laws, and these District By-laws.

ARTICLE III

DIRECTORS

SECTION 1. NUMBER, QUALIFICATIONS, AND TERMS OF OFFICE

The Board shall consist of five (5) Directors, each of whom shall be a registered voter residing in the District, and who shall comply with Section 32110 of the Health and Safety Code. Each Director shall serve a term of four (4) years pursuant to the

appropriate section of the Local Health Care District Law and the Elections Code of the State of California and otherwise comply with all requirements set forth by the Local Health Care District Law.

SECTION 2. POWERS AND DUTIES

The Board of Directors shall have and exercise all the powers of the District, as set forth in Chapter 2, Article 2, of the Local Health Care District Law, and other provisions of State law, including, but not limited to the following:

- (a) To attend all regular Board meetings, as well as special meetings as required.
- (b) To participate on committee(s), as assigned.
- (c) To employ a Chief Executive Officer (CEO), and to define the powers and duties of said CEO.
- (d) To adopt resolutions establishing policies or rules for the operation of the District and any of its facilities. Such resolutions shall be kept in a separate book or file and shall be available for inspection at all times.
- (e) Ensure that Board policy is carried out by the CEO.
- (f) To carry out the provisions of the District By-laws and the Local Health Care District Law.

SECTION 3. COMPENSATION

The members of the Board of Directors may receive one hundred dollars (\$100) per District meeting attended, not to exceed five (5) meetings per month, defined as regular Board meetings, special Board meetings, and Board standing committee meetings. Each member of the Board of Directors shall be allowed his or her travel and incidental expenses incurred in the performance of official business of the District, as approved by the Board.

Members of the Board of Directors shall be reimbursed for all legitimate expenses

incurred in attending any meetings, or in making any trips on official business of the Board, when so authorized. This shall include, but not be limited to, seminars, meetings, meals and traveling expenses associated with official District business. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Members of the Board of Directors shall receive the current meeting stipend for attendance/representation at the regular meetings of the Ventura County Special District Association and the Dos Caminos Plaza Association, in keeping with the District's fiduciary responsibility regarding legislative advocacy and plant/facilities management. This meeting stipend counts toward the maximum of five meetings per month.

ARTICLE IV

MEETINGS OF DIRECTORS

SECTION 1. REGULAR BOARD MEETINGS

A minimum of ten (10) regular Board meetings per year shall be held at a time and place to be fixed by resolution. The Board may, from time to time, by resolution, change the time and place of such meetings.

SECTION 2. SPECIAL BOARD MEETINGS

Special Board meetings may be called by the President or three (3) Directors, and notice of the holding of such meetings shall be received by each member of the Board of Directors at least twenty-four (24) hours before the meeting in the manner required by law.

SECTION 3. BOARD STANDING COMMITTEE MEETINGS

Standing Committees of the Board are established by the Board, and committee members shall be appointed by the President of the Board of Directors. Meetings are called on an as needed basis, by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. Each committee shall consist of at least two (2) Board

members and other members, as deemed necessary. For more information on Committees, refer to Article VI, Committees, of these District By-laws.

SECTION 4. QUORUM

A majority of a legislative body (Board or Standing Committee) shall constitute a quorum for the transaction of any business of the District.

SECTION 5. ADJOURNMENT OF MEETINGS

The legislative body of the District may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Clerk to the Board may declare the meeting adjourned to a stated time and place and he/she shall cause written notice of the adjournment to be given in the same manner as provided in Government Code Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of the adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special was held within 24 hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meeting by ordinance, resolution, by-law or other rule.

SECTION 6. PUBLIC MEETINGS

All meetings of the Board of Directors, whether regular, special, Standing Committee or adjourned, shall be open to the public. However, the foregoing shall not be construed to prevent the Board from holding closed sessions to consider the appointment, employment, performance evaluation, discipline or dismissal of a public employee, or to hear complaints or charges brought against such officer or employee, to consult with legal counsel concerning litigation to which the District is, or may be, a party, or as otherwise authorized by law.

SECTION 7. ATTENDANCE AT MEETINGS

Notwithstanding any other provisions herein, the office of any Director shall become vacant if he or she ceases to discharge the duties of Director for a period of three (3) consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. A Director's unexcused absence from three (3) consecutive regular meetings shall be prima facie evidence that the Director has abandoned his or her office.

SECTION 8. GOVERNING LAW

All meetings of the Board and any legislative bodies of the District shall be governed by the provisions of the Ralph M. Brown Act, Government Code Section 54950 et seq., and applicable provisions of the Local Health Care District Law.

ARTICLE V

OFFICERS

SECTION 1. OFFICERS

The officers of the Board of Directors shall be a President, Vice President, Clerk of the Board, and any other officer the Board may appoint.

SECTION 2. ELECTION OF OFFICERS

The officers of the Board of Directors may serve terms of one (1) year and may be elected for additional terms. Reorganization of the Board should take place at the last meeting of the calendar year.

SECTION 3. PRESIDENT

The President, or member of the Board acting as such:

- (a) Shall preside over all meetings of the Board of Directors.
- (b) Shall sign all contracts and conveyances and all other instruments which

have been authorized by the Board of Directors, except where the Board has specifically authorized another person to sign such contracts, conveyances or other instruments.

- (c) Shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

SECTION 4. VICE PRESIDENT

If, at any time, the President shall be unable to act, the Vice President shall take the President's place and perform the President's duties. If the Vice President shall also be unable to act, the Board may appoint some other member of the Board to do so, and such person shall be vested with all the functions and duties of President until such time as the President or Vice President shall be able to assume such functions and duties.

SECTION 5. CLERK OF THE BOARD

Clerk of the Board shall keep, or cause to be kept, accurate and complete minutes of all meetings, and perform such other duties as ordinarily pertain to this office.

ARTICLE VI

COMMITTEES

SECTION 1. GENERAL PROVISIONS

Committees of the Board shall be as specified in Article VI, Section 2. Appointment of committee members shall be the responsibility of the President with the concurrence of the Board. Appointment of non-board members to committees shall be permitted at the discretion of the Board.

All non-board members appointed to committees shall serve thereon without voting rights unless otherwise provided herein. Committee activity shall only be advisory to

the Board. No committee of the Board shall have the power or authority to commit the Board or the District in any manner. Committee members shall serve until replaced.

Notwithstanding any other provisions herein, if a committee member is absent from three (3) consecutive meetings of the committee, the President may declare that a vacancy exists on the committee. Each committee meeting shall have an agenda and shall submit minutes of its meetings to the Board. The President may appoint a chairperson to each committee. All committees shall meet at the call of their chairperson or the Chief Executive Officer, and shall comply with all applicable provisions of the Ralph M. Brown Act.

SECTION 2. STANDING COMMITTEES OF THE BOARD

Standing Committees of the Board shall be appointed, as set forth below, and such committees shall continue in existence until discharged by specific action by the Board of Directors. Standing Committees shall meet on an as needed basis and may be called by the Committee Chairperson, Chief Executive Officer, or a majority of the Committee. The Board President shall appoint and publicly announce the members of the Standing Committees for the ensuing year; this shall be done no later than at the Board's regular meeting in January.

- (a) Executive Committee, shall consist of the following two (2) members of the Board of Directors: the President ~~and~~ Vice President, or their designee.

The function of this committee is to review policies and procedures, serve as the personnel committee, ~~serve as the legislative advocacy committee~~, and make recommendations to the Board of Directors.

- (b) Finance/Investment Committee, shall consist of two (2) members of the Board of Directors.

The function of this committee is to review the financial ~~and investment~~ operations and policies of the District ~~in an effort~~ to maintain financial stability ~~for of~~ the Camarillo Health Care District. The committee shall review any policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in

financial practices. The committee reviews and determines ~~a~~any course of action regarding investment decisions (per the District's Investment Policy).

SECTION 3. AD HOC COMMITTEES OF THE BOARD

The President, with the concurrence of the Board, may appoint Ad Hoc committees for the investigation, study and review of specific matters for reports and recommendations to the Board. Ad Hoc committees stand discharged upon completion of the assigned task.

ARTICLE VII

CHIEF EXECUTIVE OFFICER

SECTION 1. RESPONSIBILITIES OF CHIEF EXECUTIVE OFFICER

The Board shall select and appoint a Chief Executive Officer who shall be its representative in the management of the District. The Chief Executive Officer shall be given the authority and responsibility to operate the District in all its activities and departments, subject to policies as may be issued by the Board and applicable law. The Chief Executive Officer shall act as the duly authorized representative of the Board in all matters in which the Board has not formally designated some other person to so act.

SECTION 2. POWERS AND DUTIES

The authority and responsibility of the Chief Executive Officer shall include:

- (a) Carrying out all policies established by the Board and advising the Board with respect to formation of these policies;
- (b) Preparing an annual budget showing the expected revenue and expenditures;
- (c) Selecting, employing, managing and discharging employees and developing and maintaining personnel policies and practices for the District;
- (d) Maintaining physical properties in good and safe state of repair and operating condition.
- (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;
- (f) Attending all meetings of the Board and serving on committees thereof. In the absence of the Chief Executive Officer, a designated staff member will attend. The Chief Executive Officer (or his/her designee) shall be an ex-officio member of all committees of the Board;
- (g) Serving as the liaison and channel of communications with the Board;
- (h) Representing the District in its relationships with other health and community organizations;
- (i) Positioning the District to effectively and appropriately manage crisis situations, including closure of the District following any federal, state, county, municipal, local or District incident involving or including a natural disaster, facilities disaster, an information crisis, a human tragedy, a human resource issue, or days of mourning, celebration, and/or recognition; and
- (j) Performing other duties that may be necessary.

ARTICLE VIII

EX-OFFICIO

Persons serving under these District By-laws as ex-officio members of a committee shall not be counted in determining the existence of a quorum and shall have no voting privileges.

ARTICLE IX

INDEMNIFICATION OF OFFICERS, DIRECTORS AND EMPLOYEES

To the fullest extent permitted by law, the District shall indemnify and hold harmless its Directors, officers, and employees with respect to acts or omissions made by them in the course of their official duties or employment by the District against all expenses, judgments, fines, settlements and other amounts, including, but not limited to attorney's fees, actually and reasonably incurred in any proceeding to which such persons shall be parties or shall be threatened to be made parties. Notwithstanding the foregoing, and except as may otherwise be required by law, the District shall have no obligation to indemnify or hold harmless any officer, Director or employee of the District unless at the time of such claim there shall be in force a policy of insurance providing the District with reimbursement with respect to such claim.

ARTICLE X

AMENDMENT

The District By-laws may be amended, by resolution, at any regular meeting of the Board upon the affirmative vote of a majority of the full membership of the Board as defined by California law.

ARTICLE XI

SEAL

The Board shall have the power to adopt a formal seal and to alter it.

ADOPTED, SIGNED AND APPROVED this 23rd day of April, 2019 at Camarillo, California.

Christopher Loh
President, Board of Directors
Camarillo Health Care District

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

BY-LAWS REVIEW HISTORY

Year of Review	Date of Review	Status
1984	October	Adopted and Approved
1990	March	Amended
1990	October	Amended
1991	June	Amended
1991	December	Amended
1992	December	Amended
1996	February 27	Amended
1998	March 24	Amended
1999	April 27	Amended
2000	August 22	Amended
2001	July 24	Reviewed
2003	June 24	Reviewed
2004	January 27	Reviewed
2004	June 22	Amended
2005	June 28	Amended
2006	August 22	Reviewed
2007	August 22	Reviewed
2008	July 22	Amended
2009	September 15	Reviewed
2010	January 26	Amended
2012	June 12	Reviewed
2013	May 28	Reviewed
2013	August 13	Amended
2014	May 27	Reviewed
2015	January 27	Amended
2015	October 27	Amended
2017	October 24	Amended
2018	October 23	Reviewed
2019	April 23	Amended

CERTIFICATE OF PRESIDENT OF
CAMARILLO HEALTH CARE DISTRICT

I, Christopher Loh, do certify as follows:

1. That I am duly elected and acting as President of the Camarillo Health Care District, a California Healthcare District.
2. That the by-laws to which this Certificate is attached comprising pages 1 to 14, inclusive, constitute the By-laws of the Camarillo Health Care District as duly adopted and as amended from time to time.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 23rd day of April 2019.

Christopher Loh
President, Board of Directors
Camarillo Health Care District

Attest:

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

Dated: _____

2513016.1



SECTION 10

ITEMS FOR BOARD ACTION

**SECTION 10-A
REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND
STAFF RECOMMENDATION FOR APPROVAL OF DISTRICT DISBURSEMENTS,
FINANCIAL REPORTS, AND MONTHLY INVESTMENT REPORT FOR THE
PERIOD ENDING MARCH 31, 2019.**

APRIL 23, 2019

Camarillo Health Care District

Check Register (Checks of All Types)

(EFTs: Outstanding, Voided), Sorted by Vendor

March 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
67103	3/7/2019	ACCESS	Access TLC Caregivers DBA	176.00	V	
67133	3/13/2019	ACQUA	Acqua Clear, Inc	578.18	V	Qtly
67104	3/7/2019	AFLAC	Aflac	726.36	V	MO
67105	3/7/2019	AMERICAN	American Automatic Doors, Inc	160.88	V	
67106	3/7/2019	ANDERSON	Anderson Refrigeration dba	125.00	V	Qtly
67107	3/7/2019	ANDERSON B	Bradley Anderson	42.00	F	
67134	3/13/2019	ANDISITES	AndiSites, Inc	189.00	V	MO
67135	3/13/2019	ASSISTED	Assisted Healthcare Services	308.00	V	
67108	3/7/2019	BETA	Beta Healthcare Group	2,089.83	V	MO
67109	3/7/2019	BETA WC	Beta Healthcare Group	2,253.00	V	MO
67110	3/7/2019	BOYD	Gilbert Boyd	189.00	F	
67163	3/28/2019	BROWN	Rodger Brown	300.00	B	
67111	3/7/2019	CMH	CMH Centers for Family Health	100.00	V	
67112	3/7/2019	COLANTUONO	Colantuono, Highsmith, Whatley, PC	4,209.31	V	Oct inv
67146	3/20/2019	COLANTUONO	Colantuono, Highsmith, Whatley, PC	85.00	V	Feb inv
67147	3/20/2019	CPI	CPI Solutions, Inc	5,260.00	V	MO
67113	3/7/2019	CSDA	CSDA Financial Serv	1,499.36	V	MO
67164	3/28/2019	DIAL	Dial Security	1,170.00	V	MO
67136	3/13/2019	DIGITAL	Digital Deployment, Inc	200.00	V	MO
67165	3/28/2019	DORIA	Thomas Doria, MD	100.00	B	
67114	3/7/2019	DOS CAMINOS	Dos Caminos Plaza	4,669.06	V	MO
67115	3/7/2019	DOSCAMSTORAG	Dos Caminos Plaza, Inc	50.00	V	MO
67148	3/20/2019	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	716.50	V	
67137	3/13/2019	FRONTIER	Frontier Communications	128.88	V	MO
67116	3/7/2019	GODINEZ	Jose Godinez	189.00	F	
67117	3/7/2019	HARTFORD	Hartford Life	1,222.45	V	MO
67118	3/7/2019	HAYMAN	Hayman Consulting dba	855.00	V	
67119	3/7/2019	HOME REMEDIE	Home Remedies dba	1,135.00	V	
67149	3/20/2019	ITS	Integrated Telemanagement Services,	793.47	V	MO
67150	3/20/2019	JONES	Lynn Jones	114.26	EE	
67120	3/7/2019	JORDANO'S	Jordano's Food Service	61.10	V	Feb inv
67166	3/28/2019	JORDANO'S	Jordano's Food Service	195.40	V	Mar inv
67121	3/7/2019	JOSE	Myka Jose	113.45	EE	
67122	3/7/2019	JTS	JTS Facility Services	1,950.00	V	MO
67151	3/20/2019	KAVALSKY	Neal Kavalsky	100.00	V	MO
67152	3/20/2019	KNOX	Carrie Knox	1,800.00	V	
67167	3/28/2019	KNOX	Carrie Knox	45.00	V	
67138	3/13/2019	LEAF	Leaf	2,025.32	V	MO
67153	3/20/2019	LIGHTGABLER	LightGabler	30.00	V	
67168	3/28/2019	LOFT	Richard Loft, MD	100.00	B	
67169	3/28/2019	LOH	Christopher Loh, MD	200.00	B	
67123	3/7/2019	MARCOA	Marcoa Media	3,100.00	V	

Camarillo Health Care District

Check Register (Checks of All Types)

(EFTs: Outstanding, Voided), Sorted by Vendor

March 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
67124	3/7/2019	METLIFE	MetLife Small Business	1,011.42	V	MO
67154	3/20/2019	MEYERS	Meyers Nave	1,070.48	V	
67125	3/7/2019	MORAN	Carmen Moran	111.36	EE	
67170	3/28/2019	MUSTANG	Mustang Marketing dba	1,800.00	V	MO
67126	3/7/2019	NUNN	Nunn Better, Inc	960.00	V	
67139	3/13/2019	NUNN	Nunn Better, Inc	1,755.00	V	
67155	3/20/2019	NUNN	Nunn Better, Inc	625.00	V	
67156	3/20/2019	PETTY	Petty Cash - Administrat	374.81		
67171	3/28/2019	RALSTON	Kara Ralston	125.00	EE	
67127	3/7/2019	ROGERS	Rogers & Partners, Inc	56.00	V	
67157	3/20/2019	SAFEWAY	Safeway Inc	150.04	V	
67172	3/28/2019	SAFEWAY	Safeway Inc	195.74	V	
67173	3/28/2019	SO CA EDISON	Southern California Edison	1,462.84	V	MO
67158	3/20/2019	SO CA GAS	Southern California Gas	789.73	V	MO
67128	3/7/2019	SR PLANNING	Senior Planning Services	209.00	V	
67159	3/20/2019	STAPLES	Staples Business Advantage	508.94	V	
67129	3/7/2019	TNT	TNT Automotive	252.97	V	
67140	3/13/2019	TNT	TNT Automotive	95.00	V	
67160	3/20/2019	TNT	TNT Automotive	155.94	V	
67141	3/13/2019	TROPHIES	Trophies, Etc.	25.75	V	
67174	3/28/2019	TROPICAL	Tropical Car Wash	260.00	V	MO
67142	3/13/2019	UMPQUA	Umpqua Bank	10,044.09	V	MO
67175	3/28/2019	US POST METR	United States Postal Svc	400.00	V	
67143	3/13/2019	USPOSTMASTER	U.S. Postmaster	7,240.00	V	Qtly
67176	3/28/2019	VALIC	VALIC	1,140.86	V	MO
67161	3/20/2019	VCSDA	V C S D A	20.00	V	
67130	3/7/2019	VILLASENOR	Veronica Villasenor	199.52	EE	
67131	3/7/2019	VISION	Vision Services Plan	204.58	V	MO
67162	3/20/2019	VOYAGER	Voyager Fleet Systems Inc	1,818.72	V	MO
67144	3/13/2019	WYLY	Paulette Wyly	29.00	EE	
67145	3/13/2019	YOUNG	Jennifer Young	136.76	EE	
67132	3/7/2019	ZEPEDA	Monica Zepeda	112.97	EE	

Cash account Total 72,696.33

Report Total 72,696.33

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

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Check Register Monthly Comparison

FY 2018/19

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$191,346	\$67,537	\$177,381	\$78,216	\$66,770	\$72,910	\$90,114	\$70,252	\$72,696				\$98,580
YTD Total											\$887,222	

Notes FY 18/19:

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

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

FY 2017/18

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

Notes FY 17/18:

July '17 Annual insurances paid

Sept '17 ADC Construction Loan Pmt \$99K #3 of 7

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

Jun '18 \$500K CERBT payment

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

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

	Audited Actual 15 - 16	Audited Actual 16 - 17	Audited Actual 17 - 18	Current Year- to-Date	Budget to- date	Annual Budget 2018- 19	Y-T-D vs Annual Budget. Target at 9 months is 75%
REVENUES							
Tax revenue	\$ 2,375,896	\$ 2,490,350	\$ 2,622,977	\$ 2,053,393	\$ 2,015,965	\$ 2,687,954	76.39%
Program and facilities revenue	398,419	359,482	364,026	279,278	310,397	413,862	67.48%
Grants and agency funding	238,124	329,844	520,445	288,599	267,826	320,777	89.97%
Community Support and sponsorship	14,286	13,173	10,148	4,329	8,775	11,700	37.00%
Investment and interest income	155,200	161,872	178,365	182,975	170,250	177,000	103.38%
Other income	102,619	30,867	219,157	32,593	8,818	11,758	277.20%
Total Revenues	\$ 3,284,543	\$ 3,385,589	\$ 3,915,118	\$ 2,841,167	\$ 2,782,031	3,623,051	78.42%
EXPENSES							
Personnel cost							
Wages and salaries	1,347,709	1,392,944	1,458,930	1,074,062	1,265,282	1,687,042	63.67%
Payroll taxes	110,164	111,521	116,185	87,774	96,794	129,059	68.01%
Benefits	189,450	371,003	395,795	247,492	309,158	412,210	60.04%
OPEB	233,378	233,005	367,024	27,253	94,484	125,979	21.63%
Retirement UAL	29,064	38,046	50,594	70,585	52,456	52,456	134.56%
Total personnel cost	1,909,765	2,146,518	2,388,528	1,507,166	1,818,174	2,406,746	62.62%
Other expenses							
Contractors and professional fees	300,824	395,721	420,682	237,414	267,632	366,434	64.79%
Facilities and related	238,656	230,961	251,617	158,995	171,722	228,556	69.57%
Depreciation	175,355	164,193	156,337	109,254	108,478	144,637	75.54%
Program related expense	80,067	71,985	81,180	56,442	56,669	74,918	75.34%
Advertising and promotion	77,736	83,139	98,188	76,098	89,319	117,300	64.87%

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

	Audited Actual 15 - 16	Audited Actual 16 - 17	Audited Actual 17 - 18	Current Year- to-Date	Budget to- date	Annual Budget 2018- 19	Y-T-D vs Annual Budget. Target at 9 months is 75%
Supplies and office expense	68,046	71,473	83,965	57,230	64,668	83,860	68.24%
Board and staff	61,358	76,237	68,808	35,052	88,708	94,944	36.92%
Community partnerships	2,500	2,200	1,000	-	2,500	2,500	0.00%
Combined other expenses	30,007	22,506	28,469	16,613	17,382	22,115	75.12%
Total other expenses	1,034,549	1,118,416	1,190,247	747,098	867,076	1,135,264	65.81%
Operations Net	340,229	120,655	336,343	586,904	96,781	81,041	724.21%
Adjustments							
Total expenses	2,944,314	3,264,934	3,578,775	2,254,263	2,685,250	3,542,010	63.64%
Net position after adjustments	\$ 340,229	\$ 120,655	\$ 336,342	\$ 586,904	\$ 96,781	\$ 81,042	724.20%

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

ASSETS	Mar 31, 2018	Mar 31, 2019
Current Assets:		
Cash and Checking Accounts	\$ 190,413	\$ 408,114
Investment Accounts	2,964,748	2,933,406
Tax, Grants and Accounts Receivable	593,404	689,622
Total Current Assets	3,748,565	4,031,142
Noncurrent Assets:		
Property, plant and equipment - net	1,420,564	1,333,960
IS equipment - net	24,529	26,773
Transportation vehicles - net	57,791	31,417
Prepays	11,065	10,877
Total Noncurrent Assets	1,513,949	1,403,027
Deferred Outflows of Res GASB 68	431,775	490,144
Deferred Outflows of Res GASB 75	990,100	500,000
Total Assets	\$ 6,684,390	\$ 6,424,313
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	\$ 63,809	\$ 37,184
Construction Loan 2019	85,482	88,688
Employment costs	103,195	107,131
Scholarships	4,404	6,157
Deferred Revenue	16,867	41,667
Total Current Liabilities	273,757	280,827
Noncurrent Liabilities		
Construction Loan to 2021	276,166	187,478
Net Pension Liability GASB 68	1,203,554	1,449,034
Accrued OPEB liability GASB 75	2,551,624	1,746,599
Deferred Inflows of Res GASB 68	309,287	211,794
Total Noncurrent Liabilities	4,340,631	3,594,904
Net Assets:		
Unrestricted - prior	1,531,070	1,961,678
Unrestricted - current	538,932	586,904
Total Net Assets	2,070,002	2,548,582
Total Liabilities and Net Assets	\$ 6,684,390	\$ 6,424,313

Quick Ratio

Cash, Checking, Investment
11.90 3,341,521

Current Ratio

Current Assets
14.35 4,031,142

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

ASSETS	Mar 31, 2019	Mar 31, 2018	Mar 31, 2017	Mar 31, 2016	Mar 31, 2015
Current Assets:					
Cash and Checking Accounts	\$ 408,114	\$ 190,413	\$ 311,229	\$ 406,463	\$ 182,744
Investment Accounts	2,933,406	2,964,748	2,217,365	1,780,890	1,367,201
Tax, Grants and Accounts Receivable	689,622	593,404	654,932	416,808	423,565
Total Current Assets	\$ 4,031,142	3,748,565	3,183,527	2,604,161	1,973,509
Noncurrent Assets:					
Property, plant and equipment - net	1,333,960	1,420,564	1,542,818	1,666,272	2,161,368
IS equipment - net	26,773	24,529	18,803	25,748	30,243
Transportation vehicles - net	31,417	57,791	84,165	110,538	161,882
Prepays	10,877	11,065	11,650	40,851	38,780
Total Noncurrent Assets	1,403,027	1,513,949	1,657,435	1,843,410	2,392,273
Deferred Outflows of Res GASB 68	490,144	431,775	264,803	112,553	
Deferred Outflows of Res GASB 75	500,000	990,100			
Total Assets	\$ 6,424,313	\$ 6,684,390	\$ 5,105,765	\$ 4,560,124	\$ 4,365,783
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Accounts Payable	\$ 37,184	\$ 63,809	\$ 74,824	\$ 27,529	\$ 47,492
Construction Loan 2018	88,688	85,482	82,393	79,415	76,544
Employment costs	107,131	103,195	94,724	97,831	174,259
Scholarships	6,157	4,404	6,999	20,335	7,380
Deferred Revenue	41,667	16,867	9,983	8,886	2,103
Total Current Liabilities	280,827	273,757	268,923	233,995	307,779

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

	Mar 31, 2019	Mar 31, 2018	Mar 31, 2017	Mar 31, 2016	Mar 31, 2015
Noncurrent Liabilities					
Construction Loan to 2021	187,478	276,166	361,648	444,041	523,456
Net Pension Liability GASB 68	1,449,034	1,203,554	821,635	959,515	-
Accrued OPEB Liability GASB 75	1,746,599	2,551,624	330,317	206,830	183,810
Deferred Inflows of Res GASB 68	211,794	309,287	450,825	250,690	-
Total Noncurrent Liabilities	3,594,904	4,340,631	1,964,425	1,861,076	707,266
Net Assets:					
Unrestricted - prior	1,961,678	1,531,070	2,535,771	2,195,543	3,262,816
Unrestricted - current	586,904	538,932	336,645	269,510	87,922
Total Net Assets	2,548,582	2,070,002	2,872,416	2,465,053	3,350,738
Total Liabilities and Net Assets	\$ 6,424,313	\$ 6,684,390	\$ 5,105,765	\$ 4,560,124	\$ 4,365,783
Quick Ratio (Cash, Checking & Investment Accounts divided by Total Current Liabilities)	11.90	11.53	9.40	9.35	5.04
Current Ratio (Total Current Assets divided by Total Current Liabilities)	14.35	13.69	11.84	11.13	6.41

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

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

Camarillo Health Care District
Report to the Board
For the Month Ending March 31, 2019

	Balance as of 2/28/19	Interest Rate at 3/31/19	Interest Earned	Deposits	Withdrawals	Current Balance 3/31/19	% of Total Restricted/ Non-Restricted
Restricted Cash Accounts							
Funds - Restricted Scholarship	\$ 6,447	n/a	n/a	0.00	(290.00)	\$ 6,157	100.0%
Total Restricted Cash	\$ 6,447		\$ -			\$ 6,157	100%
Non-Restricted Cash Accounts and Investments							
Local Agency Investment Fund (LAIF)	\$ 2,918,081	2.39%	\$ 17,614		\$ (400,000)	\$ 2,518,081	75.5%
Bank of the West General	189,106	n/a	n/a	\$ 466,910	\$ (255,213)	400,802	12.0%
Rabobank Business Savings	128,241	0.05%	5	1,852	-	130,098	3.9%
Rabobank Business Checking	280,641	0.02%	4	-	-	280,645	8.4%
Ventura County Treasurer Pool	4,482	2.27%		100	-	4,582	0.1%
Petty and Cash Drawer Accounts	1,155	n/a	n/a			1,155	0.0%
Unrestricted Cash and Investments	\$ 3,521,706		\$ 17,624			\$ 3,335,363	100%
Total Cash and Investments	\$ 3,528,153		\$ 17,624			\$ 3,341,520	
						Change during month	\$ (186,632)

1. \$290 was withdrawn from Scholarship funds to subsidize Adult Day Center services for one client
2. \$400,000 was withdrawn from LAIF for standard operational cash flow purposes
3. \$466,910 was deposited into Bank of the West; 1) \$400,000 from LAIF, 2) \$66,910 from daily deposits
4. \$255,213 was withdrawn from Bank of the West to pay monthly payables
5. \$1,852 was deposited in Rabobank Business Savings; this is the cash deposits account
6. The Ventura County Treasurer Pool interest statement has not been received for the quarter ending 3/31/19

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



SECTION 10

ITEMS FOR BOARD ACTION

SECTION 10-B

**REVIEW / DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION, AND
STAFF RECOMMENDATION FOR APPROVAL OF THE ENGAGEMENT LETTER
FROM FANNING & KARRH FOR THE JUNE 30, 2019 FINANCIAL AUDIT.**

APRIL 23, 2019

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March 26, 2019

To the Board of Directors and Management of
Camarillo Health Care District:

We are pleased to confirm our understanding of the services we are to provide Camarillo Health Care District for the year ended June 30, 2019.

We will audit the financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements of Camarillo Health Care District as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Camarillo Health Care District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Camarillo Health Care District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) CalPERS Schedule of Proportionate Share of the Net Pension Liability
- 3) CalPERS Schedule of Contributions
- 4) Schedule of Changes in the Net OPEB Liability and Related Ratios
- 5) Schedule of OPEB Contributions

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's Minimum Audit Requirements for California Special Districts, and will include tests of the accounting records of Camarillo Health Care District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Camarillo Health Care District's financial statements. Our report will be addressed to Board of Directors of Camarillo Health Care District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Camarillo Health Care District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and,

accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Camarillo Health Care District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Camarillo Health Care District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for

taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing. The audit documentation for this engagement is the property of Fanning & Karrh, CPAs and constitutes confidential information.

We will provide copies of our reports to Camarillo Health Care District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We expect to begin our audit on approximately October 15, 2019 and to issue our reports no later than December 15, 2019. Cynthia Fanning is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

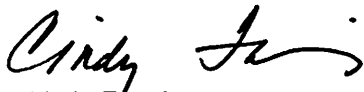
Our fee estimate anticipates keeping our time to a reasonable minimum by maximizing the participation of your personnel in routine aspects of the audit, such as preparation of schedules and analyses. The professional fees for our services described above will be in the range of \$18,700 to \$21,500 (excluding out-of-pocket expenses which will be limited to \$500).

Estimating the fees for work to be performed is extremely difficult to do; however we are willing to perform the proposed engagement with the understanding that our fees will not exceed the above maximum unless unforeseen circumstances arise. If a circumstance such as this arises, we will advise you as soon as possible and obtain agreement on how we should proceed. Should the engagement require less time than is presently anticipated, our fees would be reduced accordingly. Our fees for any additional services you may request will be mutually agreed upon before we commence work. Any amendment must be expressly set forth in writing and signed by both parties.

This agreement may be terminated by either party upon 30 days written notice to the other party. All charges and expenses incurred by Fanning & Karrh, up to the termination date shall be payable by the Camarillo Health Care District within 30 days and may be submitted on a progress billing basis.

We appreciate the opportunity to be of service to Camarillo Health Care District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Cynthia L. Fanning
Fanning & Karrh, CPAs

This letter correctly sets forth the understanding of Camarillo Health Care District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

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SECTION 10

ITEMS FOR BOARD ACTION

SECTION 10-C

REVIEW / DISCUSSION/ ACTION – CONSIDERATION, DISCUSSION, AND STAFF RECOMMENDATION FOR APPROVAL OF REVISION OF DISTRICT POLICY 1080, CONTINGENT UPON APPROVAL OF ITEMS 9.A AND 9.B, COMMITTEES OF THE BOARD OF DIRECTORS, SECTION 1080.6, SUB-SECTION 1080.6.1 AND 1080.6.2

APRIL 23, 2019

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Camarillo Health Care District

POLICY MANUAL

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 1080

1080.1 General Provisions – Standing Committees of the Board shall be as specified in Article VI, Section 2, of the District Bylaws; Ad Hoc Committees shall be as specified in Article VI, Section 3 of the District Bylaws. Appointment of committee members shall be the responsibility of the President of the Board, with the concurrence of the Board.

1080.2 Appointment of non-board members to committees shall be permitted at the discretion of the Board. All non-board members appointed to committees shall serve thereon without voting rights, unless otherwise provided herein. Non-Board committee members may serve a term not to exceed one (1) year, but may be reappointed at the discretion of the Board.

1080.3 Committee activity shall only be advisory to the Board. No committee of the Board shall have the power or authority to commit the Board or the District in any manner. Committee members shall serve until replaced.

1080.4 Notwithstanding any other provisions herein, if a committee member is absent from three (3) consecutive meetings of the committee, except when prevented by sickness or when absent from the state with the permission required by law, the President may declare that a vacancy exists on the committee.

1080.5 Each committee meeting shall have an agenda and shall submit minutes of its meetings to the Board. The President may appoint a chairperson to each committee. All committees shall meet at the call of their chairperson or the Chief Executive Officer, and shall comply with all applicable provisions of the Ralph M. Brown Act.

1080.6 Standing Committees of the Board - Standing Committees of the Board shall be appointed, as set forth below, and such committees shall continue in existence until discharged by specific action by the Board of Directors. Standing Committees shall meet on an “as needed basis”, and may be called by the Committee Chairperson, or Chief Executive Officer. The Board President shall appoint and publicly announce the members of the Standing Committees for the ensuing year no later than at the Board’s regular meeting each January.

1080.6.1 Executive Committee: shall consist of the following two (2) members of the Board of Directors: President, and Vice President, or their designee. The function of this committee is to review policies and procedures, serve as the personnel committee,

serve as the legislative advocacy committee, -participate in agenda building, and make recommendations to the full Board of Directors.

1080.6.2 Finance/Investment Committee: shall consist of two (2) members of the Board of Directors; may also include up to (2) non-board members at the discretion and appointment of the full Board. Non-Board committee members may serve a one (1) year term, but may be reappointed at the discretion of the Board.

The function of this committee is to review the financial and investment operations and policies of the District ~~in an effort~~ to maintain financial stability ~~for of~~ the Camarillo Health Care District. The committee shall review policy changes suggested by the Chief Executive Officer, who will develop with staff any deletions, amendments and/or changes in financial practices. The committee reviews and determines any course of action regarding investment decisions per the District's Investment Policy.

1080.7 Ad Hoc Committees of the Board - The President, with the concurrence of the Board, may appoint Ad Hoc committees for the investigation, study and review of specific matters for reports and recommendations to the Board. Ad Hoc Committees stand discharged upon completion of the assigned task.



SECTION 10

ITEMS FOR BOARD ACTION

**SECTION 10-D
REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND
STAFF RECOMMENDATION FOR APPROVAL OF DISTRICT
RESOLUTION 19-03, DECLARING MAY 2019 AS
OLDER AMERICANS MONTH.**

APRIL 23, 2019

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RESOLUTION NO. 19-03

DECLARING MAY 2018 OLDER AMERICANS MONTH

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

Older Americans Month 2019

A PROCLAMATION

Whereas, throughout the United States, it is recognized that a growing number of older Americans skills, talents and diverse life experiences continue to enrich our communities; and

Whereas, Camarillo Health Care District is committed to strengthening our communities by connecting with and supporting older adults, their families, and caregivers and acknowledging their many valuable contributions to society; and

Whereas, Camarillo Health Care District recognizes the importance of bringing together all generations and engaging in activities that promote physical, mental, and emotional well-being for the benefit of all; and

Whereas, Camarillo Health Care District enhances the lives of older Americans in our communities by promoting home-based and community-based health disease prevention and health promotion services that support quality, independent living; and

Whereas, Camarillo Health Care District joins the Administration for Community Living and the Administration on Aging in celebrating older Americans; and

Now, therefore, the Board of Directors of Camarillo Health Care District do hereby proclaim May 2019 to be Older Americans Month. The District urges every resident to take time during this month to recognize older adults and the people who serve them as essential and valuable members of our community.

ADOPTED, SIGNED AND APPROVED this 23rd day of April 2019.

Christopher Loh, President
Board of Directors

Attest: _____
Richard Loft, Clerk of the Board
Board of Directors

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

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

DO HEREBY CERTIFY that the foregoing Resolution 19-03 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 23rd day of April 2019, and was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

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



SECTION 11

CHIEF EXECUTIVE OFFICER REPORT

APRIL 23, 2019

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MEMORANDUM

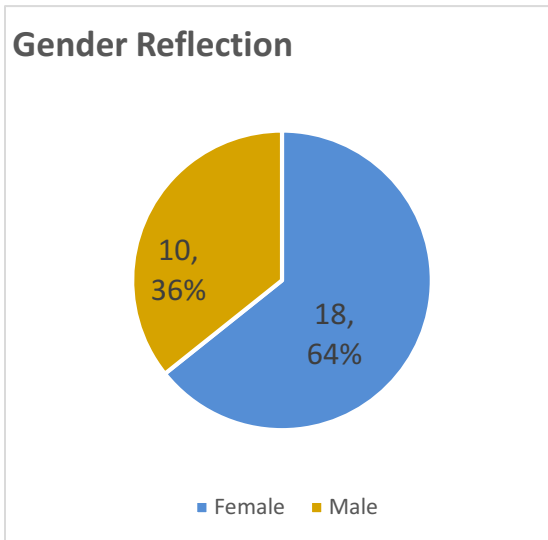
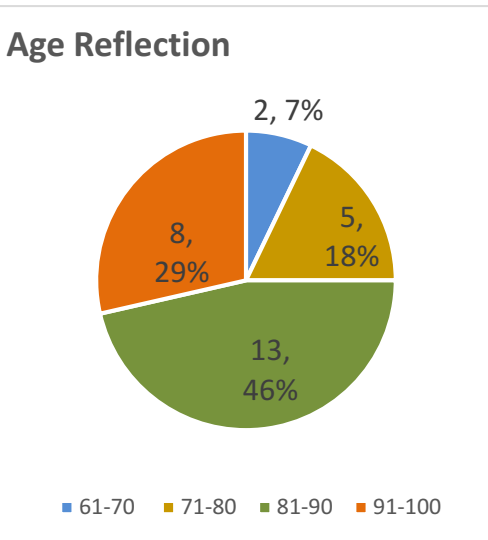
DATE: March 29, 2019
TO: Kara Ralston, Chief Executive Officer
FROM: Mary Ann Ratto, Adult Day Center Director
SUBJECT: *March 2019 Monthly Report*

PROGRAM DESCRIPTION

For the past 36 years (since 1983), Camarillo Health Care District has operated a state-licensed Adult Day Center for adults (age 18 and over) with cognitive impairment and other special needs. With intentional thoughts, the Adult Day Center provides a compassionate and dynamic environment where persons with functional and cognitive disabilities can participate in meaningful activities, allowing them to remain as independent as possible with dignity, respect, and honor. Participants enjoy a variety of scheduled activities modified and designed to promote self-esteem, endurance, and engagement. Customized schedules are available full day, half day, multiple or single days in a week, with transportation options. Extended hours are available until 5:30pm.

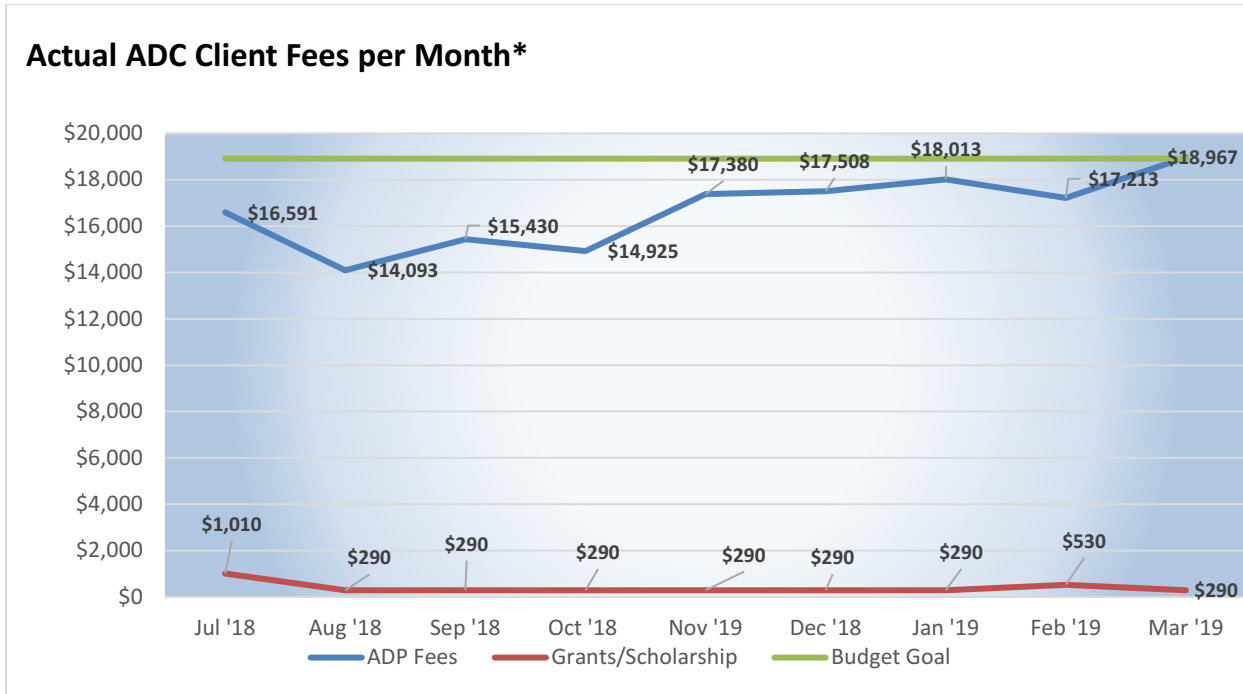
PROGRAM REVIEW

Total Clients: 28
 Current average age: 82
 Current oldest: 100 (fe)
 Current youngest: 70 (ma and fe)



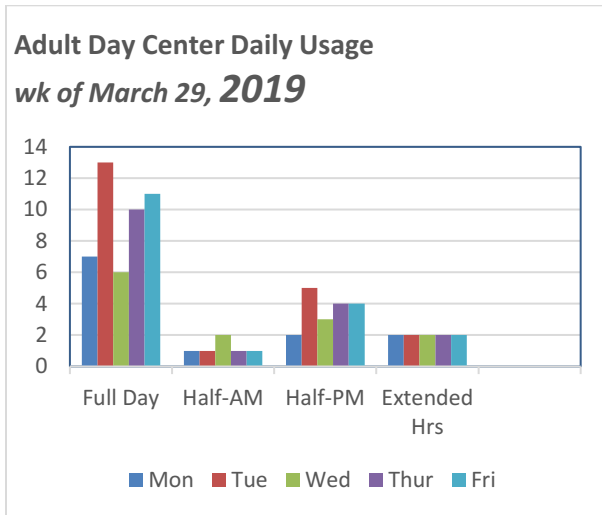
	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Female	16	17	20	18	17	17	19	18	19	17	18	18
Male	6	7	6	6	3	5	6	7	7	7	9	10

Actual ADC Client Fees per Month*

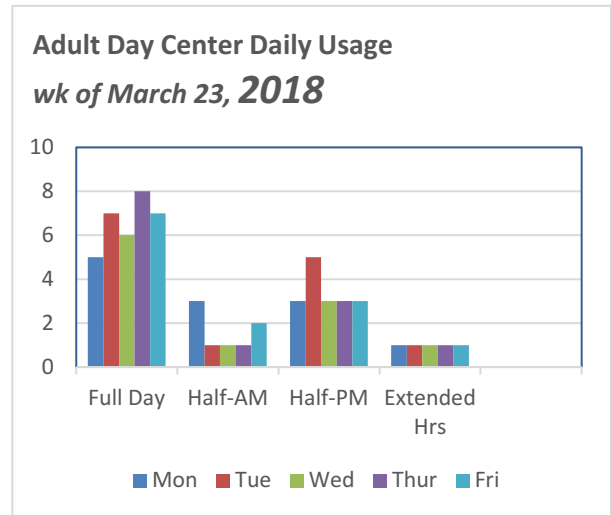


*debit/credit margins for refunds; does not include property tax allocation

Adult Day Center Daily Usage wk of March 29, 2019

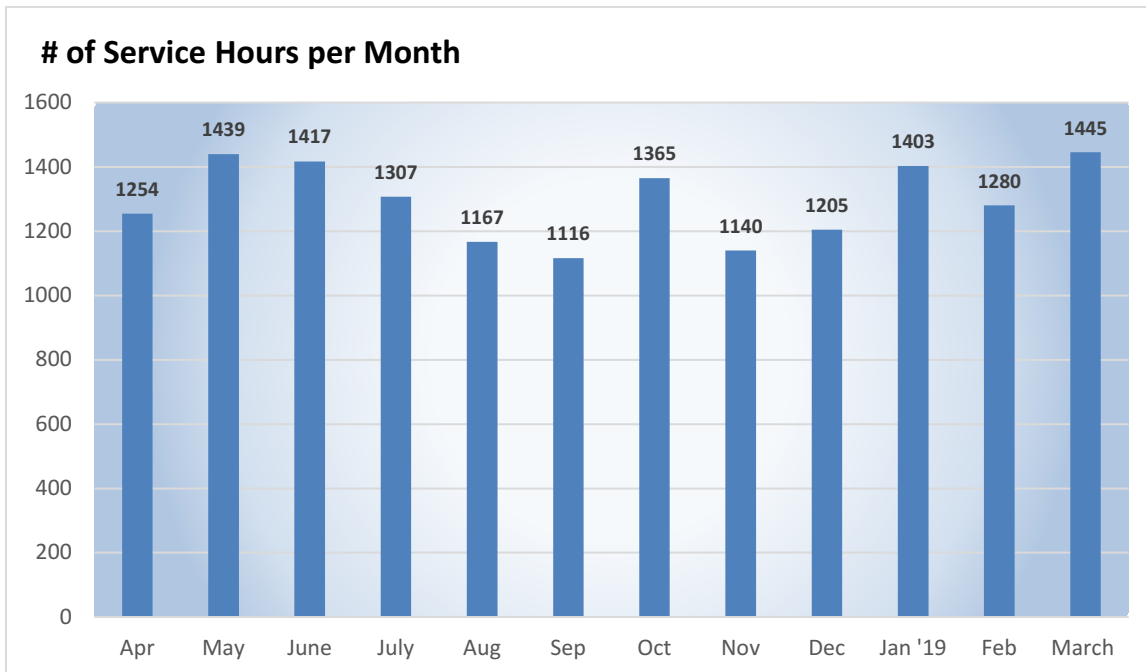
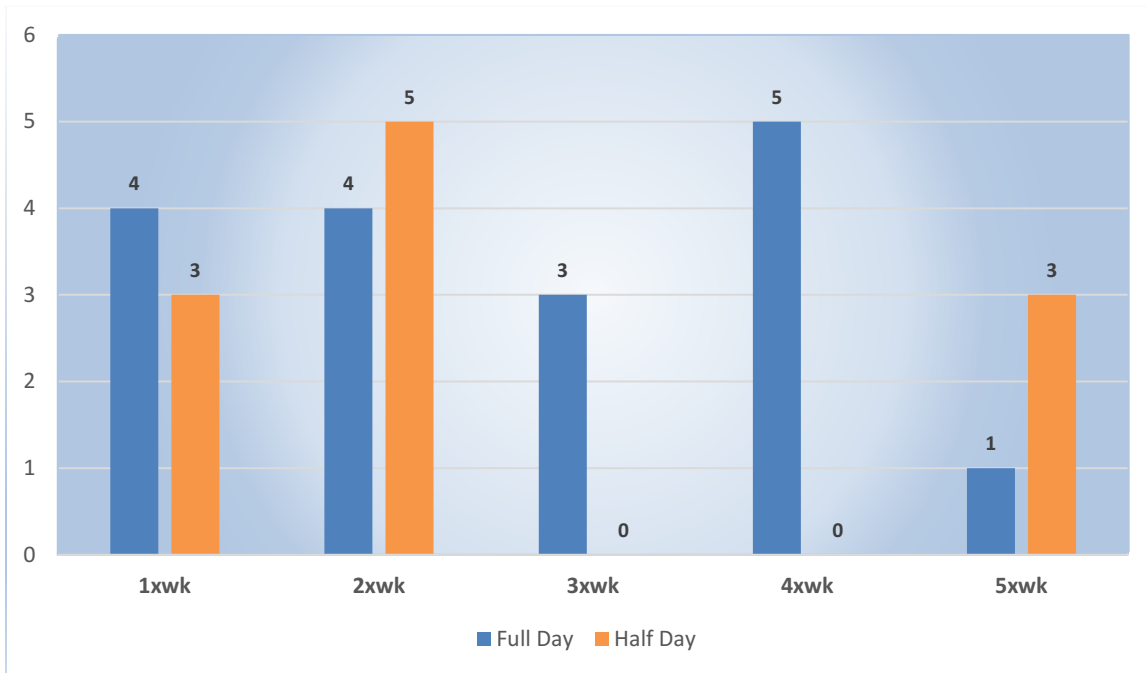


Adult Day Center Daily Usage wk of March 23, 2018



This snapshot of similar weeks, a year apart, shows an overall increase of full day clients, shows the preference for the afternoon if a half-day schedule is selected, and shows increased utilization of the extended hours (from 3:00pm-5:30pm, Mon-Thurs, 5pm Fridays).

CLIENT ATTENDANCE; # OF DAYS PER WEEK



NON-ATTENDANCE of ENROLLED CLIENT

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec '18	Jan '19	Feb	Mar
Active Clients on LOA	3	2	0	2	2	2	3	4	1	2	2	2
Doesn't want to attend	1									1	1	1
Illness	1	1						1	1	1		
Behavioral concerns				1	1	1	1	1			1	
Hip Fracture												
Family proving care in home												
Temporarily relocated	1	1		1	1	1	1	1				
Traveling							1	1				
Temporary placement												1
Unreported Reason												
Disenrolled from Program	2	2	2	0	5	1	0	0	3	2	1	1
Declining Health		1							1	1	1	
Hospice Care					2							
Deceased					1				1			1
Attending another program												
Relocated					1					1		
Care provided in the home												
Placement	2		1		1	1						
Financial Concerns												
Refused to attend		1	1						1			

Adult Day Center: March 2019

Volunteers

ADC Volunteers: 17

Type of Volunteer: Nursing Students, Retired Teacher, Retired Lawyer, Military Veterans, Dog Lovers, Professional Caregiver, St. John's Seminarians and College Students.

Newsbites:

- ADP Director reelected to Board of Directors of CAADS
- Family/Caregiver support group held 2 meetings
- Community Partnerships for client benefit:
 - CSUCI Service Learning Program
 - Cal Lutheran Service Learning Program
 - Dos Caminos Elementary ASB students
 - St. John's Seminary Field Placement
 - Love on a Leash Pet Therapy
 - Studio Channel Islands art sessions
 - Chef du Jour: Assisted Home Health.
 - RN Vital Checks

Animal, Art & Music Therapy, Four leaf clover art, Mardi Gras mask, Dakim Brain Fitness, Spring equinox, Jingo, Chef Du Jour, Nail Art, Exercise programs, Puzzles, Gardening, Sing-a-Longs, Laughing Wellness, Guess the secret ingredient-baking, Games in the Lion's Den, Activities with Curley, A Stroll Down Memory Lane with Guest Speakers, Science Experiments, Tuesday crafts, and Musical Performances...



MEMORANDUM

TO: Kara Ralston, CEO
FROM: Department 5; Community Education & Facilities
DATE: March 29, 2019
RE: March 2019 Monthly Report

Community Services, Volunteer & Facilities Department Description

- Community Education manages the placement of the various meetings, screenings, class and exercise sessions, registrations and payments.
- Facilities manages the District campus, ensuring optimum safety, maintenance and hospitality of the buildings and equipment, participates in room use assignments, implements set-up and tear down of room furniture and equipment for each session, and solicits and manages facility rental space
- Volunteer services manages the utilization of a growing team of volunteers, including recruitment, training and retention.

Volunteer Services

This table details how many volunteers assisted in the various program and services of the District. The National Value of a volunteer hour is currently at \$24.69 (<https://independentsector.org/value-of-volunteer-time-2018/>), while the California value is \$29.09. Volunteers add an invaluable dimension to the services of the District, and we are so very appreciative of their time, talents and compassion. We are looking forward to the **Volunteer Appreciation event on Wednesday, April 24th at 12:00pm.**

<u>District Department</u>	<u>#Vols</u>	<u>Hours</u>	<u>Nat'L Hrly Value</u>	<u>Total Value</u>
Adult Day Program	20	182.25	24.69	4493.58
Sr. Nutrition Congregate Café	10	25.50	24.69	629.59
Produce Day Collaborative	10	25.50	24.69	629.59
Sr. Nutrition Home Delivered Meal Drivers	16	120.50	24.69	2975.14
Evidence Based Class Inst/Facilitator Vol	5	91.50	24.69	2259.13
Caregiver Center: Senior Support Line	4	85.50	24.69	2110.99
Healthy Attitudes Magazine Delivery Volunteers	4	10.00	24.69	246.90
TOTALS	69	540.75		\$13,344.92

Community Education

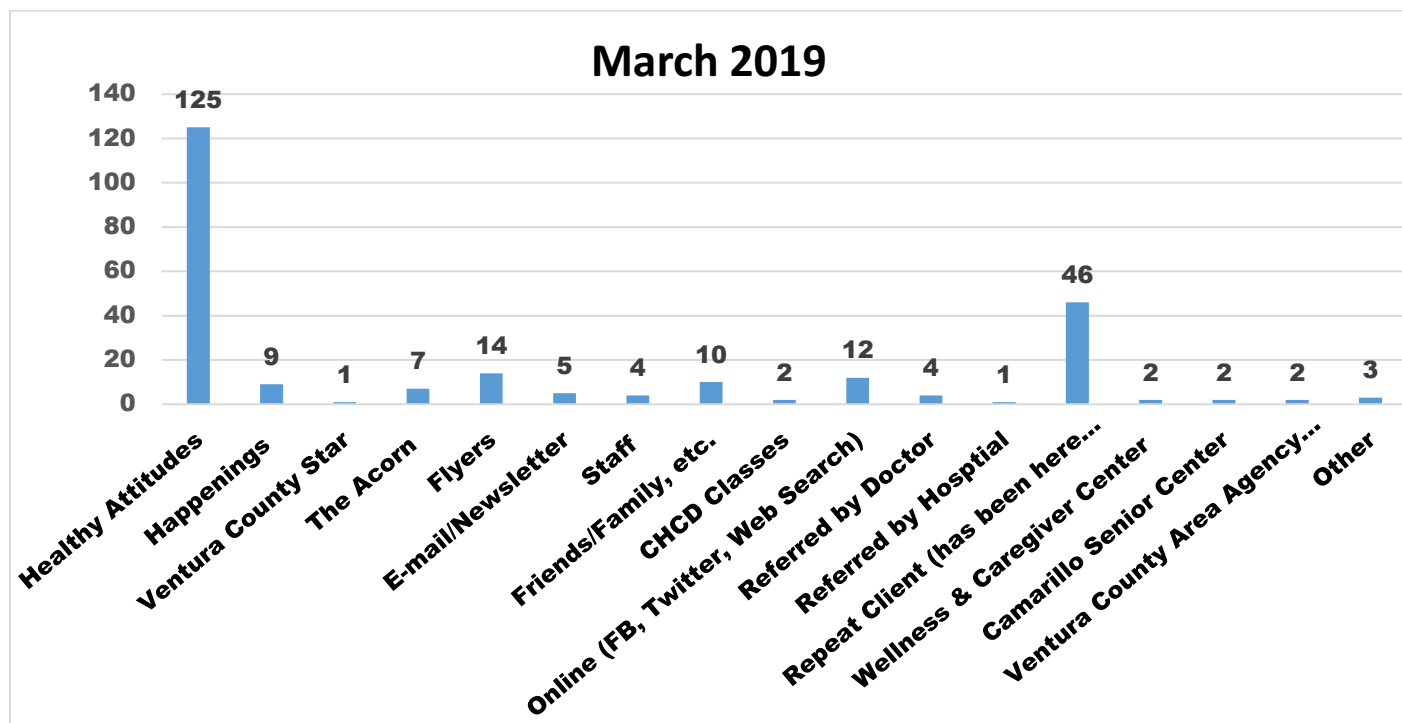
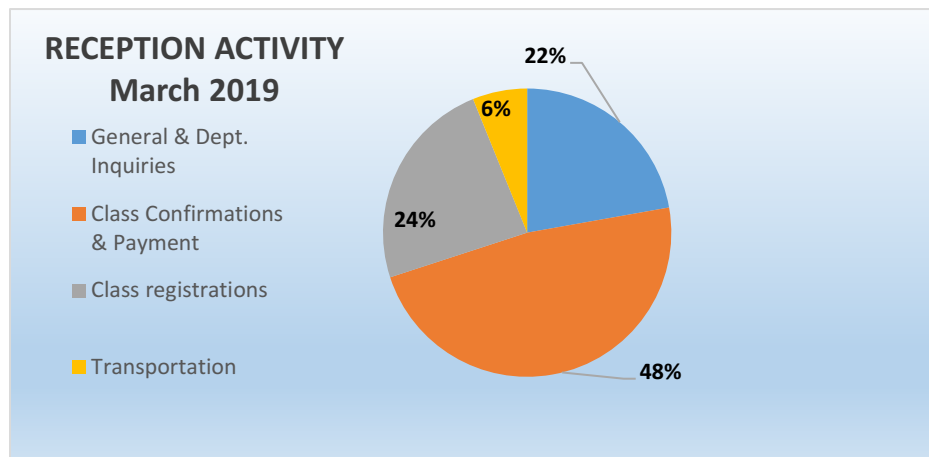
In addition to a continuing variety of classes and other interactive opportunities, the following highlights monthly activities:

- Community gardeners filled the classroom on March 5th as David Nichols, from Green Thumb International Nursery discussed preparations for spring gardens. Discussion included area plants, soil and irrigation.
- On March 14th the District hosted the monthly Produce Day in collaboration with Food Share. We received pears, Honey Crisp apples, and russet potatoes (approximately 1270 pounds) which were distributed to 171 people. District welcomed Community Memorial Health Systems staff as partners in Produce Day providing blood pressure and blood glucose. Camarillo Library provided free DVD's that have been retired from the library.
- Apple a Day Cafe was assisted by 10 volunteers with 7 from Camarillo Amber's Light Lion Club and longtime Café volunteers David and Pat Gibson.

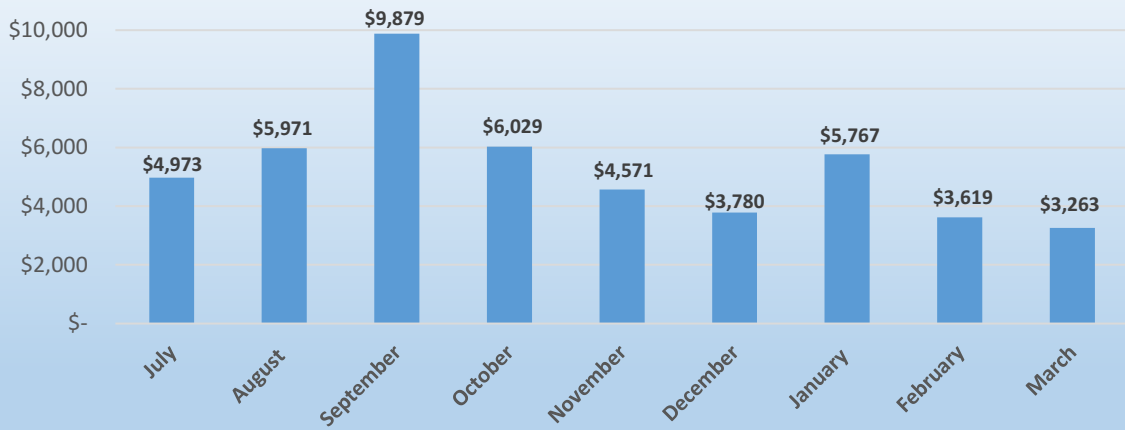
- The District has added four new volunteers in the Adult Day Program, two are brother/sister who are in school and plan on helping during spring break as well as summer. The third volunteer is retired and has a background in nursing, and the fourth volunteer speaks Chinese and Mandarin and will assist with a participant who speaks Chinese.

Clients Served March 2019

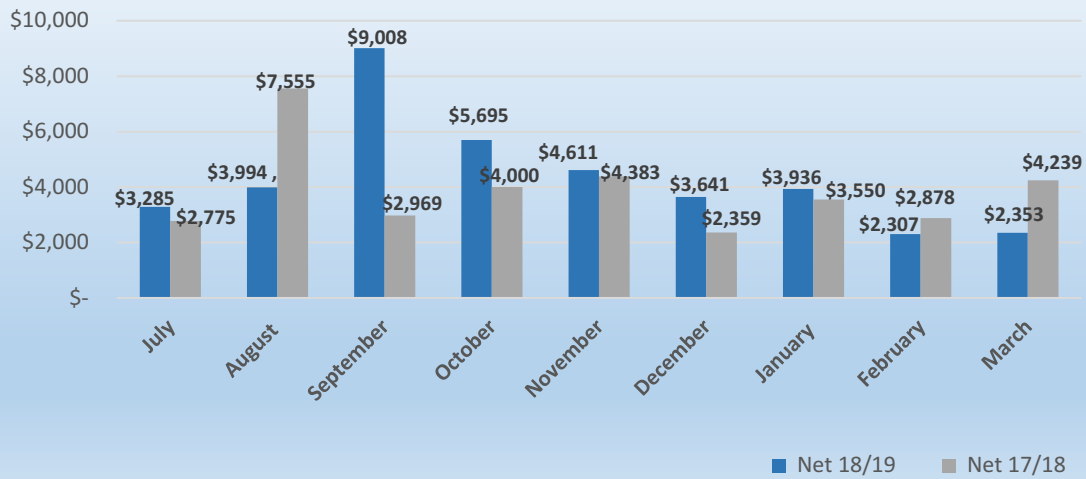
Category	Feb-19	Mar-19	MOM Variance	Mar-18	YOY Variance
Gen Community	435	390	-45	402	-12
Support Groups	682	767	85	688	79
Screenings	11	0	-11	6	-6
Health Advocacy	7	16	9	19	-3
Counseling	19	22	3	20	2
Evidence-Based	218	172	-46	104	68
General/Holistic/Other	627	658	31	1004	-346
TOTAL	1999	2025	26	2243	-218



Community Education & Facilities Gross Revenue, Current Year



Community Education & Facilities Net Revenue, YOY



March 2019 Report

Date: April 11 ,2019
To: Kara Ralston, CEO
From: Blair Craddock, Care Services Director
 Jennifer Young, Senior Nutrition Coordinator

Monthly Program Report: **March 2019**

The Senior Nutrition Program provides supplemental nutrition for residents age 60 and over at either the congregate meal site or by home delivery, to enhance physical, mental and emotional well-being.

- Home Delivered Meals - Frozen meals are delivered by volunteers to homebound seniors who are unable to procure or prepare their own meals. Fresh fruit and vegetables, dairy and grain products are also provided. Up to 5 meals/week are delivered in a bundle on either Mondays, Wednesdays or Fridays. Holiday meals are delivered the delivery day preceding the holiday.
- Apple-A-Day Café - Hot meals are served to ambulatory residents age 60 and over at the District congregate site on the third Thursday of each month.

Glossary of Terms:
SNP: Senior Nutrition Program
HDM: Home Delivered Meals
Cong: Congregate Meals
VCAAA: Ventura County Area Agency on Aging
ARCH: Pilot project with VCAAA and Gold Coast Health Plan

The SNP is partially funded by the Older Americans Act, through the Ventura County Area Agency on Aging, the City of Camarillo, and District property tax allocation. There is no charge per funding agreement but a \$3.00 per meal donation by attendees is suggested as required by the VCAAA.

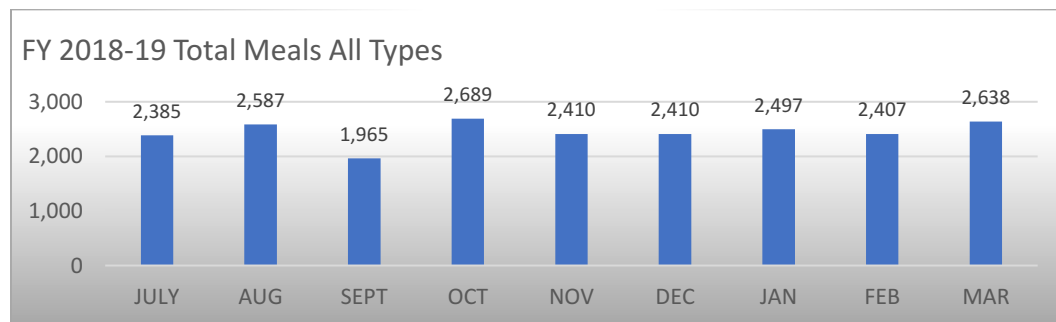
At-a-Glance (See also charts on following pages)

New Enrollments

	Feb 2019	Clients FYTD
New HDM clients	14 – 12 disenroll = 2 net gain	236
New Cong clients	3	94

Average Donation per Meal

	HDM	Cong
District Program	\$.98	\$2.55
Ventura County*	\$.68	\$1.10
<i>*a.o. Jan 2019</i>		



Program Activity: Referrals

Referral Source	HDM	Cong
Friend/Neighbor/Family	4	3
Outreach to Springville Senior Complex	0	0
Website/Online Search	1	0
Healthy Attitudes magazine	0	0
Social Worker Referral	5	0
Doctor office/Hospital	2	0
Adult Protective Services	1	0
Shop Ahoy delivery service	0	0
Internal District referral-general	0	
Internal District referral-evidence based	0	0
Former client	0	0
District Produce Day	0	0
Walk-in	1	0
TOTAL	14	3

Program Activity: Cancellations/Disenrollments

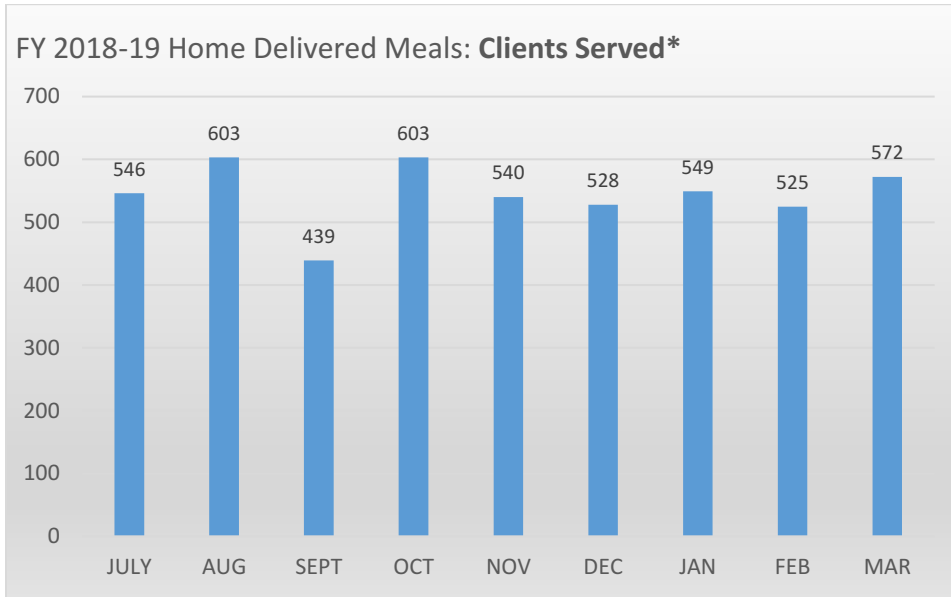
Reason Stated	Mar 2019
Dislikes the food	4
Family/Cgr now providing meals	1
Moved in with Family	0
Moved into Care Facility	1
On hold; pending re-start	0
Did not desire services	0
No longer meets criteria	0
No longer needs service	2
Dietary restrictions	0
Refused to give reason	0
Relocation	0
Deceased	4
Client did not follow program	0
TOTAL	12

Program History

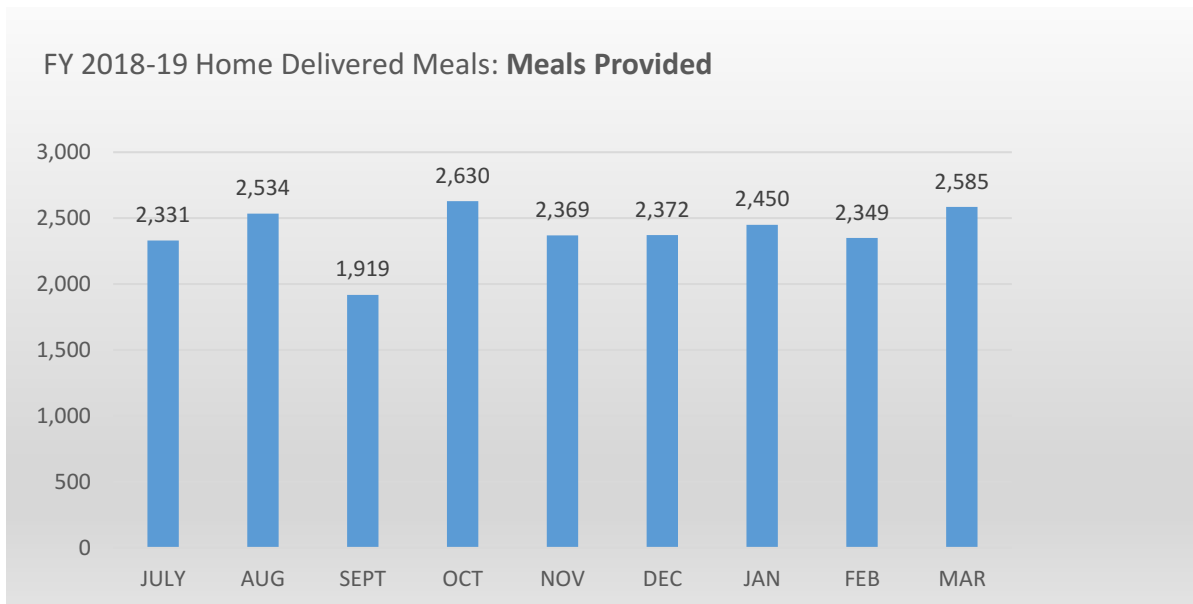
The District began administrating the operational arm of the Senior Nutrition Program in April 2005, under grant funding from the Ventura County Area Agency on Aging (VCAAA). In FY 2006/07, the City of Camarillo approved funding support for the Home Delivered portion of the Senior Nutrition. VCAAA manages the food procurement part of the program, while the District provides the operational and logistical support of implementation. Since the District's participation in this program, more than 3,000 people have received nearly 328,000 meals, averaging about 23,000 meals/year.

TOTAL MEALS SERVED (cumulative)		VCAAA Funding	VCAAA meals allowed	% program split	City Funding (HDM only)
Program began April 1, 2005		\$27,602			
Total meals served FY 2005-2006	34,382	\$52,099			
Total meals served FY 2006-2007	28,234	\$84,468			\$32,000
Total meals served FY 2007-2008	27,332	\$79,978			\$32,000
Total meals served FY 2008-2009	26,168	\$82,424			\$35,000
Total meals served FY 2009-2010	27,132	\$82,259			\$37,000
Total meals served FY 2010-2011	22,598	\$84,166	25,700	62% HDM 38% Cong	\$37,000
Total meals served FY 2011-2012	15,936	\$69,536	23,710	62% HDM 38% Cong	\$37,000
Total meals served FY 2012-2013	12,941	\$60,800	20,075	96% HDM 4% Cong	\$37,000
Total meals served FY 2013-2014	19,452	\$52,572	18,600	97% HDM 3% Cong	\$37,000
Total meals served FY 2014-2015- (HDM+C)	23,036	\$52,572	20,460	97% HDM 3% Cong	\$37,000
Total meals served FY 2015-2016 (HDM+C)	22,799	\$55,942	20,460	97% HDM 3% Cong	\$37,000
Total meals served FY 2016-2017 (HDM+C+ ARCH)	23,148	\$69,660	22,320	93%HDM 7% Cong	\$37,000
Total meals served FY 2017-2018 (HDM+C+ARCH)	25,396	\$69,375	22,500	97%HDM 3% Cong	\$37,000
FYTD Total meals served 2018/Jan 2019 (HDM+C+ARCH)	21,988	\$73,750	24,000	98% HDM 2% Cong	\$37,000
TOTAL cumulative meals served since program inception; all meal types; commenced April 2005	330,542				

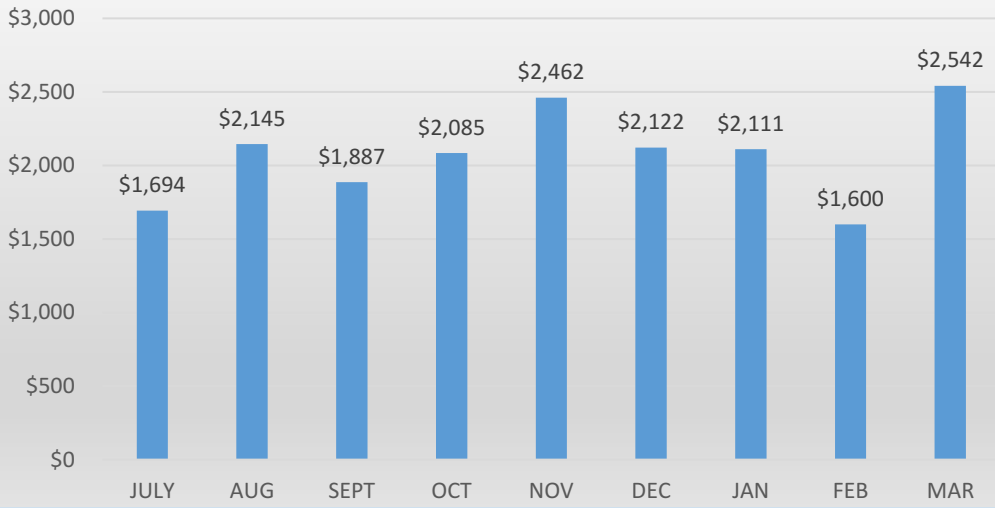
HOME DELIVERED MEAL PROGRAM OVERVIEW – CHARTS



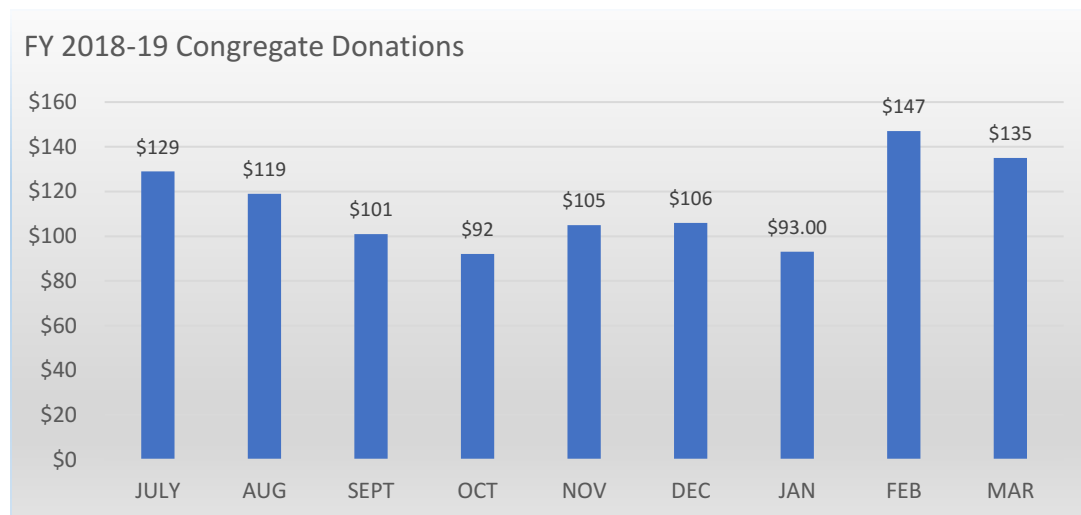
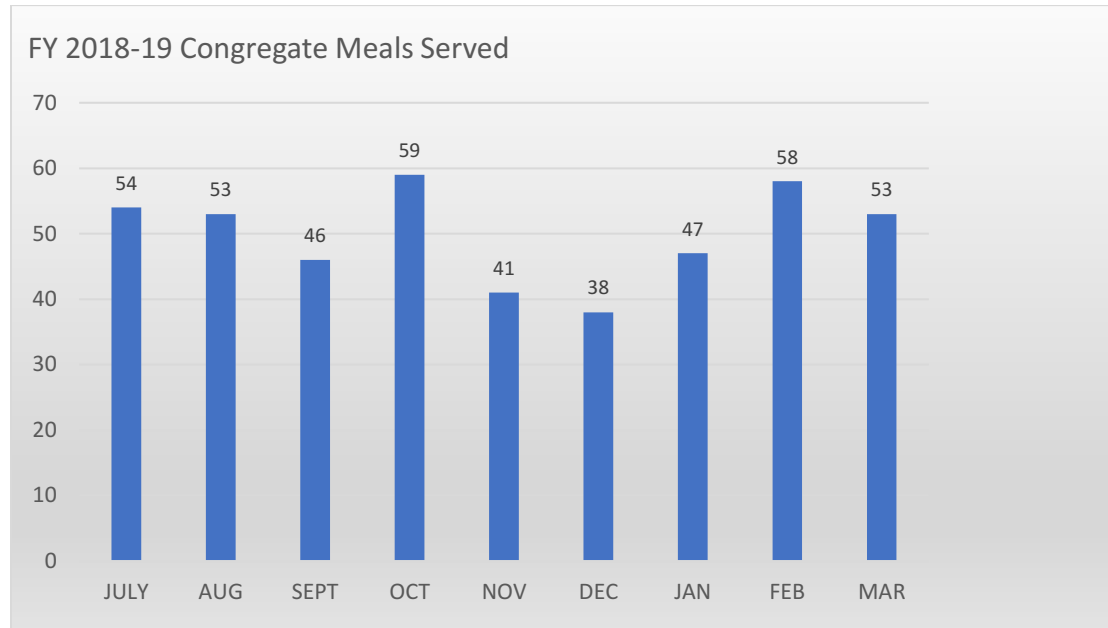
**client count is a duplicated count because people need to eat everyday*



FY 2018-19 Home Delivered Meal Donations



CONGREGATE MEAL PROGRAM – OVERVIEW





SECTION 12

BOARD PRESIDENT'S REPORT

APRIL 23, 2019

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SECTION 13

BOARD MEMBERS COMMENTS AND/OR REPORTS

APRIL 23, 2019