



**Regular Board of Directors Meeting  
3615 E Las Posas Road, Sequoia Rooms  
Camarillo, CA 93010  
Monday, October 21, 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 21, 2019, 12:00 p.m. (Amended)

November - Dark

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

## **2020 Board Meeting Calendar**

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

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

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

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

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

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

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

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

August – Dark

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

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

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

December - Dark



## **Agenda – October 21, 2019 – 12:00 p.m.**

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

### **Board of Directors**

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

### **Staff**

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

### **Participants**

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**– Director Loh
4. **DELETIONS/CORRECTIONS TO THE POSTED AGENDA**
5. **PUBLIC COMMENT - Ca. GC Section 54954.3**  
The Board reserves this time to hear from the public. Please complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.
6. **PRESENTATION** –
  - Mariana Fonseca, Health Promotion Coach, received her Case Management Certificate from Boston University Center for Aging and Disability.
  - Sharon Stone, Care Coordinator, received her Foundations in Aging and Disabilities, from Boston University Center for Aging and Disabilities.
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 September 24, 2019.  
**(Please see Section 7-A)**
- B. Approval of the minutes of the Executive Committee Meeting of October 15, 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. ITEMS FOR ACTION**

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

**Suggested Motion:** Motion to approve district disbursements, financial reports, and monthly investment report for period ending September 30, 2019.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_  
 Loh \_\_\_\_\_ Brown \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

- B. **Review/ Discussion/ Action** - Consideration, discussion, and approval of District Resolution 19-09, Recognizing November 2019 as National Family Caregivers Month.  
**(Please see Section 9-B)**

**Suggested Motion:** Vote to approve District Resolution 19-09, Recognizing November 2019 as National Family Caregivers Month.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_  
 Loh \_\_\_\_\_ Brown \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

- C. **Review/ Discussion/ Action** - Consideration, discussion, and approval of District Resolution 19-10, Celebrating 50 Years of Service and Excellence.  
**(Please see Section 9-C)**

**Suggested Motion:** Vote to approve District Resolution 19-10, Celebrating 50 Years of Service and Excellence.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Abstain \_\_\_\_\_ Pass \_\_\_\_\_

Loh \_\_\_\_\_ Brown \_\_\_\_\_ Loft \_\_\_\_\_ Hiepler \_\_\_\_\_ Doria \_\_\_\_\_

**10. CHIEF EXECUTIVE OFFICER REPORT**

**11. BOARD PRESIDENT REPORT**

**12. BOARD MEMBERS COMMENTS AND/OR REPORTS**

**13. FUTURE MEETING AND EVENTS**

**Board of Directors Meetings**

• <b>November 2019</b>	Dark
• <b>Executive Committee: Loh, Brown</b>	Tuesday, December 3, 2019, 12:00 p.m.
• <b>Full Board:</b>	Tuesday, December 10, 2019, 8:30 a.m.
• <b>Executive Committee:</b>	Tuesday, January 21, 2020, 12:00 p.m.
• <b>Finance/Investment:</b>	Tuesday, January 28, 2020, 11:00 a.m.
• <b>Full Board:</b>	Tuesday, January 28, 2020, 12:00 p.m.
• <b>Executive Committee: Loh, Brown</b>	Tuesday, February 18, 2020, 12:00 p.m.
• <b>Full Board: (Board Work Study)</b>	Tuesday, February 25, 2020, 12:00 p.m.

**Upcoming Community Events**

• <b>Economic Outlook Luncheon Spanish Hills Country Club</b>	Thursday, November 7, 2019, 11:00 a.m. – 1:30 p.m.
• <b>Camarillo Health Care District 50<sup>th</sup> Anniversary Open House</b>	Friday, November 8, 2019, 3:30 p.m. to 6:00 p.m.

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

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, [www.camhealth.com](http://www.camhealth.com) on Thursday October 17<sup>th</sup>, 2019, on or before 4:00 p.m.

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**SECTION 6**

**PRESENTATION**

**OCTOBER 21, 2019**



**Center for Aging and Disability  
Education and Research**

**Boston University's  
Center for Aging and Disability Education and Research**

## ***Case Management Certificate***

*Awarded To:*

**Mariana Fonseca Rocha**

*For Successful Completion of 20 hours of training in Aging and Disabilities*

Completed on ***August 27, 2019***

A handwritten signature in blue ink that reads "Bronwyn Keefe". The signature is written over a light blue rectangular background.

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Bronwyn Keefe  
Director  
Center for Aging and Disability Education and Research (CADER)



**Center for Aging and Disability  
Education and Research**

**Boston University's  
Center for Aging and Disability Education and Research**

***Foundations in Aging and Disabilities Certificate***

*Awarded To:*

**Sharon Stone**

*For Successful Completion of 22 Accredited Continuing Education Credits in Aging and Disabilities*

Completed on **January 24, 2019**

A handwritten signature in blue ink that reads "Bronwyn Keefe".

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Bronwyn Keefe  
Director  
Center for Aging and Disability Education and Research (CADER)

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**SECTION 7**

**CONSENT AGENDA**

**SECTION 7-A  
APPROVAL OF MINUTES OF  
THE REGULAR BOARD MEETING OF SEPTEMBER 24, 2019**

**OCTOBER 21, 2019**

**Regular Meeting of the Board of Directors**

3615 E. Las Posas Road, Sequoia Room, Camarillo, CA 93010

**Board of Directors - Present**

Christopher Loh, MD, President  
Rodger Brown, MBA, Vice President  
Richard Loft, MD, Clerk of the Board  
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:**

Aleks R. Giragosian, ESQ, *Colantuono Highsmith & Whatley, PC*  
Shalene Hayman, *Hayman Consulting*

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- 1. Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, September 24, 2019, at 12:01 p.m., by Christopher Loh, Board President.
  - 2. Roll Call** – Directors Loh, Brown, Loft, and Doria
  - 3. Pledge of Allegiance** – Director Doria
  - 4. Amendments to The Agenda** – None
  - 5. Public Comment** – None
  - 6. Presentations** – None
  - 7. Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.  
**Vote:** Aye- Loh, Brown, Loft, Doria      Nays – None      Absent – Hiepler
  - 8.** No items were pulled from the Consent Agenda.
  - 9. Public Hearing #4 – Zone Based Elections:** No public comments were presented.

Board members viewed and discussed submitted maps. The Board of Directors selected Green Map.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria and **MOTION PASSED** that the Board of Directors approve the Green Map, to be used for implementing zone-based elections pursuant to Elections Code §10010(e)(3)AA) and Health and Safety Code 32100.1 and referred to as Exhibit A in Resolution 19-07.

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

**10. Items for Action**

**A. Review/ Discussion /Action** – Consideration, discussion, and staff recommendation for approval of District Resolution 19-07, transitioning from At-Large to By-Zone elections of Board Members pursuant to Health & Safety Code section 32100.1 and Elections Code section 10010.

It was **MOVED** by Director Brown, **SECONDED** by Director Loh and **MOTION PASSED** that the Board of Directors approve District Resolution 19-07, transitioning from At-Large to By-Zone elections of Board Members pursuant to Health & Safety Code section 32100.1 and Elections Code section 10010.

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

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

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

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

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

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

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

**D. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of amending District Finance Policies. The Finance Committee has reviewed, and recommends that Section 3, Budget Process, be amended as follows:

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

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

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

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

~~During the budget year, changes of income or expenditure which would materially or significantly alter the annual plan of operation, will be reflected in a budget revision and approved by the Board of Directors.~~

It was **MOVED** by Director Doria, **SECONDED** by Director Loh and **MOTION PASSED** that the Board of Directors approve amending the District Finance Policies by removing the last paragraph of Section 3, Budget Process.

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

**E. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of the Disclosure of Reimbursement Report, Policy 1120, Government Code 53065.5.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria and **MOTION PASSED** that the Board of Directors approve the Disclosure of Reimbursement Report, Policy 1120, Government Code 53065.5.

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

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

It was **MOVED** by Director Loh, **SECONDED** by Director Doria and **MOTION PASSED** that the Board of Directors approve the revised pay schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5.

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

**G. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of District Resolution 19-08, Adoption of the 2020 Regular Board of Directors Meeting Calendar, Attachment B, pursuant to District By-Laws, Article IV, Section 1, Regular Board Meetings.

It was **MOVED** by Director Brown, **SECONDED** by Director Loh and **MOTION PASSED** that the Board of Directors approve District Resolution 19-08, Adoption of the 2020 Regular Board of Directors Meeting Calendar, Attachment B.

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



**11. Chief Executive Officer Report –**

CEO Ralston reported that the District is pleased to begin a cooperative partnership with Community Memorial Health Systems for the provision of a variety of health screenings and health education classes. The co-branding has already proven to increase awareness and attendance. The District is also pleased to welcome *CareerSmart* Learning, a group that facilitates CEUs for Administrators of Residential Care Facilities for the Elderly (RCFEs).

CEO Ralston reported on the District’s participation in organizing the “Master Plan on Aging”, a symposium hosted by the Ventura County Area Agency on Aging and the Hospital to Home Alliance, in cooperative work with Governor Newsom’s office. Two reports will be generated and sent to the Ventura County Board of Supervisors for infrastructure improvements, and to the Governor, to be included in his Master Plan on Aging.

CEO Ralston announced that the District has won the Innovative Program of the Year Award from the California Special Districts Association, in recognition of the innovative Partnership to Improve Transitions project in partnership with Gold Coast Health Plan. The project addresses social determinants of health for high-risk clients transitioning from hospitals and skilled nursing facilities to home. The District received a \$150,000 grant from Gold Coast Health Plan to accomplish this project.

CEO Ralston is working with Community Property Management to reconsider installing motion detection lights in the courtyard area for the safety of clients and staff. Existing lights were removed when the new rock façade was installed.

The District will be holding a 50<sup>th</sup> Anniversary open house on Friday, November 8, 2019.

**12. Board President’s Report –**

President Loh thanked Aleks Giragosian Esq., of Colantuono, Highsmith & Whatley, PC, for the firm’s guidance in the transition to zone based elections. President Loh requested that upcoming future events be emailed to Board members.

**13. Having no further business, this meeting was adjourned at 1:37 p.m.**

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Richard Loft  
Clerk of the Board

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**SECTION 7**

**CONSENT AGENDA**

**SECTION 7-B  
APPROVAL OF MINUTES OF  
THE EXECUTIVE COMMITTEE MEETING OF OCTOBER 15, 2019.**

**OCTOBER 21, 2019**



# MINUTES

October 15, 2019

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

**Board Members Present:**

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

**Staff Present:**

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

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1. **Call to Order** – The Executive Committee Meeting was called to order by President Christopher Loh, at 12:03 p.m.
2. **Roll Call**
3. **Public Comment** – No Public Comment
4. Reviewed the proposed Agenda for the October 21, 2019 Regular Board of Directors Meeting.
5. **Consent Agenda**
  - Reviewed the Regular Board Meeting/Public Hearing # 4 Minutes, of September 24, 2019.
6. **Action Items**
  - Reviewed disbursements for period ending September 30, 2019.
  - Reviewed Resolution 19-09, Recognizing November 2019 as National Family Caregivers Month.
7. **CEO Report**
8. **Board President’s Report**
9. **Meeting Adjourned at 12:40.**

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Christopher Loh  
President

**SECTION 8**

**SECTION 8**

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

**OCTOBER 21, 2019**

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**SECTION 9**

**ITEMS FOR BOARD ACTION**

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

**OCTOBER 21, 2019**

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# Camarillo Health Care District

## Check Register (Checks and EFTs of All Types)

Sorted by Vendor

September 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
Cash Account #4 [Bank of the West General]						
67619	9/11/2019	ACCESS	Access TLC Caregivers DBA	352.00	V	
67620	9/11/2019	ACQUA	Acqua Clear, Inc	578.18	V	QTLY
67637	9/17/2019	ANACAPA	Anacapa Heating & Air, Inc	174.70	V	
67638	9/17/2019	ANDERSON B	Bradley Anderson	56.00	F	
67621	9/11/2019	ASSISTED	Assisted Healthcare Services	276.00	V	
67595	9/4/2019	BANYAI	Danette Banyai	280.00	F	
67596	9/4/2019	BETA	Beta Healthcare Group	2,884.75	V	MO, Aug
67654	9/24/2019	BETA	Beta Healthcare Group	2,884.75	V	MO, Sep
67655	9/24/2019	BETA WC	Beta Healthcare Group	1,946.00	V	MO
67597	9/4/2019	BROWN	Rodger Brown	500.00	B	
67598	9/4/2019	C3 INTEL	C3 Intelligence, Inc	522.90	V	
67669	9/24/2019	CITIZENS	Citizens Business Bank	99,044.22	V	ANN
67622	9/11/2019	CMH	CMH Centers for Family Health	255.00	V	
67656	9/24/2019	COLANTUONO	Colantuono, Highsmith, Whatley, PC	5,236.30	V	
67623	9/11/2019	COMFORT	Comfort Keepers dba	308.00	V	
67639	9/17/2019	COMMANDER	Commander Printed Products	2,234.64	V	QTLY
67599	9/4/2019	CPI	CPI Solutions, Inc	884.65	V	
67624	9/11/2019	CPI	CPI Solutions, Inc	154.98	V	
67657	9/24/2019	CPI	CPI Solutions, Inc	9,151.54	V	
67658	9/24/2019	DIAL	Dial Security	624.00	V	MO
67600	9/4/2019	DIGITAL	Digital Deployment, Inc	200.00	V	
67640	9/17/2019	DMV	Dept of Motor Services	1.00	V	
67601	9/4/2019	DORIA	Thomas Doria, MD	100.00	B	
67602	9/4/2019	DOS CAMINOS	Dos Caminos Plaza	4,909.52	V	MO
67603	9/4/2019	DOSCAMSTORAG	Dos Caminos Plaza, Inc	50.00	V	MO
67604	9/4/2019	FERGUSON CAS	Ferguson, Case, Orr Paterson LLP	113.00	V	
67625	9/11/2019	FRONTIER	Frontier Communications	130.98	V	MO
67605	9/4/2019	GODINEZ	Jose Godinez	409.50	F	AUG
67659	9/24/2019	GODINEZ	Jose Godinez	91.00	F	SEP
67606	9/4/2019	HARTFORD	Hartford Life	1,098.62	V	MO
67607	9/4/2019	HARVEY	Lynette Harvey	64.64	EE	
67641	9/17/2019	HAYMAN	Hayman Consulting dba	617.50	V	
67626	9/11/2019	HOME REMEDIE	Home Remedies dba	600.00	V	
67642	9/17/2019	ITS	Integrated Telemanagement Services, Inc	902.10	V	MO
67608	9/4/2019	JOSE	Myka Jose	102.66	EE	
67609	9/4/2019	JTS	JTS Facility Services	2,100.00	V	MO
67627	9/11/2019	KNOX	Carrie Knox	60.00	V	
67660	9/24/2019	KNOX	Carrie Knox	1,850.00	V	
67643	9/17/2019	LEAF	Leaf	2,138.18	V	MO
67610	9/4/2019	LOFT	Richard Loft, MD	200.00	B	
67611	9/4/2019	LOH	Christopher Loh, MD	200.00	B	
67612	9/4/2019	METLIFE	MetLife Small Business	1,011.42	V	MO

# Camarillo Health Care District

## Check Register (Checks and EFTs of All Types)

Sorted by Vendor

September 2019 Checks/EFTs

Check Number	Date	EFT #/ Vendor	Name	Net Amount	Type	Timing
67661	9/24/2019	MHS	Mike's Handyman Service	865.00	V	
67628	9/11/2019	MJL	MJL & Associates	129.50	V	QTLY
67662	9/24/2019	MUSTANG	Mustang Marketing dba	1,800.00	V	
67644	9/17/2019	PETTY	Petty Cash - Administrat	313.41		
67645	9/17/2019	PITNEYBOWES	Pitney Bowes	196.27	V	QTLY
67646	9/17/2019	PRUITT	Phil Pruitt	150.00	V	ANN
67613	9/4/2019	ROGERS	Rogers & Partners, Inc	126.00	F	
67629	9/11/2019	SAFEWAY	Safeway Inc	254.73	V	
67647	9/17/2019	SAGE BUSINES	Sage Business Care	900.00	V	ANN
67630	9/11/2019	SMRC	Self-Management Resource Center, Inc	450.00	V	
67631	9/11/2019	SO CA GAS	Southern California Gas	212.25	V	MO
67663	9/24/2019	STAPLES	Staples Business Advantage	90.60	V	MO
67632	9/11/2019	STONE	Sharon Stone	170.00	EE	
67664	9/24/2019	TATANGELO	Sue Tatangelo	112.14	EE	
67614	9/4/2019	TIM'S RELIAB	Timothy Jawork's Reliable Window	166.25	V	MO
67615	9/4/2019	TNT	TNT Automotive	776.06	V	
67633	9/11/2019	TNT	TNT Automotive	95.00	V	
67648	9/17/2019	TNT	TNT Automotive	95.00	V	
67665	9/24/2019	TNT	TNT Automotive	95.00	V	
67649	9/17/2019	UMPQUA	Umpqua Bank	8,355.10	V	MO
67650	9/17/2019	USPOSTMASTER	U.S. Postmaster	7,042.00	V	QTLY
67616	9/4/2019	VALENTINE	Karen Valentine	88.97	EE	
67666	9/24/2019	VALIC	VALIC	1,186.50	V	MO
67667	9/24/2019	VC STAR	Ventura County Star	2,084.85	V	
67634	9/11/2019	VCSDA	V C S D A	150.00	V	
67651	9/17/2019	VCSDA	V C S D A	20.00	V	
67668	9/24/2019	VCSDA	V C S D A	20.00	V	
67617	9/4/2019	VILLASENOR	Veronica Villasenor	Voided	EE	
67635	9/11/2019	VILLASENOR	Veronica Villasenor	165.30	EE	
67618	9/4/2019	VISION	Vision Services Plan	176.50	V	MO
67636	9/11/2019	VOYAGER	Voyager Fleet Systems Inc	1,070.31	V	MO
67652	9/17/2019	WYLY	Paulette Wyly	31.90	EE	
67653	9/17/2019	YOUNG	Jennifer Young	192.15	EE	

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Cash account Total 172,879.52

Report Total 172,879.52

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

## Check Register Monthly Comparison

### FY 2019/20

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Mo. Avg (varies through year as amts added)
\$148,320	\$83,532	\$172,880										\$134,911
<b>YTD Total</b>											<b>\$404,732</b>	

Notes FY 19/20:

July '19 Annual insurances

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

### FY 2018/19

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

Notes FY 18/19:

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

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

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

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

	Audited Actual 17 - 18	Un-Audited Actual 18 - 19	Current Year- to-Date	Budget to- date	Annual Budget 2019- 20	Y-T-D vs Annual Budget. Target at 3 months is 25%
<b>REVENUES</b>						
Tax revenue	\$ 2,622,977	\$ 2,702,330	\$ 685,428	\$ 685,428	\$ 2,741,713	25.00%
Program and facilities revenue	364,026	379,288	107,652	109,593	426,373	25.25%
Grants and agency funding	520,445	396,091	91,545	104,698	385,409	23.75%
Community Support and sponsorship	10,148	6,129	4,092	1,325	5,300	77.21%
Investment and interest income	178,365	203,482	32	12,500	193,000	0.02%
Other income	219,157	33,658	1,175	1,553	6,210	18.92%
<b>Total Revenues</b>	<b>\$ 3,915,118</b>	<b>\$ 3,720,978</b>	<b>\$ 889,925</b>	<b>\$ 915,097</b>	<b>3,758,005</b>	<b>23.68%</b>
<b>EXPENSES</b>						
Personnel cost						
Wages and salaries	1,458,930	1,489,950	351,597	425,140	1,700,559	20.68%
Payroll taxes	116,185	114,970	31,962	32,523	130,093	24.57%
Benefits	395,795	335,841	86,869	104,883	419,531	20.71%
OPEB	367,024	37,936	60,513	60,510	242,042	25.00%
Retirement UAL	50,594	70,585	91,882	95,155	95,155	96.56%
<b>Total personnel cost</b>	<b>2,388,528</b>	<b>2,049,282</b>	<b>622,823</b>	<b>718,212</b>	<b>2,587,379</b>	<b>24.07%</b>
<b>Other expenses</b>						
Contractors and professional fees	420,682	302,758	75,119	74,426	312,378	24.05%
Facilities and related	251,617	251,752	57,266	60,697	242,788	23.59%
Depreciation	156,337	149,491	33,830	33,829	135,318	25.00%
Program related expense	81,180	88,791	21,117	22,712	90,846	23.24%
Advertising and promotion	98,188	94,025	39,737	27,390	109,555	36.27%

**Three Months Ending September 30, 2019**

	Audited Actual 17 - 18	Un-Audited Actual 18 - 19	Current Year- to-Date	Budget to- date	Annual Budget 2019- 20	Y-T-D vs Annual Budget. Target at 3 months is 25%
Supplies and office expense	53,232	52,003	9,624	13,383	53,533	17.98%
Dues and subscriptions	30,733	28,665	13,614	11,706	34,774	39.15%
Board and staff	68,808	55,054	20,106	25,399	101,595	19.79%
Community partnerships	1,000	-	-	-	4,000	0.00%
Combined other expenses	28,469	27,809	4,373	4,839	20,355	21.48%
<b>Total other expenses</b>	<b>1,190,247</b>	<b>1,050,348</b>	<b>274,785</b>	<b>274,380</b>	<b>1,105,142</b>	<b>24.86%</b>
<b>Operations Net</b>	<b>336,342</b>	<b>621,347</b>	<b>(7,683)</b>	<b>(77,495)</b>	<b>65,484</b>	<b>-11.73%</b>
<b>Adjustments</b>						
<b>Total expenses</b>	<b>3,578,775</b>	<b>3,099,631</b>	<b>897,607</b>	<b>992,591</b>	<b>3,692,521</b>	<b>24.31%</b>
<b>Net position after adjustments</b>	<b>\$ 336,342</b>	<b>\$ 621,347</b>	<b>\$ (7,682)</b>	<b>\$ (77,495)</b>	<b>\$ 65,484</b>	<b>-11.73%</b>

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

<b>ASSETS</b>	<b>Sep 30, 2019</b>	<b>Sep 30, 2018</b>
<b>Current Assets:</b>		
Cash and Checking Accounts	\$ 300,883	\$ 404,375
Investment Accounts	2,983,977	2,199,019
Tax, Grants and Accounts Receivable	748,037	777,885
<b>Total Current Assets</b>	<b>4,032,896</b>	<b>3,381,279</b>
<b>Noncurrent Assets:</b>		
Property, plant and equipment - net	1,284,675	1,373,068
IS equipment - net	22,995	30,579
Transportation vehicles - net	19,744	44,604
Prepays	31,639	31,531
<b>Total Noncurrent Assets</b>	<b>1,359,054</b>	<b>1,479,782</b>
Deferred Outflows of Res GASB 68	490,144	490,144
Deferred Outflows of Res GASB 75	500,000	500,000
<b>Total Assets</b>	<b>\$ 6,382,093</b>	<b>\$ 5,851,206</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$ 49,713	\$ 39,073
Construction Loan 2019	-	-
Employment costs	87,307	88,771
Scholarships	4,924	2,099
Deferred Revenue	24,000	-
<b>Total Current Liabilities</b>	<b>165,943</b>	<b>129,942</b>
<b>Noncurrent Liabilities</b>		
Construction Loan to 2021	187,478	276,166
Net Pension Liability GASB 68	1,449,034	1,449,034
Accrued OPEB liability GASB 75	1,796,425	1,754,464
Deferred Inflows of Res GASB 68	211,794	211,794
<b>Total Noncurrent Liabilities</b>	<b>3,644,730</b>	<b>3,691,457</b>
<b>Net Assets:</b>		
Unrestricted - prior	2,579,102	1,961,678
Unrestricted - current	(7,683)	68,127
<b>Total Net Assets</b>	<b>2,571,419</b>	<b>2,029,805</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 6,382,093</b>	<b>\$ 5,851,206</b>

**Quick Ratio**

	Cash, Checking, Investment	Cash, Checking, Investment
19.80	3,284,861	20.04 2,603,395

**Current Ratio**

	Current Assets	Current Assets
24.303	4,032,896	26.02 3,381,279

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

<b>ASSETS</b>	<b>Sep 30, 2019</b>	<b>Sep 30, 2018</b>	<b>Sep 30, 2017</b>	<b>Sep 30, 2016</b>
<b>Current Assets:</b>				
Cash and Checking Accounts	\$ 300,883	\$ 404,375	\$ 206,727	\$ 458,285
Investment Accounts	2,983,977	2,199,019	2,342,180	1,600,727
Tax, Grants and Accounts Receivable	748,037	777,885	667,758	661,656
<b>Total Current Assets</b>	<b>\$ 4,032,896</b>	<b>3,381,279</b>	<b>3,216,665</b>	<b>2,720,668</b>
<b>Noncurrent Assets:</b>				
Property, plant and equipment - net	1,284,675	1,373,068	1,480,951	1,606,166
IS equipment - net	22,995	30,579	12,651	24,364
Transportation vehicles - net	19,744	44,604	70,978	97,352
Prepays	31,639	31,531	30,789	54,988
<b>Total Noncurrent Assets</b>	<b>1,359,053</b>	<b>1,479,782</b>	<b>1,595,368</b>	<b>1,782,869</b>
Deferred Outflows of Res GASB 68	490,144	490,144	264,803	112,553
Deferred Outflows of Res GASB 75	500,000	500,000	-	-
<b>Total Assets</b>	<b>\$ 6,382,093</b>	<b>\$ 5,851,206</b>	<b>\$ 5,076,836</b>	<b>\$ 4,616,091</b>
<b>LIABILITIES AND NET ASSETS</b>				
<b>Current Liabilities:</b>				
Accounts Payable	\$ 49,713	\$ 39,073	\$ 35,337	\$ 44,592
Construction Loan 2019	-	-	-	-
Employment costs	87,307	88,771	87,403	85,989
Scholarships	4,924	2,099	3,410	10,961
Deferred Revenue	24,000	-	4,900	7,583
<b>Total Current Liabilities</b>	<b>165,943</b>	<b>129,943</b>	<b>131,049</b>	<b>149,125</b>



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

	Sep 30, 2019	Sep 30, 2018	Sep 30, 2017	Sep 30, 2016
<b>Noncurrent Liabilities</b>				
Construction Loan to 2021	187,478	276,166	361,648	444,041
Net Pension Liability GASB 68	1,449,034	1,449,034	821,635	959,515
Accrued OPEB Liability GASB 75	1,796,425	1,754,464	434,533	209,825
Deferred Inflows of Res GASB 68	211,794	211,794	450,825	250,690
<b>Total Noncurrent Liabilities</b>	<b>3,644,730</b>	<b>3,691,457</b>	<b>2,068,640</b>	<b>1,864,071</b>
<b>Net Assets:</b>				
Unrestricted - prior	2,579,102	1,961,678	2,717,682	2,504,346
Unrestricted - current	(7,683)	68,127	159,463	98,548
<b>Total Net Assets</b>	<b>2,571,419</b>	<b>2,029,805</b>	<b>2,877,145</b>	<b>2,602,894</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 6,382,093</b>	<b>\$ 5,851,206</b>	<b>\$ 5,076,836</b>	<b>\$ 4,616,091</b>

**Quick Ratio** (Cash, Checking & Investment Accounts divided by Total Current Liabilities) 19.80

**Current Ratio** (Total Current Assets divided by Total Current Liabilities) 24.30

20.03

19.45

13.81

26.02

24.55

18.24

**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 September 30, 2019

	Notes	Balance as of 8/31/19	Interest Rate at 9/30/19	Interest Earned	Deposits	Withdrawals	Transfers	Current Balance 9/30/19	% of Total Restricted/ Non-Restricted
<b>Restricted Cash Accounts</b>									
Funds - Restricted Scholarship	1	\$ 5,076	n/a	n/a	0	(152)		\$ 4,924	100.0%
<b>Total Restricted Cash</b>		<b>\$ 5,076</b>		<b>\$ -</b>				<b>\$ 4,924</b>	<b>100%</b>
<b>Non-Restricted Cash Accounts and Investments</b>									
Local Agency Investment Fund (LAIF)	2,3	\$ 2,856,135	2.57%			\$ -	\$ (300,000)	\$ 2,556,135	77.9%
Bank of the West General	3,4,5	216,149	n/a	n/a	106,571	(327,916)	300,000	294,804	9.0%
Mechanics Bus. Savings/Rabobank	6	141,104	0.05%	6	1,174	-		142,284	4.3%
Mechanics Bus. Checking/Rabobank		280,669	0.02%	5	-	-		280,674	8.6%
Ventura County Treasurer Pool	7	4,718	2.57%		165	-		4,883	0.1%
Petty and Cash Drawer Accounts		1,155	n/a	n/a				1,155	0.0%
<b>I Unrestricted Cash and Investments</b>		<b>\$ 3,499,930</b>		<b>\$ 11</b>				<b>\$ 3,279,935</b>	<b>100%</b>
<b>Total Cash and Investments</b>		<b>\$ 3,505,006</b>		<b>\$ 11</b>				<b>\$ 3,284,859</b>	
<b>Change during month</b>								<b>\$ (220,147)</b>	

1. \$152 was withdrawn from **Scholarship** funds for one Adult Day client
2. \$0 was deposited into **LAIF** and \$0 was withdrawn
3. \$300,000 was transferred from **LAIF** to **BOTW** General
4. \$106,419 was deposited into **Bank of the West General** account
5. \$327,916 was withdrawn from **Bank of the West General** account to pay monthly payables
6. \$1,174 was deposited in **Mechanics Business Savings**; this is the cash deposits account
7. \$165.49 was deposited into **County Treasurer Pool** for interest earned quarter ended June 2019

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

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



**SECTION 9**

**ITEMS FOR BOARD ACTION**

**SECTION 9-B  
REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND  
APPROVAL OF DISTRICT RESOLUTION 19-09, RECOGNIZING  
NOVEMBER 2019 AS NATIONAL FAMILY CAREGIVERS MONTH.**

**OCTOBER 21, 2019**



## RESOLUTION NO. 19-09

### In Recognition of National Family Caregivers Month

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

---

**WHEREAS**, more than 65 million people, 29% of the U.S population, provide care for a chronically ill, disabled, or aged family member or friend during any given year, and

**WHEREAS**, the aging population, coupled with the high cost of senior living and in-home care, is driving a growing demand for family caregivers, and

**WHEREAS**, eight in ten Americans say caregiving is “the new normal”, and

**WHEREAS**, while family caregiving may be a labor of love, it can exact a serious toll on the caregiver; physically, mentally, and financially, with many caregivers putting their own health and financial security at risk for the sake of their loved one, and

**WHEREAS**, the Camarillo Health Care District embraces a guiding principle of recognizing and honoring the significant contribution and sacrifice of family caregivers by providing excellence in education, training and support; and

**WHEREAS**, the Camarillo Health Care District therefore stands in unity with all family caregivers in celebration of National Caregivers Month, and is proud to offer the award-winning Wellness & Caregiver Center of Ventura County; and

**WHEREAS**, that Wellness & Caregiver Center of Ventura County has received the nation’s top award in caregiving from Former First Lady Rosalynn Carter from her Rosalynn Carter Institute for Caregiving;

**NOW, THEREFORE, BE IT RESOLVED**, that the Camarillo Health Care District Board of Directors, does hereby recognize November of 2019 as National Family Caregivers Month.

**ADOPTED, SIGNED, AND APPROVED** this 21<sup>st</sup> day of October 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 19-09 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 21st day of October 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

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**SECTION 9**

**ITEMS FOR BOARD ACTION**

**SECTION 9-C  
REVIEW/ DISCUSSION/ ACTION - CONSIDERATION, DISCUSSION, AND  
APPROVAL OF DISTRICT RESOLUTION 19-10,  
CELEBRATING 50 YEARS OF SERVICE AND EXCELLENCE.**

**OCTOBER 21, 2019**



## RESOLUTION NO. 19-10

### Celebrating 50 Years of Service and Excellence

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

---

WHEREAS, the visionary work of our Camarillo founding citizens in 1969 established what is now Camarillo Health Care District; and

WHEREAS, Camarillo Health Care District continues to identify and address community health needs through leadership, innovation, advocacy, support, partnerships, education and service; and

WHEREAS, Camarillo Health Care District is an award-winning, preferred partner in such work as addressing social determinants of health, social risk factors, caregiver burden, brain injuries, older adult services, and adult day services; and

WHEREAS, Camarillo Health Care District's Caregiver Center is a federally designated family caregiver resource center, and a national award-winning center dedicated to providing education, support and resources for family caregivers; and

WHEREAS, Camarillo Health Care District's Adult Day Center is recognized as California's Innovative Program of the Year by the Association of California Healthcare Districts; and

WHEREAS, Camarillo Health Care District received the highest accreditation certification from the National Committee for Quality Assurance for long-term services and supports (LTSS) which demonstrates the highest level of commitment to improving quality of care; and

WHEREAS, Camarillo Health Care District is recognized as a leader in innovative and integrated community-based services that improve patient experience, improve outcome, and reduce costs; and

WHEREAS, Camarillo Health Care District is certified in multiple Tier 1 Evidence Based Interventions, is a leader in Dementia Friendly initiatives and services, and continually seeks to identify and address needed health services through education, prevention, access and initiatives; and

WHEREAS, Camarillo Health Care District provides a wide variety of dignified, respectful and person-centered programs designed to maximize health and increase quality of life in the community; and

WHEREAS, Camarillo Health Care District understands there is no substitute for human kindness and connectivity; and

WHEREAS, the Camarillo Health Care District honors the visionary commitment of the founding citizens, as well as the ongoing efforts and public service of the Board of Directors, and now marks the 50<sup>th</sup> anniversary of services dedicated to community health and well-being; and



Now therefore be it resolved that the Board of Directors of Camarillo Health Care District joins the community in celebrating 50 years of service and excellence.

**ADOPTED, SIGNED, AND APPROVED** this 21<sup>st</sup> day of October 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 19-10 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 21st day of October 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

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**SECTION 10**

**CHIEF EXECUTIVE OFFICER REPORT**

**OCTOBER 21, 2019**

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**SECTION 11**

**BOARD PRESIDENT REPORT**

**OCTOBER 21, 2019**

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**SECTION 12**

**BOARD MEMBERS COMMENTS AND/OR REPORTS**

**OCTOBER 21, 2019**