EXECUTIVE COMMITTEE MEETING

AUGUST 10, 2026 – 12:30 PM

CAMARILLO HEALTH CARE DISTRICT
3615 LAS POSAS ROAD, OAK ROOM
CAMARILLO, CA 93010

AGENDA

Executive Committee Meeting

August 10, 2026, 12:30 p.m.

Camarillo Health Care District
3615 E Las Posas Road, Camarillo, CA 93010
Oak Room

Board Members
Neal Dixon, MD, President
Paula Feinberg, Vice President

Staff
Blair Barker, Chief Executive Officer
Brandie Thomas, Clerk to the Board

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1. **Call to Order** – The Meeting of the Executive/Agenda Building Committee was called to order by _____, at _____.

2. **Public Comment** - Ca. Government Code Section 54954.3 - The Board reserves this time to hear from the public.

3. Review the proposed Agenda for the Regular Board Meeting of August 20, 2026.

4. Board President Report

5. Next Executive Committee Meeting will be held on September 14, 2026, at 12:30 p.m.

6. Meeting adjourned at _____.

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, Brandie Thomas, 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.

SECTION 3

PROPOSED AGENDA FOR REGULAR BOARD MEETING OF AUGUST 20, 2026

AGENDA

Regular Meeting of the Board of Directors
August 20, 2026 – 11:30 a.m.
Camarillo Health Care District
3615 E Las Posas Road, Camarillo, CA 93010
Sequoia Rooms

Board of Directors
Neal Dixon, MD, President
Paula Feinberg, Vice President
Lydia Dixon, PhD, Clerk of the Board
Thomas Doria, MD, Director
Cris Loughridge, Director

Staff
Blair Barker, Chief Executive Officer
Sonia Amezcua, Chief Administrative Officer
Brandie Thomas, Clerk to the Board

General Counsel
Taylor Anderson, Esq.,
Colantuono Highsmith Whatley, PC

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE– Director Loughridge

4. PUBLIC COMMENT - Ca. GC Section 54954.3
The Board reserves this time to hear from the public. Speakers are requested to complete a Speaker Card and submit to the Clerk to the Board. Your name will be called in order of the agenda item. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker; multiple speakers on the same topic/agenda item will be limited to 20 minutes total

5. 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. Meeting Minutes
Recommendation: Approval of Board Meeting of June 4, 2026.
(Section 5-A)

B. Meeting Minutes
Recommendation: Approval of Healthy Camarillo Committee Meeting of July 9, 2026.
(Section 5-B)

C. Meeting Minutes
Recommendation: Approval of Executive Committee Meeting of August 10, 2026.
(Section 5-C)

D. Financial Reports
Recommendation: Approval of financial reports for period ending July 31, 2026.
(Section 5-D)

Motion to approve Consent Agenda as presented.

Motion _____Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge_____

AGENDA ITEMS-ACTION

6. A. Review/ Discussion /Action - Consideration, discussion, and recommendation that the Board of Directors approve a First Amendment to the CEO Employment Agreement.
(Section 6-A)

Motion to approve First Amendment to the CEO Employment Agreement.

Motion _____Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge_____

B. Review/ Discussion /Action - Consideration, discussion, and approval of the biennial review of the District's Conflict of Interest Code. (Ca. GC §81000-81016) **(Section 6-B)**

Motion to approve District's Conflict of Interest Code.

Motion _____Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge_____

C. Review/ Discussion/ Action – Consideration, discussion, and recommendation for approval of the Platinum Strategies Professional Services Agreement. (**Section 6-C**)

Motion to approve Platinum Strategies Professional Services Agreement.

Motion _____Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge_____

D. **Review/ Discussion /Action -** Consideration, discussion, and approval of District Resolution 26-10, Signature Authorization and Investment Authorization with Ventura County Credit Union. **(Section 6-D)**

Motion to approve District Resolution 26-10, Signature Authorization and Investment Authorization with Ventura County Credit Union.

Motion _____Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge_____

E. **Review/ Discussion /Action -** Consideration, discussion, and recommendation for approval to adopt District Policy 3200, Alcohol and Drug Policy. **(Section 6-E)**

Motion to approve District Policy 3200, Alcohol and Drug Policy.

Motion _____Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge_____

F. **Review/ Discussion /Action -** Consideration, discussion, and recommendation for approval to adopt District Policy 3300, Video Surveillance on District Property. **(Section 6-F)**

Motion to approve District Policy 3300, Video Surveillance on District Property.

Motion _____Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge_____

G. **Review/ Discussion /Action -** Consideration, discussion, and recommendation for approval to adopt District Policy 3400, Vehicle Safety Monitoring Technology in District Vehicles Policy. **(Section 6-G)**

Motion to approve District Policy 3400, Vehicle Safety Monitoring Technology in District Vehicles Policy.

Motion _____Second _____ Pass _____ Fail _____

N. Dixon _____ Feinberg _____ L. Dixon _____ Doria _____ Loughridge_____

AGENDA ITEMS-DISCUSSION

7. **A.** **HEALTHY CAMARILLO**

- Discussion of Healthy Camarillo initiative

B. **VCTC**

- Discussion of VCTC grant

8. REPORTS

- Board President Comments
- Board Committee Report(s)
  - Finance/Investment Committee: *Doria, Loughridge*
    - Program & Opportunity Committee: *Doria, Loughridge*
    - Healthy Camarillo Committee: *L. Dixon, N. Dixon*
- Board Member Comments
- Chief Executive Officer Report

9. FUTURE MEETING AND EVENTS

BOARD OF DIRECTORS MEETINGS

VCSDA Meeting – Conejo Rec & Park	September 1, 2026 – 5:30 p.m.
Executive Committee: **N. Dixon/Feinberg**	September 14, 2026 – 12:30 p.m.
Regular Full Board	September 24, 2026 – 11:30 a.m.
Executive Committee: **N. Dixon/Feinberg**	October 12, 2026 – 12:30 p.m.
Finance Committee: **Doria/Loughridge**	October 22, 2026 – 10:00 a.m.
Regular Full Board	October 22, 2026 – 11:30 a.m.
VCSDA Meeting - PVRPD	November 3, 2026 – 5:30 p.m.
Executive Committee: **N. Dixon/Feinberg**	November 9, 2026 – 12:30 p.m.
Regular Full Board – **Annual Board Leadership**	November 19, 2026 – 8:30 a.m.

10. 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 a 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, Brandie Thomas, 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 on www.camhealth.com and the Camarillo Health Care District Administration Office, on or before, August 17, 2026, at 11:30 a.m.

CONSENT AGENDA 5-A

REGULAR BOARD MEETING MINUTES
OF JUNE 4, 2026

Camarillo HEALTH CARE DISTRICT

MINUTES June 4, 2026

Regular Meeting of the Board of Directors
Camarillo Health Care District
3615 E. Las Posas Rd. Camarillo, CA 93010
Sequoia Rooms

Board of Directors - Present
Neal Dixon, MD, President
Paula Feinberg, Vice President
Lydia Dixon, PhD, Clerk of the Board
Thomas Doria, MD, Director
Cris Loughridge, Director

Staff - Present
Blair Barker, Chief Executive Officer
Sonia Amezcua, Chief Administrative Officer
Brandie Thomas, Clerk to the Board

General Counsel
Taylor Anderson, Esq.,
Colantuono Highsmith Whatley, PC

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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 Thursday, June 4, 2026, at 11:33 a.m., by Neal Dixon, President.

2. **Pledge of Allegiance –** Director Doria

3. **Public Comment –** None

4. **Consent Agenda**

   It was **MOVED** by Director Feinberg, **SECONDED** by Director Loughridge, and **MOTION PASSED** that the Board of Directors approves the Consent Agenda as presented.
   ROLL CALL VOTE: Ayes: N. Dixon, Feinberg, L. Dixon, Loughridge **Nays:** **Absent:** Doria

5. **A. Closed Session** – *The Board entered closed session at 11:35 a.m.*

   Director Doria arrived at 11:39 a.m.

   1. Public Employee Performance Evaluation (Gov. Code 54957)
      Title: Chief Executive Officer

   2. Conference with Labor Negotiator (Gov. Code 54957.6)
      Unrepresented Employee: Chief Executive Officer

B. <u>Reconvene and Announcement from Closed Session</u> – *The Board reconvened at 2:05 p.m. No reportable action.*

Pursuant to Government Code 54957.7(b) – The legislative body of any local agency shall publicly report any reportable action taken in closed session and the vote or abstention on that action of every member present.

6. <u>Action Items</u>

7-A. Review/ Discussion /Action: - Consideration, discussion, and approval of District Resolution 26-09, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.

It was **MOVED** by Director Doria, **SECONDED** by Director L. Dixon, and **MOTION PASSED** that the Board of Directors approves District Resolution 26-09, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.
ROLL CALL VOTE: Ayes: N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays: Absent:**

7-B. Review/ Discussion /Action: Consideration, discussion, and recommendation for approval of the Audit Engagement Letter for fiscal year ending June 30, 2026, from Nigro & Nigro.

It was **MOVED** by Director Loughridge, **SECONDED** by Director Feinberg, and **MOTION PASSED** that the Board of Directors approves the Audit Engagement Letter for fiscal year ending June 30, 2026, from Nigro & Nigro.
ROLL CALL VOTE: Ayes: N. Dixon, Feinberg, L. Dixon, Doria, Loughridge **Nays: Absent:**

7. <u>Reports</u>

- **<u>Board President Comments</u>** – Director N. Dixon mentioned that the City of Camarillo is collecting public feedback with a Biking & Walking Survey and suggested board member participation.
- **<u>Finance/Investment Committee</u> –** No report.
- **<u>Program & Emerging Opportunities Committee</u>** – No report.
- **<u>Healthy Camarillo Committee</u>** – CEO Barker reminded board members that the Healthy Camarillo Committee Kick-off meeting is scheduled June 9th.
- **<u>Board Member Comments</u>** – Director L. Dixon attended the VCSDA meeting on June 2nd and enjoyed the tour of Fire Station 35 and the presentation given about the Ventura County Fire Department and issues related to fire in Ventura County.
- **<u>CEO Report</u>** – The District has been awarded a grant for CDBG program.

8. Having no further business this meeting was adjourned at 2:21 p.m.

_____
Neal Dixon, MD
President

CONSENT AGENDA 5-B

HEALTHY CAMARILLO COMMITTEE MEETING MINUTES
OF JULY 9, 2026

Camarillo HEALTH CARE DISTRICT

MINUTES July 9, 2026

Healthy Camarillo Committee Meeting
Camarillo Health Care District
3615 E Las Posas Road, Camarillo, CA 93010
Oak Room

Board of Directors – Present
Neal Dixon, MD, President
Lydia Dixon, PhD, Clerk of the Board

Staff - Present
Blair Barker, Chief Executive Officer
Brandie Thomas, Clerk to the Board

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1. **Call to Order** – The Healthy Camarillo Committee Meeting was called to order by Director L. Dixon, at 11:34 a.m.

2. **Public Comment –** None

3. The committee reviewed and discussed framework for the Healthy Camarillo Steering Committee Meeting scheduled for August 17, 2026.

4. Meeting adjourned at 12:15 p.m.

_____
Lydia Dixon, PhD
Clerk of the Board

ACTION ITEM 6-C

PLATINUM STRATEGIES
PROFESSIONAL SERVICES AGREEMENT

CAMARILLO HEALTH CARE DISTRICT
PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES

(Camarillo Health Care District / Platinum Strategies, Inc.)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the Camarillo Health Care District, a California independent special district ("District"), and Platinum Strategies, Inc. ("PSI"), a California Corporation ("Consultant").

2. RECITALS

District has determined that it requires the following professional services from a consultant:

- Accounting and financial services. Please refer to Exhibit A for the detailed description of responsibilities and services.

2.1 NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, District and Consultant agree as follows:

3. DEFINITIONS

3.1 "Scope of Services": Such professional services as are set forth in Consultant's **July 1,2026,** proposal to District attached hereto as Exhibit A and incorporated herein by this reference.

3.2 "Agreement Administrator": The Agreement Administrator for this project is Joshua Byerrum, CPA, PSI Managing Partner. The Agreement Administrator shall be the principal point of contact at the District for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. District reserves the right to change this designation upon written notice to Consultant.

3.3 "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.4 "Project Administrator": The Project Administrator for this Agreement is Joshua Byerrum, CPA, PSI Managing Partner. The Project Administrator shall be the principal point of contact for the Contractor for this project. No change shall be made to the Project Administrator without District's prior written consent.

3.5 "Maximum Amount": The highest total compensation and costs payable to Consultant by District under this Agreement. The Maximum Amount under this Agreement is __Eighty-Nine Thousand Two Hundred Eighty_Dollars ($___89,280.00_____).

3.6 "Commencement Date": July 1, 2026.

3.7 "Termination Date": June 30, 2027.

4. TERM

4.1 The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 13 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by District in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT'S DUTIES

5.1 **Services**. Consultant shall perform the services identified in the Scope of Services. District shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

5.2 **Appropriate Personnel.** Contractor has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision or by subcontractor(s) of Contractor, and all personnel engaged in the work shall be qualified to perform such services.

5.3 **Permits and Approvals**. Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary, if any, for Contractor's performance of this Agreement including, but not limited to, professional licenses and permits**.**

6. SUBCONTRACTING

6.1 **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

7. COMPENSATION

7.1 **General.** District agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by District in advance.

7.2 **Invoices.** Consultant shall submit to District an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.

7.3 **Taxes.** District shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.

7.4 **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.

7.5 **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the District through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the District.

8. OWNERSHIP OF WRITTEN PRODUCTS

8.1 All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as "written products") shall be and remain the property of District without restriction or limitation upon its use or dissemination by District except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

9. RELATIONSHIP OF PARTIES

9.1 **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the District as an employer. Consultant is an independent contractor and shall not be entitled to any employment benefits.

9.2 **General.** Consultant is, and shall at all times remain as to District, a wholly independent contractor.

10. INDEMNIFICATION

10.1 **Definitions.** For purposes of this section, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "District" shall include District, its officers, agents, employees and volunteers.

10.2 **Consultant to Indemnify District.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend District from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11. INSURANCE

11.1 **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the District shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

11.2 **Documentation of Insurance.** District will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with District:

- Certificate of Insurance, indicating companies acceptable to District, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Camarillo Health Care District, Accounting/Financial Services.
- Documentation of Best's rating acceptable to the District.
- Original endorsements effecting coverage for all policies required by this Agreement.

- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

11.3 **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

• Professional Liability Insurance:	$1,000,000 per occurrence, $2,000,000 aggregate
• General Liability:	
• General Aggregate:	$2,000,000
• Products Comp/Op Aggregate	$2,000,000
• Personal & Advertising Injury	$1,000,000
• Each Occurrence	$1,000,000
• Fire Damage (any one fire)	$ 50,000
• Medical Expense (any 1 person)	$ 5,000
• Workers' Compensation:	
• Workers' Compensation	Statutory Limits
• EL Each Accident	$1,000,000
• EL Disease - Policy Limit	$1,000,000
• EL Disease - Each Employee	$1,000,000
• Automobile Liability	
• Any vehicle, combined single limit	$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured.

11.4 **Additional Insured Endorsements.** The District and its board members, officers, employees and consultants must be endorsed as an additional insured for each policy required herein, for liability arising out of ongoing

and completed operations by or on behalf of the Contractor. Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance, pooled coverage or self-insurance maintained by the District, its board, elected or appointed officials, directors, officers, agents, employees, volunteers, or Contractors shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37.

12. NOTICES

12.1 Any notices, bills, invoices, or reports required by this Agreement shall be delivered by electronic mail or mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to District:

Blair Barker
Chief Executive Officer
Camarillo Health Care District
3639 E. Las Posas Rd., Suite 117
Camarillo, CA 93010
(805) 388-1952
Bbarker@camhealth.com

If to Consultant:

Joshua Byerrum
Managing Partner
Platinum Strategies, Inc.
300 E. Bonita Ave. # 204
San Dimas, CA 91733
(714)403-4523
JByerrum@PlatinumStrategiesInc.com

With courtesy copy to:

Aleks R. Giragosian, Esq.
District General Counsel
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd., Ste. 850
Pasadena, CA 91101
(213) 542-5700
Agiragosian@chwlaw.us

13. TERMINATION

13.1 Either party may terminate this Agreement for any reason on seven calendar days' written notice to the other party. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All District data, documents, objects, materials or other tangible things shall be returned to District upon the termination or expiration of this Agreement. Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

14. GENERAL PROVISIONS

14.1 **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

14.2 **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by District or Contractor unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by District or Contractor of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.

14.3 **Counterparts; Electronic Signatures.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument. The parties

acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed or emailed versions of an original signature, electronically scanned and transmitted versions (e.g., via pdf) of an original signature, or a digital signature.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"DISTRICT" Camarillo Health Care District	"CONSULTANT" Platinum Strategies, Inc.
Signature:_____	Signature:_____
Printed:_____	Printed:_____
Title: _____	Title: _____
Date: _____	Date: _____

Attest:

Signature:_____
Printed:_____
Title: _____
Date: _____

Approved as to form:

Signature:_____
Printed:_____
Title: General Counsel
Date: _____

"EXHIBIT A"

SCOPE OF WORK

Platinum Strategies Inc, - Responsibilities:

- PSI will perform the services under Statements on Standards for Consulting Services issued by the American Institute of Certified Public Accountants (AICPA) and in accordance with ethics standards set forth by the International Ethics Standards Board for Accountants will:
- Maintain the confidentiality of all information provided by the District.
- All analysis, records, reports, and filings will be performed in compliance with local, state, and federal law.
- Engagement does not include any procedures designed to discover errors, fraud or theft. Therefore, our engagement cannot be relied upon to disclose such matters.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the District with regard to tax positions taken in the preparation of the tax return, but the District must make all decisions with regard to those matters.

Under the terms and conditions in the agreement, the general accounting and financial services provided include:

1. Preparation of year-end and/or interim schedules that may be required by the District's independent auditors so the auditors can provide the required annual auditor's opinion of the District's financial statements.
2. Train staff as needed on financial/accounting-related processes.
3. Attendance at any Finance Committee or Board meetings as needed.
4. Assistance with the annual budget, including meetings with District staff.
5. Assistance with mid-year budget review if asked, including meetings with District staff.
6. Year-end closing of the District's accounting books and records in accordance with Generally Accepted Accounting Principles to prepare for the annual audit.

7. Presence at the District's offices while the District's independent auditors are performing on-site year-end field work.
8. Monthly review, analysis and/or reconciliation of the District's General Ledger accounts to ensure up-to-date and accurate accounting records are reported to District Management.
9. Reconcile applications (Fixed Assets, Accounts Payable, Inventory, etc.) to the General Ledger monthly and resolve discrepancies as needed.
10. Preparation of variance report identifying those accounts that are over the anticipated budget.
11. Periodic review and monitoring of the District's internal controls and accounting/financial control structure.
12. Review the W-9s and prepare (or review) 1099s in January each year.
13. Prepare the State Government Compensation in California Report annually.
14. Review of the State Financial Transactions Report annually.
15. Advisory and implementation of best practices based on vast experience with other government agencies.
16. Review of biweekly payroll ensuring compliance with FLSA and regular rate of pay.
17. Review of payroll codes to ensure proper coding of pre-tax vs. post tax as well as ensure codes are reported properly for workers compensation reporting.
18. Review of W2s in January.

"EXHIBIT B"

APPROVED FEE SCHEDULE

For the services performed by Platinum Services Inc., *the* fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses for mileage or incidentals. The charge for travel time is half of the hourly rate listed below.

The fees for work are presented below. Annual increase from CPI will be 5% effective July 1, 2026. Mileage or other out of pocket costs are billed at the appropriate IRS mileage rates and actual costs.

Staff Level	Hourly Rate
Partner	$200
Director	$200
Payroll Specialist	$220
Associate	$159

ACTION ITEM 6-D

DISTRICT RESOLUTION 26-10
SIGNATURE AUTHORIZATION AND
INVESTMENT AUTHORIZATION WITH THE
VENTURA COUNTY CREDIT UNION

RESOLUTION NO. 26-10

SIGNATURE AUTHORIZATION AND INVESTMENT AUTHORIZATION WITH VENTURA COUNTY CREDIT UNION

Resolution of the Board of Directors
Camarillo Health Care District
Camarillo, California

WHEREAS, the Finance Policy of the Camarillo Health Care District (District), amended on May 21, 2026, delegates specific investment authority to the Chief Executive Officer of the District; and

WHEREAS, the District Finance Policy, Section 4, Financial Practices states: The Chief Executive Officer (CEO) will follow standard business practices in payment of District obligations and will maintain adequate liquidity to meet those obligations. Authorized signatories are the Chief Executive Officer (CEO), Chief Administrative Officer (CAO), and all members of the Board of Directors; and

WHEREAS, the Camarillo Health Care District maintains several bank accounts in order to transact business, and must have officials authorized to sign for, open and maintain such accounts on behalf of the District; and

NOW, THEREFORE, BE IT RESOLVED, that the Camarillo Health Care District Board of Directors, authorizes the Chief Executive Officer to open and/or maintain bank accounts with Ventura County Credit Union; and

BE IT FURTHER RESOLVED that the following Camarillo Health Care District officials or their successors, shall be authorized signatories to order the deposit or withdrawal of monies in Ventura County Credit Union:

Neal Dixon	President of the Board of Directors
Paula Feinberg	Vice President of the Board of Directors
Lydia Dixon	Clerk of the Board of Directors
Thomas Doria	Director
Cristina Loughridge	Director
Blair Barker	Chief Executive Officer
Sonia Amezcua	Chief Administrative Officer

ADOPTED, SIGNED, AND APPROVED this 20th day of August 2026.

_____
Neal Dixon, MD, President
Board of Directors
Camarillo Health Care District

Attest: _____
Lydia Dixon, PhD, Clerk of the Board
Board of Directors
Camarillo Health Care District

STATE OF CALIFORNIA)

COUNTY OF VENTURA) ss

I, Lydia Dixon, Clerk of the Board of Directors of the Camarillo Health Care District

DO HEREBY CERTIFY that the foregoing Resolution 26-10 was duly adopted by the Board of Directors of said District at a Regular Meeting held on the 20th day of August 2026 and it was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

_____
Lydia Dixon, PhD, Clerk of the Board
Board of Directors
Camarillo Health Care District

ACTION ITEM 6-F

DISTRICT POLICY 3300
VIDEO SURVEILLANCE ON DISTRICT PROPERTY

VIDEO SURVEILLANCE ON DISTRICT PROPERTY

POLICY NO. 3300

I. PURPOSE

The District is committed to providing a safe and secure environment for employees, clients, program participants, caregivers, visitors, contractors, tenants, vendors, and members of the public.

The District utilizes Video Surveillance Systems as one component of its commitment to maintaining safe, welcoming, and accessible environments for the delivery of community health, wellness, caregiver support, educational, transportation, and public benefit programs.

The District utilizes Video Surveillance Systems to support:

- Safety and security of individuals on District Property;
- Protection of District facilities and assets;
- Crime prevention and deterrence;
- Investigation of accidents, incidents, and complaints;
- Emergency preparedness and response;
- Risk management and liability reduction; and
- Protection of confidential and sensitive District operations.

The purpose of this policy is to establish procedures to balance security and safety needs with individual privacy rights. Specifically, this policy establishes standards governing the installation, operation, use, retention, and disclosure of Video Surveillance Records on District Property to achieve that balance.

II. SCOPE

This policy applies to all Video Surveillance Systems installed on District Property.

III. DEFINITIONS

A. “Authorized Personnel” means the positions identified in Section XI.
B. “CEO” means Chief Executive Officer.
C. “District” means Camarillo Health Care District.
D. “District Property” includes any District-owned, managed, or operated facilities, buildings, grounds, parking areas, common areas, and similar properties.
E. “Video Surveillance Records” means any data, images, video, footage, logs, or reports generated, captured, recorded, retained, or transmitted by a Video Surveillance System, including recorded video footage and any access logs created or maintained under this policy.
F. “Video Surveillance System(s)” means any electronic device, network of devices, or associated software used by the District to capture, record, retain, process, or transmit visual images or video recordings of individuals or areas where individuals may be present on District Property, including cameras, recording equipment, storage systems, and monitoring interfaces. "Video Surveillance System" does not include:
    1. standard office hardware used for routine District business, such as computers, televisions, telephones, printers, and copy machines;
    2. District databases and systems containing records kept in the ordinary course of business, including human resources, programs, permit, payroll, accounting, and fiscal records;
    3. information technology security systems, including firewalls and cybersecurity tools;
    4. physical access control systems and employee identification management systems;
    5. infrastructure and mechanical control systems managing District facilities, utilities, or building operations;
    6. manually operated communication devices not designed for surreptitious data collection, such as radios, personal devices, and email systems; and
    7. computers, software, or devices used to monitor work activities of District employees, contractors, or volunteers, or used in internal investigations.

IV. POLICY STATEMENT

The District may install and operate a Video Surveillance System where reasonably necessary to promote safety, security, operational integrity, and protection of District resources. The District will take all reasonable steps to mitigate any adverse effects on personal privacy.

The District shall operate surveillance systems in a manner consistent with:

- California law;
- Applicable federal law;

- Privacy rights; and
- Confidentiality obligations applicable to healthcare-related operations.

V. VIDEO RECORDING ONLY

District Video Surveillance Systems shall record video images only.

Audio recording functions shall not be activated or utilized.

VI. NOTICE OF SURVEILLANCE

A. The District shall provide notice through signs posted at building entrances and other appropriate locations. Notice shall state substantially:

"NOTICE: VIDEO RECORDING IN PROGRESS"

B. All District employees are informed of video surveillance through this policy. Employees shall sign an acknowledgment form (Attachment A) confirming they have received, read, and understand this policy and are aware that Video Surveillance Systems are installed and operating in District facilities where applicable.

VII. AUTHORIZED LOCATIONS

A Video Surveillance System may be installed in areas where there is a legitimate safety, security, or operational need, as determined and documented by the CEO or their designee. Authorized locations generally include exterior areas such as building entrances and exits, parking areas, walkways, courtyards, and perimeter grounds, and interior common areas such as lobbies, reception areas, hallways, stairwells, and shared workspaces visible to the general public.

Camera placement shall be limited to what is reasonably necessary to accomplish the stated purpose and shall not be positioned to capture areas where individuals have a reasonable expectation of privacy.

VIII. PROHIBITED LOCATIONS

Video Surveillance Systems shall not be installed in locations where individuals have a reasonable expectation of privacy, including:

- Restrooms, shower facilities, and locker rooms;

- Changing rooms and lactation rooms;
- Break rooms, lunch rooms, and other spaces designated for employee rest or meals;
- Private offices, unless approved in writing by the CEO based on a documented security need; and
- Any other area prohibited by law.

IX. USE OF VIDEO SURVEILLANCE SYSTEM RECORDS

Video Surveillance Records may be used for District safety and security monitoring, emergency response, investigation of accidents, incidents, property damage, or policy violations, risk management and insurance matters, and cooperation with lawful law enforcement or government agency requests. Video Surveillance Records shall not be used for any purpose inconsistent with this policy or applicable law.

X. PROTECTED HEALTH INFORMATION AND CONFIDENTIALITY

As a community health and wellness district, the District recognizes that Video Surveillance System Records may incidentally capture protected health information or other confidential information about individuals using District programs, services, or facilities. To the extent such information is captured, all records shall be treated as confidential District records, accessed by Authorized Personnel only for purposes allowed under this policy. Any release of such records shall be approved by the CEO in consultation with District legal counsel prior to disclosure in compliance with applicable law.

Nothing in this policy authorizes disclosure of protected health information or confidential information except as permitted by law.

XI. ACCESS TO VIDEO SURVEILLANCE RECORDS

A. The ability to request and view Video Surveillance Records shall be limited to these Authorized Personnel:

   1. The CEO and Chief Administrative Officer;
   2. Legal counsel; and
   3. Any person designated by the CEO as having a legitimate need to access the information for one of the purposes listed in this policy.

B. Authorized personnel may use, review, or retrieve the Video Surveillance Records for one or more of these authorized purposes:

1. Conducting investigations pertaining to suspected criminal activity;
2. Compliance with legal matters inclusive of administrative investigations, claims or litigation, judicial warrant, subpoena, court order, applicable regulations or laws, or other legal requirement;
3. Maintenance of the District's Video Surveillance System;
4. Conducting or reviewing a personnel investigation or proceeding involving a District employee;
5. Protecting public property and/or assets; or
6. Protecting the health, welfare, or safety of District employees and the general public.

C. If a California Public Records Act request for Video Surveillance System Records is received, the request shall be forwarded to the CEO or their designee immediately for direction.

XII. RECORD PULL AUTHORIZATION

A. Form and Approval. A request to pull, archive, or review Video Surveillance System Records must be submitted in writing to the CEO or their designee and include the date, camera location or area, time, the stated reason for the request, and the authorized purpose under Section XI that the request falls under. No records may be pulled without prior written approval from the CEO or their designee. A pull conducted without this approval is a violation of this policy, regardless of the underlying justification.

B. Access Log. The CEO or their designee is responsible for pulling the video and maintaining a log that includes the date, location, the stated reason for the request, and the authorized purpose under Section XI that the request falls under. This log shall be maintained separately from the records itself.

C. Records Unavailable. If a request is submitted after the relevant records have already been overwritten, the custodian of records shall document that the records no longer exists and shall notify the requester in writing.

D. Timeframe for Data Pull Following Incident or Complaint**.** When an incident, accident, crime, or complaint has been reported, the CEO or their designee shall retrieve and preserve the relevant Video Surveillance System Records within seven (7) calendar days of the District becoming aware of the incident or complaint. The CEO may also, in their discretion, require that Records be pulled and preserved within seven (7) calendar days of any other event consistent with the purposes of this policy. Such Records must be pulled and preserved within this timeframe to avoid loss due to routine overwrite.

XIII. RELEASE OF RECORDINGS

Records shall only be released to a person or entity outside of District Authorized Personnel under these circumstances:

A. **Legally Required Disclosures.** Pursuant to subpoenas, judicial warrants, or court order, or other applicable federal or state law, regulation, or order of a court or administrative agency with jurisdiction over the District. Voluntary disclosure in response to an informal law enforcement request requires prior written approval of the CEO and legal counsel, and shall be documented in the access log.
B. **Litigation or Claim.** When required by legal proceedings or in response to a Government Tort Claim filed against the District. Upon receipt of any claim or upon reasonable anticipation of litigation, the District shall immediately suspend routine deletion of any potentially relevant records consistent with the District's litigation hold procedures.
C. **Public Records Requests.** Following review and written authorization by the CEO or their designee and legal counsel, with applicable CPRA exemptions evaluated prior to any disclosure.
D. **Personnel Matters.** Records may be released to Authorized Personnel for use in employee suspension, disciplinary actions, and terminations. Employees who are the subject of a suspension, disciplinary actions, or termination in which a recording is used as evidence shall be provided access to the relevant recording in accordance with applicable law. Release of records in connection with personnel matters shall be documented in the access log.

XIV. PUBLIC RECORDS ACT COMPLIANCE

Video surveillance records are public records subject to disclosure under the California Public Records Act ("CPRA") unless a specific exemption applies. The District shall evaluate all requests for Video Surveillance Records under applicable CPRA exemptions prior to disclosure, including any applicable exemption for protected health information or confidential information or activities of individuals incidentally captured in connection with District programs or services, and any applicable exemption protecting the security and safety of the District.

XV. RECORD RETENTION

All Video Surveillance Records shall be retained and destroyed only in accordance with the District's records retention schedule and applicable law.

XVI. SYSTEM SECURITY

The District shall implement reasonable safeguards to protect Video Surveillance Records from:

- Unauthorized access;

- Unauthorized disclosure;
- Alteration;
- Loss;
- Theft;
- Destruction.

Access logs recording the identity of each user, the date and time of access, and the purpose of access shall be maintained for all Video Surveillance Systems. In the event of a suspected or confirmed unauthorized access to or disclosure of Video Surveillance Records, the authorized user shall promptly notify the CEO and take immediate steps to assess and contain the breach consistent with applicable law.

XVII. EMPLOYEE PRIVACY

Employees shall have no expectation of privacy in District vehicles, common areas, workspaces open to others, entrances, exits, hallways, parking areas, or other locations monitored under this policy.

Nothing in this policy is intended to interfere with legally protected employee rights.

XVIII. POLICY ADMINISTRATION

The CEO, or their designee, shall be responsible for administration of this policy and may establish administrative procedures necessary to implement its requirements.

XIV. POLICY VIOLATIONS

Unauthorized access, copying, disclosure, alteration, or destruction of Video Surveillance Records may result in disciplinary action up to and including termination of employment and may result in civil or criminal penalties.

ACTION ITEM 6-G

DISTRICT POLICY 3400
VEHICLE SAFETY MONITORING TECHNOLOGY
IN DISTRICT VEHICLES

VEHICLE SAFETY MONITORING TECHNOLOGY IN DISTRICT VEHICLES

POLICY NO. 3400

I. PURPOSE

The District is committed to providing safe, reliable, welcoming, and accessible transportation services and to protecting employees, program participants, clients, caregivers, volunteers, contractors, and members of the public.

The District utilizes Vehicle Safety Monitoring Technology, including Telematics Systems, GPS Tracking, driver safety monitoring tools, and vehicle-mounted Video Surveillance Systems, as part of its commitment to supporting community health, wellness, caregiver support, transportation, educational, and public benefit programs.

The purpose of this policy is to establish standards governing the use, access, review, retention, and disclosure of information collected through Vehicle Safety Monitoring Technology operating in District-owned, leased, or operated vehicles. Information collected via Vehicle Safety Monitoring Technology is evaluated to monitor the safety of District employees and the public.

The District utilizes these technologies to:

- Promote the safety and security of drivers, passengers, program participants, caregivers, employees, volunteers, and the public;
- Reduce preventable accidents, injuries, and safety risks;
- Protect District vehicles, equipment, and other assets;
- Improve fleet management, operational efficiency, and transportation services;
- Investigate accidents, incidents, complaints, and safety concerns;
- Support employee training, coaching, and performance improvement;
- Assist with risk management, insurance, and legal compliance activities;
- Respond to lawful requests from regulatory agencies and law enforcement; and

- Reduce liability exposure while maintaining accountability and transparency in District operations.

II. SCOPE

This policy applies to all District-owned, leased, rented, contracted, or otherwise operated vehicles equipped with Vehicle Safety Monitoring Technology.

This policy applies to all employees, volunteers, contractors, interns, and authorized individuals operating or riding in District vehicles.

III. DEFINITIONS

A. "Authorized Personnel" means the positions identified in Section VI.A.
B. "CEO" means the Chief Executive Officer.
C. "District" means Camarillo Health Care District.
D. "Driver Safety Event" means an event identified through vehicle monitoring technology that may indicate unsafe driving behavior, including:

- Excessive speeding;
- Hard braking;
- Rapid acceleration;
- Aggressive cornering;
- Distracted driving indicators; and
- Collision detection.

E. "GPS Tracking" means the method of monitoring the real-time or historical location of a person, vehicle, or asset using a network of satellites.
F. "Telematics Data" means information generated by vehicle monitoring systems, including but not limited to:

- Vehicle location/GPS Tracking;
- Route history;
- Speed;
- Mileage;
- Idle time;
- Vehicle diagnostics;
- Acceleration events;

- Braking events;
- Cornering events;
- Seatbelt status; and
- Driver safety metrics.

G. "Telematics System" means a vehicle-based technology platform that collects, records, stores, and transmits operational vehicle and driver behavior information, such as, speed, harsh events, vehicle location, fuel usage, idle time, diagnostics, maintenance, and similar.

H. "Video Surveillance System" means any camera-based electronic device, network of devices, or associated software used by the District to capture, record, retain, process, or transmit visual images or video recordings of vehicle interiors, vehicle exteriors, road conditions, passengers, and vehicle operations, including AI-enabled systems that analyze footage in real time to identify safety events such as pedestrian proximity, cyclist detection, and other driving risks.

I. "Vehicle Safety Monitoring Technology" means any technology installed in a District vehicle that collects, records, transmits, or stores information relating to vehicle operation, driver behavior, location, or safety events, including GPS Tracking, Telematics Systems, and Video Surveillance Systems, or any combination thereof.

J. "Vehicle Safety Monitoring Technology Records or Records" means any data, footage, images, video, audio, logs, or reports generated, collected, transmitted, or retained through Vehicle Safety Monitoring Technology, including Telematics Data, video footage captured by a Video Surveillance System, GPS Tracking data and any access logs created or maintained under this policy.

IV. VEHICLE SAFETY MONITORING TECHNOLOGY

District vehicles may be equipped with Vehicle Safety Monitoring Technology at the discretion of the CEO.

The vehicle surveillance systems shall record video images only. Audio recording functions shall not be activated or utilized.

The District will take all reasonable steps to mitigate any adverse effects on personal privacy. The District shall operate surveillance systems in a manner consistent with:

- California law;
- Applicable federal law;
- Privacy rights; and
- Confidentiality obligations applicable to healthcare-related operations.

V. EMPLOYEE AND PASSENGER NOTIFICATION

A. The District shall provide notice through signs in District vehicles where Vehicle Safety Monitoring Technology is present. Notice shall state substantially:

"NOTICE: VIDEO RECORDING IN PROGRESS"

B. All District employees are informed of the Vehicle Safety Monitoring Technology through this policy. Employees shall sign an acknowledgment form (Attachment A) confirming they have received, read, and understand this policy and are aware that Video Safety Monitoring Technology is installed and operating in District vehicles where applicable.

VI. AUTHORIZED REVIEWS

A. The ability to request and view Vehicle Safety Monitoring Technology recordings shall be limited to these Authorized Personnel:

1. The CEO and Chief Administrative Officer;
2. Legal counsel;
3. Any person designated by the CEO in writing as having a legitimate need to access the information for one of the purposes listed in this policy.

B. Information collected through the Vehicle Safety Monitoring Technology on the District fleet provides valuable information on the use and condition of the fleet. Vehicle safety monitoring technology may be used, reviewed, or retrieved for one or more of these authorized purposes by Authorized Personnel:

1. Driver safety management and coaching, including:
   i. Monitoring of District employee drivers to identify Driver Safety Events and potentially high-risk behaviors in subsection ii. and to provide safety coaching as needed.
   ii. Monitoring and coaching of District employee drivers that have experienced more than one of these high-risk behaviors in a 6-month period:
      a. at-fault accident(s);
      b. moving violation(s);
      c. photo enforcement violation(s); and/or
      d. speed enforcement violation(s).
   iii. Tracking driving style trends to assist in improving management and safety training.
   iv. Protect employees and the District against liability claims.
2. Incident and accident investigation of vehicle accidents, safety incidents, near misses, and property damage caused by or to District vehicles.

3. Responding to and investigating passenger, public, or employee complaints relating to vehicle operations or driver conduct.
4. Due to a supervisory review conducted following a previously identified Driver Safety Event, accident, complaint, telematics event, coaching session, corrective action, or investigations related to a District policy violation to determine whether performance has improved and whether additional training, coaching, or corrective action is warranted.
5. Operational management of fleet utilization, route analysis, vehicle maintenance scheduling, and resource allocation.
6. Community program safety by supporting the safe delivery of District transportation programs, caregiver support activities, community wellness programs, educational programs, and public events.
7. Compliance with legal matters inclusive of administrative investigations, claims or litigation, judicial warrant, subpoena, court order, applicable regulations or laws, or other legal requirement.
8. Risk management matters.
9. Maintenance of the District's Vehicle Safety Monitoring Technology.

C. If a California Public Records Act request for Vehicle Safety Monitoring Technology Records is received, the request shall be forwarded to the CEO or their designee immediately for direction.

D. The District's Vehicle Safety Monitoring Technology may include automated real-time notification capabilities that immediately alert the driver and the driver's manager or supervisor when a Driver Safety Event is detected. Real-time notifications are intended to support immediate driver awareness and prompt safety coaching. These automated alerts are separate from, and do not substitute for, the formal review, retrieval, and access procedures described in Sections VI and VII of this policy.

VII. VIDEO AND DATA PULL AUTHORIZATION

A. Form and Approval. A request to pull, archive, or review Vehicle Safety Monitoring Technology Records must be submitted in writing to the CEO or their designee and include the date, vehicle identification number, route, time, operator name, the stated reason for the request, and the section the request is authorized by this policy under Section VI. No Records may be pulled without prior written approval from the CEO or their designee. A pull conducted without this approval is a violation of this policy, regardless of the underlying justification.

B. Access Log. The CEO or their designee is responsible for pulling the video and maintaining a log that includes the date, vehicle identification number, route, time, operator name, the stated reason for the request, and the section the request is authorized by this policy under

Section VI. This log shall be maintained separately from Vehicle Safety Monitoring Technology Records.

C. Records Unavailable. If a request is submitted after the relevant Vehicle Safety Monitoring Technology Records have already been overwritten, the custodian of records shall document that the Records no longer exists and shall notify the requester in writing.

D. Timeframe for Data Pull Following Incident or Complaint**.** When a Driver Safety Event, accident, or complaint has been reported, the CEO or their designee shall retrieve and preserve the relevant Telematics Data or Video Surveillance System footage within seven (7) calendar days of the District becoming aware of the incident or complaint. The CEO may also, in their discretion, require that Telematics Data or Video Surveillance System footage be pulled and preserved within seven (7) calendar days for any other event consistent with the purposes of this policy. Such Data or footage must be pulled and preserved within this timeframe to avoid loss due to routine overwrite.

VIII. RELEASE OF RECORDINGS

Recordings shall only be released to a person or entity outside of District Authorized Personnel under these circumstances:

A. **Legally Required Disclosures.** Pursuant to subpoenas, judicial warrants, or court order, or other applicable federal or state law, regulation, or order of a court or administrative agency with jurisdiction over the District. Voluntary disclosure in response to an informal law enforcement request requires prior written approval of the CEO and legal counsel, and shall be documented in the access log.
B. **Litigation or Claim.** When required by legal proceedings or in response to a Government Tort Claim filed against the District. Upon receipt of any claim or upon reasonable anticipation of litigation, the District shall immediately suspend routine deletion of any potentially relevant Vehicle Safety Monitoring Technology Records consistent with the District's litigation hold procedures.
C. **Public Records Requests.** Following review and written authorization by the CEO or their designee and legal counsel, with applicable CPRA exemptions evaluated prior to any disclosure.
D. **Personnel Matters.** Records may be released to Authorized Personnel for use in employee suspension, disciplinary actions, and terminations. Employees who are the subject of a suspension, disciplinary actions, or termination in which a record is used as evidence shall be provided access to the relevant recording in accordance with applicable law. Release of recordings in connection with personnel matters shall be documented in the access log.

IX. CONFIDENTIAL, PERSONAL, AND PROGRAM-RELATED INFORMATION

As a community health and wellness district, the District recognizes that Vehicle Safety Monitoring Technology may incidentally capture protected health information or other confidential information about individuals using District programs, services, facilities, or vehicles. To the extent such information is captured, all recordings shall be treated as confidential District records, accessed by Authorized Personnel only for purposes allowed under this policy. Any release of such recordings shall be approved by the CEO in consultation with District legal counsel prior to disclosure in compliance with applicable law.

Nothing in this policy authorizes disclosure of confidential information except as permitted by applicable law.

X. PUBLIC RECORDS REQUESTS

Vehicle Safety Monitoring Technology Records are public records subject to disclosure under the California Public Records Act ("CPRA") unless a specific exemption applies. The District shall evaluate all requests for Vehicle Safety Monitoring Technology recordings under applicable CPRA exemptions prior to disclosure, including any applicable exemption for protected health information or confidential information or activities of individuals incidentally captured in connection with District programs or services, and any applicable exemption protecting the security and safety of the District.

XI. RECORD RETENTION

All Vehicle Safety Monitoring Technology Records shall be retained and destroyed only in accordance with the District's records retention schedule and applicable law.

XII. SECURITY OF RECORDS

The District shall maintain reasonable administrative, technical, and physical safeguards to protect Vehicle Safety Monitoring Technology Records from unauthorized access; unauthorized disclosure; alteration; loss; theft; and destruction.

An access log shall be maintained for all Video Surveillance Systems in accordance with Section VII. In the event of a suspected or confirmed unauthorized access to or disclosure of Vehicle Safety Monitoring Technology Records , the authorized user shall promptly notify the CEO and take immediate steps to assess and contain the breach consistent with applicable law.

XIII. EMPLOYEE PRIVACY

Employees shall have no expectation of privacy in District vehicles, common areas, workspaces open to others, entrances, exits, hallways, parking areas, or other locations monitored under this policy.

Nothing in this policy is intended to interfere with legally protected employee rights.

XIV. POLICY VIOLATIONS

Unauthorized access, retrieval, copying, release, alteration, disclosure, misuse, or destruction of Vehicle Safety Monitoring Technology Records may result in disciplinary action, up to and including termination, and may result in civil or criminal penalties where permitted by law.

XX. POLICY ADMINISTRATION

The CEO or their designee, shall be responsible for administration of this policy and may establish administrative procedures necessary to implement its requirements.