



## MINUTES

April 28, 2020

### Regular Meeting of the Board of Directors Zoom Meeting – Meeting ID 948 5946 8554

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

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

#### **Staff - Present**

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

#### **Participants:**

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

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, April 28, 2020, at 12:03 p.m., by Christopher Loh, President.
2. **Pledge of Allegiance** – Director Doria
3. **Amendments to The Agenda** – None
4. **Public Comment** – None
5. **Presentations** – None
6. **Consent Agenda** - It was **MOVED** by Director Brown, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.  
**Roll Call Vote: Ayes:** Loh, Brown, Loft, Doria      **Nays:** None      **Absent:** Hiepler
7. **Action Items**
  - A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of District disbursements, financial reports, and monthly investment report for period ending February 29, 2020.

It was **MOVED** by Director Doria, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the District disbursements, financial reports, and monthly investment report for the period ending February 29, 2020.

**Roll Call 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 March 31, 2020.**

It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District disbursements, financial reports, and monthly investment report for period ending March 31, 2020.

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

- C. Review/ Discussion/ Action - Consideration, discussion, and recommendation for approval of District Resolution 20-02, amending District Bylaws, Article III, Section 1, Number, Qualification and Terms of Office. Bylaws to now read:**

**ARTICLE III**

**DIRECTORS**

**SECTION 1.      NUMBER, QUALIFICATIONS, AND TERMS OF OFFICE**

The Board shall consist of five (5) elected Directors, who shall be elected by zones, commencing with the District’s next regular election in 2020. shall be elected by zones.

Commencing with the District’s next regular election in 2020 and every four years thereafter, the voters in Zones 1, 2, and 3 will elect a member of the Board of Directors for a four-year term. Commencing with the District’s next regular election in 2022 and every four years thereafter, the voters in Zones 4 and 5 will elect a member of the Board of Directors for a four-year term.

Commencing with the District’s next regular election in 2020, each member of, and any candidate for, the Board of Directors must reside in, and be a registered voter of, the zone in which he or she seeks or holds office. A candidate must be a resident of the zone in which he or she seeks office for at least 30 days before the election date. The office of a Board Member elected by zone who ceases to maintain his or her legal residence in the zone he or she represents shall become vacant unless he or she establishes another residence within the zone within 30 days after the termination of his or her previous residency. The Board shall fill any vacancy pursuant to Health & Safety Code section 32100.01 and the appointed Director shall hold office for the unexpired term.

It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-02, amending District Bylaws, Article III, Section 1, Number, Qualification and terms of Office.

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

- D. Review/ Discussion/ Action - Consideration, discussion, and approval of Resolution 20-04, ratifying “Leave Policy for Covid-19 Emergency.”**

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve Resolution 20-04, ratifying “Leave Policy for Covid-19 Emergency.”

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

**E. Review/ Discussion/ Action** - Consideration, discussion, and ratification of payment made to the Mexican American Legal Defense Educational Fund (MALDEF).

It was **MOVED** by Director Doria, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors ratify the payment made to the Mexican American Legal Defense and Educational Fund (MALDEF).

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

**F. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of District Resolution 20-03, requesting consolidation of the Camarillo Health Care District General District Election with the Statewide General Election.

It was **MOVED** by Director Brown, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District Resolution 20-03, requesting consolidation of the Camarillo Health Care District General District Election with the Statewide General Election.

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

**G. Review/ Discussion/ Action** - Consideration, discussion, and recommendation for approval of the sale of surplus property, vehicle CV17 and CV18, in keeping with Surplus Property Policy (Pol 1130).

It was **MOVED** by Director Loft, **SECONDED** by Director Brown, and **MOTION PASSED** that the Board of Directors approve the proposed sale of CV17 and CV18, in keeping with Surplus Property Policy (Pol 1130).

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

**8. Chief Executive Officer Report**

Chief Executive Officer, Kara Ralston, reported on protocols and COVID-19 spread mitigation efforts being prepared toward the extended reopening date of May 31, 2020. The goals for PPE supplies have been met with 10,000 pairs of gloves, 10,000 masks, 500 face shields and a variety of other sanitary wipes and disinfecting products, and employee training is scheduled.

The District recently received a new grant in the amount of \$40,000 from the Arthur N. Rupe Foundation, to be used for a Dementia Caregiver Project – Enhancing Veteran Family Health & Improving Health Care Integration.

The Adult Day Center continues to connect with clients and families through care packages, Zoom calls, and cards on a weekly basis; the gratitude expressed in notes from those families is heartwarming.

**9. Board President's Report**

Board President, Christopher Loh thanked everyone for their patience during this Covid-19 pandemic. With Covid-19 losses expected to continue for many more weeks or months, the

District is well-organized and ready to respond to the needs of the community. Appreciate the basics of life and work toward containing the threat.

10. Having no further business this meeting was adjourned at 1:45 p.m.



Richard Loft  
Clerk of the Board