



**REGULAR BOARD MEETING**  
**NOVEMBER 16, 2023 - 8:30 AM**

**CAMARILLO HEALTH CARE DISTRICT**  
**3615 E LAS POSAS ROAD, SEQUOIA ROOMS**  
**CAMARILLO, CA 93010**





## **2023 Board Meeting Calendar**

January 26, 2023, 11:30 a.m.

February 23, 2023, 11:30 a.m.

March 23, 2023, 11:30 a.m.

April 27, 2023, 11:30 a.m.

May 25, 2023, 11:30 a.m.

June 8, 2023, 11:30 a.m. (Budget)

June 29, 2023, 11:30 a.m. (Optional)

July 27, 2023, 11:30 a.m.

August – Dark

September 28, 2023, 11:30 a.m.

October 26, 2023, 11:30 a.m.

November 16, 2023, 8:30 a.m. (Annual Board Leadership and Education)

December - Dark



**Camarillo Health Care District  
Procedures for Communication With  
The Board of Directors**

Meetings with the Board of Directors are conducted for the purpose of accomplishing District business. As a matter of District policy and state law, meetings shall ordinarily be held in public. Pursuant to state law, the Board of Directors may conduct closed meeting sessions to discuss certain matters which are confidential.

Community involvement in the District is an essential element of an effective health care district.

Communications with the Board of Directors as a unit may be either in writing or by personal appearance at a meeting of the Board.

**Written Communication** – In order that the subject of the communication may be placed on the agenda, it must be requested in correspondence to the Board. Written communication addressed to the Board of Directors should reach the Administration office of the District no later than ten (10) business days prior to the date of the meeting at which the matter concerned is to be discussed.

**Oral Presentations by Members of the Public to the Board of Directors and Requests by the Public to Place a Matter Directly Related to District Business on a Board Agenda** – When an individual or group expects to communicate with the Board of Directors by means of personal appearance at a meeting of the Board or requests that a matter relating to District business be added to the Board’s agenda, the District’s Chief Executive Officer must be notified no later than ten (10) days before the Board meeting at which the matter concerned is to be discussed by the Board and those submitting the request.

Individuals wishing to comment on an agenda item when an item appears on the agenda for discussion or at the designated time for Public Comments, during the Board meeting, shall complete a Speakers Card and submit it to the Clerk of the Board.

It is desirable that when a statement presented to the Board is extensive or is formally requesting consideration of specific items the statement should be written and a copy filed with the Board of Directors.

Public comments at Board Meetings – The Board may receive comments or testimony at regularly scheduled meetings on matters **not on the agenda** which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which such testimony is taken.

**In addressing the Board, the following rules of courtesy will be observed:**

- **All remarks will be addressed to the President of the Board.**
- **Individuals will speak on a specific item of concern.**
- **Three (3) minutes will be allowed individuals, or in the case of a group of people speaking on a specific item, ten (10) minutes will be permitted for the presentation.**
- **Members of the Board of Directors reserve the right to waive time limitations.**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared, and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

The Board may discuss and take action on any agenda item properly submitted by a member of the public and published in an agenda. The Board President reserves the right to limit discussion and/or defer further deliberations on an agenda topic to a subsequent meeting if additional information is needed to render a decision or appropriate action. Matters involving legal procedure will be referred to Administration for study or further referral.



## AGENDA

### **Regular Meeting of the Board of Directors** **November 16, 2023 – 8:30 a.m.**

Camarillo Health Care District  
3615 E Las Posas Road, Camarillo, CA 93010  
Sequoia Rooms

#### **Board of Directors**

Thomas Doria, MD, President  
Neal Dixon, MD, Vice President  
Paula Feinberg, Clerk of the Board  
Christopher Loh, MD, Director  
Louanne Kroell, PT, Director

#### **Staff**

Kara Ralston, Chief Executive Officer  
Sonia Amezcua, Chief Administrative Officer  
Brandie Thomas, Clerk to the Board

#### **Participants**

Aleks Giragosian, Esq., Colantuono Highsmith  
Whatley, PC

#### **Participants**

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

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**– Director Dixon

4. **AMENDMENT(S) TO THE POSTED AGENDA:** *Motion to approve* Agenda as amended.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

5. **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, or in order of received general topic Speaker Cards. Comments regarding items not on the agenda can be heard only; items on the agenda can be discussed. Three minutes per speaker are available; multiple speakers on the same topic/agenda item will be limited to 20 minutes total.

6. **PRESENTATIONS/ACKNOWLEDGEMENTS**

- *Certificate of Recognition honoring the retirement of Audree Duncan, following nearly twenty-three years of dedicated service with the Camarillo Health Care District.*
- *Certificate of Recognition honoring the retirement of Lynette Harvey, following seven years of dedicated service with the Camarillo Health Care District.*

**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; Finance/Investment Committee Meeting of October 26, 2023. **(Section 7-A)**
- B. Approval of the Minutes; Regular Board Meeting of October 26, 2023. **(Section 7-B)**
- C. Approval of the Minutes; Executive Committee Meeting of November 6, 2023. **(Section 7-C)**

**Motion to approve** Consent Agenda as presented.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

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

**AGENDA ITEMS-ACTION**

**9. ITEMS FOR ACTION**

- A. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of revision to Employment Policies Handbook, Sick Pay Policy, in compliance with SB 616 requirement for paid sick days accrual and use, effective January 1, 2024.

**Suggested Motion:** Motion to approve revision to Employment Policies Handbook, Sick Pay Policy.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

- B. **Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of the Finance/Investment Committee annual review of District Finance Policy. No recommended changes. **(Section 9-B)**

**Suggested Motion:** Motion to approve annual review of District Finance Policy.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_



**C. Review/ Discussion /Action** – Consideration, discussion, and recommendation for approval of the Finance/Investment Committee annual review of District Investment Policy. No recommended changes. **(Section 9-C)**

**Suggested Motion:** Motion to approve annual review of District Investment Policy.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**D. Review/ Discussion /Action** – Consideration, discussion, and recommendation from the Finance Committee to reduce the District’s CalPERS Unfunded Accrued Liability (UAL-pension) by making a lump sum payment in the amount of \$1,500,000. **(Section 9-D)**

**Suggested Motion:** Motion to approve District’s lump sum liability reduction payment to CalPERS UAL in the amount of \$1,500,000.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**E. 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. **(Section 9-E)**

**Suggested Motion:** Motion to approve revised Pay Schedule, Attachment B, determining the amount of compensation earnable pursuant to California Code of Regulations (CCR) Title 2, Section 570.5.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**10. BOARD REORGANIZATION**

**Call for Nominations:**

**A. PRESIDENT** \_\_\_\_\_

Nomination by \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**B. VICE PRESIDENT** \_\_\_\_\_

Nomination by \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**C. CLERK OF THE BOARD** \_\_\_\_\_

Nomination by \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ Pass \_\_\_\_\_ Fail \_\_\_\_\_

Doria \_\_\_\_\_ Dixon \_\_\_\_\_ Feinberg \_\_\_\_\_ Loh \_\_\_\_\_ Kroell \_\_\_\_\_

**AGENDA ITEMS-DISCUSSION**

**11.**

- A. Annual Board Education:** Aleks Giragosian, Senior Counsel  
Colantuono, Highsmith & Whatley  
*General Counsel, Camarillo Health Care District*

Update on Rosenberg’s Rules of Order and Public Records Act

Legislative Report

- AB 557 Teleconferencing/Meeting
- AB 334 Conflicts of Interest for Independent Contractors
- SB 29 Political Reform Education Program
- SB 616 Paid Sick Leave/Accrual
- SB 553 Workplace Violence
- Ballot Measure: Taxpayer Protection and Government Accountability Act

*10-minute recess*

- B. Overview of District Programs and Services; Chief Executive Officer**

**12. FUTURE MEETING AND EVENTS**

<b><u>Board of Directors Meetings</u></b>	
• <b>Regular Full Board</b>	December 2023 – Dark/NO MEETING
• <b>Executive Committee: TBD</b>	January 16, 2024 – 12:30 p.m.
• <b>Finance Committee: TBD</b>	January 25, 2024 – 10:00 a.m.
• <b>Regular Full Board</b>	January 25, 2024 – 11:30 a.m.
• <b>Executive Committee: TBD</b>	February 12, 2024 – 12:30 p.m.
• <b>Regular Full Board</b>	February 22, 2024 – 11:30 a.m.

- 13. 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](http://www.camhealth.com) and the Camarillo Health Care District Administration Office, on or before, November 13, 2023, at 11:30 a.m.





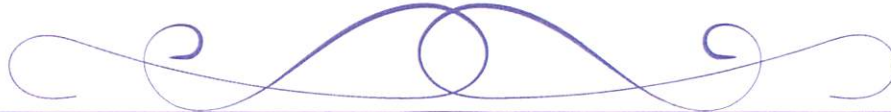
**SECTION 6**

**PRESENTATIONS/ACKNOWLEDGEMENTS**

**NOVEMBER 16, 2023**



# District



## CERTIFICATE OF RECOGNITION

PRESENTED TO

*Audree Duncan*

in grateful recognition of your nearly 23 years of  
dedicated service with the  
Camarillo Health Care District.

---

Thomas Doria, MD, President

---

Neal Dixon, MD, Vice President

---

Paula Feinberg, Clerk of the Board

---

Christopher Loh, MD, Director

---

Louanne Kroell, PT, Director

---

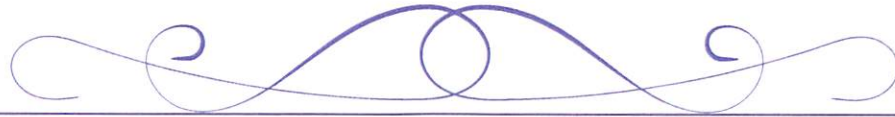
Kara Ralston, Chief Executive Officer







# District



## CERTIFICATE OF RECOGNITION

PRESENTED TO

*Lynette Harvey*

in grateful recognition of your 7 years of  
dedicated service with the  
Camarillo Health Care District.

---

Thomas Doria, MD, President

---

Neal Dixon, MD, Vice President

---

Paula Feinberg, Clerk of the Board

---

Christopher Loh, MD, Director

---

Louanne Kroell, PT, Director

---

Kara Ralston, Chief Executive Officer





**SECTION 7**

**CONSENT AGENDA 7-A**

**APPROVAL OF THE MINUTES  
FINANCE COMMITTEE MEETING OF  
OCTOBER 26, 2023**

**NOVEMBER 16, 2023**



**Finance and Investment Committee Meeting**

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

**Board of Directors - Present**

Christopher Loh, MD, Director  
Paula Feinberg, Clerk of the Board

**Staff - Present**

Kara Ralston, Chief Executive Officer  
Brandie Thomas, Executive Assistant

**Participants**

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

- 
1. **Call to Order** – The Finance and Investment Committee meeting was called to order by Director Loh, at 10:03 a.m.
  2. No public comment.
  3. Reviewed Statement of Net Assets and Investment and Reserve Report for quarter ending September 30, 2023.
  4. Reviewed Preliminary Operating Results Statement of Activities and Tax Revenue for quarter ending September 30, 2023.
  5. Reviewed Preliminary Operating Results Statement of Activities by Department for quarter ending September 30, 2023.
  6. Reviewed Check Register and Check Register Comparison for quarter ending September 30, 2023.
  7. Reviewed District Finance Policy. Staff recommends no changes.
  8. Reviewed District Investment Policy. Staff recommends no changes.
  9. Quarterly legal expense reviewed.
  10. Credit Card Expense reviewed.
  11. The next Finance and Investment Committee Meeting will be held on January 25, 2024, at 10:00 a.m.
  12. Having no further business, this meeting was adjourned at 11:10 a.m.

---

Christopher Loh, MD  
Director





**SECTION 7**

**CONSENT AGENDA 7-B**

**APPROVAL OF THE MINUTES  
REGULAR BOARD MEETING OF OCTOBER 26, 2023**

**NOVEMBER 16, 2023**







## MINUTES

October 26, 2023

### 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

Thomas Doria, MD, President  
Neal Dixon, MD, Vice President  
Paula Feinberg, Clerk of the Board  
Christopher Loh, MD, Director  
Louanne Kroell, PT, Director

#### Staff - Present

Kara Ralston, Chief Executive Officer  
Sonia Amezcua, Chief Administrative Officer  
Brandie Thomas, Clerk to the Board

#### Participants

Aleks Giragosian, Esq., *Colantuono Highsmith  
Whatley, PC*

#### Participants

Rick Wood, *CSDA Financial Services*  
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 Thursday, October 26, 2023, at 11:29 a.m., by Thomas Doria, President.
2. **Pledge of Allegiance** – Director Doria
3. **Amendments to the Agenda** - None
4. **Public Comment** – None
5. **Presentations/Acknowledgements**
  - *Certificate of Recognition honoring CEO Kara Ralston for 25 years of distinguished service with the Camarillo Health Care District. Ms. Ralston is the longest-serving employee in the district's history.*
6. **Consent Agenda**

It was **MOVED** by Director Dixon, **SECONDED** by Director Feinberg, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

**ROLL CALL VOTE:** **Ayes:** Doria, Dixon, Feinberg, Loh, Kroell      **Nays:**      **Absent:**

7. **Action Items**

**9-A. Review/ Discussion /Action:** Consideration, discussion, and recommendation for approval of the Disclosure of Reimbursement Report for fiscal year 2022/2023, District Policy 1120.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the Disclosure of Reimbursement Report for fiscal year 2022/2023, District Policy 1120.

**ROLL CALL VOTE: Ayes:** Doria, Dixon, Feinberg, Loh, Kroell      **Nays:**      **Absent:**

**9-B. Review/Discussion/Action:** Consideration, discussion, and recommendation for approval District Resolution 23-11, Amending District Bylaws, Article III, Section 3, Compensation; and Article VI, Section 2, Standing Committees of the Board.

It was **MOVED** by Director Doria, **SECONDED** by Director Dixon, and **MOTION PASSED** that the Board of Directors approve District Resolution 23-11, Amending District Bylaws, Article III, Section 3, Compensation; and Article VI, Section 2, Standing Committees of the Board.

**ROLL CALL VOTE: Ayes:** Doria, Dixon, Feinberg, Loh, Kroell      **Nays:**      **Absent:**

**9-C. Review/Discussion/Action:** Consideration, discussion, and recommendation for approval of District Resolution 23-10, Recognizing November 2023 as National Family Caregivers Month.

It was **MOVED** by Director Doria, **SECONDED** by Director Dixon, and **MOTION PASSED** that the Board of Directors approve District Resolution 23-10, Recognizing November 2023 as National Family Caregivers Month.

**ROLL CALL VOTE: Ayes:** Doria, Dixon, Feinberg, Loh, Kroell      **Nays:**      **Absent:**

8. **Emerging Opportunities** *GC 54954.2, (a)(1)*

- President Doria, Vice President Dixon, and CEO Ralston attended a meeting convened by Camarillo City Council members and staff, along with representatives from the Pleasant Valley Recreation and Parks District to discuss an emerging collaborative opportunity called “Healthy Camarillo”. The initiative is focused on community engagement with the goal of enhancing lifestyle choices to improve overall sense of well-being. A follow-up meeting has been offered for early December 2023.

*Director Kroell left the meeting at 12:40 p.m.*

9. **Reports**

- **Board President Comments** – None
- **Board Member Comments** – Director Loh reported that he attended the CSDA conference and enjoyed the speaker and courses offered. Emphasizing the benefits of the information provided, he encouraged other board members to attend future educational opportunities.
- **Finance/Investment Committee** – Director Loh confirmed review of the quarterly reports. Financial advisor Rick Wood discussed his recommendation for paying down the GASB 68

obligation before January 31, 2024, in the amount of \$1,500,000 to achieve 80-90% funded status.

- **Health Insurance Premium Ad Hoc Committee** – Director Dixon reported study continues regarding updating the employer contribution to health insurance premiums; next committee meeting is scheduled for November 2, 2023.
- **Program & Opportunity Committee** – Study continues regarding the development of CPR services at no charge for constituents age 13 and older. Building program implementation structure continues with vendors providing bids for cost, scheduling, and class structure.
- **CEO Report**
  - The Adult Day Center continues to climb toward recovery following three years of varying degrees of closure due to the COVID-19 pandemic and has already reached the half-way mark in enrollment during the first quarter of the fiscal year.
  - CEO Ralston gave brief reports on the District’s social media presence and success of those campaigns including 13,000 impressions on NextDoor; 1,976 impressions on a single Facebook post; 38,000 page views on the District website; and, over 2,400 e-newsletters sent with more than 1,000 read. Ralston encouraged board members to visit all the district’s social media platforms and the website.
  - The Senior Nutrition Program had 20 new enrollments for September, a continuing growth trend that prompted a \$90,000 increase in the VCAAA contract to operate the meals program.
  - The district will be participating in the Camarillo Police Department’s first annual Trunk or Treat event; the Camarillo Police Department allows the District fleet to park in their parking lot overnight and on weekends for added security.

**10.** Having no further business this meeting was adjourned at 1:05 p.m.

---

Thomas Doria, MD  
President





**SECTION 7**

**CONSENT AGENDA 7-C**

**APPROVAL OF THE MINUTES  
EXECUTIVE COMMITTEE MEETING OF  
NOVEMBER 6, 2023**

**NOVEMBER 16, 2023**





## MINUTES

November 6, 2023

### Executive Committee Meeting

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

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

Thomas Doria, MD, President  
Neal Dixon, MD, Vice President

#### **Staff - Present**

Kara Ralston, Chief Executive Officer  
Brandie Thomas, Clerk to the Board

- 
1. **Call to Order** – The Executive Committee Meeting was called to order by President Doria, at 12:30 p.m.
  2. **Roll Call** – Doria, Dixon
  3. **Public Comment** - None
  4. Reviewed the proposed Agenda for the Regular Board Meeting of November 16, 2023.
  5. **Board President Report**
  6. Next Executive Committee Meeting will be held on January 16, 2024, at 12:30 p.m.
  7. Meeting adjourned at 1:23 p.m.

---

Thomas Doria, MD  
President







**SECTION 9**

**BOARD ACTION ITEM 9-A**

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,  
AND RECOMMENDATION FOR APPROVAL OF REVISION TO  
EMPLOYMENT POLICIES HANDBOOK, SICK PAY POLICY,  
IN COMPLIANCE WITH SB 616**

**NOVEMBER 16, 2023**



## Sick Leave

Regular full-time employees accrue sick leave at the rate of one day per month, or twelve days per year. Regular part-time employees working 20 or more hours per week earn sick leave on a pro-rated basis based on the number of hours scheduled to work. Accrual begins on the date of hire or on the effective date of reclassification to an eligible status. Eligible employees begin to accrue sick leave benefits from their first day of employment, however, they may not take paid sick leave until the 90<sup>th</sup> day of employment (calendar days) introductory period has been successfully completed. With the exception of those employees on the “front load” accrual method (see below), sick leave may be accumulated from year to year with no maximum accrual limit. ~~Paid sick leave can be used in minimum increments of one-half hour.~~

~~Sick leave may be used for the following circumstances:~~

- ~~• Personal illness or injury~~
- ~~• Family illness or injury~~
- ~~• Medical or dental appointments which cannot be made outside work hours~~
- ~~• Personal emergencies (up to 6 days per year)~~

### Purpose for Sick Leave

Sick leave is paid leave from work that an employee may use for the following purposes:

- (a) Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following family members of the employee: a child of any age or dependency status; a parent; a parent-in-law; a spouse; a registered domestic partner; a grandparent; grandchildren; a sibling, or designated person (defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship) or
- (b) For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.

### Terms of Sick Leave

(a) Accrual & Carryover for Different Categories of Employees:

- 1) Full time employees who are not temporary accrue sick leave of 3.6923 for each pay period or 12 sick days per year of paid status; part-time employees who are not temporary accrue sick leave in an amount prorated to the lower number of hours they work each calendar month in paid status. Accrued sick leave carries over from year to year. No accrual limit applies.

- 2) Part time employees working less than 20 hours (non-benefitted) receive 5 days/40 hours in a lump sum amount at the beginning of employment and then at the beginning of each calendar year by using the "front load" method. There is no carryover of unused sick leave to the following year.
- 3) A temporary employee who works 30 or more days within a year from the commencement of employment with the District accrues one hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment, but a temporary employee stops earning sick leave once they have accrued 48 hours or six (6) work days/shifts, whichever is greater.

(b) Sick Leave Use

An employee may use accrued sick leave, in a minimum increment of two hours, beginning on the 90<sup>th</sup> day after the first day of employment with the District, subject to the limits and request provisions in this policy.

- (c) Sick Leave Request: To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Failure to request sick leave as required by this policy without good reason, may result in the employee being treated as absent without leave.
- (d) Certification: The District may require that employees must provide a physician's certification to support any absence that involves the illness of the employee or family member if the District suspects that there is an abuse of sick leave by the employee and the employee has already used five full days of paid sick leave. All employees, including temporary, who use paid leave to address issues related to domestic violence, sexual assault, stalking, or other crimes and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.
- (e) Sick Leave on Separation from Employment: Unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment. Unused sick leave may be converted to retirement service credits only as may be permitted under applicable retirement system laws and regulations.

Employees who are unable to report to work, for any reason, are required to personally notify their immediate supervisors, and/or the Human Resources department before the start of their scheduled workday, if possible. This procedure must be followed on each subsequent day of absence unless or until the employee has requested and received a leave of absence. Employees who fail to follow the District's procedure for reporting an absence may not receive sick pay.

In the case of a lengthy illness, employees who are found eligible for State Disability Insurance (SDI) may

~~use accrued sick leave to make up the difference between the weekly SDI payment and the regular paycheck, thereby extending the sick leave benefits.~~

Sick leave benefits may not be used to extend an employee's termination date. Sick leave is not earned while on any unpaid leave of absence for any reason and will not be paid to an employee who sustains an illness or injury, while on a leave of absence without pay.

The District reserves the right to require evidence of an illness or injury from a health care provider once the employee has used 5 or more days of paid sick leave, in order for sick leave benefits to be paid. In addition, employees who are absent for three (3) or more consecutive days may be required to provide evidence of fitness-for-work prior to returning to work.

Employees who have exhausted all sick leave but are still unable to work due to a medical issue may use accrued vacation, but under no circumstances will the District advance sick leave.

~~When an employee who participates in the Public Employees' Retirement System (PERS) retires from the District, or retires within four months of separation from the District, the employee's unused and accrued sick leave may be converted to additional service credit for PERS, subject to PERS rules and regulations. In the event that an employee is not eligible to convert unused sick leave to PERS, the employee shall not otherwise be compensated for any unused sick leave. Sick leave has no cash value and is never cashed out at separation.~~



## Sick Leave

Regular full-time employees accrue sick leave at the rate of one day per month, or twelve days per year. Regular part-time employees working 20 or more hours per week earn sick leave on a pro-rated basis based on the number of hours scheduled to work. Accrual begins on the date of hire or on the effective date of reclassification to an eligible status. Eligible employees begin to accrue sick leave benefits from their first day of employment, however, they may not take paid sick leave until the 90<sup>th</sup> day of employment (calendar days). With the exception of those employees on the “front load” accrual method (see below), sick leave may be accumulated from year to year with no maximum accrual limit.

### Purpose for Sick Leave

Sick leave is paid leave from work that an employee may use for the following purposes:

- (a) Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following family members of the employee: a child of any age or dependency status; a parent; a parent-in-law; a spouse; a registered domestic partner; a grandparent; grandchildren; a sibling, or designated person (defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship) or
- (b) For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.

### Terms of Sick Leave

- (a) Accrual & Carryover for Different Categories of Employees:
  - 1) Full time employees who are not temporary accrue sick leave of 3.6923 for each pay period or 12 sick days per year of paid status; part-time employees who are not temporary accrue sick leave in an amount prorated to the lower number of hours they work each calendar month in paid status. Accrued sick leave carries over from year to year. No accrual limit applies.
  - 2) Part time employees working less than 20 hours (non-benefitted) receive 5 days/40 hours in a lump sum amount at the beginning of employment and then at the beginning of each calendar year by using the “front load” method. There is no carryover of unused sick leave to the following year.
  - 3) A temporary employee who works 30 or more days within a year from the

commencement of employment with the District accrues one hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment, but a temporary employee stops earning sick leave once they have accrued 48 hours or six (6) work days/shifts, whichever is greater.

(b) Sick Leave Use

An employee may use accrued sick leave, in a minimum increment of two hours, beginning on the 90<sup>th</sup> day after the first day of employment with the District, subject to the limits and request provisions in this policy.

- (c) Sick Leave Request: To request to use sick leave if the need for leave is foreseeable, an employee must give the immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on sick leave for more than one day, the employee must keep the immediate supervisor informed each day as to the date the employee expects to return to work and the purpose of the leave. Failure to request sick leave as required by this policy without good reason, may result in the employee being treated as absent without leave.
- (d) Certification: The District may require that employees must provide a physician's certification to support any absence that involves the illness of the employee or family member if the District suspects that there is an abuse of sick leave by the employee and the employee has already used five full days of paid sick leave. All employees, including temporary, who use paid leave to address issues related to domestic violence, sexual assault, stalking, or other crimes and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.
- (e) Sick Leave on Separation from Employment: Unused sick leave is not cashed out upon termination, resignation, retirement, or other separation from employment. Unused sick leave may be converted to retirement service credits only as may be permitted under applicable retirement system laws and regulations.

Sick leave benefits may not be used to extend an employee's termination date. Sick leave is not earned while on any unpaid leave of absence for any reason and will not be paid to an employee who sustains an illness or injury, while on a leave of absence without pay.

The District reserves the right to require evidence of an illness or injury from a health care provider once the employee has used 5 or more days of paid sick leave, in order for sick leave benefits to be paid. In addition, employees who are absent for three (3) or more consecutive days may be required to provide evidence of fitness-for-work prior to returning to work.

Employees who have exhausted all sick leave but are still unable to work due to a medical issue may use accrued vacation, but under no circumstances will the District advance sick leave.





**SECTION 9**

**BOARD ACTION ITEM 9-B**

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,  
AND RECOMMENDATION FOR APPROVAL OF THE  
FINANCE/INVESTMENT COMMITTEE ANNUAL REVIEW OF  
DISTRICT FINANCE POLICY**

**NOVEMBER 16, 2023**





# FINANCE POLICY

Reviewed November 16, 2023

# **CAMARILLO HEALTH CARE DISTRICT FINANCE POLICY**

## **SECTION 1**

### **PURPOSE**

The Camarillo Health Care District will follow generally accepted accounting principles and governmental accounting standards for the purpose of managing District finances.

## **SECTION 2**

### **FINANCE/INVESTMENT COMMITTEE**

It is the policy of the District that the Finance/Investment Committee is responsible for the fiscal oversight of District's cash and investments. Thus, the Finance/Investment Committee is responsible for monitoring, investing, and reinvesting District funds and for reporting or recommending any action to the Board of Directors.

The Finance/Investment Committee is authorized to make investments solely per the Government Code section 53601.5, et. Seq., the Health and Safety Code, Section 32000, et. Seq., and District Investment Policy.

## **SECTION 3**

### **BUDGET PROCESS**

The annual fiscal operating and capital budgets will project income, expenses, and capital improvement expenses to provide for programs and support services planned for the year. The Board of Directors will approve the annual operating and capital budgets on or before June 30 each year, following staff presentation(s) detailing all aspects of the proposed budgets, including but not limited to such budgeting tools as financial statements, balance sheets, and variance discussions.

## **SECTION 4**

### **FINANCIAL PRACTICES**

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.

One signature will be required for checks up to the amount of \$5,000. Checks for more than that amount will require two (2) signatures, one of which shall be a member of the Board of Directors.

Wire transfers between District accounts shall require only one signature by an authorized signatory. All other wire transfers shall require two (2) signatures; one of which shall be a member of the Board of Directors.

Gifts of securities will be liquidated upon receipt unless otherwise restricted by the donor.

Funds will be invested according to the approved Investment Policy of the District.

The District will comply with the disclosure of reimbursements pursuant to Government Code Section 53065.5, which addresses reimbursement to a member of the Board of Directors for *“charges for services or product received.”*

## **SECTION 5**

### **ANNUAL AUDIT**

The District will engage in an annual, independent financial audit by way of contract. Upon expiration of a current audit contract, the Board of Directors shall consider recommendations from the Finance/Investment Committee regarding a new audit contract and terms.

Following appropriate audit proposal review, the Finance/Investment Committee will present a recommendation to the Board of Directors for approval of an independent financial audit firm and contract terms.

The auditor will present complete audited financial statements, auditor’s recommendation letter, and a Management Discussion & Analysis letter to the Board of Directors, for review and approval within six (6) regularly scheduled meetings of the Board of Directors, of the close of the fiscal year.

## **SECTION 6**

### **ASSET PROTECTION**

The Finance Policy of the District will be reviewed and approved by the Board of Directors annually.

Real estate may be acquired or divested under the CEO’s supervision after approval by the Board of Directors and pursuant to Government Code 54956.8.

The CEO is authorized to purchase insurance against casualty and liability losses to the District or its Board members and employees in performance of their duties on behalf of the District.

## **SECTION 7**

### **RETURNED CHECK SERVICE CHARGE**

It is the policy of the Camarillo Health Care District to charge clients a service charge for any payment by check that is not honored by their bank.

According to California Civil Code, Chapter 522, Section 1719 (1983 Statutes), any person who writes a check, or any order for payment of money, which is not honored for lack of funds may be held liable in a court of law for three (3) times the amount of the check or \$100.00, whichever is greater plus the amount of the check and court costs.

## **SECTION 8**

### **DISTRICT CREDIT CARDS**

The Camarillo Health Care District has established credit card accounts in order to facilitate an efficient and cost-effective manner of handling purchasing needs. Credit card purchase shall be conducted in accordance with Credit Card Policy #1091.

## **SECTION 9**

### **CAPITAL EXPENDITURE**

The threshold for budgeted capital purchases shall be a value of \$3,000.00 or greater with an expected useful life of more than one year.

The Board of Directors approves an annual Capital Budget as part of the fiscal budgeting process. A list of capital expenditures will be included in the quarterly financial review.

## **SECTION 10**

### **DISTRICT FINANCE CHARGE**

The Camarillo Health Care District will charge clients a finance charge for any payment on account not made by the last day of the month. The District may charge an interest rate of 12% per year (1% per month) for unpaid balances.

## Record of Review History

Year of Review	Date of Review	Status
1998	November	Revised
1999	October 19	Reviewed
2000	October 24	Revised
2002	May 21	Revised
2003	May 20	Revised
2004	February 24	Revised
2005	January 25	Revised
2006	July 25	Revised
2007	January 23	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2012	January 24	Revised
2013	January 22	Revised
2016	April 26	Revised
2017	October 24	Revised
2019	September 24	Revised
2020	January 28	Revised
2021	January 26	Reviewed
2022	October 25	Revised
2023	November 16	Reviewed







**SECTION 9**

**BOARD ACTION ITEM 9-C**

**REVIEW/ DISCUSSION /ACTION – CONSIDERATION, DISCUSSION,  
AND RECOMMENDATION FOR APPROVAL OF THE  
FINANCE/INVESTMENT COMMITTEE ANNUAL REVIEW OF  
DISTRICT INVESTMENT POLICY**

**NOVEMBER 16, 2023**





# INVESTMENT POLICY

Reviewed November 16, 2023

## SECTION 1

### **PURPOSE**

To establish overall policies and procedures for the investment and management of funds.

## SECTION 2

### **OBJECTIVES**

Temporarily unexpended funds of the Camarillo Health Care District shall be invested in accordance with principles of sound treasury management and in accordance with provisions of California Government Code Sections 53600 et seq., the Health and Safety Code, Section 32000 et seq. and this Investment Policy.

#### **2.1 Overall Risk Profile**

The basic objectives of the Camarillo Health Care District's investment program are, in order of priority:

- (Safety): Safety of invested funds;
- (Liquidity): Maintenance of sufficient liquidity to meet cash flow needs; and,
- (Yield): Attainment of a reasonable yield consistent with the first two objectives.

#### **2.2 Safety Objective**

The Camarillo Health Care District shall insure the safety of its invested funds by limiting credit and interest rate risks. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of portfolio securities will fall due to an increase in general interest rates. The achievement of these objectives shall be accomplished in the manner described below:

##### **2.2.1. Credit risk will be mitigated by:**

- Limiting investments to the safest types of securities;
- Pre-qualifying with an established procedure of the financial institutions with which it will do business;
- Diversifying the investment portfolio so that the failure of any one issuer or backer will not place an undue financial burden on the District; and
- Monitoring all of the District's investments to anticipate and respond appropriately to a significant reduction of credit worthiness of any of the issuers. The current financial health of depositories or security dealers with whom the District does business will be evaluated at least annually by staff. The results of the evaluation will be submitted to the Finance/Investment Committee.

##### **2.2.2 Interest rate risk will be mitigated by:**

- Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to their maturation to meet those specific needs;
- Investment duration will be as outlined in California Government Code Section 53601; and
- Occasionally restructuring the portfolio to minimize the loss of market value and/or to maintain reasonable cash flows.

**2.2.3.** The physical security or safekeeping of the District's investments is also an important element of safety; safekeeping requirements are defined in Section 4 of this Policy.

### **2.3 Liquidity Objective**

The District's financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Investment instruments and maturities are described herein.

### **2.4 Yield Objective**

Yield on the District's investment portfolio is of tertiary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. While it may occasionally be necessary or strategically prudent for the District to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio, these Policies specifically prohibit trading securities for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates.

Specifically, "when, as and if issued" trading and open-ended portfolio restructuring transactions are prohibited.

No representative of the District is authorized to engage in margin transactions or reverse repurchase agreements on behalf of the District.

### **2.5 Time Frame for Investment Decisions**

The District's investment portfolio shall be structured to provide that sufficient funds from investments are available every month to meet the District's anticipated cash needs. Subject to the safety provisions outlined above, the choice of investment instruments and maturities shall be based upon an analysis of anticipated cash needs, existing and anticipated revenues, interest rate trends and specific market opportunities. Investment duration will be as outlined in California Government Code Section 53601.

### **2.6 Definition of Investment & Reserve Funds**

Investment and reserve funds, for the purpose of this Policy, are District funds which are available for investment at any one time, except those minimum balances required by the District's banks to compensate them for the cost of banking services, and which provide the means by which the District may achieve the objectives described in Reserve Policy #1150. For general operating purposes, it is deemed prudent to work toward the goal of an available sum equal to fifty percent (50%) of annual budgeted expenditures.

## SECTION 3

### INVESTMENT PARAMETERS

#### **3.1 Types of Investments Authorized**

Funds may be invested only in the following:

- U.S. Treasury Securities maturing in two (2) years or less
- California-approved local government investment pools
- Collateralized demand and time deposits in Los Angeles County and Ventura County banks and savings and loan associations
- Certificates of deposit, preferably of banks and savings and loans headquartered in California, but if not available, any banking/savings and loan institution in the U. S., maturing in two (2) years or less, which shall be insured by each institution at the maximum amount required by regulations of the FDIC. Certificates of deposit may not exceed amount insured by FDIC at any one institution
- Money market accounts

#### **3.2. Qualification of Brokers, Dealers, and Financial Institutions**

United States Treasury issue transactions shall be conducted only with the Federal Reserve, or the bank providing banking services for the District, or security dealers from the list issued by the Federal Reserve Bank of New York.

#### **3.3 Pre-formatted Wire Transfers**

Wherever possible, the District will use pre-formatted wire transfers to restrict the transfer of funds to pre-authorized accounts only. When transferring funds to an account, the bank is required to call back a second authorized employee for confirmation that the transfer is authorized. Wire transfers between brokers and/or security dealers are prohibited.

#### **3.4 Notice of Policies**

The District shall send a copy of the current Investment Policy to institutions as referenced in section 3.1, upon opening approved accounts.

#### **3.5 Place and Time for Conducting Business**

Investment transactions shall not be conducted from any other place other than Camarillo Health Care District offices during normal business hours.

## SECTION 4

### SAFEKEEPING OF SECURITIES

#### **4.1 Safekeeping**

The District shall contract with a bank, trust company or broker for the safekeeping of securities which are owned by the District as part of its investment portfolio.

#### **4.2 Security Transfers**

The authorization to release District securities will be telephoned to the appropriate bank by an authorized District official other than the person who initiated the transaction.

Authorized District officials are the Chief Executive Officer and designees. A written confirmation outlining details for the transaction and confirming the telephoned instructions will be sent to the bank within five (5) working days.

## **SECTION 5**

### **RESPONSIBILITIES**

#### **5.1 Responsibilities of the Accounting Department**

The Accounting Department is charged with the responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District, and for the deposit and investment of those funds in accordance with principles of sound treasury management and with applicable laws and ordinances.

#### **5.2 Responsibilities of the Chief Financial Officer or Contracted Financial Services Vendor**

The Chief Financial Officer or contract financial services vendor shall perform monthly review and reconciliation of accounting investments, and general accounting office functions.

#### **5.3 Responsibilities of the Chief Executive Officer**

The Chief Executive Officer is responsible for directing and supervising the assigned designee and is responsible further to keep the Board of Directors fully advised as to the financial condition of the District.

#### **5.4 Responsibilities of the District's Auditing Firm**

The District's auditing firm's responsibilities shall include but not be limited to the examination and analysis of fiscal procedures and the examination, checking and verification of accounts and expenditures. A review of the District's investment program is a part of the responsibility described above.

#### **5.5 Responsibilities of the Board of Directors**

The Board of Directors shall annually review and approve the Investment Policy. As provided in the policy, the Board shall receive, review, and accept quarterly and monthly investment reports, per California Government Code section 53646, and Government Code section 53607, which will be included in Financial Reports at regularly scheduled meetings.

#### **5.6 Responsibilities of the Finance/Investment Committee**

There shall be a Finance/Investment Committee consisting of two (2) members of the Board of Directors. The Board of Directors may also appoint no more than two (2) citizens having experience in accounting, banking, or financial investments. Citizen members shall be approved by the Board, and serve one-year terms, commencing in January each year, upon confirmation by the Board.

No members of the Finance/Investment Committee shall profit in any way from activities of the Committee. The Chief Executive Officer and assigned designee(s) shall serve as staff liaison to the Committee. The Committee shall meet quarterly to discuss investment reports and strategies, anticipated cash flow projection, and any other significant investment-related activities. The Committee's meetings will be summarized in minutes and distributed to the Board of Directors.

## **SECTION 6**

### **INVESTMENT REPORTING**

The District adopts California Government Code section 53607, and section 53646 et seq, to define reporting responsibilities.

## **SECTION 7**

### **ANNUAL REVIEW AND INVESTMENT DELEGATION**

The Investment Policy shall be reviewed annually by the Finance Committee and presented to the Board of Directors in accordance with State law to ensure its consistency with respect to the overall objectives of safety, liquidity, and yield. Proposed amendments to this policy shall be prepared by the Finance/Investment Committee and submitted to the Board of Directors for consideration. The Board will annually review and approve the delegated authority to invest District funds, as required by California Government Code section 53607.



## Record of Review History

Year of Review	Date of Review	Status
1995	November 23	Adopted and Approved
1996	January 23	Revised
1996	March 26	Revised
1997	June 24	Revised
1998	June 2	Revised
1998	October 27	Revised
1999	July 27	Revised
2000	February 22	Revised
2000	June 27	Revised
2000	July 25	Reviewed
2001	August 28	Revised
2002	May 21	Revised
2002	November 12	Revised
2003	August 26	Reviewed
2005	March 8	Reviewed
2006	July 25	Revised
2007	November 13	Revised
2009	May 12	Revised
2010	September 28	Reviewed
2011	September 20	Reviewed
2015	January 27	Reviewed
2016	September 27	Revised
2017	November 14	Revised
2018	March 27	Revised
2019	May 28	Revised
2021	January 26	Reviewed
2022	September 27	Revised
2023	November 16	Reviewed





**SECTION 9**

**BOARD ACTION ITEM 9-E**

**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**

**NOVEMBER 16, 2023**



**Camarillo Health Care District**  
**Pay Schedule: Changes pending**

<b>Classification</b>	<b>Time Base</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Officers</b>			
Chief Executive Officer	Annual	\$ 163,835.36	\$ 242,723.21
Chief Administrative Officer	Annual	\$ 89,427.52	\$ 154,715.65
Chief Operations Officer	Annual	\$ 89,427.52	\$ 154,715.65
Program Officer	Annual	\$ 89,427.52	\$ 154,715.65
Clinical Services Officer	Annual	\$ 89,427.52	\$ 154,715.65
<b>Directors</b>			
Program & Operations Director	Annual	\$ 75,530.00	\$ 151,351.33
Clinical Services Director	Annual	\$ 75,530.00	\$ 140,270.00
Care Services Director	Annual	\$ 75,530.00	\$ 140,270.00
Community Outreach Director	Annual	\$ 75,530.00	\$ 140,270.00
Adult Day Center Director	Annual	\$ 75,530.00	\$ 140,270.00
Finance Director	Hourly	\$ 36.31	\$ 67.44
<b>Managers</b>			
Clinical Services Manager	Annual	\$ 71,818.24	\$ 96,505.76
Care Services Manager	Annual	\$ 71,818.24	\$ 96,505.76
Community Outreach and Education Manager	Annual	\$ 71,818.24	\$ 96,505.76
Health Promotion Manager	Annual	\$ 71,818.24	\$ 96,505.76
Accounting Manager	Hourly	\$ 21.58	\$ 36.15
Adult Day Center Manager	Hourly	\$ 21.58	\$ 36.15
Community Education Manager	Hourly	\$ 21.58	\$ 36.15
Office Manager	Hourly	\$ 21.58	\$ 36.15
<b>Coordinators</b>			
Care Coordinator	Hourly	\$ 20.50	\$ 37.77
Health Promotion Coordinator	Hourly	\$ 20.50	\$ 37.77
Social Services Coordinator	Hourly	\$ 20.50	\$ 37.77
Adult Day Center Coordinator	Hourly	\$ 18.88	\$ 30.21
Community Services Coordinator	Hourly	\$ 18.88	\$ 30.21
Fall Prevention Coordinator	Hourly	\$ 18.88	\$ 30.21
Office Coordinator	Hourly	\$ 18.88	\$ 30.21
Senior Nutrition Coordinator	Hourly	\$ 18.88	\$ 30.21
Transportation Coordinator	Hourly	\$ 18.88	\$ 30.21
<b>Assistants &amp; all other positions</b>			
Accounting Assistant	Hourly	\$ 18.34	\$ 29.31
Administrative Assistant, HR	Hourly	\$ 18.34	\$ 29.31
Executive Assistant	Hourly	\$ 18.34	\$ 29.31
Health Promotion Coach	Hourly	\$ 18.34	\$ 29.31
Driver	Hourly	\$ 17.80	\$ 26.98
Driver (On-Call)	Hourly	\$ 17.80	\$ 26.98
Activity Leader II	Hourly	\$ 16.72	\$ 24.28
Activity Leader I	Hourly	\$ 16.19	\$ 23.74
Activity Leader I (On-Call)	Hourly	\$ 16.19	\$ 23.74
Administrative Assistant	Hourly	\$ 16.19	\$ 23.74
Fall Prevention Specialist	Hourly	\$ 16.19	\$ 23.74
Program Aide-General	Hourly	\$ 16.19	\$ 23.74
Resource Specialist	Hourly	\$ 16.19	\$ 23.74
Senior Nutrition Assistant	Hourly	\$ 16.19	\$ 23.74
Customer Service Representative	Hourly	\$ 16.19	\$ 23.74





## SECTION 12

### FUTURE MEETINGS AND EVENTS

---

#### Board of Directors Meetings

• Regular Full Board	December 2023 – Dark/NO MEETING
• Executive Committee: TBD	January 16, 2024 – 12:30 p.m.
• Finance Committee: TBD	January 25, 2024 – 10:00 a.m.
• Regular Full Board	January 25, 2024 – 11:30 a.m.
• Executive Committee: TBD	February 12, 2024 – 12:30 p.m.
• Regular Full Board	February 22, 2024 – 11:30 a.m.

NOVEMBER 16, 2023