



Agenda – May 26, 2020 – 12:00 p.m.
Regular Meeting of the Board of Directors - Zoom Meeting

COVID-19 RESPONSE: This meeting will be conducted pursuant to the provisions of the Governor’s Executive Orders N-25-20 and N-29-20 and the order of the Ventura County Public Health Officer issued May 7, 2020 (Stay Well Ventura County – Safely Reopening Ventura County) To observe and /or participate in the Board meeting you are welcome to join our Zoom Meeting.

<https://zoom.us/j/92960843385>

Meeting ID: 929 6084 3385 - One tap mobile +16699009128,,92960843385# US (San Jose)

Or by calling 1-669-900-9128

Board of Directors

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

Staff

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

Participants

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

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE– Director Loh

4. DELETIONS/CORRECTIONS TO THE POSTED AGENDA

5. PUBLIC COMMENT - Ca. GC Section 54954.3

COVID-19 RESPONSE: The Board reserves this time to hear from the public. If you wish to make a general public comment, or comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Monday, May 25, 2020 to the Clerk to the Board at karenv@camhealth.com. The Clerk to the Board will print your email, distribute copies to all Board Members prior to the meeting, and the Board President or Chief Executive Officer will read the emailed comments aloud during general public comments, or during the specified agenda item.

6. PRESENTATION - None

7. CONSENT AGENDA

Consent Agenda items are considered routine and are acted upon without discussion, with one motion. If discussion is requested, that item(s) will be removed from the Consent Agenda for discussion, and voted on as a separate item. If no discussion is requested, the Board President may request a motion to approve as presented.

- A. Approval of the Minutes of the Regular Board Meeting of April 28, 2020.
(Please see Section 7-A)**

B. Approval of the Minutes of the Finance/Investment Committee Meeting of May 14, 2020.
(Please see Section 7-B)

C. Approval of the Minutes of the Executive Committee Meeting of May 19, 2020.
(Please see Section 7-C)

Suggested Motion: Motion to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

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

9. ITEMS FOR ACTION

A. Review/ Discussion /Action – Consideration, discussion, and recommendation for approval of, District disbursements, financial reports, and monthly investment report for period ending April 30, 2020. **(Please see Section 9-A)**

Suggested Motion: Motion to approve District disbursements, financial reports, and monthly investment report for period ending April 30, 2020.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

B. Review/ Discussion / Action – Consideration, discussion, and recommendation for approval of, Quarterly Investment Report for period ending March 31, 2020. **(Please see Section 9-B)**

Suggested Motion: Motion to approve Quarterly Investment Report for period ending March 31, 2020.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

C. Review/ Discussion / Action – Consideration, Discussion, and the Finance Committee’s recommendation for approval of revisions to District Policy 1150, Reserve Policy. **(See Section 9-C)**

Section 1150.2

1150.2 Assignment of District reserves is limited to unrestricted funds available out of a surplus net position, and not otherwise obligated by law, contract or agreement, including donations, interest earned, fees for service or other non-grant earnings. Reserve fund assignment can be designated through the budgeting process, or by approval of the Board of Directors, in order to address needs/opportunities in a timely fashion.

The following list reflects current District reserve funds:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be ~~\$3075,000~~. When the annual designation would increase this reserve beyond ~~\$3075,000~~, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$150,000. When the annual designation would increase this reserve beyond \$150,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$150,000. When the annual designation would increase this reserve beyond \$150,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum amount of Capital Improvement Reserve will be \$1500,000. When the annual designation would increase this reserve beyond \$1500,000, only the amount required to reach the maximum will be reserved.
- **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used toward satisfying Section 2.6 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available.

Section 1150.3 – Utilization of Reserve Funds:

Vehicle Fleet Reserve: for ~~the purchases and/or repairs necessary to of new vehicles to~~ support District transportation operations, ~~and/or to make major repairs to existing vehicles.~~

Suggested Motion: Motion to approve changes to District Reserve **Policy 1150** to read:

- **Vehicle Fleet Reserve:** Vehicle Fleet Reserve will accumulate from available unrestricted funds, at a minimum goal of \$5000 annually. The maximum amount of Vehicle Fleet Reserve will be \$75,000. When the annual designation would increase this reserve beyond \$75,000, only the amount required to reach the maximum will be reserved.
- **Technology Reserve:** Technology Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Technology Reserves will be \$150,000. When the annual designation would increase this reserve beyond \$150,000, only the amount required to reach the maximum will be reserved.
- **Project/Special Use Reserve:** Project/Special Use Reserve will accumulate from available unrestricted funds at a minimum goal of \$5,000 annually. The maximum amount of Project/Special Use Reserve will be \$150,000. When the annual designation would increase this reserve beyond \$150,000, only the amount required to reach the maximum will be reserved.
- **Capital Improvement Reserve:** Capital Improvement Reserve will accumulate from available unrestricted funds at a minimum goal of \$10,000 annually. Designated Capital Improvement Reserve may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, HVAC replacement, alarm system installation, etc.). The maximum amount of Capital Improvement Reserve will be \$500,000. When the annual designation

would increase this reserve beyond \$500,000, only the amount required to reach the maximum will be reserved.

- **General Operating Reserve:** General Operating Reserve will accumulate from available unrestricted funds at a minimum goal of \$100,000 annually. Designated General Operating Reserve may be used toward satisfying Section 2.6 of Investment Policy, deeming it prudent by that a sum equal to fifty percent (50%) of annual budgeted expenditures be available.

1150.3 Utilization of Reserve Funds: Drawing upon reserve funding requires approval by the Board of Directors. The following describes the intended uses of each fund:

Vehicle Fleet Reserve: for purchases and/or repairs necessary to support District transportation operations.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

D. Review/ Discussion / Action – Consideration, discussion, and recommendation to approve reserve funding pursuant to District Policy 1150. **(Please see Section 9-D)**

Motion to approve Reserve Funding: List reserve account and funding amount.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

E. Review/ Discussion / Action – Consideration, discussion, and approval of the biennial review of the District’s Conflict of Interest Code. A local agency’s conflict of interest code must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700). To ensure conflict of interest codes remain current, each local agency is required to review its code at least every even numbered year. (Government Code §81000-81016) **(Please see Section 9-E)**

It is the recommendation of Administration that the Board of Directors approve the biennial review of the District’s Conflict of Interest Code.

Suggested Motion: Motion to approve biennial review of the District’s Conflict of Interest Code.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

F. Review/ Discussion / Action – Consideration, discussion, and recommendation for approval of District Resolution 20-05, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool. **(Please see Section 9-F)**

Suggested Motion: Motion to approve Resolution 20-05, Signature Authorization and Investment Authorization in the Ventura County Treasury Pool.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

G. Review/ Discussion / Action – Consideration, discussion, and recommendation for approval of District Resolution 20-06, Proclaiming May 2020 to be Older Americans Month. (Please see Section 9-G)

Suggested Motion: Motion to approve Resolution 20-06, Proclaiming May 2020 as Older Americans Month.

Motion _____ Second _____ Abstain _____ Pass _____

Loh _____ Brown _____ Loft _____ Hiepler _____ Doria _____

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

Board of Directors Meetings

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| • Executive Committee: Loh, Brown | Tuesday, June 2, 2020, 12:00 p.m. |
| • Full Board: | Tuesday, June 9, 2020, 12:00 – Budget Presentation |
| • Executive Committee: Loh, Brown | Tuesday, June 16, 2020, 12:00 p.m. – Budget Second Reading- If needed |
| • Full Board: | Tuesday, June 23, 2020, 12:00 p.m. - Budget Second Reading- If needed |
| • Executive Committee: Loh, Brown | Tuesday, July 21, 2020, 12:00 p.m. |
| • Finance Committee: Hiepler, Doria | Tuesday, July 28, 2020, 11:00 a.m. |
| • Full Board | Tuesday, July 28, 2020, 12:00 p.m. |

Upcoming Community Events

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

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

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

Note: This agenda was posted at the Camarillo Health Care District Administrative Office and on our website, www.camhealth.com on Friday, May 22, 2020, on or before 4:00 p.m.