

MINUTES

October 24, 2017

Regular Meeting of the Board of Directors

3615 E. Las Posas Road, Suites 160 & 161, Camarillo, CA 93010

Board of Directors - Present

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

Staff - Present

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

Participants - Present

Rick Wood, *CSDA Financial Services*

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1. **Call to Order and Roll Call** - The Regular Meeting of the Camarillo Health Care District Board of Directors was called to order on Tuesday, October 24, 2017, at 12:08 p.m., by Rodger Brown, President.
 2. **Pledge of Allegiance** - Director Loh
 3. **Amendments to The Agenda** – Chief Executive Officer (CEO) Ralston requested the Agenda be amended to remove Item 8-E.
 4. **Public Comment** – No Public Comments.
 5. **Presentations** – Board President Rod Brown presented employees Monica Zepeda and Myka Jose their certificates in Case Management from Boston University.
 6. **Discussion/Action Item** -
 - A. CEO Ralston and Rick Wood presented the District’s disbursements and Financial Report for the period ending September 30, 2017. CEO Ralston indicated that a new category would be added to the Disbursement Report indicating the relationship of payee to District.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending September 30, 2017.

<u>Vote to Approve Financial Report</u>	
<u>For Period Ending September 30, 2017</u>	
Director Brown	Aye
Director Loh	Aye
Director Loft	Aye
Director Hiepler	Absent
Director Doria	Aye

7. **Consent Agenda** - It was **MOVED** by Director Loft, **SECONDED** by Director Loh, and **MOTION PASSED** that the Board of Directors approve the Consent Agenda as presented.

Vote to Approve Consent Agenda

Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

8. **Discussion/Action Items – Consideration, Discussion, and Vote:**

- A. The Board of Directors reviewed and discussed District Resolution 17-09, amending District By-Laws to reflect the updated Vision, Mission and Guiding Principles.

It was **MOVED** by Director Loh, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve District Resolution 17-09, amending District By-Laws to reflect updated Vision, Mission, and Guiding Principles.

Vote to Approve Resolution 17-09

Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

- B. The Board of Directors reviewed and discussed amending District Policy 1020, updating the Vision, Mission, and Guiding Principles.

It was **MOVED** by Director Doria, **SECONDED** by Director Brown, and **MOTION PASSED** to approve amendment of District Policy 1020, updating the District's Vision, Mission, and Guiding Principles.

Director Loft left the meeting at 12:40 p.m.

Vote to amend District Policy 1020

Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Absent
Director Hiepler:	Absent
Director Doria:	Aye

C. The Board reviewed and discussed District Policy 1091, Credit Card Policy. This policy prescribes the internal controls for management of District credit cards.

It was **MOVED** by Director Loh, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve District Policy 1091, Credit Card Policy.

Vote to Approve Policy 1091, Credit Card Policy

Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Absent
Director Hiepler:	Absent
Director Doria:	Aye

Director Loft returned to the meeting at 12:46 p.m.

D. Upon the verbal recommendation of the Finance/Investment Committee, the Board of Directors reviewed and discussed amendments to the District's Finance Policy. The Board made one additional change to Section 4, Paragraph 4, which now reads: **Gifts of securities will be liquidated upon receipt unless otherwise restricted by donor.**

It was **MOVED** by Director Doria, **SECONDED** by Director Loh, and **MOTION PASSED**, to approve the amended Finance Policy with additional change as stated above.

Vote to Approve Amended Finance Policy

Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

The Board took a break from 1:02 p.m. until 1:04 p.m.

F. Upon the verbal recommendation of the Finance/Investment Committee, the Board of Directors reviewed and discussed amendments to the District Investment Policy. Amendments to Section 2.6 will be stricken from this review and brought back before the full Board at a future meeting.

It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED**, to approve the amended Investment Policy minus Section 2.6.

Vote to Approve Amended Investment Policy

Director Brown:	Aye
Director Loh:	Aye
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

9. **CEO Report**

CEO Ralston informed the Board she would be traveling to Americus, Georgia to attend the Rosalynn Carter Institute for Caregiving Annual Conference and Awards. During the 30th Anniversary Gala Awards Banquet, the District will receive the Rosalynn Carter Leadership in Caregiving Award. The District will be represented by Chief Executive Officer, Kara Ralston, Chief Resource Officer, Sue Tatangelo, and Care Coordinator, Samantha Carnell.


10. **Board Reports – None**

11. **Future Meetings**

Board of Directors Meetings

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| • Executive Committee (Brown, Loh) | Tuesday, November 07, 2017, 12:00 p.m. |
| • Full Board | Tuesday, November 14, 2017, 12:00 p.m. |
| • Full Board (Board Work Study) | Tuesday, December 5, 2017, 8:30 a.m. |
| • Executive Committee | Tuesday, January 16, 2018, 12:00 p.m. |
| • Finance Committee | Tuesday, January 23, 2018, 11:00 a.m. |
| • Full Board | Tuesday, January 23, 2018, 12:00 p.m. |
| • Executive Committee | Tuesday, February 20, 2018, 12:00 p.m. |
| • Full Board | Tuesday, February 27, 2018, 12:00 p.m. |

12. Having no further business, this meeting is adjourned at 1:33 p.m.



Richard Loft
Clerk of the Board