



**Regular Board of Directors Meeting
3615 E Las Posas Road, Suite 161
Camarillo, CA 93010
Tuesday, December 5, 2017
8:30 a.m.**

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2018 Board Meeting Calendar

January 23, 2018, 12:00 p.m.

February 27, 2018, 12:00 p.m.

March 27, 2018, 12:00 p.m.

April 24, 2018, 12:00 p.m.

May 29, 2018, 12:00 p.m.

June 12, 2018, 12:00 p.m. (Budget)

June 26, 2018, 12:00 p.m. (If Needed)

July 24, 2018, 12:00 p.m.

August – Dark

September 18, 2018, 12:00 p.m.

October 23, 2018, 12:00 p.m.

November - Dark

December 4, 2018, 8:30 a.m. (Board Work Study)

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AGENDA

December 5, 2017 - 8:30 a.m.
Regular Meeting of the Board of Directors
3687 E. Las Posas Road, Suite 190, Camarillo, CA 93010

Board of Directors

Rod Brown, MBA, President
Christopher Loh, MD, Vice President
Richard Loft, MD, Director
Mark Hiepler, Esq., Director
Tom Doria, MD, Director

Staff

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

Participants

Michael Velthoen, Esq., *Ferguson Case Orr Paterson, LLP*
Jessica Wan, *Ferguson Case Orr Paterson, LLP*
Rick Wood, *Financial Services Vendor, CSDA*

-
1. **Call to Order/Roll Call**
 2. **Pledge of Allegiance – Director Hiepler**
 3. **Amendments to the Agenda**
Requests to change the order of the agenda, delete, add any agenda item(s), or to remove any consent agenda items for discussion.
 4. **Public Comment – Ca. GC Section 54954.3;** The Board reserves this time to hear from the public. Please 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.
 5. **Presentations –**
 6. **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 Chairperson may request a motion to approve as presented.
 - A. Approval of Minutes of the Regular Board Meeting of November 14, 2017.
(Please see Section 6-A)

Suggested Motion – Vote to approve Consent Agenda as presented.

Motion _____ Second _____ Abstain _____ Pass _____

Brown _____ Loh _____ Loft _____ Hiepler _____ Doria _____

7. **Closed Session:**

- A. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Camarillo Health Care vs. Rozanski, Ventura County Superior Court Case No. 56-2016-00487601-CU-MC-VTA.
- B. Conference with Legal Counsel – Existing Litigation, Government Code §54956.9(d)(1), Ferguson vs. Camarillo Health Care, Ventura County Superior Court Case No. 56-2016-00478549-CU-BC-VTA.

8. **Reconvene from Closed Session**

9. **Announcement of Closed Session** – Pursuant to Government Code §54957.1 – 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.

A.

B.

10. **Board Reorganization**

Call for Nominations:

A. **PRESIDENT** _____

Nomination by _____

MOTION _____ SECOND _____ ABSTAIN _____ PASS _____

BROWN _____ LOH _____ LOFT _____ HIEPLER _____ DORIA _____

B. **VICE PRESIDENT** _____

Nomination by _____

MOTION _____ SECOND _____ ABSTAIN _____ PASS _____

BROWN _____ LOH _____ LOFT _____ HIEPLER _____ DORIA _____

C. **CLERK OF THE BOARD** _____

Nomination by _____

MOTION _____ SECOND _____ ABSTAIN _____ PASS _____

BROWN _____ LOH _____ LOFT _____ HIEPLER _____ DORIA _____

11. **CEO Report – Rosalynn Carter Institute Leadership in Caregiving Award; NCQA Accreditation.**

12. **Financial Workshop** – Presented by Rick Wood, Financial Services Vendor, CSDA

13. **Future Meeting and Events**

Board of Directors Meetings

- Executive Committee Tuesday, January 16, 2018, 12:00 p.m.
- Finance/Investment 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.
- Executive Committee Tuesday, March 20, 2018, 12:00 p.m.
- Full Board Tuesday, March 27, 2018, 12:00 p.m.

14. **Adjournment** - Having no further business, this meeting 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, December 1, 2017, at 4:00 p.m.

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SECTION 6

CONSENT AGENDA

**APPROVAL OF MINUTES
BOARD MEETING
NOVEMBER 14, 2017**

SECTION 6-A

DECEMBER 5, 2017

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MINUTES

November 14, 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
Richard Loft, MD, Clerk of the Board
Mark Hiepler, Esq, Director
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

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, November 14, 2017, at 12:03 p.m., by Rodger Brown, President.
2. **Pledge of Allegiance** - Director Loft
3. **Amendments to The Agenda** – No amendments to the Agenda.
4. **Public Comment** – No Public Comments.
5. **Presentations** – CEO Ralston announce the following:
 - Health Promotion Coach Mary Wiggins earned certification from Boston University in their Case Management Program, and earned certification in the RCI REACH intervention
 - Case Management & Care Services Director Rachael Lambert earned certification in the RCI REACH interventionCEO Ralston announced that the District has again received the Arthur Rupe Foundation Grant.
6. **Discussion/Action Item** -
 - A. CEO Ralston presented the District's disbursements for the period ending October 31, 2017. Rick Woods of CSDA Financial Services, presented the District Financial Report for the period ending October 31, 2017.

Director Hiepler left the meeting at 12:21 p.m.

It was **MOVED** by Director Loft, **SECONDED** by Director Doria, and **MOTION PASSED** that the Board of Directors approve the District Disbursements and Financial Report for the period ending October 31, 2017.

Vote to Approve Financial Report For Period Ending October 31, 2017	
Director Brown	Aye
Director Loh	Absent
Director Loft	Aye
Director Hiepler	Absent
Director Doria	Aye

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

<u>Vote to Approve Consent Agenda</u>	
Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Absent
Director Doria:	Aye

Director Hiepler returned to the meeting at 12:31 p.m.

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

A. The Board of Directors reviewed and discussed District Policy 1150, Reserve Policy. Rick Woods discussed classifying reserve funds as required by Governmental Accounting Standards Board (GASB) Statement 54.

It was **MOVED** by Director Doria, **SECONDED** by Director Hiepler, and **MOTION PASSED** that the Board of Directors approve District Policy 1150, Reserve Policy.

<u>Vote to Approve Policy 1150, Reserve Policy</u>	
Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Aye
Director Doria:	Aye

B. The Board of Directors reviewed and discussed amendments to the District Investment Policy, Section 2.6, Definition of Investment and Reserve Funds.

It was **MOVED** by Director Doria, **SECONDED** by Director Loft, and **MOTION PASSED** to approve amendments to the District Investment Policy, Section 2.6, Definition of Investment and Reserve Funds.

<u>Vote to amend District Investment Policy, Section 2.6</u>	
Director Brown:	Aye
Director Loh:	Absent
Director Loft:	Aye
Director Hiepler:	Aye
Director Doria:	Aye

- C. The Board reviewed and discussed District Resolution 17-10, In Recognition of National Family Caregivers Month.

It was **MOVED** by Director Doria, **SECONDED** by Director Loft, and **MOTION PASSED** that the Board of Directors approve District Resolution 17-10, In Recognition of National Family Caregivers Month.

Vote to Approve District Resolution 17-10

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

9. **CEO Report**

CEO Ralston discussed the receipt of the Rosalynn Carter Leadership in Caregiving Award, at the 30th Anniversary of the Rosalynn Carter Institute for Caregiving, on the campus of Georgia Southwestern State University. Former First Lady Rosalynn Carter presented the Leadership in Caregiving Award three staff in attendance (Ralston, Tatangelo and Carnell). The award is in the process of being shipped, and will be presented to the Board if it is received before our next Regular Board Meeting, scheduled for 8:30 a.m. on December 5, 2017.

10. **Board Reports** – Director Brown requested Board Member think about the Board Reorganization scheduled for the December 5, 2017 Board Meeting.

11. **Future Meetings**

Board of Directors Meetings

- 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 1:14 p.m.

Richard Loft
Clerk of the Board

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SECTION 7

**SECTION 7-A
CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION,
GOVERNMENT CODE §54956.9(D)(1),
CAMARILLO HEALTH CARE VS. ROZANSKI, VENTURA COUNTY SUPERIOR
COURT CASE NO. 56-2016-00487601-CU-MC-VTA.**

DECEMBER 5, 2017

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SECTION 7

**SECTION 7-B
CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, ONE CASE,
GOVERNMENT CODE §54956.9(D)(1),
FERGUSON VS. CAMARILLO HEALTH CARE, VENTURA COUNTY SUPERIOR
COURT CASE NO. 56-2016-00478549-CU-BC-VTA**

DECEMBER 5, 2017

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SECTION 8

RECONVENE FROM CLOSED SESSION

DECEMBER 5, 2017

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SECTION 9

**ANNOUNCEMENT OF CLOSED SESSION
GOVERNMENT CODE 54957.1**

DECEMBER 5, 2017

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SECTION 10

BOARD REORGANIZATION

DECEMBER 5, 2017

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SECTION 11

CEO REPORT

DECEMBER 5, 2017

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Channel Islands

CALIFORNIA STATE UNIVERSITY

OFFICE OF THE PRESIDENT

October 10, 2017



Kara Ralston, CEO
Camarillo Health Care District
3639 E. Las Posas Rd. Ste. 117
Camarillo, CA 93010

Dear Kara,

Congratulations! What an honor for the Wellness & Caregiver Center of Ventura County to have been selected as the national winner of the prestigious 2017 Rosalynn Carter Leadership in Care Giving Award.

The Center's dedication to providing compassionate support to those suffering from chronic health conditions and the caregivers who take care of them, along with your work in advocacy, in raising public awareness, and in offering evidence-based programming is to be commended.

On behalf of the entire Cal State Channel Islands community, please accept my enthusiastic congratulations on receiving this outstanding recognition.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Erika Beck'.

Erika D. Beck, Ph.D.
President

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SECTION 12

**FINANCIAL WORKSHOP
PRESENTED BY RICK WOOD, FINANCIAL SERVICES VENDOR, CSDA**

DECEMBER 5, 2017

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Annual Board Work Study

December 5, 2017

Financials: Information & Formatting Discussion

Rick Wood, Financial Services Vendor

**Camarillo Health Care District
Statements of Activities
Comparison to Budget for the
Four Months Ending October 31, 2017**

DRAFT

	Audited Actual 14 - 15	Audited Actual 15 - 16	Actual 16 - 17	Current Year- to-Date	Budget to- date	Annual Budget	Y-T-D vs Annual Budget
REVENUES							
Tax revenue	\$ 2,244,695	\$ 2,375,896	\$ 2,472,000	\$ 848,720	\$ 848,720	\$ 2,546,160	33.33%
Program and facilities revenue	653,310	398,419	336,002	127,213	137,428	519,562	24.48%
Grants and agency funding	244,970	238,124	329,307	268,222	112,953	379,480	70.68%
Community Support and sponsorship	4,478	14,286	46,965	2,783	3,900	11,300	24.63%
Investment and interest income	144,126	155,200	152,097	5,897	2,667	8,000	73.71%
Other income	102,118	102,619	30,867	25,689	13,309	39,927	64.34%
Total Revenues	\$ 3,393,696	\$ 3,284,543	\$ 3,367,239	\$ 1,278,524	\$ 1,118,976	3,504,429	36.48%
EXPENSES							
Personnel cost							
Wages and salaries	1,569,500	1,347,709	1,392,944	445,019	530,568	1,591,704	27.96%
Payroll taxes	562,284	110,164	111,521	38,784	40,589	152,960	25.36%
Benefits		189,450	290,350	100,029	122,714	336,947	29.69%
OPEB		233,378	233,005	77,543	67,267	201,802	38.43%
Retirement UAL		29,064	38,046	50,594	52,456	52,456	96.45%
Total personnel cost	2,131,785	1,909,765	2,065,866	711,969	813,594	2,335,869	30.48%
Other expenses							
Contractors and professional fees	276,798	300,824	387,515	103,446	116,944	325,789	31.75%
Facilities and related	244,652	238,656	229,982	74,144	87,546	262,638	28.23%
Depreciation	191,015	175,355	164,193	51,615	52,174	156,523	32.98%
Program related expense	98,098	80,067	71,985	21,589	24,888	74,663	28.91%
Advertising and promotion	120,082	77,736	83,139	36,535	33,250	99,750	36.63%
Supplies and office expense	69,349	68,046	71,532	36,650	21,202	63,606	57.62%
Board and staff	110,252	61,358	76,237	27,789	36,562	103,455	26.86%
Community partnerships		2,500	2,200	1,000	1,000	2,500	40.00%
Combined other expenses	25,835	30,007	22,506	7,179	8,117	24,352	29.48%
Total other expenses	1,136,081	1,034,549	1,109,290	359,947	381,683	1,113,276	32.33%
Operations Net	125,831	340,229	192,083	206,608	(76,301)	55,284	373.72%
Adjustments	1,193,105						
Total expenses	4,460,970	2,944,314	3,175,155	1,071,916	1,195,277	3,449,145	31.08%
Net position after adjustments	\$ (1,067,274)	\$ 340,229	\$ 192,083	\$ 206,608	\$ (76,301)	\$ 55,284	373.72%

**Camarillo Health Care District
Statements of Net Assets
As of October 31, 2017**

DRAFT

ASSETS	Oct. 31, 2017	Oct. 31, 2016	Oct. 31, 2015	Oct. 31, 2014	October 2013
Current Assets:					
Cash and Checking Accounts	\$392,685	\$ 281,380	\$ 152,885	\$ 290,761	\$ 244,801
Investment Accounts	2,050,088	1,605,894	1,085,860	1,058,012	630,060
Accounts and Grants Receivable	871,135	877,041	800,909	819,252	853,302
Total Current Assets	\$3,313,908	2,764,415	2,039,654	2,168,026	1,708,171
Noncurrent Assets:					
Property, plant and equipment - net	1,470,886	1,595,608	1,962,180	2,046,942	1,774,665
IS equipment - net	12,009	23,437	26,227	33,486	33,508
Transportation vehicles - net	68,780	95,154	113,387	176,451	211,415
Prepays	27,455	52,067	52,905	46,338	58,688
Total Noncurrent Assets	1,579,131	1,766,266	2,154,679	2,303,217	2,078,276
Deferred Outflows of Resources	264,803	112,553	112,553		
Total Assets	\$5,157,842	\$ 4,643,234	\$ 4,306,886	\$ 4,471,243	\$ 3,786,447
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Accounts Payable	\$ 48,867	\$ 42,249	\$ 38,637	\$ 109,540	\$ 26,768
Construction Loan 2017	85,482	83,393	78,415	76,544	226,978
Employment costs	90,246	84,153	107,304	115,663	187,144
Accrued OPEB liability GASB 75	451,350	225,819	223,647	197,977	11,140
Scholarships	4,082	8,767	12,881	8,254	4,603
Deferred Revenue	4,900	7,583	1,303	7,936	
Total Current Liabilities	684,926	450,964	463,188	515,915	456,633
Noncurrent Liabilities					
Construction Loan to 2021	276,166	361,648	444,041	523,456	
Net Pension Liability GASB 68	821,635	959,515	959,515		
Deferred Inflows of Resources	450,825	250,690	250,690		
Total Noncurrent Liabilities	1,548,626	1,571,853	1,654,246	523,456	
Net Assets:					
Unrestricted - prior	2,717,682	2,504,346	2,195,543	3,262,816	3,294,270
Unrestricted - current	206,608	116,071	(6,290)	169,055	35,544
Total Net Assets	2,924,290	2,620,417	2,189,253	3,431,872	3,329,814
Total Liabilities and Net Assets	\$ 5,157,842	\$ 4,643,234	\$ 4,306,686	\$ 4,471,243	\$ 3,786,447
Quick Ratio	3.57	4.19	2.67	2.61	1.87
Current Ratio	4.84	6.13	4.40	4.20	3.74

DRAFT

**Camarillo Health Care District
Statements of Net Assets
As of October 31, 2017**

ASSETS	Oct. 31, 2017	<i>Proposed</i>	<i>Current</i>
		Oct. 31, 2016	July 1, 2017
Current Assets:			
Cash and Checking Accounts	\$ 392,685	\$ 281,380	\$ 417,560
Investment Accounts	2,050,088	1,605,994	2,630,565
Accounts and Grants Receivable	871,135	877,041	125,449
Total Current Assets	3,313,908	2,764,415	\$3,173,573
Noncurrent Assets:			
Property, plant and equipment - net	1,470,886	1,595,608	1,511,144
IS equipment - net	12,009	23,437	14,575
Transportation vehicles - net	68,780	95,154	77,571
Prepays	27,455	52,067	22,592
Total Noncurrent Assets	1,579,131	1,766,266	1,625,882
Deferred Outflows of Resources	264,803	112,553	264,803
Total Assets	\$ 5,157,842	\$ 4,643,234	\$ 5,064,259
LIABILITIES AND NET ASSETS			
Current Liabilities:			
Accounts Payable	\$ 48,867	\$ 42,249	\$ 74,884
Construction Loan 2017	85,482	82,393	82,393
Employment costs	90,246	84,153	160,926
Accrued OPEB liability GASB 75	451,350	225,819	384,083
Scholarships	4,082	8,767	4,783
Deferred Revenue	4,900	7,583	5,400

Total Current Liabilities	684,926	450,964	712,469
Noncurrent Liabilities			
Construction Loan to 2021	276,166	361,648	361,648
Net Pension Liability GASB 68	821,635	959,515	821,635
Deferred Inflows of Resources	450,825	250,690	450,825
Total Noncurrent Liabilities	1,548,626	1,571,853	1,634,108
Net Assets:			
Unrestricted - prior	2,717,682	2,504,346	2,535,771
Unrestricted - current	206,608	116,071	181,911
Total Net Assets	2,924,290	2,620,417	2,717,682
Total Liabilities and Net Assets	\$ 5,157,842	\$ 4,643,234	\$ 5,064,259
Quick Ratio			
	Cash		Current Liabilities
	2,442,773		684,926 3.57
Current Ratio			
	Current Assets		Current Liabilities
	3,313,908		684,926 4.84