



# CAMARILLO HEALTH CARE DISTRICT

For your health & wellness

July 24, 2018



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Ventura County  
Grand Jury

Ventura County Grand Jury  
Presiding Judge, Superior Court of California  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

## BOARD OF DIRECTORS

**Rodger Brown, MBA**  
President

**Christopher Loh, MD**  
Vice President

**Richard Loft, MD**  
Clerk of the Board

**Mark Hiepler, Esq.**  
Director

**Thomas Doria, MD**  
Director

Dear Judge;

Enclosed please find a copy of the Camarillo Health Care District's formal response as requested by the Ventura County Grand Jury (VCGJ), regarding the report titled "*Independent Special Districts April 26, 2018*".

It is important to note a clarification to VCGJ's stated FA-03, which states: "*Seventeen independent special districts have not held public competitive board elections since the year indicated...[Camarillo Health Care District, 2014]*". The clarification is as follows:

As part of the election process the Camarillo Health Care District (District) Board adopted Resolution 14-09 on May 27, 2014, stating "*the governing body of the Camarillo Health Care District hereby orders an election be called and consolidated with any and all elections also called to be held on November 4, 2014 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Camarillo Health Care District, and requests the Ventura County Board of Supervisors to order such consolidation under current Elections Code Section 10401 and 10403...*".

With regard to the requested response to C-02, C-03 and R-04, please see attached. The District remains available to you on this matter.

Respectfully,

Rodger Brown, MBA  
President, Board of Directors

## Response to Grand Jury Report Form

Report Title: Independent Special Districts

Report Date: April 26, 2018

Response by: Camarillo Health Care District Board of Directors Title: Board of Directors

### FINDINGS / CONCLUSIONS

- I (we) agree with the findings / conclusions numbered:
- I (we) disagree wholly or partially with the Findings / Conclusions numbered:  
C-02, C-03; see attached  
(Attach a statement specifying any portions of the Findings / Conclusions that are disputed; include an explanation of the reasons.)

### RECOMMENDATIONS

- Recommendations numbered R-04; see attached have been implemented.  
(Attach a summary describing the implemented actions and date completed.)
- Recommendations number \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
(Attach a time frame for the implementation.)
- Recommendations numbered \_\_\_\_\_ require further analysis.
- Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.

Date: July 24, 2018

Signed: \_\_\_\_\_



Number of pages attached: 2



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## ATTACHMENT

### GRAND JURY REPORT "Independent Special Districts April, 26, 2018"

#### Conclusions

**C-02:** *"The Grand Jury concluded that the absence of publicly available reserve policies and practices does not serve the public interest. (FA-01, FA-03)*

**Disagree:** The District's website offers a wide variety of public information, including finances, audit, budgets, board packets, agendas, minutes, and more. Reserve Policy #1150 has been included in the website. See C-03.

**C-03:** *"The Grand Jury concluded that independent special districts should better articulate the need for and the size of their reserves by adopting explicit policies for reserve funds. These policies should be readily available for public review. (FA-04, FA-08)"*

**Disagree:** The District Board approved Reserve Policy 1150 on November 14, 2017, establishing the following goals, as well as establishing annual goal minimums and fund maximum limits:  
*(excerpt) POLICY TITLE: Reserve Policy, POLICY NUMBER: 1150*

**Purpose:** The Camarillo Health Care District (District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund replacement and major repairs for District physical assets
- Fund replacement and upgrades of IT performance systems, hardware and software
- Fund designated projects/programs, or other special uses, requiring additional monetary support
- Fund capital improvements
- Maintain standard operational sustainability in periods of economic uncertainty

Public documents remain readily available for review.

#### Recommendations

**R-04:** *"The Grand Jury recommends every independent special district in the County have a website. Key components should include:*

- *Name, location, contact information, and services provided*
- *Governance structure of the district, including election information and the process for constituents to run for board positions*



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- *Compensation details including staff salaries, pensions, and benefits, or a link to this information on the State Controller's website*
- *Annual revenues and the sources of such revenues, including fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts*
- *Reserve fund policy*
- *Geographic area served*
- *Most recent Municipal Service Review, and the most recent annual financial report provided to the State Controller or a link to this information on the State controller's website*
- *Link to LAFCO"*

**Agree:** The Camarillo Health Care District (District) agrees and provides a broad variety of information on the existing website. In late 2017, the District began developing an enhanced website and anticipates its release in Fall 2018.

With regard to Key Components as identified by the Grand Jury, the following indicates where this information may be found on the District's existing website:

**Name, location, contact information, and services provided:** provided on the home page, "About" and "Programs & Services"

**Governance structure of the district, including election information and the process for constituents to run for board positions:** provided on "About", under "Board of Directors"

**Compensation details including staff salaries, pensions, and benefits, or a link to this information on the State Controller's website:** The District's website includes a link to the State Controller's website.

**Annual revenues and the sources of such revenues, including fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts:** The District's website includes the approved annual budget.

**Reserve fund policy:** The District has a Reserve Policy which was included on the Budget tab of the website.

**Geographic area served:** The District's website includes a boundary map in the "Mission & History" tab.

**Most recent Municipal Service Review, and the most recent annual financial report provided to the State Controller or a link to this information on the State Controller's website:** A link to the Municipal Service Review page of the Ventura County LAFCO website, and a link to the State's Controller's website for the Financial Transaction Report, will be added to the District's website in response to the Grand Jury recommendation.

**Link to LAFCO:** A link to the Ventura County LAFCO website will be added to the District's website.