
Community Action of Ventura County
Board of Directors Agenda

Regular Board Meeting
April 13, 2022
6:00 P.M.
Community Action of Ventura County, Inc.
Zoom Meeting Link:

<https://us02web.zoom.us/j/87423947716?pwd=S3MyN2dJUXBVMY9RUmM0U0w0b1loZz09>

Meeting ID: 874 2394 7716
Passcode: 621621
Mobile: +16699009128

Chairperson: **Vincent Stewart**; Vice-Chair: **Magda Weydt**; Secretary/Treasurer: **Anson Mar**; Executive Committee Directors at-large: **Dr. Ramon Flores, Kate Mills and James Boyd**; Other Directors; **Joe Asebedo, Dr. Betsy Connolly, Lorena Guereca, Jayn Walter, Sabrena Rodriguez, Cindy Goldberg, Christina Villasenor and Gabe Teran**; Staff: Executive Director, **Susana Lopez-Garcia**; Controller, **Fe DeLeon**, Community Services Manager, **Claudia Lozano**, HEAP Manager, **Maria Ramirez**, Energy Services Manager, **Fanni Azueta-Lee** and Recording Secretary, **Catalina Solis**

(NOTE: IF AFTER THE BOARD MEETING IS CALLED TO ORDER, THERE IS AN ABSENCE OF A QUORUM OF THE BOARD OF DIRECTORS, THE MEETING MAY BE ADJOURNED AND THE EXECUTIVE COMMITTEE SHALL BE CONVENED.)

1. **CALL TO ORDER / READING OF THE CAVC PROMISE & MISSION**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

ABSENTEE POLICY: The Bylaws Section IV (Structure), F. (Absenteeism) reads, "Six absences within the previous past 12 months from the regular meetings shall constitute grounds for immediate removal from the Board by a 2/3rd vote of the actual Board." The Bylaws Section XII (Redress Procedures), A (Procedure for Removal of Board Member) must be followed if removal is to be considered.

4. **PUBLIC COMMUNICATIONS** *2 minutes*
At this time the Community is invited to speak to Community Action of Ventura County on subjects not on the agenda. Please limit your presentation to five minutes. *Este tiempo esta designado para cualquier persona que este presente y que desee hacer una presentación ante la Acción Comunitaria del Condado de Ventura. Haga el favor de limitar su presentación a cinco minutos.*
5. **REVIEW / RE-ORDERING OF THE AGENDA:** *1 minute.*
6. **PRESENTATIONS, TRAININGS, PROCLAMATIONS AND COMMENDATIONS:** *5 minutes*
Executive Director, Susana Lopez-Garcia VCCF Lunch & Learn presentation
7. **EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*
 - A. Executive Director's Report
 - B. Program Reports for March 2022
 - C. Financial Report through February 2022
8. **CONSENT CALENDAR:** *5 minutes.*

All matters listed on the Consent Calendar are expected to be non-controversial and will be enacted by one motion. There will be no separate discussion of these items. If discussion is required, that item will be removed from the Consent Calendar. Items removed from the Consent Calendar will be discussed after the balance of the Consent Calendar has been approved and before the beginning of the Business Items. The Consent Calendar will be voted on and approved by a **Roll Call** vote.

- A. Consider acceptance of the minutes of the Regular Board Meeting of 3-9-2022
- B. Consider acceptance of the minutes of the Finance Committee Meeting of 3-2-22

9. BUSINESS ITEMS: 50 minutes

A. CSD Requirements / CSBG Administration -Organizational Standards of the month

Organizational Standards

8.5 CAVC solicited bids for its audit within the past 5 years (sent bid letter March 2022, received one answer to bids solicitation). Beyond Financial Inc. is the vendor we chose.

RECOMMENDATION: Accept and approve selection of Beyond Financial, C.P.A.

Time allotted: 10 minutes

B. Company Credit Card under the name of the Executive Director Susana Lopez-Garcia, @ the Ventura County Credit Union, increase card limit to \$20,000, need board approval.

Board Liaison: Vincent Stewart

Staff Liaison: Fe De Leon, Controller

RECOMMENDATION: Board approves to increase credit card limit to \$20,000 under the name of Executive Director, Susana Lopez-Garcia

Time allotted: 5 minutes

C. Board Development Committee- Consider talking points that the board can use to interface with the public. Discuss board member preferences and future BDC committee meeting in April. Business Cards-do all board members want them?

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: BDC to meet in April to coordinate the renewed activity on this committee.

Time allotted: 15 minutes

D. Strategic Plan 2023-2027 Update: per standard 4.1 “The Governing Board has reviewed the organization’s mission statement within the past 5 years and assured that 1) The mission addresses poverty; and 2) The organization’s programs and services are in alignment with the mission”. Marketing component: Rebranding, begin conversation on CAVC redesigning logo, website upgrades and direction of campaign.

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Board review Mission Statement and discuss Rebranding possibilities such as slightly changing the logo and all the collateral materials (brochures, business cards, truck wrapping, website, etc.)

Time allotted: 10 minutes

E. Election of Officers – keep slate? Or vote to appoint new Board Chair, Vice Chair, Secretary/Treasurer

Board Liaison: Chair, Vincent Stewart
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Board discuss keeping slate as is or to appoint new members, June Regular Board meeting is the month it goes on the yearly agenda

Time allotted: *10 minutes*

CLOSED SESSION: 2022 Objectives for Executive Director – Approved objectives for the YR2022 per Brown Act #54957.1

10. CORRESPONDENCE, ROSTERS, INFORMATION ITEMS AND FUTURE AGENDA ITEMS:

- A) Updated CAVC Organizational Chart
- B) Updated Staff Phone List

11. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS

5-11-2022 Next Regular Board Meeting. Items Board Members wish to have considered for a future agenda may be suggested under this item and, if agreed to, the item(s) will be placed on the appropriate upcoming agenda(s). Other comments and announcements by Board members may also be made at this time.

CAVC Standing Committees:

- (A) **Executive Committee:** Chair, Stewart; Vice-Chair, Weydt; Secretary/Treasurer, Mar; Director, Dr. Flores, Director, Mills and Director Boyd. Staff: Executive Director, Susana Lopez-Garcia, Next EC meeting TBD.
- (B) **Fund Development Committee:** Director Mills and Weydt. Next meeting TBD.
- (C) **Finance Committee:** Secretary/Treasurer; Mar, Chair, Director Stewart; and Director Dr. Flores. Staff: Executive Director, Susana Lopez-Garcia. Next meeting April 2022.
- (D) **Board Development Committee:** Chair, Director Stewart, Vice-Chair, Director Dr. Flores. Chair Stewart. Next meeting to be held in April – date to be determined.

Ad Hoc committee:

Ad Hoc committee on Bylaws: Chair Stewart will be appointing the committee – reporting out.

12. ADJOURNMENT

** California Corporate Code 5512 (c) regarding quorum states "...the members of a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum." (Therefore, if a quorum of a Board of Directors with 15 members is 8 members, and meeting is held with this quorum present, and some members subsequently leave the meeting, a decision can be made by a majority vote of 5 members, where all 5 vote in the same way).*

In compliance with the Americans with Disabilities Act, if you need special assistance to review an agenda or participate in this meeting, including auxiliary aids or services, please contact the Administrative Assistant at (805) 816-6427. Upon request, the agenda can be made available in appropriate alternative formats to persons with a disability. Any request for disability-related modification or accommodation should be made at least 48 hours prior to the scheduled meeting to assist the CAVC staff in assuring reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104; ADA Title II)