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**Community Action of Ventura County**  
Board of Directors Agenda

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**Regular Board Meeting**  
**July 13, 2022**  
**6:00 P.M.**

Join Zoom Meeting  
<https://us02web.zoom.us/j/81248323827?pwd=UEF0OXN2cXA5cEw5N0lJY2xtZEZYZz09>

Meeting ID: 812 4832 3827  
Passcode: 621621

**Community Action of Ventura  
County, Inc.**

**621 Richmond Avenue**  
**Oxnard, CA 93030**

(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 2/3<sup>rd</sup> 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*  
None.
- 7. EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*
  - A. Executive Director's Report
  - B. Program Reports for May and June 2022
  - C. Financial Report through April and May 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 Executive Committee of 5-5-22

- B. Consider acceptance of the minutes of the Executive Committee of 6-16-22
- C. Consider acceptance of the minutes of the Ad Hoc Committee on Bylaws of 6-13-22
- D. Consider acceptance of the minutes of the Ad Hoc Committee on Bylaws of 6-21-22

**9. BUSINESS ITEMS: 100 minutes**

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

*Organizational Standards 7.1 The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years  
Employee handbook Update*

*Standard 4.6 An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.*

*Standard 9.3 The organization has presented to the board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.*

Time allotted: 5 minutes

**B. Board to review revisions to Bylaws, approve, amend /adopt**

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

RECOMMENDATION: Board to review edits (marked in “track changes”) *Article X- Amendments: These Bylaws may be amended, or new Bylaws adopted, at any regular meeting of the Board provided that notice of the proposed action shall have been sent to each member of the Board at least (15) days before such meeting = June 28, 2022, A two-thirds (2/3) vote of the actual Board membership shall be required to amend and/or adopt new Bylaws. Roll call vote*

Time allotted: 20 minutes

**C. Appointment/Election of CAVC Board of Directors Officers (Chair, Vice Chair, Secretary/Treasurer)**

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

RECOMMENDATION: Per conversation at the 5-11-22 Regular Board meeting the slate of officers can stay as is or discussion on whether any other board members have volunteered and/or move to appointment. *Roll call vote*

Time allotted: 10 minutes

**D. Rebranding – horizontal logo option to add to new logo**

Board Liaison: Vincent Stewart  
Staff Liaison: Lorenzo Bislig

RECOMMENDATION: Discuss options and select one.

Time allotted: *10 minutes*

E. ADA Shower construction update and costs

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

RECOMMENDATION: Board receive update and approve construction costs to be funded by reserves while fundraising is completed. *Roll call vote*

Time allotted: *5 minutes*

F. Strategic Plan 2023-2027 Update: Second half of Phase I of the Strategic Plan is to gather data from External entities (Donors, Partnerships, **Board Members** Elected Officials, Volunteers, Business, Public Agencies). A survey included in 5-11-22 Regular board meeting packet that the board filled out by May 20<sup>th</sup>, & also suggest any questions we might have missed. Report out on this.

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

RECOMMENDATION: Board's involvement is their ideas on whom to contact for our distribution list for the external survey as our next steps. Report out from surveys.

Time allotted: *20 minutes*

G. CAVC Board meetings to continue virtually versus in person based on COVID impact

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

RECOMMENDATION: That the board of directors re-authorize remote teleconference meetings of the governing bodies of Community Action of Ventura County in accordance with Assembly Bill 361 based on the following findings:

- (i) The Governor's proclaimed state of emergency remains in effect.
- (ii) As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Time allotted: *10 minutes*

H. Fund Development Committee revitalization: Director Mills wants to get this committee back on track. A call for membership and discussion on goals.

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

RECOMMENDATION: Board to discuss goals and membership.

Time allotted: *10 minutes*

- I. CAVC 2022 Board Retreat: Discussion on topics & structure for Annual Board Retreat taking place on Saturday, August 20<sup>th</sup>, 2022.

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

RECOMMENDATION: Board discuss activities for the Annual Board Retreat of 8-20-22.

Time allotted: *5 minutes*

- J. Weatherization Department Subcontractor: Approval of sub-contractors (Azteca Enterprise, Precision Carpentry, Thousand Oaks Plumbing) for the period ending July 31, 2023

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

RECOMMENDATION: Board to approve the renewal of subcontractor agreements for the Period of August 1, 2022 through July 31, 2023

Time allotted: *5 minutes*

- K. Community West Bank balance of \$13,000 & needs to close bank account

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

RECOMMENDATION: Board to approve closing account and placing monies in our Ventura County Credit Union (VCCU) account.

Time allotted: *5 minutes*

- L. Board meeting days: Regular Board meetings are Monthly on Wednesdays @ 6:00 p.m. & ALL committees will meet quarterly.

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

RECOMMENDATION: Board final approval of the meeting days.

Time allotted: *5 minutes*

- 10. CORRESPONDENCE, ROSTERS, INFORMATION ITEMS AND FUTURE AGENDA ITEMS:**
- A) Updated Staff Phone List
  - B) Acronyms List
  - C) CAVC Organizational Chart

## 11. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS

8-20-2022 Next Annual 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. This item is on this agenda under Business items #9A.
- (C) **Finance Committee**: Secretary/Treasurer; Mar, Chair, Director Stewart; and Director Dr. Flores. Staff: Executive Director, Susana Lopez-Garcia. Next meeting TBD.
- (D) **Board Development Committee**: Chair, Director Stewart, Vice-Chair, Director Dr. Flores. Chair Stewart. Next meeting TBD.

Ad Hoc committee:

Ad Hoc committee on Bylaws: Director Stewart, Director Connolly, Director Mar and Director Mills.

## 12. ADJOURNMENT

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*\* 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)**