
Community Action of Ventura County
Board of Directors Agenda

Regular Board Meeting
September 14, 2022
6:00 P.M.



Join Zoom Meeting

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

Meeting ID: 812 4832 3827
Passcode: 621621

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**, Development Coordinator, **Catalina Solis** and Recording Secretary, **Julia Luis**

(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:** *10 minutes* Auditor Jerry Zhang from Beyond Financial C.P.A will present the Final Audit 2021.
7. **EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*
 - A. Executive Director's Report
 - B. Program Reports for July and August 2022
 - C. Financial Report through August 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 7-13-22
- B. Consider acceptance of the minutes of the Finance Committee of 8-26-22

9. BUSINESS ITEMS: 70 minutes

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

RECOMMENDATION: Receive update on Organization Standards 2022

Time allotted: *5 minutes*

- B. CSBG CARES Program:

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

RECOMMENDATION: Review and discuss CSBG CARES Program

Time allotted: *10 minutes*

- C. 2021 Audit Report

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

RECOMMENDATION: Review, discuss, and formally accept 2021 Annual Audit.

Time allotted: *10 minutes*

- D. 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).

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

RECOMMENDATION: Board receives update on Strategic Plan 2023-2027 progress.

Time allotted: *10 minutes*

- E. CAVC 2022 Board Retreat:

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

RECOMMENDATION: Discuss new date for the Retreat and agenda.

Time allotted: *10 minutes*

F. Dissolve Ad Hoc Committee (Bylaws):

Board Liaison: Vincent Stewart
Staff Liaison: Susana Lopez-Garcia

RECOMMENDATION: Dissolve Ad Hoc committee on Bylaws

Time allotted: *5 minutes*

G. Santa Paula CAVC Office Space Opportunity (Information):

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

RECOMMENDATION: Board to receive information and discuss costs.

Time allotted: *15 minutes*

H. 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: *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

10-12-2022 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

** 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)