
Community Action of Ventura County
Board of Directors

Regular Board Meeting
October 12, 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, 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:** *5 minutes*
7. **EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*
 - A. Executive Director's Report
 - B. Program Reports for September 2022
 - C. Financial Report through September 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 5-11-22
- B. Consider acceptance of the minutes of the Regular Board Meeting of 9-14-22

9. BUSINESS ITEMS: 50 minutes

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

RECOMMENDATION: Receive update on Organizational Standards 2022.

Time allotted: *5 minutes*

B. 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, and 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*

C. November 9th Regular Board Meeting:

Board Liaison: Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Discuss Board Meeting date for November 2022.

Time allotted: *10 minutes*

D. CAVC 2022 Board Retreat:

Board Liaison: Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Discuss agenda for the Board Retreat.

Time allotted: *10 minutes*

E. Homeless Services ADA Shower Update:

Board Liaison: Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Board to receive update on Homeless Services ADA Showers.

Time allotted: *10 minutes*

F. 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*

CLOSED SESSION: Executive Director objectives & review-per Brown Act section #54957.1

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

11-09-2022 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, Directors Mills and Boyd. Staff: Executive Director, Susana Lopez-Garcia, Next EC meeting TBD.
- (B) **Fund Development Committee:** Director Mills, Director Weydt and Director Teran. Next meeting TBD.
- (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 and Director Villasenor. Next meeting TBD.

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)

