
Community Action of Ventura County
Board of Directors

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



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

Mobile Phone: +1 669 444 9171

**Community Action of Ventura
County, Inc.**
621 Richmond Ave,
Oxnard, California 93030
www.ca-vc.org

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, Jeannette Sanchez-Palacios 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 October & November 2022
 - C. Financial Report through October & November 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 10-12-22

B. Consider acceptance of the minutes of the Special Board Meeting of 11-19-22

9. BUSINESS ITEMS: 75 minutes

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

RECOMMENDATION: Review Organizational Standard 1.3 Consumer Input and Involvement. Bring the Customer Satisfaction Survey Report to the full Board.

Time allotted: *10 minutes*

B. Strategic Plan 2023-2027 Update: Phase 3 of the Strategic Plan is to gather data from Internal entities (CAVC Program Staff).

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

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

Time allotted: *5 minutes*

C. CAVC 2022 Board Retreat Recap:

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

RECOMMENDATION: Discuss the 2022 Board Retreat.

Time allotted: *10 minutes*

D. CAVC 2023 Board Meetings & Retreat Dates:

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

RECOMMENDATION: Discuss and decide on a schedule for quarterly in person vs. virtual meetings and Board Retreat Date for 2023.

Time allotted: *10 minutes*

E. Advocating CAVC to Future Partners Throughout Ventura County:

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

RECOMMENDATION: Discuss how CAVC can revitalize its presence in the community

Time allotted: *20 minutes*

F. Agency Budget for the year 2023:

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

RECOMMENDATION: Discuss and accept 2023 CAVC Agency budget.

Time allotted: *15 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: *5 minutes*

10. CLOSED SESSION:

- a. **Executive Director's Contract** - *per Brown Act section #54957.6*
- b. **Executive Director's Objectives & Review** - *per Brown Act section #54957.1*

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

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

12. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS

1-11-2023 Next 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, Weydt and 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, Vincent Stewart, Director Dr. Flores. Director Villasenor. Next meeting TBD.

13. 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)