
Community Action of Ventura County
Board of Directors

Regular Board Meeting
July 12, 2023
6:00 P.M.
Community Action of Ventura
County, Inc.
In Person: 621 Richmond Ave,
Oxnard, California 93030

www.ca-vc.org

Also Available through Zoom:



Join Zoom Meeting:

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

Meeting ID: 812 4832 3827

Passcode: 621621

One tap mobile: +1 669 444 9171 US

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; **Dr. Betsy Connolly, Lorena Guereca, Jayn Walter, 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**, 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, & VALUES.**
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. **SEATINGS AND RESIGNATIONS:** Review and Accept the application for Board of directors' Low-Income representative of Raquel Torres.
6. **REVIEW / RE-ORDERING OF THE AGENDA:** *1 minute.*
7. **PRESENTATIONS, TRAININGS, PROCLAMATIONS AND COMMENDATIONS:** *10 minutes.* Auditor Jerry Zhang from Beyond Financial C.P.A will present the Audit YR2022.
8. **EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*

A. Executive Director's Report

- B. Program Reports for June 2023
- C. Financial Report through June 2023

9. 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 6-14-23
- B. Consider acceptance of the minutes of the Finance Committee Meeting of 7-7-23

10. BUSINESS ITEMS: 70 minutes

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

RECOMMENDATION: Board receives update on 2022-2023 CAP Plan, and Strategic Plan 2023-2027.

Standard 4.4 The board receives an annual update on the success of specific strategies included in the Community Action Plan.

6.5 Standard the Board has received an update(s) on progress of the goals of the strategic Plan within the past 12 months.

Time allotted: 10 minutes

B. CAVC's Mission and Values Revision:

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

RECOMMENDATION: Board to begin reviewing and revising Mission Statement and Values.

Standard 4.1 The governing Board has reviewed the organization's mission statement within the past 5 years and assured that: the mission addresses poverty and the organization's programs and services are in alignment with the mission.

Time allotted: 10 minutes

C. Executive Director Succession Plan:

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Board to review and approve Executive Director Succession Plan.

Standard 4.5 the organization has a written succession plan in place for the Executive Director, approved by the governing Board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.

Time allotted: 10 minutes

D. Conflict of Interest Policy:

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

RECOMMENDATION: Board to sign conflict of interest policy.

Standard 5.6 Board Members has signed a conflict-of-interest policy within past 2 years.

Time allotted: 10 minutes

E. Audit for YR2022 completed by Beyond Financial:

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

RECOMMENDATION: The Board to review and accept full 2022 audit report from Beyond Financial C.P.A.

Time allotted: 10 minutes

F. Board Retreat Agenda August 19th, 2023:

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

RECOMMENDATION: Discuss the Agenda for the Annual Board Retreat 8-19-2023

Time allotted: 10 minutes

G. Board Development Committee:

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Discuss and brainstorm potential new board members.
Time allotted: *10 minutes*

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

- A) Updated Staff Phone List
- B) Acronyms List
- C) CAVC Organizational Chart
- D) Community Council Meetings
- E) Future Agenda Item: CAVC Values

12. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS

9-13-2023 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; Vice-Chair Weydt, and Director Teran. Next meeting TBD.
- (C) **Finance Committee:** Secretary/Treasurer Mar, Chair Stewart; and Director Dr. Flores. Staff: Executive Director, Susana Lopez-Garcia. Next meeting TBD.
- (D) **Board Development Committee:** Chair 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)