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**Community Action of Ventura County**  
Board of Director

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**Regular Board Meeting**  
**October 11, 2023**  
**6:00 P.M.**  
**Community Action of Ventura**  
**County, Inc.**  
**In Person: 621 Richmond Ave,**  
**Oxnard, California 93030**

[www.ca-vc.org](http://www.ca-vc.org)

Join Zoom Meeting

<https://us02web.zoom.us/j/85375799140?pwd=TnI1ZGR5WEpkVmZqOHM5SUZJSi9Mdz09>



Meeting ID: 853 7579 9140

Passcode: 621621

Chairperson: **Anson Mar**; Vice-Chair: **Magda Weydt**; Secretary/Treasurer: **Kate Mills**;  
Executive Committee Directors at-large: **Dr. Ramon Flores, Dr. Vincent Stewart and James Boyd**; Other Directors; **Dr. Betsy Connolly, Lorena Guereca, Jayn Walter, Christina Villasenor, Dr. Jeannette Sanchez-Palacios, Gabe Teran, and Raquel Torres**; 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**, Human Resource Generalist **Yvonne Mejia**, 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 2/3<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. **SEATINGS AND RESIGNATIONS:** Official acceptance of the appointee Douglas Nickels of District 2, Conejo Recreation and Park District (CRPD).
6. **REVIEW / RE-ORDERING OF THE AGENDA:** *1 minute.*
7. **PRESENTATIONS, TRAININGS, PROCLAMATIONS AND COMMENDATIONS:**
  - A. Board Member Development Training: Strength Finders Activity Ice Breaker. *10 minutes.*
  - B. Reflections of the 2023 Board Retreat and Board Engagement. *10 minutes*
8. **EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*
  - A. Executive Director's Report
  - B. Program Reports for September 2023
  - C. Financial Report through September 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 Executive Committee Meeting of 9-13-23

**10. BUSINESS ITEMS: 40 minutes**

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

RECOMMENDATION: Board to review 2022 IRS form 990. Board to review and accept the Procurement Policy.

*Standard 8.11 A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.*

*Standard 8.6 The IRS Form 990 is completed annually and made available to the governing board for review.*

Time allotted: 5 minutes.

B. CAVC's Mission and Values:

Board Liaison: Chair, Anson Mar  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Board to review and revise 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. CAVC's 2024 Board Meeting Calendar & Holidays:

Board Liaison: Chair, Anson Mar  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Board to review and accept the 2024 Board Meeting & Holiday Calendar Dates.

Time allotted: 10 minutes.

D. Executive Director Succession Plan:

Board Liaison: Chair, Anson Mar  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Recommended by the Executive Committee for Executive Director to review and Board to approve the 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.

E. CAVC 2024 Board Retreat:

Board Liaison: Chair, Anson Mar  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: The Board to discuss and decide a future date for 2024 Annual board Retreat.

Time allotted: 5 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) CAVC Program Activity: Intake Roleplay

**12. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS**

11-8-2023 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 Mar; Vice-Chair, Weydt; Secretary/Treasurer, Mills; Director, Dr. Flores, Director, Dr. Stewart, and Director Boyd. Staff: Executive Director, Susana Lopez-Garcia, Next EC meeting TBD.
- (B) Fund Development Committee: Secretary/ Treasurer Mills; Vice-Chair Weydt, and Director Teran. Next meeting TBD.
- (C) Finance Committee: Secretary/ Treasurer Kate Mills, Chair Mar, Director Stewart, and Director Dr. Flores. Staff: Executive Director, Susana Lopez-Garcia. Next meeting TBD.

- (D) **Board Development Committee:** Chair Mar, Director Dr. Stewart, Director Dr. Flores, Director Villasenor. Next meeting TBD.

#### **14. 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)**