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

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**Regular Board Meeting**  
**December 13, 2023**  
**6:00 P.M.**  
**Community Action of Ventura**  
**County, Inc.**  
**In Person: 621 Richmond Ave,**  
**Oxnard, California 93030, and**  
**Hampton Inn & Suites, Henderson**  
**Business Center**  
**421 Astaire Drive**  
**Henderson, Nevada, 89014**

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

Hybrid Zoom Meeting:

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



Meeting ID: 812 4832 3827

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, Raquel Torres, and Douglas Nickles**; 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. **REVIEW / RE-ORDERING OF THE AGENDA: 1 minute.**
5. **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.*

6. **SEATINGS AND RESIGNATIONS:** Resignation of Jeannette Sanchez-Palacios District 1. The official acceptance of Robert J. Perez to public sector District 4.
7. **PRESENTATIONS, TRAININGS, PROCLAMATIONS AND COMMENDATIONS:**
  - A. Board Member Origin Story. *3 minutes*
8. **EXECUTIVE DIRECTOR'S REPORTS 15 minutes**
  - A. Executive Director's Report

- B. Program Reports for November 2023
- C. Financial Report through November 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 11-8-23

**10. BUSINESS ITEMS: 40 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. CAVC's Vision and Values:

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

RECOMMENDATION: Board to review and revise if needed, CAVC Vision Statement and Values.

Time allotted: *15 minutes.*

- C. Board Giving Policies & In-Kind Donation Form:

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

RECOMMENDATION: Board to receive recommendation from Fund Development Committee to review and accept Board Giving Policy & In-Kind Donation Forms.

Time allotted: *10 minutes.*

- D. 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. CLOSED SESSION:**

- a. **Executive Director’s Objectives & Review - per Brown Act section #54957.1**

**12. 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

**13. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS**

1-10-2024 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.

**16. 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)**