
Community Action of Ventura County
Board of Director's Agenda

Regular Board Meeting
October 9, 2024
5:30 P.M.
Community Action of Ventura
County, Inc.
In Person: 621 Richmond Ave,
Oxnard, California 93030

www.ca-vc.org

Hybrid Zoom Meeting:

<https://us02web.zoom.us/j/81273072528?pwd=WygSBVw12MkeXDMJFblxRgW3Mg8k11.1>



Meeting ID: 812 7307 2528

Passcode: 621621

Chairperson: **Anson Mar**; Vice-Chair: **Christina Villasenor** ; Secretary/Treasurer: **Raquel Torres**; Executive Committee Directors at-large: **Dr. Ramon Flores**, and **Dr. Vincent Stewart**; Other Directors; **Magda Weydt**, **Dr. Betsy Connolly**, **Lorena Guereca**, **Jayn Walter**, **Gabe Teran**, **Douglas Nickles**, **Robert Perez**, **James Boyd**, and **Felipe Flores**; **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 and recording secretary, **Catalina Solis**, Human Resource Generalist **Yvonne Mejia**

(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. **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:** James Forsythe, District #1; appointed by Supervisor, Matt LaVere-term of office effective 1-4-2021 through 1-6-2025
7. **PRESENTATIONS, TRAININGS, PROCLAMATIONS AND COMMENDATIONS:15 minutes**
 - A. Board Member Origin Story, Felipe Flores:5 minutes.
8. **EXECUTIVE DIRECTOR'S REPORTS 50 minutes**
 - A. Executive Director's Report
 - B. Program Reports for September 2024
 - C. Financial Report through September 2024
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 9-11-24

10. BUSINESS ITEMS: 40 minutes

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

Organizational Standard 7.4 The governing board to conduct a performance appraisal of the CEO/Executive Director.

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

RECOMMENDATION: Board to appoint a committee to begin Executive Director's performance appraisal.

Time allotted: *10 minutes.*

B. CSD Requirements / CSBG Administration –Organizational Standards of the month:

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

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

RECOMMENDATION: Board to receive & review IRS Form 990

Time allotted: *10 minutes.*

C. 2025 Board Retreat: governing board decided upon the date of April 12th, 2025

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

RECOMMENDATION: Board to discuss agenda/topics for retreat

Time allotted: *20 minutes*

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

- A) Updated Staff Phone List
- B) Acronyms List

12. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS

10-9-2024 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, Anson Mar; Vice-Chair, Christina Villasenor; Secretary/Treasurer, Raquel Torres; Directors, Dr. Vincent Stewart, Dr. Ramon Flores. Staff: Executive Director, Susana Lopez-Garcia, Next EC meeting TBD
- (B) **Fund Development Committee**: Committee Chair, Gabe Teran, Board Chair, Anson Mar, Directors Magda Weydt, Lorena Guereca, Next meeting 11-5-24. (1st Tuesdays of every month 12:00 p.m. – 1:00 p.m.)
- (C) **Finance Committee**: Secretary/Treasurer Raquel Torres; Board Chair Anson Mar, Directors, Dr. Betsy Connolly, Dr. Ramon Flores, and Dr. Vincent Stewart. Staff: Executive Director, Susana Lopez-Garcia. Next FC meeting TBD
- (D) **Board Development Committee**: Board Chair, Anson Mar, Director Dr. Vincent Stewart, Director Dr. Ramon Flores, and Director Christina 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)