
Community Action of Ventura County

Board of Directors Agenda

Finance Committee Meeting

November 15th, 2024

12:00 P.M.

Community Action of Ventura County
621 Richmond Ave Oxnard, CA 93030

Chair, Anson Mar; Secretary/Treasurer, Raquel Torres; Directors Dr. Betsy Connolly, Dr. Vincent Stewart and Dr. Ramon Flores, Director; Staff: Executive Director; Susana Lopez-Garcia, Controller; Fe DeLeon, and Recording secretary; Patricia Hernandez

Join Zoom Meeting:

<https://us02web.zoom.us/j/82326021153?pwd=EOfQyD1MDrBYPaHT4TAL1qSEJvgwzU.1>

Meeting ID: 823 2602 1153

Passcode: 302823

(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. **REVIEW / RE-ORDERING OF THE AGENDA:** *1 minute*

6. **EXECUTIVE DIRECTOR'S REPORTS** *None.*

7. **BUSINESS ITEMS:** *10 minutes*

A. CAVC Staff Benefits:

Board Liaison: Secretary / Treasurer, Raquel Torres

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Review current staff benefits and set benefit amounts for 2025

Time allotted: *10 minutes*

B. CSD Audit Transmittal Report TR 23-058:

Board Liaison: Secretary / Treasurer, Raquel Torres

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Committee to review and discuss report.

Time allotted: *10 minutes*

C. Thousand Oaks Satellite Office Space:

Board Liaison: Secretary / Treasurer, Raquel Torres
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: The committee receives update on progress on application process.

Time allotted: *5 minutes*

D. Draft 2025 Annual Agency Budget:

Board Liaison: Secretary / Treasurer, Raquel Torres
Staff Liaison: Executive Director, Susana Lopez-Garcia & Controller Fe DeLeon

RECOMMENDATION: Committee to review and discuss the agency's draft budget for 2025

Time allotted: *15 minutes*

8. **CORRESPONDENCE, ROSTERS, AND INFORMATION ITEMS:** none.

- a. Informational meeting minutes of 7-30-2024

9. **BOARD MEMBERS REPORTS, ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

12-11-24, Next Regular 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 Villaseñor; 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 and Lorena Güereca Next meeting TBD
- (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 Villaseñor. Next meeting TBD

10. 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) 436-4038. 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).