

December 11, 2024

---

---

**Community Action of Ventura County**  
Board of Director's Agenda

---

---

**Regular Board Meeting**  
**December 11, 2024**  
**5:30 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)

Hybrid Zoom Meeting:

<https://us02web.zoom.us/j/81273072528?pwd=WygSBVwl2MkeXDMJFblxRgW3Mg8k11.1>



Meeting ID: 812 7307 2528

Passcode: 621621

Chairperson: **Anson Mar**; Vice-Chair: **Christina Villaseñor**; Secretary/Treasurer: **Raquel Torres**; Executive Committee Directors at-large: **Dr. Ramon Flores**, and **Dr. Vincent Stewart**; Other Directors; **Magda Weydt**, **Dr. Betsy Connolly**, **Lorena Güereca**, **Jayn Walter**, **Gabe Teran**, **Douglas Nickles**, **Robert Perez**, **James Boyd**, **Felipe Flores**, and **James Forsythe**. 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**, Secretary, **Patricia Hernandez**

(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 minutes**
- 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 esté 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. PRESENTATIONS, TRAININGS, PROCLAMATIONS AND COMMENDATIONS: 15 minutes**

A. Board Member Origin Story, James Forsythe: 5 minutes

December 11, 2024

**7. EXECUTIVE DIRECTOR'S REPORTS: 40 minutes**

- A. Executive Director's Report
- B. Program Reports for October & November 2024
- C. Financial Report through November 2024

**8. 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 10-9-24
- B. Consider acceptance of the minutes of the Fund Development Committee Meeting of 10-1-24
- C. Consider acceptance of the minutes of the Finance Committee Meeting of 11-15-24

**9. 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 within each calendar year.*

Board Liaison: Chair, Anson Mar  
Staff Liaison: Community Services Manager, Claudia Lozano

**RECOMMENDATION:** Board appointed a committee for Executive Director's performance appraisal, consider next steps/timeline. Once the appraisal is done the full board needs to receive and accept via board vote.

Time allotted: *10 minutes.*

- B. 2025 Board Retreat: April 12<sup>th</sup>, 2025

Board Liaison: Chair, Anson Mar  
Staff Liaison: Community Services Manager, Claudia Lozano

**RECOMMENDATION:** Board to discuss agenda/topics for retreat.

December 11, 2024

Time allotted: *10 minutes*

C. Community Conscience Office Space in Thousand Oaks

Board Liaison: Chair, Anson Mar

Staff Liaison: Community Services Manager, Claudia Lozano

RECOMMENDATION: Board to review and approve the lease agreement between CAVC and Community Conscience for 2025.

Time allotted: *10 minutes*

D. 2025 CAVC Employee Benefits

Board Liaison: Chair, Anson Mar

Staff Liaison: Community Services Manager, Claudia Lozano

RECOMMENDATION: Finance committee recommends to approve medical insurance coverage at 68% employer share per employee (no dependents). Those who are ages 65+ be covered up to \$350 for Medicare.

Time allotted: *10 minutes*

**10. CORRESPONDENCE, ROSTERS, INFORMATION ITEMS AND FUTURE AGENDA ITEMS:**

- A) Updated Staff Phone List
- B) Acronyms List
- C) Board Giving Pledge Form
- D) Organizational Chart

**11. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS:**

01-08-2025 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 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, Lorena Güereca, Felipe Fuentes, Next meeting 01-07-25. (1<sup>st</sup> Tuesdays of every month 12:00 p.m. – 1:00 p.m.)

December 11, 2024

- (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 1-14-25 at 9am
- (D) **Board Development Committee:** Board Chair, Anson Mar, Director Dr. Vincent Stewart, Director Dr. Ramon Flores, and Director Christina Villaseñor. 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)**