



Application & Instructions for
Becoming a Member, or Alternate Member, of the Board of Directors
For
Community Action of Ventura County (CAVC)

Representing the Low Income People in **District 2*** of Ventura County

(Term = **to complete the remainder of the 4-year** term**
that began in November 2007 and ends in October 2011)

Applications will be accepted from
October 1, 2009 until further notice.

Interviews of Applicants will be held at a regular or special meeting
of the Board of Directors, Board Development Committee or Executive Committee
on or before _____.

Unless otherwise notified,
All **District 2** applicant interviews will take place on a mutually agreeable date,
beginning at 6 pm
at CAVC's main office: 621 Richmond Ave., Oxnard, CA 93030.

Results of the selection process, naming both a Regular Board Member and an
Alternate Board Member for **District 2**, will be completed by _____.

Selected Regular and Alternate Board Members for **District 2**
will be seated at either the February or March, 2010 Regular Board meeting.

* The Supervisor for the Second District as of October 2009 is Mrs. Linda Parks

The Second District includes of the following communities: Thousand Oaks, Newbury Park
Westlake Village, Lynn Ranch, Oak Park, Santa Rosa Valley, Bell Canyon, Hidden Valley, Lake
Sherwood, Malibu – Yerba Buena, Portions of the Oxnard Plain, Naval Base Ventura County
Point Mugu, and South Coast.

**This is a *one-time* four year term. Starting in 2011, all subsequent terms are for three years.



OVERVIEW

NOTE: For questions or help with completing the application process call any of these Board Members: **Jeanne Adams** at 805.271.1015, **Gabino Aguirre** at 805.701.3423, **Roseann Mikos** at 805.529.4828 or Staff Member Tim Hawkins at CAVC Headquarters at 805.436.4015 (thawkins@ca-vc.org).



Community Action Of Ventura County
For Low-Income Sector Representative Applicants
Overview, Application & Instructions, & Selection Process for the
Low-Income Sector Seat(s) on the Board of Directors

CAVC Mission: *Helping people through advocacy and services which promote dignity and self-sufficiency*

Overview

Federal Regulations require that the Low-Income sector representatives to the CAVC Board of Directors be identified through a democratic selection procedure adequate to ensure that they are representatives of the low-income in the area served, each to be chosen from their respective Supervisory District. They need not be low-income themselves, but the selection procedure shall be adequate to ensure that they represent the low-income. However, preference will be given to low-income and/or homeless candidates. These representatives of the low-income shall be selected to represent the low-income in the Supervisory District where they reside.

The participants in the procedure are the candidates for membership on the Board, who complete the application forms; and, the current CAVC Board of Directors or Board Committee, who will (1) interview those eligible applicants who submit complete applications, and (2) will select a Board Member and an Alternate, from among those interviewed.

Any resident of the Supervisory District having a vacancy on the Board of Directors and who is at least 18 years of age may apply to be a candidate for low-income sector representative. This is done by submitting an Application for Candidacy.

Upon submission, each candidate's application will become public information and may be reviewed as such by any interested party.

A maximum of two (2) candidates from each Supervisory District in which there is a vacancy will be selected, one to serve on the CAVC Board and one to serve as an alternate. Alternates assume active CAVC Board membership in the case of a vacancy in their district and also represent the seated one if s/he is not present at a particular meeting. Alternates are encouraged to attend and participate in all Board meetings. They will also receive the monthly Board mailings. When both the alternate and regular member are present at the same meeting at the same time, only the regular member votes.

Representatives to the CAVC Board will serve on a voluntary basis. As a general rule, there will be no regular stipend paid to members for their participation in the regular CAVC Board activities.

However, Board members who meet California Department of Community Service and Development (CSD) Poverty Guidelines (which are a part of this packet)—or any other



community low-income programs' guidelines—may receive reimbursement allowances for their participation. Reimbursements may be made for eligible members' transportation and childcare expenses incurred for actual attendance at meetings relative to participation on the CAVC Board of Directors in amounts not to exceed those authorized by the Board of Directors. For more details, please ask a member of the Board Development Committee.

In accepting a position on the Community Action of Ventura County (CAVC) Board of Directors, the person will have assumed a role of leadership in developing policies that will ultimately assist the people of Ventura County to become economically and socially self-sufficient, affect the provision of services in the areas of housing, food, employment, legal, and individual and community development; actively participate in meetings, conferences and other public forums in the areas of fundraising, training, public relations, planning, program and policy development, and evaluation so that the CAVC may aid the community in providing a safety net of basic services accessible throughout Ventura County.

Through your efforts, thousands of citizens will be given a second chance to live productive lives. No one would accept such a responsibility unless he/she had a sincere desire to be of service to his/her community.

Being an effective Board Member is basically no different than being an effective member of any other group. The elements of effective group participation are: dedication to the purposes of the group, persuasiveness, patience, hard work, meeting attendance, input, leadership and knowledge.

The period of service (or term) for new CAVC Board member is three years. Members may serve up to three 3-year terms for a total of nine years, if selected again through the democratic selection process at the end of their first and second terms. In order to establish staggered terms for low-income sector board members, some district's low-income representative(s) may be granted a one-time extension for one term that could be greater than three years.

Protocols, Instructions, and Timeline

All individuals who apply for the position of CAVC Low-Income Sector Representative will receive a response from the CAVC regarding the disposition of their application as soon as possible after receipt.

Applications will be accepted from **Oct. 1, 2009 until further notice**. Application packages will be available at the locations listed on the next page and will be announced in the local media.

Interviews, of those with complete applications, will be held **on or before _____** at a regular or special meeting of the current Board of Directors, Board Development Committee, or Executive Meeting.

The **Selection Process** will be conducted after all interviews are completed by the Board of Directors, Board Development Committee, or Executive Committee as part of a regular or special meeting. Selected members **will be seated at either the (Monday) Nov. 9 or Dec. 14, 2009 board meeting**. Regular board meetings are held on the second Monday of each month.



APPLICATION SITES (2nd Supervisory District)

Community Action of Ventura County (CAVC) will have applications available from on or about October 1 2009 through _____ with all applications due by close of business on _____. Applications are also available by calling or emailing Tim Hawkins at the CAVC headquarters office at 805-436-4015 to request an application package (thawkins@ca-vc.org).

For questions or help with completing the application process call any of these Board Members: **Jeanne Adams** at 805.271.1015, **Gabino Aguirre** at 805.701.3423, **Roseann Mikos** at 805.529.4828 or Staff Member **Tim Hawkins** at CAVC Headquarters at 805.436.4015 (thawkins@ca-vc.org).

PLEASE NOTE THAT SINCE THIS RECRUITMENT IS TO FILL A PARTIAL TERM, APPLICATIONS WILL AVAILABLE FROM CAVC BOARD MEMBERS AND STAFF BY EMAIL OR MAIL AND WILL NOT BE FOUND AT THE SITES LISTED BELOW at this time in 2009.

SITES WILL BE CONFIRMED FOR THE NEXT FULL-TERM RECRUITMENT IN 2011 AS NOTED BELOW, (when cross-out text will be removed).

~~Local Newbury Park/Thousand Oaks sites where applications will be available for pickup and where completed applications can be turned in include the following:~~

Newbury Park	Borchard Community Center 190 Reino Rd Newbury Park, CA 91320 Contact: Patti Hamm 805.381.2791
Thousand Oaks	Catholic Charities 80 E. Hillcrest Drive; Suite 120; Thousand Oaks, CA 91360 Contact: Pat Steiner 805.496.1113 Lutheran Social Services 80 E Hillcrest Drive; Suite 101; Thousand Oaks, CA 91360 Contact: Diana Ortuno 805.497.6207 Many Mansions 1459 E. Thousand Oaks Blvd., Suite D, Thousand Oaks, CA 91362 Contact: Eric Rhodes 805.496.4948
Unincorporated Areas Or Other Locations	<i>Go to the nearest sites above or other locations may be named later, if more sites are confirmed.</i> Or, call or email Tim Hawkins at CAVC headquarters to request a paper or electronic pdf file of the application package— thawkins@ca-vc.org . 805.436.4015

Completed applications may also be mailed to: Community Action of Ventura County, 621 Richmond Ave., Oxnard, CA 93030 (805.436.4015)



APPLICATION INSTRUCTIONS AND FORMS

NOTE: For questions or help with completing the application process call any of these Board Members: **Jeanne Adams** at 805.271.1015, **Gabino Aguirre** at 805.701.3423, **Roseann Mikos** at 805.529.4828 or Staff Member Tim Hawkins at CAVC Headquarters at 805.436.4015 (thawkins@ca-vc.org).



The Application Instructions for Candidates:

The Application has 3 forms. Form A & B must be completed by everyone. Form C is to be completed if required (see chart below).

1. Form A—Eligibility Rules and Statement of Applicant Eligibility
2. Form B—Application Form
3. Form C—Nominators Sign-In Form

For these applicants:	Complete these forms:
If you are low-income, are homeless, or live in one of the designated low-income neighborhoods in your district...	A, B (no nominating signatures required)
If you are nominated by a low-income <u>neighborhood</u> organization...	A, B (signature of officer of that organization is required, as a witness)
If you are none of above...	A, B, and Form C* (15 nominating signatures required)

* Form C (nominating signatures). You may get the signatures at any combination of places that serve the low-income within your Supervisory District, OR from people who live in any of the designated low-income neighborhood(s) listed on the last page(s) of this application packet.

Determination of Eligibility and Application Status:

CAVC will determine the eligibility of an applicant seeking to become a CAVC Low-Income Sector Representative, based on a review of his/her application. A Committee of at least one Board member and one other Staff/Board member will review the Applications for Candidacy for form and compliance with stated instructions. The addresses of those who nominate a candidate will be reviewed to assure residency within the particular district. The committee will also review the Application for substantive information and will determine overall applicant eligibility.

**Determination of Eligibility and Application Status
(to be completed by CAVC Committee)**

The Low-Income Representative Applicant who has completed this application package meets the eligibility requirements (to be determined upon receipt/review of the Application/Selection Packet from the Applicant).

Date Application Submitted? _____ Date(s) Application Checked? _____

Application Deemed Complete? (yes / no) By (name of staff/Board) _____

Applicant Eligibility Confirmed? (yes / no) By (name of staff/Board) _____

If not eligible, reason and date for disqualification is: _____



Form A—Part 1

Eligibility Rules and Statement of Applicant Eligibility for Applicants Who Wish to Represent the Low-Income Sector

NOTE: Although applying to represent the low-income sector, applicants need not be low-income themselves. Preference *during the nomination process* will be given to applicants who are low-income and/or homeless individuals. However all nominees (whether low-income, homeless, or not) will have an equal chance to be selected during the interview and selection process conducted by the CAVC Board of Directors.

Any resident of the Supervisory District from which a representative is to be selected is eligible to become an applicant, provided:

1. S/He is at least eighteen (18) years of age on the date that the present application process closes, as evidenced by proof of age document such as a driver's license or birth certificate; and,
2. S/He can evidence residence in the same supervisory district that s/he seeks to represent and must remain a resident of that district throughout his/her term, OR (if homeless), that the CAVC can verify through "local self-determination" that the homeless applicant spends a good deal of his/her time living as a homeless person in the particular district s/he wishes to represent; and,
3. S/He is neither a member of the paid staff, nor is related to a paid staff member, including delegate agencies or organizations contracting to perform a component of the CAVC work program, nor any organization receiving funding from CAVC or its funding sources; and,
4. The applicant can meet **at least one** of the following requirements for representing the low-income sector in his/her district (Please check off and/or write in for one (or more) below to show what applies to YOUR application):

- The candidate is a low-income resident, OR*
- Is a resident of a designated low-income community, even though s/he may not be low-income him/herself (See list of identified low-income communities in your District on the last pages of this packet); this community is called (or numbered) _____, OR*
- Is a member of a board of a low-income **neighborhood** organization (such as Neighborhood Council, Neighborhood Watch Group), who has been elected or appointed by that board as a nominee for CAVC board membership, even though s/he may not be low-income him/herself; OR*
- If not a board member of such above group, is designated by that Board to be a nominee to represent that organization on the CAVC board; OR*
- Is nominated by low-income residents of any one or more neighborhood(s) in the district following procedures explained elsewhere in these instructions. (The applicant need not be low-income or live in a low-income neighborhood, but must still live in the same supervisory district, as noted in #2.)*



Form A—Part 2

Statement of Applicant Eligibility

I (print name) _____, certify that I meet all of the listed requirements to be eligible for nomination to be a low-income sector representative to the CAVC Board of Directors.

I reside in Supervisory District Number 2 .

My resident address* is (or if homeless, where I spend most time and/or get my mail):

My phone number is. _____

*NOTE (Copy of evidence of residency MUST be provided, as noted on certification page.)

If I live in a designated low-income community in my district, I have so indicated and named that community on the previous page. (See list of communities at end of packet)

Neighborhood Organization:

If representing a Neighborhood organization: I am an (elected / appointed [circle one]) representative of the following **neighborhood** organization that serves low-income individuals:

Neighborhood organization name: _____

Address: _____

Phone: _____

Office I hold (if a board member of neighborhood organization) _____.

Witness (Officer of the organization): _____ Date: _____

Acknowledgement:

I understand that I must be interviewed in person and selected through a vote of the CAVC Board of Directors, in order to become a CAVC Board Member or Alternate.

Signature: _____ Date: _____



**Form B—Part 1
Application Form**

I. Application for Candidacy

I, (print name) _____, hereby submit my application for candidacy for Low-Income Representative of Supervisory District # 2 for the Board of Directors of the Commission on Human Concerns/Community Action of Ventura County.

II. Statement of Purpose

The reason that I, (print name) _____ am submitting this application to serve on the Board of Directors of Community Action of Ventura County is as follows (your Statement of Purpose should be at least one sentence, but not be more than one paragraph.): _____

III. Applicant Statement of Qualifications

My qualifications to submit this application for Low-Income Representative for the Supervisory District # 2 to serve on the Community Action of Ventura County are as follows...

(Everyone answer #1. For #2, 3, 4 or 5, answer all that apply. If not applicable to you, say "Not applicable."):

1. My Feelings or Philosophy About Helping Low-income Individuals and Families is/are:

2. Work Experience With Low-income—What did (or do) you do, for what organization(s), & how long? _____



Form B—Part 2

3. Volunteer Experience With Low-income—What did (or do) you do, for what organization(s) or groups, & how long? _____

4. Any Other Experience With Low-income (Personal or With Others; please specify): _____

(NOTE: If you need more room for your above answers, use no more than ONE additional page.)

5. My Income:

Did you check (on Form A) that you are a low-income resident? (Yes / No) [Circle one]

If no, leave the below chart blank. Then, sign and date the certification statement.

If yes, please check the income range that applies to you and your household in the box below. Then, sign and date the certification statement.

Check here (√)	Family Size	Low-income with monthly income not exceeding:	Low-income with annual income not exceeding:
	1 person	\$902.50	\$10,830
	2 person	\$1,214.17	\$14,570
	3 person	\$1,525.83	\$18,310
	4 person	\$1,837.50	\$22,050
	5 person	\$2,149.17	\$25,790
	6 person	\$2,460.83	\$29,530
	7 person	\$2,772.50	\$33,270
	8 person	\$3,084.17	\$37,010
2009 HHS/OMB Guidelines published in the Federal Register (add \$3,740 for each additional member of your family over 8 persons). A family refers to family members residing in the same household.			
	My family is eligible to receive TANF		
	My family is eligible to receive Supplemental Security Income (SSI)		



Form B—Part 3

Certification Statement

Photocopies of any of the following documents are to be provided as evidence of residency in the designated supervisory district, as noted. Please provide one from column 1 and one from column 2, showing the same residence address in your District on each one:

Column 1 (Provide ONE from here)	Column 2 (Provide ONE from here)
California driver's license	Rental/lease Agreement
California Identification Card	Rent Receipt
Military Identification	Grant Deed to Real Property
Alien Registration Card	Property Tax Bill
Passport	Utility Bill
	Voter Registration

I certify that the statements written by me for this application and statement of eligibility are true and correct to the best of my knowledge.

Printed Name

Date

Signature

Application Checklist

- Completed Form A (Eligibility, Parts 1 and 2)—**all applicants**
- Completed Form B (Application Form, Parts 1, 2 and 3)—**all applicants**
- Included photocopies of Evidence of Residency (Form B, Part 3)—**all applicants**
- Completed Form C (Nomination Signatures), if applicable—**ONLY for those who** are not low income or do not live in a designated low income neighborhood.
- Checked which low income neighborhood you live in, if applicable— **ONLY for those who** live in a designated low income neighborhood.



Form C—Nominators Sign-In
For Candidates for Low-Income Sector Seats on the
 Community Action of Ventura County—Board of Directors

If this Candidate is required to have 15 low-income individuals sign below in support of his/her candidacy for the election of the Low-income Representative for this Supervisory District, complete this form.

Name of Applicant/Candidate: _____

Date: _____ Supervisory District: 2

Statement of eligibility by nominators: I certify that I am at least 18 years of age, live in Supervisory District #2, and that I meet one of the four nominator criteria on next page.

<u>Printed Name & Signature</u>	<u>Address</u>	<u>Zip Code</u>	<u>Phone Number</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



Form C—Nominators Sign-In (continued):

**Criteria for Determining an Individual’s Status As a “Low-Income Area Resident”
Who Can Sign to Nominate the Person Completing this Application**

In order for a person to qualify to be able to sign to NOMINATE applicants, at least ...

... one of three income criteria listed below, OR the residency requirement (#4), must apply:

1. INCOME (The Individual’s family income falls within the poverty income guidelines as shown in the chart on Form B (Part 2) for the year 2009.)

OR

2. (TANF)	My family is eligible to receive TANF
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OR

3. (SSI)	My family is eligible to receive Supplemental Security Income (SSI)
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OR

4. LOW INCOME NEIGHBORHOOD RESIDENCY	My family resides in one of the low income neighborhoods described on the last pages of this application packet
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If they qualify, nominators may sign and complete your information on the previous page to nominate the applicant.



**Qualified Low-Income Neighborhoods
For Supervisory District #2* as of 01/23/2008**

* The Supervisor for the Second District as of October 1, 2009 is Mrs. Linda Parks

The Second District includes of the following communities: Thousand Oaks, Newbury Park Westlake Village, Lynn Ranch, Oak Park, Santa Rosa Valley, Bell Canyon, Hidden Valley, Lake Sherwood, Malibu – Yerba Buena, Portions of the Oxnard Plain, Naval Base Ventura County Point Mugu, and South Coast.

<u>Qualified Low-Income Neighborhood in District #2*</u>	Do you live in one of the neighborhoods? If yes, Mark an X in the box next to your neighborhood
1. "Oxnard Plain" unincorporated area near Oxnard : Bounded by Wood Rd., State Hwy #1 (Pacific Coast Hwy/Oxnard Blvd.), an unnamed road through parkland, Rosewood Ave, Broome Ranch Rd, and Broome Rd.	
2. "Near Borchard Park" area in Newbury Park : Bounded by Borchard Rd, Reino Rd., Kimber Dr, Knollwood Dr, and San Felipe Ave.	
3. "Ventu Park/Hillcrest area" in Newbury Park : Bounded by Hwy 101, Rancho Conejo Blvd., West Hillcrest Dr., and Ventu Park Rd.	
4. "Ventu Park/Stagecoach Inn" area in Newbury Park : Bounded by Hwy 101, Kelly Rd., Lynn Rd., and Ventu Park Rd.	
5. "Walnut Creek Park" area in Newbury Park : Bounded by Hwy 101, Lynn Rd, and Haigh Rd.	
6. "Hodencamp Rd" & surrounding area in Thousand Oaks : Bounded by Moorpark Rd, Hwy 101, Hwy 23, Paige Ln., and Gainsborough Rd.	
7. "101/Erbes Rd" & surrounding areas in Thousand Oaks : Bounded by Hwy 23, Hwy 101, Conejo School Rd., and East Hillcrest Dr.	
8. "Potrero Creek" Area in Westlake Village : Bounded by Potrero Rd, Westlake Blvd., and Potrero Creek.	
9. "Oak Park Area", in Oak Park : Bounded on the Northeast by Rancho Simi Parkland/open space following south up to and including the LA/Ventura county line, following the county line to and including Kanan Rd. and then Smoketree Ave. up to edge of the same park land.	