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# Community Action of Ventura County

## Board of Directors Agenda

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### Executive Committee Board Meeting

March 19, 2020

9 A.M.

Community Action of Ventura County

621 Richmond Avenue

Oxnard, CA 93030

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

**Chair, Vincent Stewart; Vice Chair, Magda Weydt, Anson Mar, Secretary/Treasurer;; Dr. Ramon Flores, Director; Kate Mills, Director and James Boyd, Director Staff: Executive Director; Susana Lopez-Garcia, Associate Executive Director; Arnie Yanez, Controller; Fe DeLeon, and Recording secretary; Karina 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**

**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. 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. PUBLIC HEARINGS: None.**

**7. BUSINESS ITEMS: 40 minutes**

**A. Discuss a resiliency work plan for staff due to Corona Virus (COVID-19)**

Board Liaison: Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

**RECOMMENDATION:** Executive Director will present two work plan options for the next 2 weeks.

Time allotted: 30 minutes

**B. Discuss the option of holding a Finance Committee Meeting on a quarterly basis**

Board Liaison: Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

**RECOMMENDATION:** The Executive Board is to decide and vote on whether there should be a quarterly Finance Committee Meeting

Time allotted: 10 minutes

## 8. CORRESPONDENCE, ROSTERS AND INFORMATION ITEMS

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

4-8-2020, 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, Vincent Stewart; Vice-Chair, Magda Weydt; Secretary/Treasurer, Anson Mar; Director, Dr. Ramon Flores, Director, Kate Mills and Director, Michelle Surber. Staff: Executive Director, Susana Lopez-Garcia, Next EC meeting TBD
- (B) **Fund Development Committee**: Kate Mills, Magda Weydt and Kate O'Brien. Next meeting TBD
- (C) **Finance Committee**: Secretary/Treasurer; Anson Mar, Dr. Betsy Connolly; Chair, Vincent Stewart; and Director Bernardo Perez. Staff: Executive Director, Susana Lopez-Garcia. Next FC meeting TBD
- (D) **Board Development Committee**: Chair, Dr. Ramon Flores, and Director Vincent Stewart. Next meeting TBD.
- (E) **Ad Hoc Committee on Public Policy Advocacy**: Directors Surber, Mills and Connolly. 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).**