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# Community Action of Ventura County

Board of Directors Agenda 9-9-2020

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**Regular Board Meeting**  
**September 9, 2020**  
**6:00 P.M.**  
**Community Action of Ventura County, Inc.**  
**Zoom Meeting:**  
<https://zoom.us/j/9034637050>  
**Mobile:** +1 408 638 0968 US  
**Meeting ID:** 903 463 7050

Chairperson: **Vincent Stewart**; Vice-Chair: **Magda Weydt**; Secretary/Treasurer: **Anson Mar**; Executive Committee Directors at-large: **Dr. Ramon Flores, Kate Mills and James Boyd**; Other Directors; **Joe Asebedo, Dr. Betsy Connolly, Kate O'Brien, Lorena Guereca, Jayn Walter, and Roberta Griego**; 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 presentacion ante la Accion Comunitaria del Condado de Ventura. Haga el favor de limitar su presentacion a cinco minutos.*

5. **REVIEW / RE-ORDERING OF THE AGENDA:** *1 minute.*
6. **PRESENTATIONS, TRAINING, AND COMMENDATIONS:** *None.*
7. **EXECUTIVE DIRECTOR'S REPORTS** *20 minutes*

- A. Executive Director's Report for August 2020 .....
- B. Program Reports for August 2020 .....
- C. Financial Report through July 2020 .....

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 8-12-2020 .....
- B. Consider acceptance of the minutes of the Finance Committee Meeting of 8-28-2020 .....

10. **PUBLIC HEARINGS:** *None.*

11. **BUSINESS ITEMS:** *50 minutes.*

- A. Update on the once a week Transition Center Service .....

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: The board will receive an update on the opening of once a week in the Transition Center

Time allotted *10 minutes*

B. Update on the CalRecycle Grant.....

Board Liaison: Vice Chair, Magda Weydt  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: The board will receive an update on the Cal Recycle Grant

Time allotted *10 minutes*

C. Update on equipment under the CARES Act LiHEAP .....

Board Liaison: Vincent Stewart  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: The Governing Board will receive an update on the equipment to be purchased through the Business Continuity Plan (BCP)

Time allotted: *10 minutes*

D. Update on the CARES Act LiHEAP Contract .....

Board Liaison: Chair, Vincent Stewart  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Governing Board will receive an update on the CARES Act LiHEAP contract

Time allotted: *5 minutes*

E. CSBG CARES Act 2020-2022 Contract Budget .....

Board Liaison: Vincent Stewart  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Governing Board will receive and accept the CARES Act CSBG 2020-2022 Budget

Time allotted *5 minutes*

F. Human Resource Manager Position Update.....

Board Liaison: Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Update the Governing Board as to where CAVC is with hiring a Human Resource Manager

Time allotted: *5 minutes*

G. Purchase of Forklift for Community Market (Food Pantry).....

Board Liaison: Vincent Stewart  
Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Discuss and decide on purchase of a forklift for the agency.

Time allotted: *5 minutes*

**Closed Session:**

H. Finance Committee will report to the board in regards to case Jose F. Garcia dba Jose’s Carpet Sales vs. Community Action of Ventura County

Board Liaison: Vincent Stewart  
Staff Liaison: Associate Executive Director, Arnulfo Yanez

RECOMMENDATION: Finance Committee will make their recommendation to the governing board as to what the next steps will be in the case.

Time allotted: *10 minutes*

**12. FUTURE AGENDA ITEMS**

**13. CORRESPONDENCE, ROSTERS AND INFORMATION ITEMS:** None.

**14. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS**

9-9-2020, 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, James Boyd. Staff: Executive Director, Susana Lopez-Garcia, Next EC meeting TBD
- (B) **Fund Development Committee:** Director Mills, Vice-Chair, Magda Weydt, and Director O’Brien. Staff Susana Lopez-Garcia. Next FDC meeting TBD
- (C) **Finance Committee:** Secretary/Treasurer; Anson Mar, Dr. Betsy Connolly; Chair, Vincent Stewart; and Director Dr. Ramon Flores Staff: Executive Director, Susana Lopez-Garcia. Next FC meeting TBD
- (D) **Board Development Committee:** Chair, Vincent Stewart, Vice-Chair, Director Dr. Ramon Flores. Next meeting TBD.

**15. ADJOURNMENT**

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*\* 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).**