
Community Action of Ventura County
Board of Directors Agenda

Regular Board Meeting
July 13, 2022
6:00 P.M.
INTRODUCTORY AGENDA
BYLAWS ARTICLE X -
AMENDMENTS

Community Action of Ventura
County, Inc.

621 Richmond Avenue
Oxnard, CA 93030

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, Lorena Guereca, Jayn Walter, Sabrena Rodriguez, Cindy Goldberg, Christina Villasenor and Gabe Teran**; Staff: Executive Director, **Susana Lopez-Garcia**; Controller, **Fe DeLeon**, Community Services Manager, **Claudia Lozano**, HEAP Manager, **Maria Ramirez**, Energy Services Manager, **Fanni Azueta-Lee** and Recording Secretary, **Catalina Solis**

(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 2/3rd 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. PRESENTATIONS, TRAININGS, PROCLAMATIONS AND COMMENDATIONS:** *5 minutes*
None.
- 7. EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*
 - A. Executive Director's Report
 - B. Program Reports for May, June 2022
 - C. Financial Report through April, May 2022
- 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.

- 9. BUSINESS ITEMS:** *25 minutes*

A. CSD Requirements / CSBG Administration -Organizational Standards of the month

*Organizational Standards 7.1 The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years
Employee handbook Update*

Time allotted: 5 minutes

B. Board to review revisions to Bylaws, approve and adopt

Board Liaison: Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Board to review edits (marked in “track changes”) *Article X-Amendments: These Bylaws may be amended, or new Bylaws adopted, at any regular meeting of the Board provided that notice of the proposed action shall have been sent to each member of the Board at least (15) days before such meeting = June 28, 2022, A two-thirds (2/3) vote of the actual Board membership shall be required to amend and/or adopt new Bylaws.*

Time allotted: 20 minutes

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

- A) Updated Staff Phone List
- B) Acronyms List
- C) CAVC Organizational Chart

11. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS

8-20-2022 Next Annual 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, Stewart; Vice-Chair, Weydt; Secretary/Treasurer, Mar; Director, Dr. Flores, Director, Mills and Director Boyd. Staff: Executive Director, Susana Lopez-Garcia, Next EC meeting TBD.
- (B) **Fund Development Committee:** Director Mills and Weydt. Next meeting TBD. This item is on this agenda under Business items #9A.
- (C) **Finance Committee:** Secretary/Treasurer; Mar, Chair, Director Stewart; and Director Dr. Flores. Staff: Executive Director, Susana Lopez-Garcia. Next meeting TBD.
- (D) **Board Development Committee:** Chair, Director Stewart, Vice-Chair, Director Dr. Flores. Chair Stewart. Next meeting TBD.

Ad Hoc committee:

Ad Hoc committee on Bylaws: Director Stewart, Director Connolly, Director Mar and Director Mills.

12. 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

July 13, 2022

Page 3 of 3

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).

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