

---

---

# Community Action of Ventura County

## Board of Directors Agenda

---

---

### Regular Board Meeting

September 14, 2021

6:00 P.M.

Community Action of Ventura County, Inc.

Zoom Meeting:

<https://us02web.zoom.us/j/82694234660?pwd=cml6SChV3ArcYrVmVRWlVSdG16UT09>

Mobile: +1 669 900 9128 US

Meeting ID: 826 9423 4660

Passcode: 621621

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, Sabrena Rodriguez and Cindy Goldberg**; Staff: Executive Director, **Susana Lopez-Garcia**; Controller, **Fe DeLeon**, Community Services Manager, **Claudia Lozano**, Human Resources Manager, **Carley Russell**, 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 2/3<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. SEATING / RESIGNATION OF BOARD MEMBERS 5 minutes** – seating of Christina Villasenor, District #3 appointee.

**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 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.*

**6. REVIEW / RE-ORDERING OF THE AGENDA: 1 minute.**

**7. PRESENTATIONS, PROCLAMATIONS AND COMMENDATIONS: 5 minutes**

Introduction of our new Human Resources Administrator, Carley Russell to the board.

**8. EXECUTIVE DIRECTOR'S REPORTS 15 minutes**

A. Executive Director's Report

B. Program Reports for July/August 2021

C. Financial Report through June/July 2021

D. Finance Report through August DRAFT

**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 7-14-2021**

**B. Consider acceptance of the minutes of the Finance Committee meeting of 8-9-21**

**C. Consider acceptance of the minutes of the Annual Board Strategic Plan retreat of 8-28-21**

**10. PUBLIC HEARINGS:** None.

**11. BUSINESS ITEMS:** *65 minutes.*

A. CAVC Board Retreat – discussion @ 8-28-21 board retreat on forming a Strategic Plan Ad Hoc vs. utilizing the Ad Hoc Committee on Social Impediments

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

RECOMMENDATION: Discuss board involvement & goals of each committee

Time allotted *15 minutes.*

B. CSD Community Action of Ventura Final audit report

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

RECOMMENDATION: Discuss & receive report.

Time allotted: *10 minutes*

C. Southern California Edison Contract furtherance discussion

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

RECOMMENDATION: Discuss implementing CAVC to being an intake, screening and refrigerator subcontractor deliverer.

Time allotted: *20 minutes*

D. Appointing Corporate Staff Officers and approving Board Resolution #9-14-2021-1

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

RECOMMENDATION: Approve the appointment of Corporate Staff Officer Claudia Lozano, Manager of Community Services & Resolution #9-14-2-21-1 for updating the listing of corporate officers to sign for purchases with a limit up to \$5000. and removal of Arnulfo Yanez, Associate Executive Director.

Time allotted: *5 minutes*

E. Deferred Revenue to be deleted from the General Ledger: revenue earned but still recorded in the books which should have been taken out from the liability account. Previous auditor and current auditor advised us to delete as it is affecting our net assets.

Board Liaison: Finance Committee Chair, Anson Mar  
Staff Liaison: Executive Director, Susana Lopez-Garcia

Time allotted: *10 minutes*

F. Company Credit Card under the name of Lorenzo Bislig, Facilities Manager, @ the Ventura County Credit Union board approval with a credit limit of \$5,000. Roll call vote

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

Time allotted: *5 minutes*

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

Strategic Plan Standard #6.5 *The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.*

**12. CORRESPONDENCE, ROSTERS, INFORMATION ITEMS AND FUTURE AGENDA ITEMS**

**13. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS**

10-13-2021 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:** Kate Mills, Magda Weydt and Kate O'Brien. Next meeting TBD.
- (C) **Finance Committee:** Secretary/Treasurer; Anson Mar, Chair, Vincent Stewart; and Director Dr. Ramon Flores Staff: Executive Director, Susana Lopez-Garcia. Next meeting TBD.
- (D) **Board Development Committee:** Chair, Vincent Stewart, Vice-Chair, Director Dr. Ramon Flores. Next meeting TBD.

**Ad Hoc Committee:**

- (A) **Ad Hoc Community Social Impediments Committee:** Chair, Vincent Stewart, Directors Kate Mills, Kate O'Brien and Jayn Walter. Next meeting TBD.

**14. 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)**