
Community Action of Ventura County
Board of Directors Agenda

Regular Board Meeting
May 11, 2022
6:00 P.M.

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*
Executive Director, Susana Lopez-Garcia and HEAP Manager, Maria Ramirez presentation on LIHWAP contract vs. CSBG.
7. **EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*

- A. Executive Director's Report
- B. Program Reports for April 2022
- C. Financial Report through March 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. Consider acceptance of the minutes of the Regular Board Meeting of 4-13-2022

9. **BUSINESS ITEMS:** *60 minutes*

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

Organizational Standards

8.5 CAVC solicited bids for its audit within the past 5 years (sent bid letter March 2022, received one answer to bids solicitation). Beyond Financial Inc. is the vendor we chose. **Board asked for the proposal to be included in this packet.**

RECOMMENDATION: Beyond Financial, C.P.A. proposal included to support 4-13-22 Regular board meeting Agenda Item #9A acceptance and approval (*Standard 8.5*). Need board approval upon seeing the actual proposal. *Roll Call vote.*

Time allotted: *10 minutes*

- B. Brown Act & upcoming year meetings. Doodle Poll sent out with most popular vote being every 2nd Wednesday @ 6:00 p.m.

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

RECOMMENDATION: Board to discuss committing to day of week & time for the Regular Board meetings.

Time allotted: *10 minutes*

- C. Strategic Plan 2023-2027 Update: Second half of Phase I of the Strategic Plan is to gather data from External entities (Donors, Partnerships, **Board Members** Elected Officials, Volunteers, Business, Public Agencies). A survey is included in this packet that the board needs to fill out by May 20th, & also suggest any questions we might have missed.

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

RECOMMENDATION: Board's involvement is their ideas on whom to contact for our distribution list for the external survey as our next steps.

Time allotted: *20 minutes*

- D. CAVC Re-branding: New logo samples that have been vetted by the Executive Committee meeting of 5-5-22, and brought to the full board for approval.

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

RECOMMENDATION: Board approval of the new Logo & colors.

Time allotted: *10 minutes*

- E. Election of Officers – keep slate? Or vote to appoint new Board Chair, Vice Chair, Secretary/Treasurer- Discussion at the 4-13-22 Regular Board meeting yielded keeping the slate for another year and Vice-Chair Weydt did say that if any other board member wants to put their hat in the ring she would vote for that. Any other volunteers?

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

RECOMMENDATION: Board discuss keeping slate as is or to appoint new members, June Regular Board meeting is the month it goes on the yearly agenda

Time allotted: *10 minutes*

- F. Upcoming Board Retreat usually held in August, finalize date of retreat (a Doodle Poll went out to board 5-4-22 @ 4:40 p.m. with four Saturday dates to choose from).

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

Time allotted: *5 minutes*

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

- A) Updated Staff Phone List
- B) Acronyms List

11. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS

6-8-2022 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, 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.
- (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 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)