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# Community Action of Ventura County

Board of Directors Agenda 1-14-19

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## Regular Board Meeting

January 14, 2019

6:00 P.M.

Community Action of Ventura County, Inc.

621 Richmond Avenue

Oxnard, CA 93030

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

Chairperson: **Dr. Ramon Flores**; Vice-Chair: **Vincent Stewart**; Secretary/Treasurer: **Dr. Betsy Connolly**; Executive Committee Directors at-large: **Bernardo M. Perez** and **Jenny Crosswhite**; Other Directors; **Joe Asebedo**, **Richard L. Francis**, **Kate O'Brien**, **Anson Mar**, **Magda Weydt**, **Kate Mills**, **Michele Surber** and **Dale Villani**; Staff: Executive Director, **Dr. Cynder Sinclair**; Director of Operations, **Arnie Yanez**; Controller, **Emmanuel Parakati**; Homeless Services Manager, **Ninna Castellano**; Director of Community Services; **Susy Lopez-Garcia** 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. PRESENTATIONS, TRAINING, AND COMMENDATIONS 30 minutes**

A. Mission Moment: Meet Claudia Lozano our Community Development Coordinator

**7. EXECUTIVE DIRECTOR'S REPORTS 20 minutes**

A. Executive Director's written report .....7

B. Program Reports for December 2018 .....9

C. Financial Report through November 2018 .....11

**8. CONSENT CALENDAR: 3 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 11-19-2018 .....17

B. Consider acceptance of the minutes of the Finance Committee meeting of 12-17-2018 .....21

**9. PUBLIC HEARINGS: None.**

**10. BUSINESS ITEMS: 45 minutes**

A. Receive, discuss, and approve the 2019 Budget .....23

Board Liaison: Chair, Dr. Ramon Flores

Staff Liaison: Executive Director, Dr. Cynder Sinclair

RECOMMENDATION: Board formally receives, discusses and approves the 2019 Budget

Time allotted *15 minutes*

B. Receive and approve 2019 Calendar Meeting Dates .....29

Board Liaison: Chair, Dr. Ramon Flores

Staff Liaison: Executive Director, Dr. Cynder Sinclair

RECOMMENDATION: Board approval of 2019 Calendar Meeting Dates

Time allotted *15 minutes*

**CLOSED SESSION**

C. Executive Director Salary Review .....33

Board Liaison: Chair, Dr. Ramon Flores

Staff Liaison: Executive Director, Dr. Cynder Sinclair

RECOMMENDATION: Report on review conducted

Time allotted *15 minutes*

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

**12. BOARD MEMBERS REPORTS, ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

1-8-19, 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, Dr. Ramon Flores; Vice Chair, Vincent Stewart; Secretary/Treasurer, Dr. Betsy Connolly, Bernardo Perez and Jenny Crosswhite. Staff: Executive Director, Dr. Cynder Sinclair, Next EC meeting TBD
- (B) **Fund Development Committee:** Kate Mills, Magda Weydt. Next FDC meeting TBD
- (C) **Finance Committee:** Chair, Dr. Betsy Connolly; Director Vincent Stewart; Director Bernardo Perez and Director Anson Mar. Staff: Executive Director, Dr. Cynder Sinclair. Next FC meeting TBD.
- (D) **Board Development Committee:** Chair, Dr. Ramon Flores, and Director Vincent Stewart. Next meeting TBD.
- (E) **Ad Hoc Committee Public Policy Advocacy:** Chair, Dr. Betsy Connolly, Director Weydt and Director Surber. Next meeting TBD.

### **13. 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).**