



COMMUNITY HUMAN SERVICES

BOARD OF DIRECTORS

Regular Meeting
Thursday, January 17, 2019
11:00 a.m. – 1:00 p.m.

LOCATION:
Sand City, City Hall
One Sylvan Park
Sand City, CA 93955

AGENDA

Section/Page:

Item:

- A. **CALL TO ORDER**
- B. **BOARD ROLL CALL**
- C. **STAFF & GUEST INTRODUCTIONS**
- D. **PUBLIC COMMENTS**

Anyone wishing to address the board on matters not appearing on the Agenda may do so at this time. There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this item and all comments will be referred to staff. The public may comment on any matter listed on the Agenda at the time the matter is being considered by the board.

- E. **CONSENT ITEMS**

Items listed under the Consent agenda are considered to be routine and are acted on by the Board in one motion. There is no discussion on these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent agenda. The administration recommends approval

on all Consent items. Each item on the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

1. Minutes from the regular board meeting on November 15, 2018.
2. Disbursements – for the period of December 1, 2018 through December 31, 2018 in the amount of \$501,041.84

F. UNIT PRESENTATION – CSEC / Communication Coordinator

G. CEO REPORT – Robin McCrae

H. DEVELOPMENT DIRECTOR REPORT – Rob Rapp

I. COMMITTEE REPORTS

1. Finance Committee (Standing) – Annette Yee-Steck
2. Personnel Committee (Standing) – Harvey Kuffner

J. DISCUSSION/ACTION ITEM

1. Patient Care Coordinator/Office Manager Job Description and Salary

Recommendation: That the Board approve the Job Description and Salary, as proposed.

2. Maintenance Staff Job Description and Salary

Recommendation: That the Board approve the Job Description and Salary, as proposed.

3. Annual Resolution Authorizing Agency Signers

Recommendation: That the Board approve the resolution to authorize the CEO, CFO and Board Chair to sign contracts, grants, and financial agreements, as proposed.

4. Corporate Resolution to Borrow

Recommendation: That the Board approve the Corporate Resolution to Borrow, as proposed.

5. Resolution Designating and Authorizing Signers and Officers for All Financial Institutions

Recommendation: That the Board approve the Resolution Designating and Authorizing Signers and Officers for All Financial Institutions, as proposed.

K. INFORMATION ITEMS

Information items do not require Board action. The following reports appear below or are attached as noted:

1. Unit Narratives – November & December 2018
2. CHS Acronym List
3. Financial Reports – Refer to Finance Committee Agenda
4. Personnel Summary – November 1, 2018 through December 31, 2018

Emma Peterson
Counselor II, Safe Place BCP
Hired: 11/5/2018

Burton, Katlin
Relief Staff, GH
Hired: 12/3/2018

Boze, Tammy
Counselor II, OMC
Hired: 12/26/2018

Millico, Shirley
Program Officer II, SP
Separated: 11/2/2018

Brazwell, Martha
Transportation Coordinator, GH
Separated: 12/14/2018

Paniagua, Priscilla
CSEC Specialist/DV
Group Facilitator
Separated: 12/17/2018

Burrows, Nikki
Relief Staff, GH
Separated: 12/18/2018

5. Communications Summary –
 - a. CHS Employee Newsletter, January 2019
 - b. “Mental Illness, Substance Abuse Increasing Among California Youth,” Philanthropy News Digest
 - c. “Breaking the Chains of Human Trafficking,” advertisement in Monterey County Weekly
 - d. CHS flier – E-Cigarettes Use Among Youth
 - e. CHS flier – Positive Parenting Program Winter 2019 Class Schedule
 - f. CHS “Big Idea” article for MCGives, Monterey County Weekly
 - g. “Together Against Child Sexual Exploitation,” advertisement in Monterey County Weekly
 - h. Email dated January 4, 2019 from Angelica Gutierrez, HHS Family & Youth Services Bureau, regarding funding
 - i. “Partial Government Shutdown Continues,” National Network for Youth (from email)

L. JPA MEMBER REPORTS

M. CHAIR COMMENTS

N. REQUESTS FOR NEXT MEETING/AGENDA

O. ADJOURNMENT

NOTE: Support material for agenda is available for public review at the CHS Administration Office, 2560 Garden Road, Suite 201-B, Monterey, CA 93940 on Tuesday and Wednesday immediately prior to the monthly Board Meeting.

The CHS Board meets regularly on the third Thursday of each month at 11:00 a.m. at Sand City City Hall, One Sylvan Park, Sand City, CA, unless otherwise noted. Board members unable to attend this meeting are asked to contact their Alternate and call Administrative Services Manager Rosie Angulo at the CHS Administration Office, (831) 658-3811.