



**Board of Directors  
Minutes of Regular Meeting  
July 18, 2019**

**A. CALL TO ORDER**

The meeting was called to order by Kyle Samuels, Board Vice Chair, at 10:34 a.m., at Tarp's Roadhouse 2999 Monterey Salinas Highway, Monterey CA 93940

**B. BOARD ROLL CALL**

City of Carmel – Darlene Mosley  
City of Del Rey Oaks – Pat Lintell  
City of Marina – Lisa Berkley  
City of Monterey – Alan Haffa  
City of Pacific Grove – Alan Cohen  
City of Salinas – Steve McShane  
City of Sand City – Mary Ann Carbone  
City of Seaside – Mary Mitchell  
Carmel Unified School District – (absent)  
Monterey County Office of Education – Harvey Kuffner  
Monterey Peninsula College – (absent)  
Monterey Peninsula Unified School District – (absent)  
North Monterey County Unified School District – Kyle Samuels  
Pacific Grove Unified School District – (absent)  
Salinas Union High School District – Anthony Rocha  
Santa Rita Union School District – (vacant/absent)

**C. STAFF & GUEST INTRODUCTIONS**

Robin McCrae, Chief Executive Officer  
Rosie Angulo, Administrative Services Manager  
Sharon Lagana, Chief Financial Officer  
Marta Sullivan, Senior Program Officer  
Devon Corpus, Senior Program Officer  
Shawn Stone, Program Officer II  
Kelsey Hansen, Office Manager/Program Supervisor  
Rob Rapp, Development Director

**D. PUBLIC COMMENTS: None**

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on June 20, 2019.
2. Disbursements for the period of June 1, 2019 through June 30, 2019 in the amount of \$544,544.50.

M/S/C H. Kuffner / M. Carbone 11/0/0

F. UNIT PRESENTATION: None

G. CEO REPORT: Robin McCrae gave a report which was also included in the board packet. Robin made an additional comment that the Continuum of Care is open to our request that HEAP funding for the shelter capital project be made available in advance of expenditures as opposed to through a reimbursement mechanism, which could adversely affect Agency cash flow.

H. DEVELOPMENT REPORT: Development Director Rob Rapp gave a report which was included in the board packet for review. Rob commented that, although we fell about 5% short of our fundraising goal this fiscal year, a lot of good ground work was laid for great success this coming year.

I. COMMITTEE REPORTS:

Finance Committee – Board member Harvey Kuffner reported out for the committee which met earlier in the day. The financial dashboard reflects a balance in the checking account of \$52,039; however, since this report, the agency has received \$432,000 from the County. Although payments have been received, County reimbursements continue to be slow. He also noted that next year, the second year of the Medi-Cal waiver, will hopefully go a little smoother, especially with Avatar, the County’s EMR system.

J. DISCUSSION/ ACTION ITEMS:

1. Organizational Chart

Motion: That the Board approve the organizational chart revision as proposed

M/S/C M. Mitchell / H. Kuffner 11/0/0

2. New Position - Senior Program Officer, Homeless Services

Motion: That the Board approve the new Senior Program Officer, Homeless Services job description with the addition of Bachelor’s Degree under minimum qualifications.

M/S/C M. Mitchell / S. McShane 11/0/0

3. New Position - Clinician I, Substance Use Disorder (SUD) Services

Motion: That the Board approve the new Clinician I, SUD Services job description as proposed.

M/S/C A. Haffa / H. Kuffner 11/0/0

4. New Position - Quality Assurance Clinician, SUD Services

**Motion:** That the Board approve the new Clinician I, SUD Services job description as proposed.

M/S/C A. Rocha / A. Haffa 11/0/0

5. New Position – Counselor II, Street Outreach Program, Salinas Valley

**Motion:** That the Board approve the new Counselor II, Street Outreach Program, Salinas Valley job description as proposed with the addition of bilingual highly desired under minimum qualifications.

M/S/C A. Haffa / M. Carbone 11/0/0

6. New Position – Counselor III, Street Outreach Program, Salinas Valley

**Motion:** That the Board approve the new Counselor III, Street Outreach job description as proposed with the addition of bilingual highly desired under minimum qualifications.

M/S/C S. McShane / M. Mitchell 11/0/0

**J. INFORMATION ITEMS**

Information items do not require Board action. The following reports were included in the board packet for review:

1. Unit Narratives
2. CHS Acronym List
3. Financial Reports
4. Personnel Summary

**K. JPA MEMBER REPORTS:**

**L. CHAIR COMMENTS:** Vice Board Chair Kyle Samuels thanked the board for their patience with his first time chairing the meeting.

**M. REQUEST FOR NEXT MEETING:** None.

**N. ADJOURNMENT:** The meeting was adjourned at 11:10 a.m.

**NOTE:** Support material for the 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 the CHS Administration Office at (831) 658-3811.

Respectfully submitted:



Robin McCrae  
Chief Executive Officer



Rosie Angulo  
Administrative Services Manager