



**Board of Directors
Minutes of Regular Meeting
May 30, 2019**

A. CALL TO ORDER

The meeting was called to order by Alan Cohen, Board Chair, at 9:43 a.m., at Shoreline Community Church in Monterey, CA.

B. BOARD ROLL CALL

City of Carmel – (absent)
City of Del Rey Oaks – Pat Lintell
City of Marina – Lisa Berkley (arrived at 10:14)
City of Monterey – Alan Haffa
City of Pacific Grove – Alan Cohen
City of Salinas – Steve McShane
City of Sand City – (absent)
City of Seaside – Mary Mitchell
Carmel Unified School District - (absent)
Monterey County Office of Education – Harvey Kuffner
Monterey Peninsula College – Loren Steck (left at 10:02)
Monterey Peninsula Unified School District – Alana Myles
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
Destini Colvin, Office Manager
Rob Rapp, Development Director
Lenina Sanchez, Communications Coordinator
Lilah Handler, Program Officer II
Marta Sullivan, Senior Program Officer
Devon Corpus, Senior Program Officer
Shawn Stone, Program Officer II
Kelsey Hansen, Office Manager/Program Supervisor
Kim Cruz, City of Sand City

D. **PUBLIC COMMENTS:** None

E. **CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on March 21, 2019.
2. Disbursements for the period of March 1, 2019 through April 30, 2019 in the amount of \$539,059.85.

M/S/C L. Steck/ S. McShane 10/0/0

F. **CEO REPORT:** Robin McCrae gave a report which was also included in the board packet.

G. **DEVELOPMENT REPORT:** Rob Rapp gave a report which was also included in the board packet for review.

H. **COMMITTEE REPORTS:**

Finance Committee – Board member Harvey Kuffner reported out for the committee which met earlier in the day. We are experiencing delay of payments from the County due primarily to the county’s billing system, AVATAR, having issues. The Financial Dashboard reflects a Year to Date Net Income of \$56,174. Accounts Payable over 30 days reflects a balance of -\$1,387 due to a double payment that was made to a vendor. The overpayment will be credited back to CHS’ account.

Personnel Committee – Board member Alana Myles reported out for the committee which met to discuss action items I.1, I.2, I.3 and I.5 which are included in the board packet for recommendation.

I. **DISCUSSION/ ACTION ITEMS:**

1. Job Description and Salary Placement for New Position: Parent Education Lead

Motion: That the Board approve the new job description/salary for the Parent Education Lead as recommended by the Personnel Committee.

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

2. Revisions to the Counselor II – Safe Place Basic Center Program Job Description

Motion: That the Board approve the revisions to the Safe Place Counselor II – Basic Center Program job description as recommended by the Personnel Committee, but changing all references to “therapy” to “counseling.”

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

3. Revisions to the Commercially Sexual Exploited Children (CSEC) Advocate/Domestic Violence (DV) Group Facilitator Job Description

Motion: That the Board approve the revisions to the Commercially Sexual Exploited Children (CSEC) Advocate/Domestic Violence (DV) Group Facilitator Job Description as recommended by the Personnel Committee.

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

4. Lease Van for the Safe Passage Program

Motion: That the Board approve leasing a van for the Safe Passage program.

M/S/C M. Mitchell/A. Myles 11/0/0

5. Elimination of Four Clinical Positions at Family Service Centers for Lack of Work or Lack of Funds.

Motion: That the Board authorize the CEO to eliminate up to four Clinical positions subject to determination by the finance and personnel committees.

M/S/C A. Haffa/S. McShane 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. Human Resource Report - 2018
5. Personnel Summary

K. JPA MEMBER REPORTS: Board Member Harvey Kuffner presented CEO Robin McCrae with a Resolution for Positive Parenting Awareness for the month of February from the Monterey County Office of Education.

Board Member Alan Haffa reported that the City of Monterey approved an allocation of monies to agencies which includes Community Human Services as a part of the Peninsula Homeless Challenge with help from their partners City of Pacific Grove, City of Sand City and the City of Carmel. The allocation in total is about \$54,000 in which Community Human Services will receive a portion of those monies.

Board Member Steve McShane presented CEO Robin McCrae with a Certificate of Recognition on behalf the City of Salinas for receiving the Lifetime Achievement Award at the Child Abuse Prevention Program breakfast.

Board Member Alana Myles requested that Community Human Services conducts presentation during the June board meeting to give a status report on the National Center for Youth collaboration with Safe Place at the next board meeting.

L. CHAIR COMMENTS: Board Chair Alan Cohen thanked the board members for their ongoing support. Alan Cohen appointed an ad-hoc committee to nominate CHS' FY 2019-20 board slate of officers.

M. REQUEST FOR NEXT MEETING: None

N. ADJOURNMENT: The meeting was adjourned at 10:50 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