



**community
human services**
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**Board of Directors
Minutes of Regular Meeting
October 18, 2018**

A. CALL TO ORDER

The meeting was called to order by Alan Cohen, Board Chair, at 11:10 a.m., at the City Hall in Sand City.

B. BOARD ROLL CALL

City of Carmel – Darlene Mosley
City of Del Rey Oaks – Pat Lintell
City of Marina – Nancy Amadeo
City of Monterey – Alan Haffa (arrived at 11:17, after CONSENT action item)
City of Pacific Grove – Alan Cohen
City of Salinas – (absent)
City of Sand City – Mary Ann Carbone
City of Seaside – (absent)
Carmel Unified School District – Annette Yee-Steck
Monterey County Office of Education – Harvey Kuffner
Monterey Peninsula College – Loren Steck
Monterey Peninsula Unified School District – Alana Myles
North Monterey County Unified School District – (absent)
Pacific Grove Unified School District – Cristy Dawson
Salinas Unified School District – (absent)
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
Shawn Stone, Program Officer II
Kati Patton, Bookkeeper II
Destini Colvin, Office Manager
Marta Sullivan, Senior Program Officer
Kelsey Hansen, Program Supervisor/Office Manager
Devon Corpus, Senior Program Officer
Mariela Castro, Drug Resource Specialist
Jacqueline Frias, Drug Resource Specialist
Ariana Lopes, Drug Resource Specialist
Estefani Gomez, Drug Resource Specialist
Adriana Morales, Drug Resource Specialist
Lorena Ruiz, Drug Resource Specialist

Tom Dawson

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on September 20, 2018.
2. Disbursements for the period of September 1, 2018 through September 30, 2018 in the amount of \$553,037.84.

M/S/C

L. Steck / H. Kuffner

10/0/0

F. PRESENTATION OF DRAFT AUDIT: Bianchi, Kasavan, & Pope LLP reported that there were no findings in the fiscal year 2017/18 audit. CFO Sharon Lagana asked board members to review the audit and submit any concerns or questions to her by October 26th.

G. UNIT PRESENTATION: Substance Use Prevention Program (SUPP) Counselors tagged team and presented a great informational Power Point presentation. The Substance Use Prevention Program (SUPP) is a school-based counseling program for students. The program aims to provide socio-emotional support to students and to address and identify substance use and abuse issues. It focuses on substance use prevention and education, anger management techniques, drug free social recreation and provides additional support to students and their families. SUPP Components include: 7 Challenges Program, counseling, Youth Alternatives to Violence Program (YATV), Alcohol and Drug Abuse Prevention Team (ADAPT), presentations and consultations. Currently, the SUPP program is in collaboration with Salinas High School to reduce their suspension/expulsion rate, due to how rampant vaping has become. Vape Workshops will be providing services in early November.

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

I. DEVELOPMENT REPORT: A report was included in the board packet for review.

J. COMMITTEE REPORTS:

Finance Committee – Annette Yee-Steck reported out for the committee which met earlier in the day. The financial dashboard reflects a year to date net income. On the accounts receivable line, the “County over 30 days” is high due to slow payments from the county. The finance committee also reviewed the fiscal year 2017-18 audit report provided by Bianchi, Kasavan, & Pope LLP.

K. DISCUSSION/ ACTION ITEMS:

1. Revisions to the C III Job Descriptions

Motion: That the Board approve adding 2 years as a Counselor II experience or the equivalent education and experience to the minimum requirements section of the C III job description.

L. 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

M. JPA MEMBER REPORTS: Board member Alan Haffa reported that he and board alternate Mike Pekin would like to create a Homelessness Committee. Robin McCrae suggested a phone conference to discuss further.

Board member Harvey Kuffner presented Community Human Services with a resolution from Monterey County Office of Education, recognizing August as National Recovery Month. Board member Harvey Kuffner requested a presentation to MCOE's board of directors on the second Wednesday of November from Robin McCrae and a representative from the SUPP program.

Board member Nancy Amadeo announced that her term will end in December. Nancy requested a letter be sent to the mayor of the City of Marina to allow Nancy to continue on CHS' board of directors.

Board member Mary Ann Carbone wished Senior Program Officer Marta Sullivan a Happy Birthday. Mary Ann also shared information regarding the nationwide opioid crisis from the Women's Mayors Conference she attended in Washington D.C. Mary Ann will be sending the information to Administrative Services Manager Rosie Angulo to share with the board.

N. CHAIR COMMENTS: Board Chair Alan Cohen thanked all who were in attendance.**O. REQUEST FOR NEXT MEETING:** None**P. ADJOURNMENT:** The meeting was adjourned at 12:26 p.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