



**COMMUNITY HUMAN SERVICES**  
**BOARD OF DIRECTORS**

**Regular Meeting**  
Thursday, September 20, 2018  
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 August 16, 2018.

2. Disbursements for the period of August 1, 2018 through August 31, 2018 in the amount of \$613,840.39

F. UNIT PRESENTATION – Genesis House

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 ITEMS

1. Revision to Bylaws - Add Salinas Union High School District

**Recommendation:** That the Board approve adding Salinas Union High School District to CHS' bylaws as proposed.

2. Petty Cash for Substance Use Prevention Program (SUPP)

**Recommendation:** That the Board approve the petty cash amounts for SUPP program as proposed.

3. Personnel Policies 8000-9400

**Recommendation:** That the Board approve Personnel Policies 8000-9400 as proposed.

4. Job Description for Licensed Mental Health Clinician

**Recommendation:** That the Board approve the job description for Licensed Mental Health Clinician 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 – August 2018
2. CHS Acronym List
3. Financial Reports – Refer to Finance Committee Agenda
4. Personnel Summary – August 1, 2018 through August 31, 2018

Handler, Lilah  
Counselor II, Safe Place  
Hired: 08/13/18

Cardona, Ashlee  
Clinician I, FSC-SLS  
Hired: 08/27/18

Payne, Susan  
Counselor II, OPTC-MTRY  
Separated: 08//07/18

Chavez, Perla  
Office Assistant, GH  
Separated: 08/16/18

Watson, Amber  
Office Manager, OPTC-MTRY  
Separated: 08/23/18

5. Communications Summary –
  - a. CHS Employee Newsletter, September 2018
  - b. The Coalition of Homeless Services Providers – Homeless Emergency Aid Block Grant Information

- 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.