



**community  
human services**  
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**Board of Directors  
Minutes of Regular Meeting  
September 20, 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 11:15, after CONSENT action item)  
City of Pacific Grove – Alan Cohen  
City of Salinas – (absent)  
City of Sand City – (absent)  
City of Seaside – Mary Mitchell  
Carmel Unified School District – Steve Gonzalez  
Monterey County Office of Education – Harvey Kuffner  
Monterey Peninsula College – (absent)  
Monterey Peninsula Unified School District – Alana Myles  
North Monterey County Unified School District – Kyle Samuels  
Pacific Grove Unified School District – Cristy Dawson  
Santa Rita Union School District – (vacant/absent)  
Salinas Unified School District – (absent)

**C. STAFF & GUEST INTRODUCTIONS**

Robin McCrae, Chief Executive Officer  
Rosie Angulo, Administrative Services Manager  
Sharon Lagana, Chief Financial Officer  
Rob Rapp, Development Director  
Lenina Sanchez, Communications Coordinator  
Catherine Wilson, Counselor III  
Shawn Stone, Program Officer II  
Kati Patton, Bookkeeper II  
Destini Colvin, Office Manager

**D. PUBLIC COMMENTS: None**

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

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.

M/S/C M. Mitchell / C. Dawson 10/0/0

- F. **UNIT PRESENTATION:** Catherine Wilson, Counselor III, gave a brief presentation on Genesis House Residential facility and the Medi-Cal waiver implementation.
- G. **CEO REPORT:** Robin McCrae gave a report which was also included in the board packet.
- H. **DEVELOPMENT REPORT:** Rob Rapp gave a report that was also included in the board packet.
- I. **COMMITTEE REPORTS:**

**Finance Committee** – Harvey Kuffner reported out for the committee which met earlier in the day. The financial dashboard reflects a steady balance in the checking account. Accounts receivable look unusually high. Since the dashboard report was completed CHS has received a payment which brought down the receivables balance by \$300K. Income statement year to date shows positive net income. Finances are looking good.

CEO Robin McCrae reported that during the finance committee meeting board member Harvey Kuffner recused himself from the discussion of 403(b) Third Party Administrators due to a possible conflict of interest. Management is exploring new TPA, financial advisor and investment platform for 403(b) plan and will seek advice from the attorney regarding conflict of interest concern.

**Personnel Committee** – Harvey Kuffner reported out for the committee which met on September 10, 2018 to discuss action item J.3 which is included in the board packet for recommendation.

J. **DISCUSSION/ ACTION ITEMS:**

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

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

M/S/C N. Amadeo / M. Mitchell 11/0/0

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

**Motion:** That the Board approve the petty cash amounts of \$50 per school for SUPP program as proposed.

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

3. Personnel Policies 8000-9400

**Motion:** That the Board approve Personnel Policies 8000-9400, changing the word “excuse” to “recuse” on pg. 18 of the board packet, contingent upon attorney’s final approval.

M/S/C

A. Haffa / H. Kuffner

11/0/0

4. Job Description for Licensed Mental Health Clinician

**Motion:** That the Board approve the job description for Licensed Mental Health Clinician with recommendation to add 5 years of experience to the proposed job description.

M/S/C

N. Amadeo / A. Myles

11/0/0

**K. 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

- L. JPA MEMBER REPORTS:** Board member Alan Haffa reported that the City of Monterey has approved a letter responding to the grand jury report of homelessness. City of Monterey is open to creating a JPA county-wide that would focus on homelessness. City of Monterey also approved housing for emergency homeless crisis.

Board member Harvey Kuffner reported that he attended the free taco lunch at Off Main Clinic. He was given a tour by the staff of the facility. Harvey was very pleased by the appearance and the professionalism.

Board member Nancy Amadeo reported that the City of Marina received an email from a legal firm regarding civil rights violation of the eighth amendment regarding a person’s right to camp in order to sleep under certain conditions. Nancy will be sending the information to Administrative Services Manager Rosie Angulo to share with the board.

- M. CHAIR COMMENTS:** Board Chair Alan Cohen invited all board member to the BBQ for Recovery Month that will be held at Genesis House on September 28, 2018. Alan also thanked everyone for attending the meeting.

- N. REQUEST FOR NEXT MEETING:** None

- O. 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:



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Robin McCrae  
Chief Executive Officer



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Rosie Angulo  
Administrative Services Manager