



**Board of Directors  
Minutes of Regular Meeting  
January 16, 2020**

**A. CALL TO ORDER**

The meeting was called to order by Alana Myles, Board Chair, at 11:00 a.m., at Sand City City Hall in Sand City, CA.

**B. BOARD ROLL CALL**

City of Carmel – (absent)  
City of Del Rey Oaks – Pat Lintell  
City of Marina – Lisa Berkley (arrived @ 11:12)  
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 – (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 – Kyle Samuels  
Pacific Grove Unified School District – Cristy Dawson (arrived @ 11:10)  
Salinas Union High School District – Anthony Rocha (arrived @ 11:26)  
Santa Rita Union School District – (vacant/absent)

**C. STAFF & GUEST INTRODUCTIONS**

Rosie Angulo, Administrative Services Manager  
Robin McCrae, Chief Executive Officer  
Sharon Lagana, Chief Financial Officer  
Kathi Patton, Bookkeeper  
Shawn Stone, Senior Program Officer  
Kelsey Hansen, Office Manager/Supervisor

**D. PUBLIC COMMENTS: None**

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on December 12, 2019.
2. Disbursements – for the period of November 1, 2019 through November 30, 2019 in the amount of \$536,768.65 and for the

period of December 1, 2019 through December 31, 2019 in the amount of \$585,031.97

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

F. **UNIT PRESENTATION:** Office Manager/Program Supervisor Kelsey Hansen gave a brief overview of the Supervised Visitation and Domestic Violence programs.

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

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

I. **COMMITTEE REPORTS:**

**Finance Committee** – Board member Annette Yee Steck reported out for the committee which met earlier in the day. In December, the line of credit balance was paid down \$60,000, making the new balance approximately \$50,000. The Dash Board shows high Accounts Receivable due to slow payments from the County; however, since the first of the month, we have received additional payments totaling \$168,000.

J. **DISCUSSION/ ACTION ITEMS:**

1. Annual Resolution Authorizing Agency Signers

**Motion:** That the board approve the resolution authorizing the CEO, CFO, and Board Chair to sign agreements on behalf of the Agency, as proposed.

M/S/C A. Haffa / K. Samuels 13/0/0

2. Corporate Resolution to Borrow

**Motion:** That the Board approve the Corporate Resolution to Borrow, as proposed.

M/S/C L. Berkley / C. Dawson 13/0/0

3. Resolution Designating and Authorizing Signers at Financial Institutions

**Motion:** That the Board approve the Resolution Designating and Authorizing Signers and Officers for All Financial Institutions, as proposed.

M/S/C L. Berkley / S. McShane 13/0/0

4. Full Time Dispensing Nurse, Off Main Clinic

**Motion:** That the board approve making one of the two part-time dispensing nurse positions a full-time benefitted position as proposed.

M/S/C A. Haffa / A. Rocha 13/0/0

5. Declaration of Surplus Property

**Motion:** That the Board declare the Street Outreach van at Safe Place surplus property as proposed.

**M/S/C**

**L. Steck / K. Samuels**

**13/0/0**

**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: None**

**M. CHAIR COMMENTS: Board Chair Alana Myles wished everyone Happy New Year!**

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

**O. ADJOURNMENT: The meeting was adjourned at 11:55 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