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**BOARD OF DIRECTION
MINUTES OF REGULAR BOARD MEETING
July 16, 2020
HELD VIA ZOOM DUE TO COVID-19 SHELTER IN PLACE ORDER**

A. CALL TO ORDER

The meeting was called to order by Alana Myles, Board Chair, at 11:03 a.m. via Zoom

B. BOARD ROLL CALL

City of Carmel – (absent)
City of Del Rey Oaks – Pat Lintell
City of Marina – (absent)
City of Monterey – Alan Haffa
City of Pacific Grove – Alan Cohen
City of Salinas – Steve McShane (11:05)
City of Sand City – MaryAnn Carbone (11:10)
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 – (absent)
Salinas Union High School District – (absent)
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
Destini Colvin, Office Manager/Safety Coordinator
Rob Rapp, Development Director
Kathi Patton, Bookkeeper

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on June 18, 2020.

2. Disbursements – for the period of June 1, 2020 through June 30, 2020 in the amount of \$1,061,234.80.

M/S/C

L. Steck / P. Lintell

10/0/0

F. UNIT PRESENTATION: None

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:

1. Finance Committee – Board member Annette Yee-Steck reported that the year-to-date net income for June is \$753,162, which when adjusted is an actual net income of \$38,000. The total expenses were higher than normal due to a deposit of Payroll Protection funds into Fidelity. The County Accounts Receivables over 60 days shows a negative balance of \$12,470 due to a prepayment made by the County for the month of April to assist providers with cash flow. All JPA (Joint Powers Authority) entities have made payments for fiscal year 2019-20.

J. DISCUSSION/ ACTION ITEMS:

1. Revised Transportation Coordinator Job Description

Motion: That the board approve the revised Transportation Coordinator job description, as recommended by the Personnel Committee.

M/S/C

S. McShane/A. Haffa

10/0/0

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 out for the City of Monterey. The city has approved an emergency housing assistance program for residents and those who work in the City of Monterey that have been impacted by COVID, which is expected to rollout at the end of July.

Board Chair Alana Myles reported out for MPUSD. The school district will be opening the school year online and will re-evaluate in October.

Board member Pat Lintell reported out for the City of Del Rey Oaks. Del Rey Oaks City Hall will be open by appointment only on Tuesdays and Thursdays. Staff will be working from home on Mondays, Wednesdays, and Fridays.

- M. **CHAIR COMMENTS:** Board Chair Alana Myles thanked Robin and staff that have continued to provide services online and in person. Alana wished everyone well and safety.
- N. **REQUEST FOR NEXT MEETING:** None.
- O. **ADJOURNMENT:** The meeting was adjourned at 12:01 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