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**BOARD OF DIRECTION
MINUTES OF REGULAR BOARD MEETING
August 20, 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 11:05 a.m. via Zoom

B. BOARD ROLL CALL

City of Carmel – Darlene Mosley
City of Del Rey Oaks – Pat Lintell
City of Marina – Lisa Berkley
City of Monterey – Alan Haffa (@11:10)
City of Pacific Grove – (absent)
City of Salinas – Steve McShane
City of Sand City – MaryAnn Carbone
City of Seaside – Mary Mitchell
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 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
Lenina Sanchez, Communications Coordinator
Jennie Hazen, Program Officer
Kathi Patton, Bookkeeper

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the emergency board meeting on July 16, 2020.
2. Disbursements – for the period of July 1, 2020 through July 31, 2020 in the amount of \$1,047,683.10.

M/S/C C. Dawson / H. Kuffner 12/0/0

- F. Motion: Add Emergency Action Item J.5. to the agenda.

M/S/C H. Kuffner / S. McShane 12/0/0

- 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: Included in the board packet for review.

- I. COMMITTEE REPORTS:

1. Finance Committee – Board member Annette Yee-Steck reported that the committee met earlier in the day. The Financial Dashboard shows a positive balance of \$400K for the month of July. There is additional cash due to the PPP loan. Expenses were high due to prepaying insurance, which gives CHS a discount, construction costs for Casa De Noche Buena, and a payment to Fidelity to invest a portion of PPP funds. CHS is ahead on income due to JPA support and grants.

- J. DISCUSSION/ ACTION ITEMS:

1. Casa de Noche Buena Job Descriptions

Motion: That the board approve Casa De Noche Buena job descriptions, as recommended by the Personnel Committee.

M/S/C L. Steck / A. Haffa 11/0/0

2. Exempt Salary Threshold

Motion: That the Board approve the Exempt Salary Threshold recommendations, as recommended by the Personnel Committee.

M/S/C H. Kuffner / S. McShane 11/0/0

3. Vacation Accrual

Motion: That the Board approve the Vacation Accrual, as recommended by the Personnel Committee, and direct staff to bring this back for board review in six months.

M/S/C C. Dawson / P. Lintell 7/4/0

4. FFCRA Policy

Motion: That the Board approve FFCRA Policy for inclusion in the Personnel Policies, as recommended by the Personnel Committee.

M/S/C L. Steck/ C. Dawson 11/0/0

5. Emergency Action Item – Nurse Position at Off Main Clinic

Motion: That the Board approve increasing the part time nurse position to full time, as recommended by the Personnel Committee.

M/S/C H. Kuffner/ L. Berkley 12/0/0

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. FY 19/20 Units of Service Statistics
4. Board Retreat Minutes
5. Personnel Summary

L. JPA MEMBER REPORTS: Board Member Annette Yee Steck reported that she will not be running for CUSD board re-elections. Annette has been on CUSD and CHS board for 27 years. Annette's company was appointed by the State Treasurer's office to assist school districts throughout the State of California with financing programs during this difficult time. Annette will stay on CHS board of directors if CUSD allows her to do so.

CHAIR COMMENTS: Board Chair Alana Myles wished everyone well and safety. She also said she cannot wait until we can all meet again soon.

N. REQUEST FOR NEXT MEETING: None.

O. ADJOURNMENT: The meeting was adjourned at 12:32 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