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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
September 17, 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 11:04 a.m. via Zoom.

B. BOARD ROLL CALL

City of Carmel – (absent)
City of Del Rey Oaks – Pat Lintell
City of Marina – Lisa Berkley
City of Monterey – Alan Haffa
City of Pacific Grove – Alan Cohen (@ 11:10)
City of Salinas – Steve McShane
City of Sand City – MaryAnn 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 – (absent)
Pacific Grove Unified School District – Cristy Dawson
Salinas Union High School District – Anthony Rocha
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
Marta Sullivan, Senior Program Officer
Kathi Patton, Bookkeeper
Kelsey Hansen, Office Manager/Program Coordinator
Rob Rapp, Development Director
Gillian Renteria, Counselor II Genesis House

D. **PUBLIC COMMENTS:** None

E. **CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the emergency board meeting on August 20, 2020.
2. Disbursements – for the period of August 1, 2020 through August 31, 2020 in the amount of \$506,970.29

M/S/C

L. Steck / L. Berkeley

11/0/0

F. **UNIT PRESENTATION:** Gillian Renteria, Counselor II from Genesis House, gave a brief overview of the services offered at Genesis House. Genesis House offers 3 levels of care, the first being withdraw management which is a detox process. The time frame for the detox process is approximately 14 days but it can vary depending on the client's needs. The services included in withdraw management are monitoring for the first 72 hours every 30 minutes and coordination with medical staff to link the client to MAT services including Off Main Clinic. Once the client's withdraw symptoms have subsided, an ASAM assessment is conducted to determine if the client needs to remain in residential treatment or be referred to a lower level of care. The next levels are low intensity residential and high intensity residential. High intensity residential is for clients with co-occurring disorders who need additional support who meet with a clinician as well as their primary counselor. Referrals to Genesis House come from various agencies such as: AB109, CPS, Monterey County Behavioral Health and Outpatient. Clients that Genesis House serves are adults, mothers with children, and those with co-occurring disorders. Services received at Genesis House includes detox management, referrals to MAT services, individual and group counseling, case management, parenting classes, and referrals to mental health assessments. Due to the COVID-19 pandemic, clients can access 12-step meetings through Zoom. Genesis House utilizes evidence-based curriculums such as Seeking Safety, DBT and relapse prevention. Other groups include Focus Feelings, 12-step education, coping skills, emotional sobriety, co-dependency education, drug and alcohol education group where clients read recovery literature and participate in meditation. Due to COVID-19, new clients are quarantined for 14 days and receive services via telephone calls and Zoom. Staff and clients are required to masks in common areas. Plexi glass shields are placed at each desk and education is offered on sanitation, hygiene, social distancing, and proper mask wearing. Temperatures are taken regularly during medication times and counselors often review the list of symptoms with the clients.

G. **CEO REPORT & STRATEGIC PLAN AND OTHER ACHIEVEMENTS 2016-2020:** 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 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 reflects a high year to date net income due to \$500K in capital grants for Casa de Noche Buena facility rehab and JPA allocations made at the start of the fiscal year. The capital expenses will be depreciated

and will appear on the balance sheet, and JPA funding will be spent down over time throughout the fiscal year.

J. DISCUSSION/ ACTION ITEMS:

1. Declaration of Surplus Property

Motion: That the Board declare the 1995 Ford Explore & the 2001 GMC Sierra at Genesis House surplus property as proposed.

M/S/C

A. Rocha / S. McShane

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. Personnel Summary

L. JPA MEMBER REPORTS: None

M. CHAIR COMMENTS: Board Chair Alana Myles thanked Robin and staff for putting together the strategic plan update.

N. CLOSED SESSION: The Board went into closed at 12:19 p.m. and returned at 12:42 p.m. Board Chair Alana Myles reported out from the closed session that the Board discussed a plan to evaluate CEO Robin McCrae. Alana, along with board members Harvey Kuffner, and Loren Steck, will meet and work together on a survey that will be sent out along with the strategic plan update for employees and board members to respond to. From the responses, Alana, Harvey, and Loren will prepare an evaluation and will report back to CEO Robin McCrae during a closed session in November.

O. ADJOURNMENT: The meeting was adjourned at 12:46 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