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**BOARD OF DIRECTORS  
MINUTES OF REGULAR BOARD MEETING  
January 21, 2021**

**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 11:06 a.m. via Zoom.

**B. BOARD ROLL CALL**

City of Carmel – Darlene Mosley (left @12:50)  
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 – (absent)  
City of Sand City – MaryAnn Carbone  
City of Seaside – (absent)  
Carmel Unified School District – Tess Arthur  
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  
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  
Marta Sullivan, Senior Program Officer  
Shawn Stone, Sr. Program Officer  
Rob Rapp, Development Director  
Jennifer Hazen, Program Officer II  
Kelsey Hansen, Office Manager/Program Supervisor

**D. PUBLIC COMMENTS: None**

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the emergency board meeting on November 19, 2020.
2. Disbursements – for the period of November 1, 2020 through November 30, 2020 in the amount of \$692,457.76 and period of December 1, 2020 through December 31, 2020 in the amount of \$528,864.13.

M/S/C

L. Steck / K. Samuels

11/0/0

**F. UNIT PRESENTATION:** Shawn Stone, Senior Program Officer, gave a brief presentation on Casa de Noche Buena. The shelter started conducting phone screenings on January 12, 2021 for admission to the shelter. A total of 52 assessments were completed in one day. Reduced capacity and social distancing at the shelter will be enforced due to COVID-19. Staff from various programs within the agency helped with the move-in process, which included unboxing and assembling furniture and completion of final installations. The current census at Casa de Noche Buena is 12 individuals, 2 families (7 individuals) and 5 single women. Casa de Noche Buena is now fully staffed which includes a Program Officer, Office Manager, Case Manager, and Shelters Monitors.

**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 committee met earlier in the day. The Financial Dashboard for the month of December 2020 reflects a year-to-date net balance of \$445,859 under Operating Net Income. Some of that includes overages from various programs that have earned more income than their expenses, the balance of which will return to the County. There is also \$991,006 Capital Net Income. Overall, finances are in good shape. The Accounts Receivable shows less owed compared to the year-to-date average. Memos to JPA entities that have not paid will go out soon.

2. Strategic Plan Committee - Loren Steck reported that the committee met on January 7, 2021 to discuss action item J.5, which included in the board packet for recommendation.

3. Personnel Committee - Pat Lintell reported that the committee met on January 12, 2021 to discuss action item J.6, which included in the board packet for recommendation.

**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

K. Samuels / C. Dawson

11/0/0

2. Corporate Resolution to Borrow

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

**M/S/C** **H. Kuffner / P. Lintell** **11/0/0**

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** **H. Kuffner / C. Dawson** **11/0/0**

4. Appointment to the Personnel Committee

**Motion:** That the Board approve the appointment of Kyle Samuels to the Personnel Committee

**M/S/C** **L. Steck / H. Kuffner** **11/0/0**

5. Strategic Planning Committee Reclassification

**Motion:** That the Board reclassify the Strategic Planning Committee from *ad hoc* to standing.

**M/S/C** **K. Samuels / M. Carbone** **11/0/0**

6. Personnel Policy Revisions – Final Review

**Motion:** Table this item and send it back to the Personnel Committee to address comments and suggestions from other board members and a vaccination policy and bring it back to the board in February.

**M/S/C** **K. Samuels / A. Haffa** **10/0/0**

7. Extensions of Families First Coronavirus Response Act (FFCRA)

**Motion:** That the board extend the FFCRA deadline to March 31, 2021 for utilization of employee's one-time allotments of 80 hours.

**M/S/C** **K. Samuels / P. Lintell** **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. Personnel Summary

L. **JPA MEMBER REPORTS:** None.

M. **CHAIR COMMENTS:** Board Chair Alana Myles wished everyone “Welcome to the New Year,”

N. **ADJOURNMENT:** The meeting was adjourned at 1:13 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