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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
February 18, 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 11:04 a.m. via Zoom.

B. BOARD ROLL CALL

City of Carmel – Darlene Mosley
City of Del Rey Oaks – Pat Lintell
City of Marina – (absent)
City of Monterey – (absent)
City of Pacific Grove – Alan Cohen
City of Salinas – (absent)
City of Sand City – MaryAnn Carbone
City of Seaside – (absent)
Carmel Unified School District – Ann Marie Rosen
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 (left @12:08)
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
Marta Sullivan, Senior Program Officer
Shawn Stone, Sr. Program Officer
Rob Rapp, Development Director
Jennifer Hazen, Program Officer II
Monica Flores, Counselor III Street Outreach Program

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the emergency board meeting on January 21, 2021.
2. Disbursements – for the period of January 1, 2021 through January 31, 2021 in the amount of \$842,122.73.

M/S/C

L. Steck / C. Dawson

10/0/0

- F. UNIT PRESENTATION:** Monica Flores, Counselor III, gave a brief presentation on Salinas Valley Street Outreach Program (SV-SOP) and Monterey Peninsula Street Outreach Program (MP-SOP). Both programs provide resources and support to homeless youth up to the age of 24 years old. SV-SOP and MP-SOP serve cities in Monterey County including Monterey, Carmel, Pacific Grove, Seaside, Marina, Moss Landing, Castroville, Prunedale, Salinas, Chualar, Gonzales, Soledad, Greenfield, and King City. SV-SOP and MP-SOP provide the following services: case management, crisis intervention, linkage to housing, employment, and education, information and referrals to health, mental health, & substance abuse services, clothing, hygiene, snacks and a 24-hour helpline. During the intake process, clients sign a release of information form so that the street outreach team can communicate with other agencies that apart of the coalition. The street outreach team utilizes one of the following CARS assessments: TAY-VI SPDAT, Family-VI SPDAT and Single-VI SPDAT. Along with an assessment, the client is required to complete a homeless verification which includes a third-party verification from another agency or a self-verification. A Matrix Evaluation is completed during the intake process and after the client exits from the program. This form is used to track client’s progress during case management. A set of 3 phases are used during case management. Phase 1 includes obtaining clients vital documents such as identification card, birth certificate, social security card, Medi-Cal, and food stamps. Phase 2 includes connecting clients with employment, and education opportunities. Along with mental health, domestic violence, disability, and substance use services. Once a client has all vital documents and basic services, Phase 3 connects clients to transitional housing or Homeless Set-Aside Vouchers (HSVP) which is similar to section 8. The street outreach team also assists clients with housing applications. If client can get in a transitional housing program, the street outreach team will continue to provide services for 3 months. If client finds permanent housing, the street outreach will continue to provide services for 6 months to ensure sustainability.
- 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 Harvey Kuffner reported that the committee met earlier in the day. Harvey reviewed the Balance Sheet, Dashboard and Income Statements. The financials were also in the board packet for review.
 2. Personnel Committee – Cristy Dawson reported that the committee met on February 9, 2021 to discuss action item J.1, J.2 & J.4, which included in the board packet for recommendation.

J. DISCUSSION/ ACTION ITEMS:

1. Personnel Policy Revisions – Final Review

Motion: That the board approve the personnel policy revisions as recommended by the Personnel Committee and Legal Counsel.

M/S/C H. Kuffner / D. Mosley 10/0/0

2. COVID-19 Vaccination Policy for Employees

Motion: That the Board approve the COVID-19 vaccination policy as proposed.

M/S/C K. Samuels / L. Steck 9/2/0

Darlene Mosley and Ann Marie Rosen voted no.

3. Establish Petty Cash Fund for Casa de Noche Buena

Motion: That the board approve the petty cash amount as proposed.

M/S/C H. Kuffner / K. Samuels 9/0/0

4. Salary Review & Recommendations

Motion: That the board approve the salary recommendations as proposed by the Personnel Committee.

4.1 A 3% across the Full-Time Salary Schedule Increase, Plus Additional Targeted Increases, effective with July 2020 pay period.

M/S/C K. Samuels / P. Lintell 9/0/0

4.2 A 4% Increase to Hourly Wages Not on the Schedule, effective with July 2020 pay period.

M/S/C H. Kuffner / P. Lintell 9/0/0

4.3 Create 3 Counselor Levels Based on Qualifications, effective with July 2020 pay period.

M/S/C L. Steck / P. Lintell 9/0/0

4.4 Change the “Confidential Office Manager/Safety Officer” to “Administrative Services Associate.”

M/S/C K. Samuels / P. Lintell 9/0/0

5. Review Vacation Accrual “Cap”

Motion: That the Board reduce the vacation accrual “cap” to 200 effective July 1, 2021.

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 a happy Valentine's Day. Alana asked everyone to take advantage of the events happening in celebration of Black History Month. Two of Alana's art pieces may be shown in the virtual gallery session for the City of Seaside's Black History Month Celebration which will be open to the public online.

N. CLOSED SESSION – Board went into closed at 12:55 p.m. and returned to the regular board meeting at 1:14 p.m. Board Chair Alana Myles reported that there was no action was taken. She further reported that an *ad hoc* committee was appointed to review the CEO's compensation, and that a vote would be taken in open session in March on possible changes. Committee members are Alana Myles, Loren Steck, Alan Cohen and Harvey Kuffner.

O. ADJOURNMENT: The meeting was adjourned at 1:19 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