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**BOARD OF DIRECTORS  
MINUTES OF REGULAR BOARD MEETING  
August 19, 2021**

**HELD VIA ZOOM DUE TO COVID-19 SHELTER IN PLACE ORDER**

**A. CALL TO ORDER**

The meeting was called to order by Kyle Samuels, Board Chair, at 11:01 a.m. via Zoom.

**B. BOARD ROLL CALL**

City of Carmel – Darlene Mosely (absent)  
City of Del Rey Oaks – Pat Lintell  
City of Marina – (absent)  
City of Monterey – Alan Haffa (absent)  
City of Pacific Grove – Alan Cohen  
City of Salinas – Anthony Rocha  
City of Sand City – Mary Ann Carbone  
City of Seaside – Alexis Garcia-Arrazola  
Carmel Unified School District – Tess Arthur  
Monterey County Office of Education – Harvey Kuffner  
Monterey Peninsula College – Loren Steck (left at 12:40 p.m.)  
Monterey Peninsula Unified School District – Alana Myles  
North Monterey County Unified School District – Kyle Samuels  
Pacific Grove Unified School District – Cristy Dawson (left at 12:39 p.m.)  
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, Administrative Services Associate  
Marta Sullivan, Sr. Program Officer  
Shawn Stone, Sr. Program Officer  
Rob Rapp, Development Director  
Kathleen Hittner-McConahy, Sr. Program Officer  
Kathi Patton, Bookkeeper II  
Jennifer Hazen, Program Officer II  
Lenina Sanchez, Communications Coordinator  
Annette Yee Steck, Finance Committee

**D. PUBLIC COMMENTS:** None

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on July 15, 2021.
2. Disbursements – for the period of July 1, 2021, through July 31, 2021, in the amount of \$673,104.24

M/S/C

H. Kuffner / C. Dawson

11/0/0

**F. UNIT PRESENTATION:** Jennifer Hazen, Program Officer II, gave a brief presentation on Off Main Clinic. Off Main Clinic offers Medicated Assisted Treatment (MAT) to clients and currently serves 231 clients. The static capacity at Off Main Clinic is 285. The clinic currently has 7 counselors, 3 nurses, and 2 office personnel. During the intake procedure, the client will complete an ASAM assessment at one of the two Outpatient facilities within Community Human Services. Once an assessment is completed and approved by Community Human Services' Medical Director, the client will then schedule an intake appointment with the Patient Care Coordinator at Off Main Clinic. The day of the intake, the client will complete blood work, complete an intake assessment with their primary counselor, and meet with medical staff to determine medical necessity and appropriate dose of methadone to be administered. Assessments are provided within a 48–72-hour period. The services provided to the client once the intake process is completed are one on one individual counseling on a weekly basis, focusing on goal setting and developing coping skills to overcome addictive behaviors, treatment planning with timelines to achieve goals which is updated every 90 days, medication to assist with the withdrawal symptoms, and drug screenings are provided monthly. There is currently a fentanyl crisis in Monterey County and clients at Off Main Clinic are using fentanyl exclusively or testing positive for fentanyl without knowledge of taking the drug. Off Main Clinic is making every effort to respond proactively to best serve patients and keep them safe. For example, Off Main Clinic is providing clients with fentanyl test strips to test for the drug, and also providing Narcan to each patient upon admission, annually, at discharge and upon request to ensure that their patients have all the tools they need to lesson their risk of overdose and death.

**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 – Annette Yee Steck reported out for the committee which met earlier in the day. Last fiscal year's net income was significantly high due to the Capital Net Income for Casa de Noche Buena. The Financial Dashboard shows a year-to-date net income of \$187,609. Notably, the Accounts Receivable under County over 30 days is off to a good start. There are a few outstanding amounts that are due, mainly from the Veteran's Affairs and from JPA member schools.
2. Personnel Committee – The committee met on August 17, 2021, to discuss action items J.1 & J.4, which are included in the board packet and recommended for

approval.

3. Facilities Committee – The committee met on August 18, 2021, to discuss action item J.2 & J.3, which are included in the board packet and recommended for approval.
4. Governance Committee – The Committee met on August 16, 2021, to discuss action item J.5, which is included in the board packet and recommended for approval.

**J. DISCUSSION/ ACTION ITEMS:**

1. Hiring for New Contracts

**Motion:** That the Board approve the hiring for new contracts, as recommended by the Personnel Committee.

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

2. Lease: 2511 Garden Rd., Ste. A160, Monterey

**Motion:** That the Board approve the lease agreement for 2511 Garden Rd., Ste. A160, Monterey, for the relocation of Administration, as recommended by the Facilities Committee, and authorize the CEO and CFO to sign.

M/S/C A. Rocha / P. Lintell 11/0/0

3. Lease: 2511 Garden Rd., Ste. A165, Monterey

**Motion:** That the Board approve the lease agreement for 2511 Garden Rd., Ste. A165, Monterey, for the relocation of Outpatient Treatment Center-Monterey, as recommended by the Facilities Committee, and authorize the CEO and CFO to sign.

M/S/C A. Rocha / A. Myles 10/0/0

Tess Arthur was not present for the vote.

4. COVID Policy re: Vaccinations, Testing and Masking

**Motion:** That the Board approve the COVID Policy, as recommended by the Personnel Committee.

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

5. Volunteers to Serve as Committee Chairs

**Motion:** That the Board accept the recommended Motion, but change the word “committees” to “Finance Committee,” limiting which committees a non-Board member may chair.

M/S/C A. Cohen / P. Lintell

Substitute Motion: That the originally recommended Motion be approved. The Bylaws will be revised as such:

The Board may appoint non-Board members to standing and ad hoc committees if they can provide special talents and expertise. Non-board members may chair committees when approved by the Board.

M/S/C

A. Rocha / M. Carbone

8/1/0

Alan Cohen voted no. Harvey Kuffner recused himself. Loren Steck was not present for the vote.

6. Resume In-Person Board Meetings – **Discussion Only**

The consensus after the discussion was to wait on In-Person Meetings and continue meeting via Zoom.

**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: None.**

**N. ADJOURNMENT: The meeting was adjourned at 12:59 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., typically at Sand City City Hall, One Sylvan Park, Sand City, CA, unless otherwise noted. During COVID-19, the Board is meeting via Zoom. 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