



**COMMUNITY HUMAN SERVICES**

**BOARD OF DIRECTORS**

**Regular Meeting**

Thursday, September 16, 2021

**NOTE**▶ 11:00 a.m. – 1:00 p.m.

**NOTE**▶ Join Zoom Meeting

<https://us02web.zoom.us/j/86764633276?pwd=OExvbzVIUHdPYmhFZTdjV1BNcEVtZz09>

Meeting ID: 867 6463 3276

Password: 321618

Mobile – 1(669) 900-6833

**REGULAR MEETING AGENDA**

Section/Page:

Item:

- A. **CALL TO ORDER**
- B. **BOARD ROLL CALL**
- C. **STAFF & GUEST INTRODUCTIONS**
- D. **PUBLIC COMMENTS**

Anyone wishing to address the board on matters not appearing on the Agenda may do so at this time. There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this item and all comments will be referred to staff. The public may comment on any matter listed on the Agenda at the time the matter is being considered by the board.

- E. **CONSENT ITEMS**

Items listed under the Consent agenda are considered to be routine and are acted on by the Board in one motion. There is no discussion on these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent agenda. The administration recommends approval on all Consent items. Each item on the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

1. Minutes from the regular board meeting on August 19, 2021
2. Disbursements for the period of August 1, 2021 through August 31, 2021 in the amount of \$617,202.00

F. UNIT PRESENTATION – Genesis House

G. CEO REPORT – Robin McCrae

H. DEVELOPMENT DIRECTOR REPORT – Rob Rapp

I. COMMITTEE REPORTS

1. Finance Committee
2. Personnel Committee
3. Governance Committee

J. DISCUSSION/ACTION ITEMS

1. Job Description Revisions for CI, CII & CIII for Genesis House, Outpatient Treatment Centers and Off Main Clinic

**Recommendation:** That the Board approve the Job Description Revisions for CI, CII & CIII, as recommended by the Personnel Committee.

2. Record Retention Policy and Schedule

**Recommendation:** That the Board approve the Record Retention Policy and Schedule, as proposed.

3. Revision of CHS Board Bylaws

**Recommendation:** That the Board approve the bylaws revisions, as recommended by the Governance Committee

K. INFORMATION ITEMS

Information items do not require Board action. The following reports appear below or are attached as noted:

1. Unit Narratives – August 2021
2. CHS Acronym List
3. Personnel Summary – August 1 through August 31, 2021

Aguirre, Mireya SUPP, Drug Resource Specialist Hired:08/11/2021	Castaneda, Ali F. FSC-SLS, Clinician I Hired: 08/12/2021
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Centeno, Xenia SUPP, Drug Resource Specialist Hired: 08/18/2021	Geiger, Amanda FSC-SEA, Clinician I Hired:08/23/2021
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Snell, Kristen  
FSC-SLS, Clinician I  
Hired: 08/26/2021

Bates, Anya  
FSC-SLS, Clinician I  
Separated: 08/18/2021

4. Communications Summary –
  - a. CHS Employee Newsletter, September 2021

**L. JPA MEMBER REPORTS**

**M. CHAIR COMMENTS**

1. Appointment of *ad hoc* Committee for CEO Evaluation

**N. ADJOURNMENT**

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 typically meets regularly on the third Thursday of each month at 11:00 a.m. at Sand City City Hall, 1 Pendergrass Way, 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 Administrative Services Manager Rosie Angulo at the CHS Administration Office, (831) 658-3811.