

www.chservices.org
831.658.3811 phone
831.658.3815 fax

Administration Office
P.O. Box 3076
Monterey, CA 93942-3076



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COMMUNITY HUMAN SERVICES

BOARD OF DIRECTORS

Regular Meeting

Thursday, November 18, 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

- 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 September 16, 2021.
2. Disbursements for the period of September 1, 2021 through September 30, 2021 in the amount of \$672,097.99 and for the period of October 1, 2021 through October 31, 2021 in the amount of \$795,998.92.
3. Resolution to Authorize Remote Teleconferencing Meetings

F. PRESENTATION OF DRAFT AUDIT – Bianchi, Kasavan, & Pope, LLC

G. CEO REPORT – Robin McCrae

H. DEVELOPMENT DIRECTOR REPORTS

I. COMMITTEE REPORTS

1. Finance Committee (Standing)
2. Strategic Planning Committee (Standing)
3. Personnel Committee (Standing)
4. CEO Evaluation Committee (Ad-Hoc)

J. DISCUSSION/ACTION ITEMS

1. Record Retention Schedule for Programs

Recommendation: That the Board approve the Record Retention Schedule for Programs, as proposed.

2. CHS Personnel Policy Revisions

Recommendation: That the Board approve the CHS Personnel Policy Revisions, as proposed by the Personnel Committee.

3. Review of the Development Director and Development Associate Salary

Recommendation: That the Board approve the Development Director and Development Associate salaries, as proposed.

4. COVID-19 Screening Testing

Recommendation: That the Board approve the COVID-19 Screening Testing policy, as proposed.

5. Resolution to Change Administrator/Director at the Monterey and Salinas Outpatient Treatment Centers

Recommendation: That the Board approve the Resolution to change Administrator/Director at the Monterey and Salinas Outpatient Treatment Centers to the CEO.

6. Employee Performance Evaluation – Chief Executive Officer

Discussion/Action at the Pleasure of the Board

K. INFORMATION ITEMS

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

1. Unit Narratives – September & November
2. CHS Acronym List
3. Financial Reports – Refer to Finance Packet
4. Personnel Summary

Costales, Ashley
Support Nurse, OMC
Hired: 09/07/21

Broz, Catherine
Parent Educator, FSC
Hired: 09/26/21

Gonzalez, Marjolye
Parent Educator, FSC
Hired: 09/26/21

Bustos, Alandra
Parent Educator, FSC
Hired: 09/26/21

Gonzalez, Bryan
Shelter Monitor, CDN
Hired: 09/26/21

Bennett, Tiffanie
Shelter Monitor, Safe Place
Hired: 09/26/21

Cocova, Krystal
Relief Staff, GH
Separated: 09/09/21

Valdez, Giselle
Counselor I, OPTC
Separated: 09/22/21

Guerrero, Xochitl
Counselor I, OPTC
Separated: 09/27/21

Stevens, Helga
Counselor II, OPTC
Hired: 10/18/2021

Prescott, Chellsea
Counselor I, OPTC
Hired: 10/26/2021

Orduno, Melissa
Office Assistant, FSC
Hired: 10/26/2021

Mitchell, John
Counselor I, OMC
Separated: 10/22/2021

Garibay, Natasha
Shelter Monitor, Safe Place
Separated: 10/25/2021

Rapp, Rob
Development Director
Separated: 10/27/2021

Huizar, Laura
Family Resource Spec., FSC
Separated: 10/28/2021

- L. Communications Summary –
a. CHS October Newsletter
b. CHS November Newsletter

M. JPA MEMBER REPORTS

N. CHAIR COMMENTS

O. REQUESTS FOR NEXT MEETING/AGENDA

- P. CLOSED SESSION – As permitted by Government Code Section 59456 et. seq., the Board will adjourn to a closed executive session consider specific matters dealing with pending litigation, certain personnel matters or confer with the Agency’s Meyers-Millian-Brown Act Representative.

1. Public Employee Performance Evaluation – Chief Executive Officer

Q. ADJOURNMENT

NOTE: Support material for agenda is available for public review at the CHS Administration Office, 2511 Garden Road, Suite 160, 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 Administrative Services Manager Rosie Angulo at the CHS Administration Office, (831) 658-3811.