



community human services

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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
September 16, 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 11:06 a.m. via Zoom.

Board Chair Kyle Samuels opened the meeting in honor of Board Member Harvey Huffner who died on September 12, 2021, and invited others to speak in his memory.

M/S/C

A. Rocha / M. Carbone

8/0/0

B. BOARD ROLL CALL

City of Carmel – (absent)
City of Del Rey Oaks – Pat Lintell
City of Marina – (absent)
City of Monterey – (absent)
City of Pacific Grove – (absent)
City of Salinas – Anthony Rocha
City of Sand City – Mary Ann Carbone
City of Seaside – Alexis Garcia-Arrazola
Carmel Unified School District – (absent)
Monterey County Office of Education – (absent)
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, Administrative Services Associate
Marta Sullivan, Sr. Program Officer
Rob Rapp, Development Director
Kathleen Hittner-McConahy, Sr. Program Officer
Kathi Patton, Bookkeeper II

Lenina Sanchez, Communications Coordinator
Gillian Renteria, Counselor III
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 August 19, 2021 with correction on page 7, Agenda Item J.5., to indicate votes of yes (Lintell, Rocha, Carbone, Garcia-Arrazola, Arthur, Myles, Samuels, Dawson) /1 no (Cohen)/1 abstention (Kuffner). L. Steck was not present for the vote.
2. Disbursements – for the period of August 1, 2021, through August 31, 2021, in the amount of \$617,202.00

M/S/C

L. Steck / C. Dawson

8/0/0

F. UNIT PRESENTATION: Gillian Renteria, Counselor III gave a brief presentation on Genesis House Residential Center. Gillian reviewed the Assessment Process and ASAM (American Society of Addiction Medicine) Criteria, LPHA (Licensed Practitioner of the Healing Arts) duties, MAT (Medication-assisted treatment) services, the 3 levels of care offered by Genesis House, Perinatal Services, Genesis House documentation requirements, Groups & Evidence Based Practices, COVID-19 Precautions, and client retention due to COVID-19.

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. The Financial Dashboard shows a year-to-date net income of \$237,979. Sharon Lagana CEO reports that the net income amount may be on the lower side and additional revenue may come in once contracts have been fully executed. There is an increase in the Accounts Receivable for Federal/State/Schools over 30 days due to the Salinas ESG grant for Casa de Noche Buena. A large donation from Amjad Noorani is a big contribution to the year-to-date actual. The committee also discussed Action Item J.2, which was included in the board packet and recommended for approval.
2. Personnel Committee – The Committee met on August 31, 2021, to discuss action item J.1 & J.2, which is included in the board packet and recommended for approval.
3. Governance Committee – The Committee met on September 9, 2021, to discuss action item J.3, which is included in the board packet and recommended for approval.

J. DISCUSSION/ ACTION ITEMS:

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

Motion: That the Board approve the Job Descriptions Revisions for CI, CII & CIII, as recommended by the Personnel Committee.

M/S/C L. Steck / P. Lintell 8/0/0

2. Record Retention Policy and Schedule

Motion: That the Board approve the Record Retention Policy and Schedule, as proposed, with the following language added to the end of the third paragraph: "...are required to do each of the following:"

M/S/C L. Steck / A. Myles 8/0/0

3. Revision of CHS Board Bylaws

Motion: That the Board approve the bylaws revisions, as recommended by the Governance Committee.

M/S/C C. Dawson/ M. Carbone 8/0/0

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: Kyle appointed the ad hoc Committee for CEO Evaluation which includes, Loren Steck, Alana Myles, Alan Cohen, and Anthony Rocha.

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. 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