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**BOARD OF DIRECTORS  
MINUTES OF REGULAR BOARD MEETING  
November 18, 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 11:04 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 – Anthony Rocha (arrived at 11:55)  
City of Sand City – Mary Ann Carbone (left at 11:55)  
City of Seaside – (absent)  
Carmel Unified School District – Tess Arthur  
Monterey County Office of Education – Mary Claypool  
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  
Shawn Stone, Sr. Program Officer  
Kathi Patton, Bookkeeper II  
Lenina Sanchez, Communications Coordinator  
Rosa Linda Ogas, Sr. Program Officer  
Annette Yee Steck, Finance Committee  
Karen Campbell, CPA, Senior Audit Manager, Bianchi, Kasavan & Pope  
Jerrod Penner, CPA, Audit Manager, Bianchi, Kasavan & Pope

**D. PUBLIC COMMENTS:** Rob Rapp, Former CHS Development Director thanked the Board of Directors and CHS staff for the support over the last 10 years Rob that has been employed with the agency. Rob expressed his ongoing support for CHS.

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

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

M/S/C

L. Steck / A. Myles

10/0/0

**F. PRESENTATION OF DRAFT AUDIT** — Karen Campbell and Jerrod Penner of Bianchi, Kasavan, & Pope LLP reported that there were no findings in the fiscal year 2020/21 audit. They also gave a PowerPoint presentation showing historic trends in assets, liabilities, revenue, and expenses. CFO Sharon Lagana asked board members to review the audit and submit any comments or questions to her by the end of November. The audit will be presented to the board at its December meeting for final acceptance.

**G. CEO REPORT:** Robin McCrae gave a report which was also included in the board packet for review.

**H. DEVELOPMENT REPORT:** The report was 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 \$395,689. CHS financials are doing very well. There is an increase in the Accounts Receivable for County over 30 days. Since the report was generated, the county has paid \$580,000. The Dashboard also reflects a \$0 balance for JPA Receivables.
2. Strategic Planning Committee – The Committee met on August 31, 2021, to discuss the quarterly review of the Strategic Plan for FY 2021-22. We are on track with goals.
3. Personnel Committee – The Committee met several times to discuss action item J.2, which is included in the board packet and recommended for approval.
4. The CEO Evaluation Committee – The Committee members met and prepared an evaluation form that was sent out to Board Members and Sr. Management. A closed session will be held for the actual evaluation with Robin McCrae.

**J. DISCUSSION/ ACTION ITEMS:**

1. Record Retention Schedule for Programs

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

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

2. CHS Personnel Policy Revisions

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

M/S/C A. Rocha / P. Lintell 10/0/0

3. Review of the Development Director and Development Associate

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

M/S/C A. Rocha / L. Steck 9/0/0

Darlene Mosley was not present for the vote.

4. COVID-19 Screening Testing

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

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

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

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

M/S/C A. Myles / T. Arthur 10/0/0

6. Employee Performance Evaluation – Chief Executive Officer

See item O, Closed Session.

**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 Samuels thanked everyone for showing up. “It was a good meeting!”

**N. REQUEST FOR NEXT MEETING: None**

- O. **CLOSED SESSION:** Board went into closed at 12:41 p.m. and returned to the regular board meeting at 1:26 p.m. Board Chair Kyle Samuels reported out that the board reviewed CEO Robin McCrae's evaluation with her. No action was taken.
- P. **ADJOURNMENT:** The meeting was adjourned at 1:29 p.m.

**NOTE:** Support material for the agenda is available for public review at the CHS Administration Office, 2511 Garden Road, Suite A 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 the CHS Administration Office at (831) 658-3811.

Respectfully submitted:



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Robin McCrae  
Chief Executive Officer



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Rosie Angulo  
Administrative Services Manager