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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
December 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.

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 – Alan Cohen
City of Salinas – Anthony Rocha
City of Sand City – Mary Ann Carbone
City of Seaside – Jon Wizard
Carmel Unified School District – (absent)
Monterey County Office of Education – (absent)
Monterey Peninsula College – Loren Steck (arrived at 11:16)
Monterey Peninsula Unified School District – Alana Myles
North Monterey County Unified School District – Kyle Samuels
Pacific Grove Unified School District – Cristy Dawson (left at 11:40)
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
Rosa Linda Ogas, Sr. Program Officer

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on November 18, 2021.
2. Disbursements for the period of November 1, 2021 through November 30, 2021 in the amount of \$738,424.21.
3. Resolution to Authorize Remote Teleconferencing Meetings

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

F. UNIT PRESENTATION - None

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

H. DEVELOPMENT REPORT: Robin McCrae gave a report which was also included in the board packet for review.

Motion: That the Board Approve adding Finance Committee Report to the agenda under committee reports.

M/S/C P. Lintell / M. Carbone 8/0/0

I. COMMITTEE REPORTS:

1. Executive Committee (Standing) – The Committee met on December 6, 2021 to discuss action item J.3, which is included in the board packet and recommended for approval.
2. Personnel Committee (Standing) – The Committee met several times to discuss action item J.2, which is included in the board packet and recommended for approval.
3. Finance Committee (Standing) – Robin McCrae, Chief Executive Officer reported out for the committee which met earlier in the day. Robin reported on the November financials which reflects nearly 1.65 million in liquid assets. The finance committee discussed the Payroll Protection Loan interest rates. The committee recommends an earlier payoff to reduce the interest rate. A withdraw from the stewardship fund will be requested as an action item to payoff the Payroll Protection Loan. The Balance Sheet net income shows a balance for 437k. All Alcohol and Drug programs are doing well, except for Outpatient Salinas showing a small deficit. The new mental health contracts are incurring very little expenses and is receiving monthly reimbursements, they appear very positive. More expenses may occur when the programs start to gain more clients through the fiscal year.

J. DISCUSSION/ ACTION ITEMS:

1. FY 2020-21 Financial Audit

Motion: That the Board accept the FY 2020-21 Financial Audit, as proposed.

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

Cristy Dawson was not present for the vote

2. Parking lot Monitor Job Description

Motion: That the Board approve the Parking Lot Monitor Job Description, adding education and weather requirements, and hourly salary placement as recommended by the Personnel Committee.

M/S/C C. Dawson / L. Steck 9/0/0

3. Emergency Succession and Planned Succession Plans

Motion: That the Board approve the emergency and planned succession plans for the Chief executive Officer position, as recommended by the Executive Committee.

M/S/C A. Rocha / P. Lintell 9/0/0

► **Motion:** That the Board approve adding action item J.4 to the agenda because of a need for immediate action on an item that arose after the agenda was published.

M/S/C L. Steck / C. Dawson 9/0/0

4. Resolution to Withdraw Funds from the CHS Stewardship Fund

Motion: That the Board approve the Resolution to Withdraw Funds from the CHS Stewardship Fund to pay off the PPP loan.

M/S/C L. Steck / M. Carbone 9/0/0

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:

M. CHAIR COMMENTS: Kyle Samuels asked for board members to volunteer to serve on ad hoc JPA Committee and Capital Campaign committee. Cristy Dawson, Kyle Samuels and Mary Ann Carbone volunteered to serve on the JPA committee. Anthony Rocha and Mary Ann Carbone volunteered to serve on the Capitol Campaign (joining Loren Steck and Alan Haffa).

N. REQUEST FOR NEXT MEETING: None

O. ADJOURNMENT: The meeting was adjourned at 12:29 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:



Robin McCrae
Chief Executive Officer



Rosie Angulo
Administrative Services Manager