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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
January 20, 2022
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 11:02 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 – Alan Haffa (arrived at 11:19 a.m.)
City of Pacific Grove – Alan Cohen
City of Salinas – (absent)
City of Sand City – Mary Ann Carbone
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
Kathi Patton, Bookkeeper II
Annette Yee Steck, Finance Committee Chair

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on December 16, 2021.

2. Disbursements for the period of December 1, 2021 through December 31, 2021 in the amount of \$820,969.66.
3. Resolution to Authorize Remote Teleconferencing Meetings

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

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.

I. COMMITTEE REPORTS:

1. Finance Committee (Standing) –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 \$533,083--\$478,789 operating net income and \$54,294 capital net income. The Veterans Administration and County show high receivables over 30 and 60 days, but since the financials were pulled, over \$800k has been received. Revenues are higher than budgeted due to additional contracts and expenses are lower than budgeted which makes the net income higher than predicted. These contract will settle to actual cost at year end, which will reduce net operating income. About \$400k was transferred from the Stewardship Fund at Community Foundation to the checking account to pay off the PPP loan and avoid paying additional interest.

J. DISCUSSION/ ACTION ITEMS:

1. Annual Resolution Authorizing Agency Signers

Motion: That the Board approve the resolution authorizing the CEO, CFO, and Board Chair to sign agreements on behalf of the Agency, as proposed.

M/S/C L. Steck / C. Dawson 11/0/0

2. Corporate Resolution to Borrow

Motion: That the Board approve the Corporate Resolution to Borrow, as proposed.

M/S/C L. Steck / M. Claypool 11/0/0

3. Resolution Designating and Authorizing Signers at Financial Institutions

Motion: That the Board approve the Resolution Designating and Authorizing Signers and Officers for All Financial Institutions, as proposed.

M/S/C A. Myles / T. Arthur 11/0/0

4. COVID Booster Requirement

Motion: That the Board approve a policy requiring COVID vaccination boosters as required by the State.

M/S/C

A. Haffa / C. Dawson

11/0/0

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: Board Member Alan Haffa confirmed with CHS staff that Dan Albert Jr. is serving as City of Monterey's Alternate Board Member and will be in attendance if Alan is unable to attend. Alan announced that the City of Monterey made an amendment to the community development block grant and housing program. The City will allocate an additional \$100k in unanticipated revenue amount for assistance in housing repairs. \$15k will be available for service providers that may be used for emergency and transitional housing for homeless. Board Member Loren Steck announced that MPC has a new Interim Superintendent, Mark Zacovic.

M. CHAIR COMMENTS: The Audit Committee will need to meet before the next board meeting.

N. REQUEST FOR NEXT MEETING: Board Member Tess Arthur would like to discuss compensation for CEO for taking on Development Director job duties. The matter was referred to the Personnel Committee and will be brought back to the Board in February.

O. ADJOURNMENT: The meeting was adjourned at 11:48 a.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