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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
February 17, 2022
HELD VIA ZOOM DUE TO COVID-19 SHELTER IN PLACE ORDER**

A. CALL TO ORDER

The meeting was called to order by Cristy Dawson, Board Vice 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
City of Pacific Grove – Alan Cohen
City of Salinas – Anthony Rocha (arrived at 12:30 p.m.)
City of Sand City – Mary Ann Carbone
City of Seaside – Jon Wizard (left at 1:04 p.m.)
Carmel Unified School District – Tess Arthur
Monterey County Office of Education – (absent)
Monterey Peninsula College – Loren Steck (left at 12:51 p.m.)
Monterey Peninsula Unified School District – Alana Myles
North Monterey County Unified School District – (absent)
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: Annette Yee-Steck wished Board Member Loren Steck Happy Birthday!

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on January 20, 2022.
2. Disbursements for the period of January 1, 2022 through January 21, 2022 in the amount of \$1,123,014.59
3. Resolution to Authorize Remote Teleconferencing Meetings

M/S/C

L. Steck / P. Lintell

10/0/0

- F. UNIT PRESENTATION** – Casa De Noche Buena Program Officer Elsa Guillen gave a very detailed presentation. Community Human Services (CHS) and Gathering for Women (GFW) partnered to open Casa de Noche Buena in Seaside, the first homeless shelter specifically for women and families with children on the Monterey Peninsula. The shelter includes 9 bedrooms, 5 bathrooms, dining/classroom, laundry room, kitchen, lounge, two offices, a backyard, and a lobby/reception area. Services at the shelter Services including Housing navigation, employment assistance, life skills education, information, and referral to ancillary services. The shelter also provides children-specific activities which includes Arts and crafts, games, books, movies, TV shows, outdoor play area, tutoring and homework help. The shelter is currently accommodating up to 21 people. Due to COVID-19, the shelter is following the minimum occupancy until COVID conditions improve. Max occupancy is up to 35 people. Guests can stay up to 90 days, or longer with justification. Casa de Noche Buena has reached their one-year anniversary, with over 16,416 meals served, a total of 61 guests served that includes 26 single women and 11 families. Elsa then entertained questions from board members.
- 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 \$499,718. Accounts Receivable over 60 days balance has decreased by more than \$700k due to payments received since the report was sent out. CHS has not received numerous payments from The Veterans' Affairs office, with outstanding invoices of more than \$68k dated back to 2017-2018. Robin McCrae plans to meet with the Veteran's Affairs office to discuss a resolution. It was suggested she ask for assistance from Congressman's Panetta's office if need be. The Income Statement year-to-date actual Revenue of \$5,126,356 is more than what was budgeted largely due to new contracts and employment vacancies.
 2. Audit Committee (Standing) - Darlene Mosley spoke out for the committee which met on February 14, 2022 to review Draft 990, 199 and RRF-1.
 3. Personnel Committee (Standing) Cristy Dawson reported out for the committee which met & discussed action items J.1 and J.2 and have a recommendation for board approval in Action Items.
 4. JPA Membership and Participation Committee (Ad-hoc) - Cristy Dawson spoke out for the committee which met on January 31, 2022 to discuss JPA membership and participation. The committee reviewed CHS' list of current board members, identified members with no or inconsistent representation and a strategy to address, discussed

board meeting day/time and will leave as is, and lastly, discussed the definition of “quorum.”

5. Capital Campaign Committee (Ad-hoc) - Robin McCrae reported out for the committee which met on January 28, 2022 to discuss the Shuman Hearhouse capital campaign timeline including donor prospects, consultants, kickoff date, public phase timeline, and new recruits to the capital campaign committee.

J. DISCUSSION/ ACTION ITEMS:

1. Cost of Living Increase

Motion: That the Board approve a 5% across the board COLA for all staff effective with the March 2022 payroll, as recommended by the Personnel Committee.

M/S/C L. Steck / P. Lintell 10/0/0

2. Additional compensation for CEO for Coverage of Development/Fundraising Responsibilities

Motion: That the CEO be compensated an additional \$5,000 per month effective with the November 2021 payroll until a new Development Director is hired, as recommended by the Personnel Committee.

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

3. Resolution to Change Administrator/Director at the Genesis Residential Center.

Motion: That the Board approve the resolution designating the CEO as the Supervisor/Director of the Genesis Residential Center.

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

4. Franklin Street Property – Shuman HeartHouse and Capital Campaign Update

CEO, Robin McCrae gave a PowerPoint presentation. No action was taken.

5. Authorization of Facilities Committee

Motion: That the Board authorize the Facilities Committee to review bids and accept the lowest qualifying bid for Safe Place facility improvements and authorize the CEO to sign the contract.

M/S/C C. Dawson / A. Myles 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:** Board Alternate Anthony Rocha reported he has been appointed to represent the City of Salinas on the CHS board as primary board member.
- M. **CHAIR COMMENTS:** Board Vice Chair Cristy Dawson thanked everyone for a great meeting.
- N. **REQUEST FOR NEXT MEETING:** Discussion of agenda format and emergency shelter overlay zoning ordinances.
- O. **ADJOURNMENT:** The meeting was adjourned at 1:11 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