

www.chservices.org  
831.658.3811 phone  
831.658.3815 fax

Administration Office  
P.O. Box 3076  
Monterey, CA 93942-3076



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**COMMUNITY HUMAN SERVICES**

**BOARD OF DIRECTORS**

Thursday, March 17, 2022

**NOTE** ► 11:00 a.m. – 1:00 p.m.

**NOTE** ► Join Zoom Meeting

<https://us02web.zoom.us/j/86764633276?pwd=OExvbzVIUHdPYmhFZTdjV1BNcEVtZz09>

Meeting ID: 867 6463 3276

Password: 321618

Mobile – 1(669) 900-6833

**REGULAR MEETING AGENDA**

- A. **CALL TO ORDER**
- B. **BOARD ROLL CALL**
- C. **STAFF & GUEST INTRODUCTIONS**
- D. **PUBLIC COMMENTS**

Anyone wishing to address the board on matters not appearing on the Agenda may do so at this time. There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this item and all comments will be referred to staff. The public may comment on any matter listed on the Agenda at the time the matter is being considered by the board.

- E. **CONSENT ITEMS**

Items listed under the Consent agenda are considered to be routine and are acted on by the Board in one motion. There is no discussion on these items prior to the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent agenda. The administration recommends approval on all Consent items. Each item on the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

1. Minutes from the regular board meeting on February 17, 2022.
2. Disbursements for the period of February 1, 2022 through February 28, 2022 in the amount of \$780,613.89
3. Resolution to Authorize Remote Teleconferencing Meetings

**F. UNIT PRESENTATION – Safe Place/Safe Passage**

**G. CEO REPORT – Robin McCrae**

**H. DEVELOPMENT REPORT – Robin McCrae**

**I. COMMITTEE REPORTS**

1. Finance Committee (Standing)
2. Personnel Committee (Standing)

**J. DISCUSSION/ACTION ITEMS**

1. FY 2022-2023 JPA Allocation Request

**Recommendation:** That the board approve FY 2022-2023 JPA allocation requests, as proposed.

2. Development Director Job Description

**Recommendation:** That the board approve the Development Director Job Description, as proposed by the Personnel Committee.

3. Grants Manager Job Description and Salary Placement

**Recommendation:** That the board approve the Grants Manager Job Description and Salary Placement, as proposed by the Personnel Committee.

4. Communications Manager Job Description

**Recommendation:** That the board approve the Communications Manager Job Description, as proposed by the Personnel Committee.

5. Development Associate Job Description and Salary Placement

**Recommendation:** That the board approve the Development Associate Job Description and Salary Placement, as proposed by the Personnel Committee.

6. Discussion – Emergency Shelter Overlay Zoning Ordinance

7. Discussion – Agenda Format

**INFORMATION ITEMS**

Information items do not require Board action. The following reports appear below or are attached as noted:

1. Unit Narratives – February 2022
2. CHS Acronym List
3. Financial Reports – Refer to Finance Committee Agenda
4. Personnel Summary – February 2022

Sibaja, Cynthia  
Drug Resource Spec., SUPP  
Hired: 02/07/2022

Velasquez, Berenise  
Clinician I, FSC  
Hired: 02/22/2022

Stevens, Helga  
Counselor II, OPTC  
Separated: 02/25/2022

Snell, Kristen  
Clinician I, FSC  
Separated: 02/25/2022

5. Communication Summary –
  - a. CHS March Employee Newsletter

**L. JPA MEMBER REPORTS**

**M. CHAIR COMMENTS**

**N. REQUESTS FOR NEXT MEETING/AGENDA**

**O. ADJOURNMENT**

**NOTE:** Support material for agenda is available for public review at the CHS Administration Office, 2511 Garden Road, 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 Administrative Services Manager Rosie Angulo at the CHS Administration Office, (831) 658-3811.