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**COMMUNITY HUMAN SERVICES**

**BOARD OF DIRECTORS**

Thursday, April 21, 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 March 17, 2022.
2. Disbursements for the period of March 1, 2022 through March 31, 2022 in the amount of \$774,632.18
3. Resolution to Authorize Remote Teleconferencing Meetings

**F. UNIT PRESENTATION – Parent Education Program**

**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. Admin/Management Reorganization

**Recommendation:** That the board approve the Admin/Management Reorganization, as proposed by the Personnel Committee.

2. Chief Operating Officer Job Description and Salary Placement

**Recommendation:** That the board approve the Chief Operating Officer Job Description and Salary Placement, as proposed by the Personnel Committee.

3. Resolution Authorizing Signers Documents for Distribution of Trust

**Recommendation:** That the board approve the resolution authorizing signers to distribute Wells Fargo Trust # 78423900, as proposed.

**INFORMATION ITEMS**

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

1. Unit Narratives – March 2022
2. CHS Acronym List
3. Financial Reports – Refer to Finance Committee Agenda
4. 3<sup>rd</sup> Quarter Statistics
5. Personnel Summary – March 2022

Mitchell, Shandon  
Bookkeeper, Admin  
Hired: 03/01/2022

Campa Garcia, Yesenia  
Shelter Monitor, CDNB  
Hired: 03/03/2022

Gonzalez Perez, Laura  
Office Manager, OPTC  
Hired: 03/07/2022

Sanchez, Myra  
Drug Resource Specialist  
Hired: 03/07/2022

Allen, Michele  
Communications Manager  
Hired: 03/07/2022

Mendoza Contreras, Marisol  
Parking Lot Monitor  
Hired: 03/07/2022

Corona, Lucero  
Supervised Visitation Monitor  
Hired: 03/11/2022

Avila, Nadia  
Shelter Monitor, CDNB  
Hired: 03/14/2022

Perez, Melina  
Counselor I, SV SOP  
Hired: 03/16/2022

Navarro, Lisa  
Counselor I, SV SOP  
Hired: 03/21/2022

McCarty, McKenna  
Shelter Monitor, CDNB  
Hired: 03/28/2022

Morias, Edwin  
Shelter Monitor, CDNB  
Separated: 03/04/2022

Medrano, Monica  
Shelter Monitor, CDNB  
Separated: 03/06/2022

Sanchez, Lenina  
Communications Coordinator  
Separated: 03/09/2022

Nicholson, Dan  
Shelter Monitor, Safe Place  
Separated: 03/21/2022

Garcia, Janeth  
Parent Educator  
Separated: 03/26/2022

5. Communication Summary –
  - a. CHS April Employee Newsletter
  - b. “Local organizations team up to address youth homelessness”  
Monterey Herald

**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.