



**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
March 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 11:10 a.m. via Zoom.

B. BOARD ROLL CALL

City of Carmel – Darlene Mosley
City of Del Rey Oaks – (absent)
City of Marina – (vacant)
City of Monterey – Alan Haffa
City of Pacific Grove – (absent)
City of Salinas – (absent)
City of Sand City – Kim Cruz
City of Seaside – (absent)
Carmel Unified School District – (absent)
Monterey County Office of Education – (absent)
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)

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
Michele Allen, Communications Manager
Kathi Patton, Bookkeeper II
Shandon Mitchell, Bookkeeper I
Kelsey Hanson, Program Coordinator (arrived 11:17 a.m.)
Annette Yee Steck, Volunteer, Finance Committee Chair

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

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

M/S/C

L. Steck / C. Dawson

7/0/0

F. UNIT PRESENTATION – Shawn Stone, Senior Program Officer of Homeless Services, gave a very detailed power point presentation. Shawn 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 \$442,963. Accounts Receivable over 60 days balance has decreased by more than \$500k due to payments received since the report was sent out. The Income Statement year-to-date Net Income is \$442,962.77. The agency balance sheet also looking very strong.
2. Personnel Committee (Standing) Cristy Dawson reported out for the committee which met on March 9th to discussed action items J.2, J.3, J.4 and J.5 and have a recommendation for board approval in Action Items.

J. DISCUSSION/ ACTION ITEMS:

1. FY 2022-2023 JPA Allocation Request

Motion: That the Board approve the FY 2022-2023 JPS Allocation Request, as proposed.

M/S/C

A. Haffa / L. Steck

7/0/0

2. Development Director Job Description

Motion: That the board approve the Development Director job description, as proposed by the Personnel Committee.

M/S/C

C. Dawson / D. Mosley

7/0/0

3. Grants Manager Job Description and Salary Placement

Motion: That the Board approve the Grants Manager Job Description and Salary Placement, as proposed by the personnel committee.

M/S/C C. Dawson/ L. Steck 7/0/0

4. Communications Manager Job Description

Motion: That the Board approve the Communications Manager Job Description, as proposed by the personnel committee.

M/S/C C. Dawson/ A. Myles 7/0/0

5. Development Associate Job Description and Salary Placement

Motion: That the Board approve the Development Associate Job Description and Salary Placement, as proposed by the personnel committee.

M/S/C C. Dawson / L. Steck 7/0/0

6. Discussion – Emergency Shelter Overlay Zoning Ordinance

After discussion, the Board directed CEO Robin McCrae to contact Jon Wizard and have a meeting with the Seaside City Manager to discuss.

7. Discussion – Agenda Format

After discussion, the Board Chair suggested the Board Chair and CEO jointly determine the agenda format.

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 Alana Myles reported that she enjoyed attending the Anniversary Open House of Casa De Noche Buena!

M. CHAIR COMMENTS: Board Chair Kyle Samuels reported that he also attending the Casa De Noche Buena Open House. Kyle stated “It’s the nicest homeless shelter that I have ever seen.”

N. REQUEST FOR NEXT MEETING: None

O. ADJOURNMENT: The meeting was adjourned at 12:42 p.m.

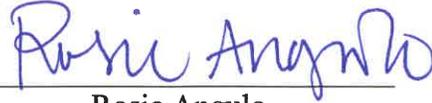
NOTE: Support material for the agenda is available for public review at the CHS Administration Office, 2511 Garden Road, Suite A-160, Monterey, CA 93940 on Tuesday and Wednesday immediately prior to the monthly Board Meeting.

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