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**BOARD OF DIRECTORS  
MINUTES OF REGULAR BOARD MEETING  
April 21, 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 11:05 a.m. via Zoom.

**B. BOARD ROLL CALL**

City of Carmel – (absent)  
City of Del Rey Oaks – Pat Lintell  
City of Marina – (vacant)  
City of Monterey – Alan Haffa  
City of Pacific Grove – Alan Cohen  
City of Salinas – (absent)  
City of Sand City – (absent)  
City of Seaside – (absent)  
Carmel Unified School District – Anne Marie Rosen  
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)

**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 (arrived 11:28 a.m.)  
Shawn Stone, Sr. Program Officer  
Michele Allen, Communications Manager  
Kathi Patton, Bookkeeper II  
Kelsey Hanson, Program Supervisor  
Annette Yee Steck, Volunteer, Finance Committee Chair  
Sandra Yanez, Parent Education Coordinator  
Elsa Guillen, Program Officer  
Jennifer Hazen, Program Officer II

D. **PUBLIC COMMENTS:** None

E. **CONSENT ITEMS:**

Motion to approve the Consent Items:

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

M/S/C

L. Steck / C. Dawson

9/0/0

F. **UNIT PRESENTATION** – Sandra Yanez, Parent Education Coordinator for the Nurturing Parenting Program, gave a very detailed Power Point presentation. Nurturing Parenting Program is a family-centered trauma-informed curriculum designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. Sandra 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. Year-to-date net income is strong. The Financial Dashboard shows a year-to-date net income of \$430,939. County receivables over 30 and 60 days have gone down since last month. Other over 60 days includes outstanding VA receivables. The Income Statement shows contract income is ahead of budget due to new contracts. Revenues are up \$237,297 over budget. Some of that will be returned to funding sources when contracts settle to cost.
2. Personnel Committee (Standing) Cristy Dawson reported out for the committee which met on April 13<sup>th</sup> to discuss action items J.1 and J.2, which are on the agenda for action.

J. **DISCUSSION/ ACTION ITEMS:**

1. Admin/Management Reorganization

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

M/S/C

P. Lintell/C. Dawson

9/0/0

2. Chief Operating Officer Job Description and Salary Placement

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

3. Resolution Authorizing Signer Documents for Distribution of Trust

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

**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: None**

**M. CHAIR COMMENTS:** Board Chair Kyle Samuels discussed the survey that was sent to board members about meeting via Zoom or in-person for board meetings. The response was about 50/50. We will continue via Zoom for now. Hybrid meetings will take place at the Administration Office as soon as get our technical support installed.

**N. REQUEST FOR NEXT MEETING: None**

**O. ADJOURNMENT:** The meeting was adjourned at 12:16 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