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human services**

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COMMUNITY HUMAN SERVICES

BOARD OF DIRECTORS

Thursday, August 18, 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 July 21, 2022.
2. Disbursements for the period of July 1, 2022 through July 31, 2022 in the amount of \$874,981.62
3. Resolution to Authorize Remote Teleconferencing Meetings

F. UNIT PRESENTATION – Off Main Clinic

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. New Clinician/QA, Outpatient Job Description

Recommendation: That the board approve the New Clinician/QA, Outpatient Job Description, as recommended by the Personnel Committee.

2. Revised Clinician/QA, Residential Job Description

Recommendation: That the board approve the Revised Clinician/QA, Residential Job Description, as recommended by the Personnel Committee.

3. Revised Relief Staff, Residential Job Description

Recommendation: That the board approve the Revised Relief Staff, Residential Job Description, as recommended by the Personnel Committee.

4. New Housing Navigator/Case Manager, Street Outreach Program Job Description & Salary

Recommendation: That the board approve the New Housing Navigator/Case Manager, Street Outreach Program Job Description & Salary, as recommended by the Personnel Committee.

5. New Parent Education Assistant Job Description & Salary

Recommendation: That the board approve the New Parent Education Assistant Job Description & Salary and authorize the position, as recommended by the Personnel Committee.

6. Review Threshold Salary Impact on Schedule/ PO II Classification

Recommendation: That the board approve the salary adjustment for PO II, as recommended by the Personnel Committee.

7. Paid On-Duty Meal Period Agreement

Recommendation: That the board approve the Paid On-Duty Meal Period Agreement, as recommended by the Personnel Committee.

8. Revised CFO Job Description & Salary (Available at Meeting)

Recommendation: That the board approve the revised CFO Job Description & Salary, as recommended by the Personnel Committee.

9. Technology Improvements at Administrative Office

Recommendation: That the board approve the technology improvements at Administrative Officer, as proposed.

K. INFORMATION ITEMS

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

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

Ferguson, Terrel
Relief Staff, Safe Passage
Hired: 07/27/2022

Pacheco, Claudia
Relief Staff, Safe Passage
Hired: 07/27/2022

Cocova, Krystle
Shelter Monitor, Safe Place
Separated: 07/18/2022

Corrales, Reyna
Counselor I, SV SOP
Separated: 07/21/2022

Prescott, Chellsea
Counselor I, OPTC
Separated: 07/29/2022

5. Communication Summary –

a. CHS August 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.