COMMUNITY HUMAN SERVICES

BOARD OF DIRECTORS

Thursday, September 15, 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 August 18, 2022.
2. **Disbursements** for the period of August 1, 2022 through August 31, 2022 in the amount of $744,621.59
3. **Resolution** to Authorize Remote Teleconferencing Meetings

**F. UNIT PRESENTATION** – Genesis House

**G. CEO REPORT** – Robin McCrae

**H. DEVELOPMENT REPORT** – Jodi Litz

**I. COMMITTEE REPORTS**

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

**J. DISCUSSION/ACTION ITEMS**

1. Revised CSEC Specialist Job Description

**Recommendation:** That the board approve the revised CSEC Specialist job description, as proposed by the Personnel Committee.

2. Revised SUPP Lead (CII)

**Recommendation:** That the board approve the revised SUPP Lead (CII) job description, as proposed by the Personnel Committee.

3. Revised Sr. Program Officer, Homeless Services Job Description and Organizational Structure

**Recommendation:** That the board approve the revised Sr. Program Officer, Homeless Services job description and organizational structure, as proposed by the Personnel Committee.

4. Approve Bid for Safe Place Contractor

**Recommendation:** That the board approve received bid from Jacob Construction for Safe Place facility improvements, as proposed.

5. Authorize Facilities Committee to tentatively select winning bid for Shuman HeartHouse

**Recommendation:** That the Board authorize the Facilities Committee to tentatively select the winning bid for Shuman HeartHouse
renovations with final Board approval sought at the October Board meeting.

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

1. Unit Narratives – August 2022
2. CHS Acronym List
3. Financial Reports – Refer to Finance Committee Agenda
4. FY 2022-23 Statistics
5. Personnel Summary – August 2022

Trinidad, Veronica          Casillas, Yasmeen
Counselor I, SUPP          Counselor I, SUPP
Hired: 08/01/2022           Hired: 08/01/2022

Mora-Gasca, Yajaira        Cardenas, Ann Rosa
Counselor I, SUPP          Counselor I, SUPP
Hired: 08/10/2022           Hired: 08/22/2022

Hoy, Natalie               Zavala, Cynthia
Grants Manager             Admin. Svcs. Associate
Hired: 08/22/2022           Hired: 08/08/2022

Colvin, Destini            Mejia, Alondra
Admin. Svcs. Associate     Shelter Monitor, CDBN
Separated: 08/23/2022       Separated: 08/17/2022

Bernabe, Hermogene         
Relief Staff, GH
Separated: 08/19/2022

6. Communication Summary –
   a. CHS September 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. 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.