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human services**
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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
Counselor I, SUPP
Hired: 08/01/2022

Casillas, Yasmeeen
Counselor I, SUPP
Hired: 08/01/2022

Mora-Gasca, Yajaira
Counselor I, SUPP
Hired: 08/10/2022

Cardenas, Ann Rosa
Counselor I, SUPP
Hired: 08/22/2022

Hoy, Natalie
Grants Manager
Hired: 08/22/2022

Zavala, Cynthia
Admin. Svcs. Associate
Hired: 08/08/2022

Colvin, Destini
Admin. Svcs. Associate
Separated: 08/23/2022

Mejia, Alondra
Shelter Monitor, CDNB
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.