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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
September 15, 2022**

HELD VIA ZOOM DUE TO COVID-19 SHELTER IN PLACE ORDER

A. CALL TO ORDER

The meeting was called to order by MaryAnn Carbone, Board Chair, at 11:01 a.m.

B. BOARD ROLL CALL

City of Carmel – (absent)
City of Del Rey Oaks – Pat Lintell
City of Marina – (vacant)
City of Monterey – Dan Albert
City of Pacific Grove – Alan Cohen
City of Salinas – Anthony Rocha (arrived at 12:05)
City of Sand City – Maryann Carbone
City of Seaside – Jon Wizard (left at 12:02)
Carmel Unified School District – Tess Arthur (left at 12:00)
Monterey County Office of Education – Annette Yee-Steck
Monterey Peninsula College – Loren Steck
Monterey Peninsula Unified School District – Alana Myles
North Monterey County Unified School District – (absent)
Pacific Grove Unified School District – Cristy Dawson
Salinas Union High School District – (absent)
Santa Rita Union School District – Dr. Summer Prather-Smith

C. STAFF & GUEST INTRODUCTIONS

Rosie Angulo, Administrative Services Manager
Robin McCrae, Chief Executive Officer
Sharon Lagana, Chief Financial Officer
Marta Sullivan, Sr. Program Officer
Shawn Stone, Sr. Program Officer
Gillian Renteria, Counselor III
Elsa Guillen, Program Officer
Kathi Patton, Bookkeeper II
Natalie Hoy, Grants Manager
Jodi Litz, Development Director
Cynthia Zavala, Administrative Services Associate

D. **PUBLIC COMMENTS:** None

E. **CONSENT ITEMS:**

Motion to approve the Consent Items:

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

M/S/C

L. Steck / C. Dawson

11/0/0

F. **UNIT PRESENTATION:** Gillian Renteria, Counselor III, gave a brief presentation on Genesis House Residential Treatment Program. Gillian reviewed the Assessment Process and ASAM (American Society of Addiction Medicine) Criteria, LPHA (Licensed Practitioner of the Healing Arts) duties, MAT (medication-assisted treatment) services, the 3 levels of care offered by Genesis House, Perinatal Services, Genesis House documentation requirements, Groups & Evidence Based Practices.

G. **CEO REPORT:** Robin McCrae gave a report which was also included in the board packet for review.

H. **DEVELOPMENT REPORT:** Jodi Litz 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. After the two months into the FY, we are looking very strong with year-to date net income of \$475K. Accounts receivable are high due to retroactive rate and contract increases. A new line on the Balance Sheet, "Allowance for Doubtful Accounts," projects the amount to be returned to the County after contracts are settled to cost and provides a more accurate view of finances.
2. Personnel Committee (Standing) – Cristy Dawson reported out for the committee which met to discuss actions items J.1-J.3., which are included in the Board packet for approval.

J. **DISCUSSION/ ACTION ITEMS:**

1. Revised CSEC Specialist Job Description

Motion: That the board approve the revised CSEC Specialist job description, as recommended by the Personnel Committee.

M/S/C

C. Dawson /A. Myles

10/0/0

2. Revised SUPP Lead (CII)

Motion: That the board approve the Revised SUPP Lead (CII), as recommended by the Personnel Committee.

M/S/C

L. Steck / P. Lintell

10/0/0

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

Motion: That the board approve the revised Sr. Program Officer, Homeless Services job description and organizational restructuring, as recommended by the Personnel Committee.

M/S/C

L. Steck / P. Lintell

10/0/0

4. Approve Bid for Safe Place Contractor

Motion: That the board approve the bid from Jacob Construction for facility improvements at Safe Place.

M/S/C

L. Steck / C. Dawson

9/0/0

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

Motion: That the board authorize Facilities Committee to tentatively select winning bid for Shuman HeartHouse

M/S/C

C. Dawson / D. Albert

9/0/0

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. Financial Summary
4. Personnel Summary

- L. JPA MEMBER REPORTS:** Board member Loren Steck congratulated Annette Yee-Steck on her recent election to the Monterey County Office of Education Board of Trustees and subsequent assignment to represent MCOE on the CHS Board of Directors. Board member Dan Albert reported that the city of Monterey was awarded \$100K of additional HUD funding and encouraged CHS to follow up with city representatives.

- M. CHAIR COMMENTS:** None

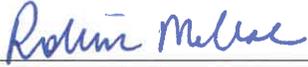
- N. REQUEST FOR NEXT MEETING:** Audit presentation from Bianchi, Kasavan, & Pope, LLC.

- O. ADJOURNMENT:** The meeting was adjourned at 12:45 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. via Zoom. 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