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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
October 20, 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 11:06 a.m.

B. BOARD ROLL CALL

City of Carmel – Darlene Mosley
City of Del Rey Oaks – Pat Lintell
City of Marina – (vacant)
City of Monterey – (absent)
City of Pacific Grove – Alan Cohen
City of Salinas – (absent)
City of Sand City – Maryann Carbone
City of Seaside – Alexis Garcia-Arrazola
Carmel Unified School District – Tess Arthur
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 – Kyle Samuels
Pacific Grove Unified School District – Cristy Dawson
Salinas Union High School District – (absent)
Santa Rita Union School District – (absent)

C. STAFF & GUEST INTRODUCTIONS

Rosie Angulo, Administrative Services Manager
Robin McCrae, Chief Executive Officer
Sharon Lagana, Chief Financial Officer
Marta Sullivan, Sr. Program Officer
Rosa Linda Ogas, Sr. Program Officer
Elsa Guillen, Program Officer
Kathi Patton, Bookkeeper II
Natalie Hoy, Grants Manager
Michele Allen, Communications Manager
Jodi Litz, Development Director
Cynthia Zavala, Administrative Services Associate
Dr. Frank Rivera, PGUSD
Karen Campbell, Bianchi, Kasavan, & Pope, LLC

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on September 15, 2022.
2. Disbursements for the period of September 1, 2022 through September 30, 2022 in the amount of \$772,318.07
3. Resolution to Authorize Remote Teleconferencing Meetings

M/S/C

L. Steck / C. Dawson

11/0/0

- F. PRESENTATION OF DRAFT AUDIT:** Karen Campbell and Jerrod Penner of Bianchi, Kasavan, & Pope LLP presented the draft audit. They reported that there were no findings in the fiscal year 2021/22 audit (clean audit, no opinion) and gave a PowerPoint presentation showing historic trends in assets, liabilities, revenue, and expenses. CFO Sharon Lagana asked board members to review the audit and submit any comments or questions to her by the first week of November. The audit will be presented to the board at its November meeting for final acceptance.
- G. UNIT PRESENTATION:** Rosa Linda Ogás, LCSW, Sr. Program Officer for Mental Health Services, gave a brief presentation on Outpatient Mental Health services. The program has a very solid team of clinicians! There are currently 187 clients open to services. In September, the program served 155 unduplicated clients, provided 412 individual units of service, and received 18 new referrals. CHS will be providing mental health services in the South County area soon.
- H. CEO REPORT:** Robin McCrae gave a report which was also included in the board packet for review. Robin mentioned that Board members will be receiving a request for contributions to the capital campaign as well as the annual campaign.
- I. DEVELOPMENT REPORT:** Jodi Litz gave a report which was also included in the Board packet for review.
- J. COMMITTEE REPORTS:**
1. Finance Committee (Standing) - Annette Yee Steck reported out for the committee which met earlier in the day. Finances are looking very strong with year-to-date net income of \$555K. 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. Overall, we are looking very strong.
 2. Facilities Committee (Standing) – Loren Steck reported out for the committee which met to discuss actions item K.2, which is included in the Board packet for approval.
 3. Capital Campaign Committee (Ad-Hoc) – Robin McCrae and Jodi Litz covered all information under their CEO & Development Director reports.
 4. CFO Recruitment Committee (Ad-Hoc) – Robin McCrae reported out for the committee. The committee met several times over the past month for interviews and to discuss action item K.3 which are included in the Board packet for approval.
- K. DISCUSSION/ ACTION ITEMS:**

1. Revised Annual Resolution Authorizing Agency Signers

Motion: That the board accept the resolution authorizing the CEO, CFO, and Board Chair to sign agreements on behalf of the Agency, revised to include “deed restrictions,” as proposed.

M/S/C A. Myles / C. Dawson 11/0/0

2. Approve Bid for Shuman Heart House Contractor

Motion: That the board approve the most acceptable bid, which is Jacob Construction at \$2,081,259.

M/S/C P. Lintell / C. Dawson 11/0/0

Motion: That the board approve to add emergency action item K.4. to hire a project manager for the Shuman Heart House construction project.

M/S/C A. Myles / C. Dawson 11/0/0

3. CFO Recruiting and Hiring Considerations

Motion: That the board give CEO Robin McCrae the latitude to offer a starting salary up to step 4 if needed and to reimburse candidate travel expenses up to \$2K.

M/S/C T. Arthur / A. Garcia Arrazola 11/0/0

4. Approve to hire a project manager for the Shuman Heart House construction project

Motion: That the board approve the hire of Blue Water Construction or another project management company not to exceed \$75K.

M/S/C L. Steck / D. Mosley 11/0/0

L. 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

M. JPA MEMBER REPORTS: None

N. CHAIR COMMENTS: Mary Ann Carbone asked the board members to review the audit and submit any comments or questions to CFO Sharon Lagana.

O. REQUEST FOR NEXT MEETING: None

P. ADJOURNMENT: The meeting was adjourned at 12:37 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