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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
November 17, 2022**

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

A. CALL TO ORDER

The meeting was called to order by Annette Yee Steck, Finance Chair, at 11:06 a.m.

B. BOARD ROLL CALL

City of Carmel – (absent)
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 – (absent)
City of Seaside – (absent)
Carmel Unified School District – Tess Arthur
Monterey County Office of Education – Annette Yee Steck
Monterey Peninsula College – (absent)
Monterey Peninsula Unified School District – Alana Myles
North Monterey County Unified School District – Kyle Samuels
Pacific Grove Unified School District – Frank Rivera
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
Shawn Stone, Chief Operating Manager
Elsa Guillen, Program Officer
Jennifer Hazen, Program Officer II
Kathi Patton, Bookkeeper II
Natalie Hoy, Grants Manager
Michele Allen, Communications Manager
Jodi Litz, Development Director
Cynthia Zavala, Administrative Services Associate
Jacqueline Frias, Lead Drug Resource Specialist

D. **PUBLIC COMMENTS:** None

E. **CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on October 20, 2022.
2. Disbursements for the period of October 1, 2022 through October 31, 2022 in the amount of \$69,894.45
3. Resolution to Authorize Remote Teleconferencing Meetings

M/S/C

K. Samuels / A. Myles

7/0/0

F. **UNIT PRESENTATION:** Jacqueline Frias, Lead Drug Resource Specialist, gave a brief presentation on the Substance Use Prevention Program.

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

H. **COO REPORT:** Shawn Stone gave a report which was also included in the board packet for review.

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 \$657K. Accounts receivable are still 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.

K. **DISCUSSION/ ACTION ITEMS:**

1. FY 2021-22 Financial Audit

Motion: That the board accept the FY 2021-22 Financial Audit, as presented.

M/S/C

K. Samuels / A. Myles

8/0/0

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:** Annette Yee Steck wished everyone a “Happy Thanksgiving.”
- O. **REQUEST FOR NEXT MEETING:** To present appreciation certificates to board member Alana Myles, Cristy Dawson and Kyle Samuels as they will end their term as CHS board members in December.
- P. **ADJOURNMENT:** The meeting was adjourned at 12:10 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