



**community  
human services**  
hope. help. here.

**BOARD OF DIRECTORS  
MINUTES OF REGULAR BOARD MEETING  
January 19, 2022**

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

**A. CALL TO ORDER**

The meeting was called to order by Mary Ann Carbone Board Chair, at 11:04 a.m.

**B. BOARD ROLL CALL**

City of Carmel – (absent)  
City of Del Rey Oaks – (absent)  
City of Marina – Brian McCarthy  
City of Monterey – Allan Haffa  
City of Pacific Grove – Alan Cohen (alternate left @ 12:04)  
Lori McDonnell (arrived @ 11:32)  
City of Salinas – (absent)  
City of Sand City – Mary Ann Carbone  
City of Seaside – Alexis Garcia-Arozola (left @ 12:07)  
Carmel Unified School District – Ann Marie Rosen  
Monterey County Office of Education – Annette Yee Steck  
Monterey Peninsula College – Loren Steck  
Monterey Peninsula Unified School District – Veronica Miramontes  
North Monterey County Unified School District – (absent)  
Pacific Grove Unified School District – Brian Swanson  
Salinas Union High School District – Nathalia Carrillo  
Santa Rita Union School District – (absent)

**C. STAFF & GUEST INTRODUCTIONS**

Rosie Angulo, Administrative Services Manager  
Robin McCrae, Chief Executive Officer  
Tim Louis, Chief Financial Officer  
Marta Sullivan, Sr. Program Officer  
Shawn Stone, Chief Operating Manager  
Evangelina Ochoa, Senior Program Officer  
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

D. **PUBLIC COMMENTS:** None

E. **CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on November 17, 2022.
2. Disbursements for the period of December 1, 2022 through December 31, 2022 in the amount of \$793,472.88
3. Resolution to Authorize Remote Teleconferencing Meetings

M/S/C L. Steck / A. Haffa 11/0/0

F. **UNIT PRESENTATION:** Elsa Guillen, Program Officer, gave a brief presentation on the Casa De Noche Buena 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 solid with year-to-date net income of \$801K. Accounts receivable are still high due to retroactive rate and contract increases. We will continue to keep on eye on it. The income statement shows year to date actual net income \$250K lower than projected. Overall, we are looking very strong.

K. **DISCUSSION/ ACTION ITEMS:**

1. 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 as proposed.

M/S/C A. Yee-Steck / A. Rosen 11/0/0

2. Corporate Resolution to Borrow

**Motion:** That the Board approve the Corporate Resolution to Borrow, as proposed.

M/S/C B. Swanson / A. Garcia-Azzozola 11/0/0

3. Resolution Designating and Authorizing Signers at Financial Institutions

**Motion:** That the Board approve the Resolution Designating and Authorizing Signers and Officers for All Financial Institutions, as proposed.

M/S/C V. Miramontes / A. Yee-Steck 10/0/0

4. Revised Bereavement Leave

**Motion:** That the board accept the Bereavement Leave Policy, with the motion to add employee's spouse's immediate family.

M/S/C A. Haffa / L. Steck 10/0/0

5. Requirement to Report Suspected Child Abuse/Elder Abuse

**Motion:** That the board approve the Statement Acknowledging Requirement to Report Suspected Child Abuse/Elder Abuse as proposed.

M/S/C N. Carrillo / A. Yee-Steck 10/0/0

6. Revised Human Trafficking Policy

**Motion:** That the board approve the Revised Human Trafficking Policy as proposed.

M/S/C L. McDonnell / B. Swanson 10/0/0

**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 welcomed all new board members to CHS! Mary Ann will also be appointing new board members to committees.

**O. REQUEST FOR NEXT MEETING:** None

**P. ADJOURNMENT:** The meeting was adjourned at 12:23 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