



COMMUNITY HUMAN SERVICES

BOARD OF DIRECTORS

Thursday, May 18, 2023

NOTE ► 10:00 a.m.

In-Person

Shoreline Church

2500 Garden Road

Monterey, CA 93940

or

Join Zoom Meeting

<https://us02web.zoom.us/j/86764633276?pwd=OExvbnZlUUhkPmhfZTdjV1BNcEVtZz09>

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 April 20, 2023.
2. Disbursements for the period of April 1, 2023, through April 30, 2023, in the amount of \$860,409.42

F. **UNIT PRESENTATION** – None

G. **CEO REPORT** – Robin McCrae

H. **COO REPORT** – Shawn Stone

I. **DEVELOPMENT REPORT** – Jodi Litz

J. **COMMITTEE REPORTS**

1. Finance Committee (Standing)
2. Audit Committee (Standing)
3. Personnel Committee (Standing)

K. **DISCUSSION/ACTION ITEMS**

1. Revised Development Director Job Description

Recommendation: That the Board approve the Revised Development Director job description, as recommended by the Personnel Committee.

2. Revised Grants Manager Job Description

Recommendation: That the Board approve the revised Grants Manager job description, as recommended by the Personnel Committee.

3. Revised Communications Job Description

Recommendation: That the Board approve the revised Communications Manager job description, as recommended by the Personnel Committee.

4. Part-Time Hourly Salary Schedule

Recommendation: That the Board approve the part-time hourly salary schedule for implementation in FY 2023-24, as recommended by the Personnel Committee.

L. INFORMATION ITEMS

Information items do not require Board action. The following reports appear below or are attached as noted:

1. Unit Narratives – April 2023
2. CHS Acronym List
3. Financial Reports
4. Personnel Summary – April 2023

Lawrence, Kathleen
Parent Education
Hired: 04/05/2023

Amin, Beenal
Counselor, Genesis House
Hired: 04/05/2023

Bello, Caitlin
Relief Staff, Genesis House
Separated: 04/24/2023

5. Communication Summary –
 - a. CHS May Employee Newsletter

L. JPA MEMBER REPORTS

M. CHAIR COMMENTS

1. Task Nominating Committee bring slate of officers for FY 2023-24 to the June board meeting for consideration/ approval.

N. REQUESTS FOR NEXT MEETING/AGENDA

O. ADJOURNMENT

BOARD RETREAT AGENDA

A. CALL TO ORDER

B. BOARD ROLL CALL

C. STAFF AND GUEST INTRODUCTIONS

D. PUBLIC COMMENTS

E. REVIEW OF MANAGEMENT RETREAT

- a. Expectations
- b. Strategic Plan Review/Progress
- c. SWOT Analysis
- d. Draft Strategic Plan

F. BOARD INPUT AND GROUP DISCUSSION

G. NEXT STEPS

H. CHAIR'S COMMENTS

I. 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. at Sand City City Hall, One Sylvan Park, Sand City, CA, unless otherwise noted. 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.