



**COMMUNITY HUMAN SERVICES**

**BOARD OF DIRECTORS**

**Thursday, August 17, 2023  
11:00 a.m.**

**Sand City, City Hall  
1 Pendergrass Way  
Sand City, CA 93955**

**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 July 20, 2023, 2023.
2. Disbursements for the period of July 1, 2023 through July 31, 2023.  
(Will be sent separately.)

F. **UNIT PRESENTATION** – None

G. **CEO REPORT** – Robin McCrae

H. **COO REPORT** – Shawn Stone

I. **DEVELOPMENT REPORT** – Combined with CEO Report

J. **COMMITTEE REPORTS**

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

K. **DISCUSSION/ACTION ITEMS**

1. Maintenance Manager Job Description

**Recommendation:** That the board approve the Maintenance Manager job description as proposed by the personnel committee.

2. Revisions to Personnel Policy 5600.5

**Recommendation:** That the board approve the Revisions to Personnel Policy 5600.5 as proposed by the personnel committee.

3. Lease for Safe Place Salinas Youth Resource Center

**Recommendation:** That the board approve the Lease for Safe Place Salinas Youth Resource Center as proposed by the facilities committee.

L. **INFORMATION ITEMS**

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

1. Unit Narratives – July 2023
2. CHS Acronym List
3. Financial Reports
4. Year End Statistics – (Included in the Finance Committee Packet)
5. Personnel Summary – July 2023

Hoy, Natalie  
Grants Manager  
Separated: 7/5/23

Xirum-Yacon, Laura  
Drug Resource Specialist  
Separated: 7/5/23

Lobo, Steve  
Office Manager, CDNB

Morgens, Carrie  
Counselor I, GH

Separated: 7/24/23

Hired: 7/17/23

Zoghiami-Mendez, Adriana  
Office Assistant, FSC  
Hired: 7/24/23

Drummondo, Alena  
Relief Staff, GH  
Hired: 7/23/23

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

**M. JPA MEMBER REPORTS**

**N. CHAIR COMMENTS**

**O. REQUESTS FOR NEXT MEETING/AGENDA**

**P. 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 Hall, 1 Pendergrass Way, Sand City, CA, 93955 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.