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**BOARD OF DIRECTORS  
MINUTES OF REGULAR BOARD MEETING  
July 20, 2023**

Embassy Suites  
1441 Canyon Del Rey Seaside, CA 93955  
or

Join Zoom Meeting

<https://us02web.zoom.us/j/86764633276?pwd=OExvbzVIUHdPYmhFZTdjV1BNcEVtZz09>

**A. CALL TO ORDER**

The meeting was called to order by Mary Ann Carbone, Board Chair, at 10:34 a.m.

**B. BOARD ROLL CALL**

City of Carmel – (absent)  
City of Del Rey Oaks – Jeremy Hallock  
City of Marina – (absent)  
City of Monterey – Alan Haffa  
City of Pacific Grove – Lori McDonnell  
City of Salinas – (absent)  
City of Sand City – Mary Ann Carbone  
City of Seaside – Alexis Garcia-Arazola  
Carmel Unified School District – Anne-Marie Rosen  
Monterey County Office of Education – Mary Claypool  
Monterey Peninsula College – Loren Steck  
Monterey Peninsula Unified School District – Veronica Miramontes  
North Monterey County Unified School District – (absent)  
Pacific Grove Unified School District – Carolyn Swanson  
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  
Tim Louis, Chief Financial Officer  
Shawn Stone, Chief Operating Manager  
Evangelina Ochoa, Senior Program Officer, Homeless Services  
Elsa Guillen, Program Officer Casa De Noche Buena

**D. PUBLIC COMMENTS: None**

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on June 15, 2023.
2. Disbursements for the period of June 1, 2023, through June 30, 2023, in the amount of \$1,185,861.00

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

**Motion:** That the Board approve emergency action item for Development Director salary placement and add Action Item #K.4 to the agenda.

M/S/C L. Steck / A. Garcia-Arrazola 10/0/0

- F. **UNIT PRESENTATION:** None
- G. **CEO REPORT:** Robin McCrae gave a report which was also included in the board packet.
- H. **COO REPORT:** Shawn Stone gave a report which was also included in the board packet.
- I. **DEVELOPMENT REPORT:** Combined with CEO Report
- J. **COMMITTEE REPORTS:**
1. Finance Committee (Standing) – CFO Tim Louis reported out for the committee which met earlier in the day. Finances continue to look very healthy. Accounts receivable are up \$32K from last month. The income statement shows Year to Date Actual Net Income of \$464K. Overall financials are looking very strong.

K. **DISCUSSION/ ACTION ITEMS:**

1. Program Supervisor Part-Time Position to Full-Time

**Motion:** That the Board approve restoring the Program Supervisor position to Full-Time.

M/S/C J. Hallock / A. Rosen 10/0/0

2. New Program Coordinator Job Description

**Motion:** That the Board approve the new job description for the position of Program Coordinator of Safe Place Salinas, with the added language “Bilingual highly desired.”

M/S/C A. Haffa / A. Garcia Arrazola 10/0/0

3. Development Department Reorganization

**Motion:** That the board approve the alternate organization of the Development Department, along with the revised job descriptions. Also, that the board authorize the CEO to hire for either departmental organization, depending on the candidates’ qualifications.

M/S/C A. Haffa / M. Claypool 10/0/0

4. Salary Range for Development Director Position

**Motion:** That the Board approve an effective 10% increase in the range for Development Director, making current Step 3 the new Step 1, as proposed.

M/S/C

A. Rosen / L. Steck

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:**

Board Member Alan Haffa reported that the City of Monterey approved a new Homeless Navigator Position for the city.

**N. CHAIR COMMENTS: None**

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

**P. ADJOURNMENT: The meeting was adjourned at 11:10 a.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. at Sand City, City Hall 1 Pendergrass Way Sand City CA, 93955 and 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