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**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
August 17, 2023**

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

A. CALL TO ORDER

The meeting was called to order by Mary Ann Carbone, Board Chair, at 11:10 a.m.

B. BOARD ROLL CALL

City of Carmel – (Vacant)
City of Del Rey Oaks – Jeremy Hallock
City of Marina – (absent)
City of Monterey – Alan Haffa
City of Pacific Grove – Alan Cohen
City of Salinas – Anthony Rocha (arrived @ 11:31)
City of Sand City – Mary Ann Carbone
City of Seaside – Alex Miller
Carmel Unified School District – Anne-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 – (vacant)
Pacific Grove Unified School District – Jennifer McNary
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
Megan Whilden, Development Director
Anab Mohamed, Grants Manager
Cynthia Zavala, Administrative Services Associate

Kathi Patton, Bookkeeper II

D. PUBLIC COMMENTS: None

➔ **Motion:** That the Board approve emergency action item, Resolutions to Borrow for Mechanics Bank and Pinnacle Bank, Item #K.4 to the agenda.

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

E. CONSENT ITEMS:

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on July 20, 2023.
2. Disbursements for the period of July 1, 2023, through July 31, 2023, in the amount of \$1,095,271.16

M/S/C L. Steck / A. Yee-Steck 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: Megan Whilden gave a brief report, and provided new staff bios in the board packet.

J. COMMITTEE REPORTS:

1. Finance Committee (Standing) – Annette Yee-Steck reported out for the committee which met earlier in the day. Finances are looking fine one month into the new fiscal year. The income statement shows Year to Date Actual Net Income of \$430K.
2. Personnel Committee (Standing) – Anthony Rocha reported out for the committee which met to discuss action items K.1 & K.2. The committee had a few minor revisions.
3. Facilities Committee (Standing) – Loren Steck reported that the committee met to discuss action item K.3 which is included on the agenda for approval.

K. DISCUSSION/ ACTION ITEMS:

1. Maintenance Manager Job Description

Motion: That the Board approve the Maintenance Manager job description as proposed by the Personnel Committee, with added language to the effect of “No licensed contractor work to be performed.”

M/S/C A. Haffa / J. Hallock 11/0/0

2. Revisions to Personnel Policy 5600.5

Motion: That the Board approve the proposed revisions to Personnel Policy 5600.5, which eliminates Compensatory Time and provides more clarity on Flex Time and Overtime pay as proposed by the Personnel Committee.

M/S/C **A. Haffa / A. Cohen** **11/0/0**

3. Lease for Safe Place Salinas Youth Resource Center

Motion: That the board approve the lease for Safe Place Salinas Youth Resource Center as proposed by the Facilities Committee.

M/S/C **A. Yee-Steck / A. Haffa** **11/0/0**

4. Resolutions To Borrow for Mechanics Bank and Pinnacle Bank

Motion: That the Board approve Resolutions to Borrow to submit a loan application to refinance the mortgage on Genesis House with Mechanics Bank and Pinnacle Bank as proposed.

M/S/C **A. Haffa / A. Rosen** **11/0/0**

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. Year End Statistics
5. Personnel Summary

M. JPA MEMBER REPORTS:

Anthony Rocha reported that the City of Salinas approved \$40K for their FY 23-24 JPA allocation.

N. CHAIR COMMENTS: Mary Ann Carbone announced that there are vacancies on the Strategic Planning and Audit Committees and asked interested board members to contact her or Rosie if interested. She also thanked Jeremy Hallock for volunteering to serve on the Personnel Committee. She then reminded everyone about Sand City's West End event on August 19th & 20th.

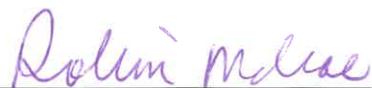
O. REQUEST FOR NEXT MEETING: Anthony Rocha requested a presentation on CHS's outreach efforts to the LGBTQ+ community.

P. ADJOURNMENT: The meeting was adjourned at 12:28 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. 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