



**COMMUNITY HUMAN SERVICES**

**BOARD OF DIRECTORS**

**Thursday, September 21, 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 August 17, 2023.
2. Disbursements for the period of August 1, 2023 through August 31, 2023, in the amount of \$ 1,130,471.95

- F. **UNIT PRESENTATION** – Genesis House
- G. **OUTREACH PRESENTATION** – Michele Allen
- H. **CEO REPORT** – Robin McCrae
- I. **COO REPORT** – Shawn Stone
- J. **DEVELOPMENT REPORT** – Megan Whilden
- K. **COMMITTEE REPORTS**

- 1. Finance Committee (Standing)
- 2. Personnel Committee (Standing)

L. **DISCUSSION/ACTION ITEMS**

- 1. Clinic Supervisor Job Description & Salary Placement

**Recommendation:** That the board approve the Clinic Supervisor job description and salary placement as proposed by the personnel committee.

L. **INFORMATION ITEMS**

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

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

Almanza, Monserrat  
 Clinician II  
 Separated: 8/3/23

Valverde, Jessica  
 Supervised Visitation Monitor  
 Separated: 8/11/23

Mohamed, Anab  
 Grants Manager  
 Hired: 8/7/23

Martinez, Gloria  
 Counselor II, OPTC  
 Hired: 8/9/23

Alaniz, Lissa  
 Supervised Visitation Monitor  
 Hired: 8/15/23

Woerz, Jeannie  
 Donor Relations Manager  
 Hired: 8/28/23

McCarter, Jeremy  
 Office Manager, CDNB  
 Hired: 8/28/23

5. Communication Summary –
  - a. CHS September 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.