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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 Loren Steck, Vice Board Chair, at 11:06 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 (arrived @ 12:31)
City of Pacific Grove – Alan Cohen
City of Salinas – (absent)
City of Sand City – (absent)
City of Seaside – (absent)
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 – Bettye Lusk
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
Michele Allen, Communications Manager
Jeannine Woerz, Donor Relations Manager

Cynthia Zavala, Administrative Services Associate
Kathi Patton, Bookkeeper II
Marta Sullivan, Senior Program Officer
Evangelina Ochoa, Senior Program Officer
Melissa Hernandez, Counselor III

D. PUBLIC COMMENTS: None

[Note: No action was taken until a quorum was established at 12:31 with Alan Haffa's arrival.]

E. CONSENT ITEMS:

Motion to approve the Consent Items:

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

M/S/C **A. Yee-Steck / B. Lusk** **8/0/0**

F. UNIT PRESENTATION: Melissa Hernandez, Counselor III, gave a brief presentation on Genesis House Residential Treatment Program. Melissa reviewed the Assessment Process and ASAM (American Society of Addiction Medicine) Criteria, LPHA (Licensed Practitioner of the Healing Arts) duties, MAT (Medication-assisted treatment) services, Genesis House documentation requirements, Groups and Evidence Based Practices.

G. OUTREACH PRESENTATION: Michele Allen, Communications Manager, gave a PowerPoint presentation on CHS' Culturally Specific Outreach & Engagement.

H. CEO REPORT: Robin McCrae gave a report which was also included in the board packet.

I. COO REPORT: Shawn Stone gave a report which was also included in the board packet.

J. DEVELOPMENT REPORT: Megan Whilden gave a report which was also included in the board packet.

K. COMMITTEE REPORTS:

1. Finance Committee (Standing) – Annette Yee Steck reported out for the committee which met earlier in the day. Two months into the fiscal year, we are looking very strong with year-to-date net income of \$554K. Accounts receivable are high, but more than half was received after the report date. Finance is working on refinancing the Genesis House mortgage.
2. Personnel Committee (Standing) – Robin McCrae reported out for the committee which met to discuss action item L.1. which was included on the agenda for approval.

L. DISCUSSION/ ACTION ITEMS:

1. Clinic Supervisor Job Description & Salary Placement

Motion: That the Board approve the Clinic Supervisor job description & salary placement as proposed by the Personnel Committee.

M/S/C

A. Haffa / A. Cohen

8/0/0

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 Annette Yee-Steck attended a Suicide Prevention breakfast and was proud to say that everyone at her table was familiar with CHS! Loren Steck reported that Bettye Lusk has been chosen president elect of the California School Boards Association (CSBA) in 2025. Note: Loren will be president of the Community College League of California (CCLC) in 2024.

N. CHAIR COMMENTS: None

O. REQUEST FOR NEXT MEETING: Board Member Jeremy Hallock requested that the board honor Patricia Lintell with a resolution or certificate of appreciation at a future meeting for her years of dedication and service to CHS. All were in consensus.

P. ADJOURNMENT: The meeting was adjourned at 12:40 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