



**COMMUNITY HUMAN SERVICES**

**BOARD OF DIRECTORS**

Thursday, November 16, 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 October 19, 2023.
2. Disbursements for the period of October 1, 2023 through October 31, 2023, in the amount of \$ 1,385,488.81

F. **PRESENTATION CERIFICATE OF APPRECIATION** – Patricia Lintell

G. **UNIT PRESENTATION** – DAISY/ SUPP

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)
3. CEO Evaluation Committee (Ad-Hoc)

L. **DISCUSSION/ACTION ITEMS**

1. FY 2022-23 Financial Audit

**Recommendation:** That the board accept the 2022-23 Financial Audit, as presented.

2. Additional Relief Staff Hours, Genesis House

**Recommendation:** That the board approve the additional Relief Staff hours, which has an annualized budget impact of approximately \$24,000 as recommended by the Personnel Committee.

3. CHS Personnel Policy Revisions (available at meeting)

**Recommendation:** That the board approve the CHS Personnel Policy Revisions, as recommended by the Personnel Committee.

4. Resolution to Borrow, Mechanics Bank

**Recommendation:** That the board approve the Resolution to Borrow from the Line of Credit with Mechanics Bank, as recommended by the Finance Committee.

M. **INFORMATION ITEMS**

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

1. Unit Narratives – October 2023
2. CHS Acronym List
3. Financial Reports

4. Personnel Summary – October 2023

Villalvazo, Jacqueline  
Family Resource Specialist, FSC  
Hired: 10/9/23

Roman, Vividiana  
Drug Resource Specialist  
Hired: 10/16/23

Juarez, Fidel  
Food Service Coordinator, SHH  
Hired: 10/19/23

Fajardo, Ana  
Office Manager, SHH  
Hired: 10/23/23

De Alcantara, Bruno  
Shelter Monitor, SHH  
Hired: 10/27/23

Martinez, Nataly  
Shelter Monitor, SHH  
Hired: 10/30/23

5. Communication Summary –

- a. CHS November Employee Newsletter

N. **JPA MEMBER REPORTS**

O. **CHAIR COMMENTS**

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

Q. **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.