



COMMUNITY HUMAN SERVICES

BOARD OF DIRECTORS

Thursday, January 18, 2024
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 November 16, 2023.
2. Disbursements for the period of December 1, 2023 through December 31, 2023, in the amount of \$ 870,854.77

F. **PRESENTATION** – Shawn Stone

G. **CEO REPORT** – Robin McCrae

H. **COO REPORT** – Shawn Stone

I. **DEVELOPMENT REPORT** – Megan Whilden

J. **COMMITTEE REPORTS**

1. Finance Committee (Standing)
2. Facilities Committee (Standing)
3. Personnel Committee (Standing)
4. CEO Evaluation Committee (Ad-Hoc)

K. **DISCUSSION/ACTION ITEMS**

1. Annual Resolution Authorizing Agency Signers

Recommendation: That the board accept board accept the resolution authorizing the CEO, COO, CFO, and Board Chair to sign agreements on behalf of the Agency, as proposed.

2. Resolution Designating and Authorizing Signers at Financial Institutions

Recommendation: That the board approve the Resolution Designating and Authorizing Signers and Officers for All Financial Institutions, as proposed.

3. Lease at 212 North Main Street, Salinas CA 93901 for Safe Place Youth Navigation Center.

Recommendation: That the board approve the Lease located at 212 North Main Street, Salinas CA 93901 for Safe Place Youth Navigation Center, as proposed by the Facilities Committee.

4. Program Coordinator of Youth Substance Abuse Services Job Description and Salary Placement

Recommendation: That the board approve the Program Coordinator of Youth Substance Abuse Services Job Description and Salary Placement, as proposed by the Personnel Committee.

M. **INFORMATION ITEMS**

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

1. Unit Narratives – November & December 2023
2. CHS Acronym List
3. Financial Reports
4. Personnel Summary – November & December 2023

Delja, Jennifer
Shelter Monitor, SHH
Hired: 11/3/2023

Cordova, Patricia
Parent Educator, FSC
Hired: 11/6/2023

De La Garza, Teresa
Shelter Monitor, SHH
Hired: 11/7/2023

Mitchell, Caton
Shelter Monitor, SHH
Hired: 11/12/2023

Farrar, Haleema
Relief Staff, Genesis House
Hired: 11/24/2023

Valdez, Gustavo
Facilities Maintenance Mgr.
Hired: 11/27/2023

Meza, Angelica
Office Assistant, FSC
Hired: 11/27/2023

Malispina, Jay
Program Officer, OMC
Separated: 11/20/2023

Wilder, Lucas
Counselor I, GH
Separated: 11/22/2023

Leapaga, Jesse
Parking Lot Monitor
Separated: 11/27/2023

Mejia, Daniela
Counselor, OMC
Separated: 12/4/2023

Allen, Michele
Communication Manager
Separated: 12/9/2023

5. Communication Summary –
 - a. CHS December Employee Newsletter
 - b. CHS January Employee Newsletter

N. JPA MEMBER REPORTS

O. CHAIR COMMENTS

P. REQUESTS FOR NEXT MEETING/AGENDA

Q. CLOSED SESSION – As permitted by Government Code Section 59456 et. seq., the Board will adjourn to a closed executive session consider specific matters dealing with pending litigation, certain personnel matters or confer with the Agency’s Meyers-Millian-Brown Act Representative.

1. Public Employee Performance Evaluation – Chief Executive Officer

R. Discussion/Action: CEO Compensation Review

S. 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.