



**BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
November 16, 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 11:09 a.m.

B. BOARD ROLL CALL

City of Carmel – (Vacant)
City of Del Rey Oaks – Jeremy Hallock
City of Marina – Brian McCarthy
City of Monterey – (absent)
City of Pacific Grove – Lori McDonnell
City of Salinas – (absent)
City of Sand City – Mary Ann Carbone
City of Seaside – (absent)
Carmel Unified School District – Anne-Marie Rosen
Monterey County Office of Education – Annette Yee-Steck
Monterey Peninsula College – Libby Downey (arrived @ 11:32)
Monterey Peninsula Unified School District – Veronica Miramontes (arrived @11:39)
North Monterey County Unified School District – (vacant)
Pacific Grove Unified School District – Carolyn Swanson
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
Jay Malispina, Program Officer II
Megan Whilden, Development Director
Cynthia Zavala, Administrative Services Associate
Marta Sullivan, Sr. Program Officer

Pat Lintell, former board member

D. PUBLIC COMMENTS: None

E. CONSENT ITEMS:

Motion to approve the Consent Items:

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

M/S/C

A. Yee-Steck / A. Rosen

9/0/0

F. PRESENTATION OF CERTIFICATE OF APPRECIATION: A certificate of appreciation and bouquet of flowers were presented to Pat Lintell for her service to Community Human Services as a board member representing the City of Del Rey Oaks. Cake was served following the brief ceremony.

G. UNIT PRESENTATION: Sr. Program Officer Jay Malsipina gave a brief presentation on the Substance Use Prevention Program.

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

I. COO REPORT: Shawn Stone gave a report 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. Finances are looking very strong with year-to-date net income of \$607K. After receiving a \$407K payment accounts receivable over 60 days balance is \$0. Overall, we are looking very strong.
2. Personnel Committee (Standing) – Robin McCrae reported out for the committee which met to discuss action items L.2 & L.3. which is included on the agenda for approval.
3. CEO Evaluation Committee (ad-hoc) – Loren Steck will be sending CEO Survey out to all board members and management staff to complete. The committee will bring the CEO evaluation to the next board meeting.

L. DISCUSSION/ ACTION ITEMS:

1. FY 2022-23 Financial Audit

Motion: That the Board accept the 2022-23 Financial Audit, as presented.

M/S/C

A. Yee-Steck / A. Rosen

9/0/0

2. Additional Relief Staff Hours, Genesis House

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

M/S/C **L. McDonnell / V. Miramontes** **9/0/0**

3. CHS Personnel Policy Revisions

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

M/S/C **A. Rosen / B. McCarthy** **9/0/0**

4. Resolutions To Borrow for Mechanics Bank and Pinnacle Bank

Motion: That the Board approve Resolutions to Borrow from Mechanics Bank (line of credit) and Pinnacle Bank (mortgage refinance), as recommended by the Finance Committee.

M/S/C **A. Yee-Steck / A. Rosen** **9/0/0**

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: None

N. CHAIR COMMENTS: Mary Ann Carbone announced that there may be a need for a meeting in December.

O. REQUEST FOR NEXT MEETING: None

P. ADJOURNMENT: The meeting was adjourned at 12:45 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:

A handwritten signature in cursive script, reading "Robin McCrae", written over a horizontal line.

Robin McCrae
Chief Executive Officer

A handwritten signature in cursive script, reading "Rosie Angulo", written over a horizontal line.

Rosie Angulo
Administrative Services Manager