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BOARD OF DIRECTORS
MINUTES OF REGULAR BOARD MEETING
January 18, 2024

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 11:00 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
City of Pacific Grove – Lori McDonnell
City of Salinas – Anthony Rocha (arrived @ 11:29)
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 – Loren Steck
Monterey Peninsula Unified School District – Bettye Lusk
North Monterey County Unified School District – Ricardo Diaz
Pacific Grove Unified School District – Carolyn Swanson
Salinas Union High School District – Michael Urquides
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 Officer
Megan Whilden, Development Director
Cynthia Zavala, Administrative Services Associate
Kathi Patton, Bookkeeper II

D. **PUBLIC COMMENTS:** None

E. **CONSENT ITEMS:**

Motion to approve the Consent Items:

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

M/S/C **L. Steck / A. Yee-Steck** **11/0/0**

F. **EMPLOYEE SATISFACTION SURVEY PRESENTATION**: COO Shawn Stone gave a PowerPoint presentation of the results from CHS' employee satisfaction survey. The management team with be reviewing the results and concerns from the survey.

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

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

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

J. **COMMITTEE REPORTS:**

1. Finance Committee (Standing) – Annette Yee-Steck reported out for the committee which met earlier in the day. Finances are doing well with year-to-date net income of $1.1M. Genesis House mortgage was refinanced with Pinnacle Bank.
2. Facilities Committee (Standing) – Loren Steck reported out for the committee which met to discuss action item K.3. which is included on the agenda for approval.
3. Personnel Committee (Standing) – Robin McCrae reported out for the committee which met to discuss action item K.4. which is included on the agenda for approval.
4. CEO Evaluation Committee (ad hoc) – Loren Steck reported that the committee met to discuss the results of the CEO evaluation survey that was sent to board members and administrative staff.

K. **DISCUSSION/ ACTION ITEMS:**

1. Annual Resolution Authorizing Agency Signers

Motion: 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.

M/S/C **L. Steck / A. Rocha** **12/0/0**

2. Resolution Designating and authorizing Signers at Financial Institutions

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

M/S/C **L. Steck / A. Rocha** **12/0/0**

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

Motion: 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.

M/S/C **B. Lusk / A. Haffa** **12/0/0**

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

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

M/S/C **A. Yee-Steck / B. Lusk** **12/0/0**

M. **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

N. **JPA MEMBER REPORTS**: None

O. **CHAIR COMMENTS:** None

P. **REQUEST FOR NEXT MEETING:** None

Q. **CLOSED SESSION** – As permitted by Government Code Section 59456 et. seq., the Board adjourned to a closed 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
   Discussion/Action: CEO Compensation Review

R. Discussion/Action: CEO Compensation Review

Motion: That the board approve 5% COLA effective 6/26/2023.

M/S/C **L. Steck / A. Haffa** **12/0/0**

S. **ADJOURNMENT:** The meeting was adjourned at 1:45 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:

Robin McCrae
Chief Executive Officer

Rosie Angulo
Administrative Services Manager