



# community human services

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## BOARD OF DIRECTORS MINUTES OF REGULAR BOARD MEETING March 21, 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 11:06 a.m.

Mary Ann Carbone motioned to table action item K.2

### B. BOARD ROLL CALL

City of Carmel – (Vacant)  
City of Del Rey Oaks – Jeremy Hallock  
City of Marina – (absent)  
City of Monterey – (absent)  
City of Pacific Grove – Lori McDonnell  
City of Salinas – Anthony Rocha  
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 – Dr. Bettye Lusk  
North Monterey County Unified School District – Ricardo Diaz  
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  
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 February 15, 2024.
2. Disbursements for the period of February 1, 2024, through February 29, 2024, in the amount of \$1,017,390.81

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**M/S/C** **L. Steck / A. Yee Steck** **10/0/0**

**F. UNIT PRESENTATION: None**

**G. CEO REPORT: Robin McCrae's report was 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. The dashboard is holding steady with year-to-date net income of \$1.6M. Accounts receivable reported \$844,885; since the report \$700,000 more has been paid.
2. Personnel Committee (Standing) – The committee met on March 12 to discuss actions items K.2, K.5 & K.6.

**K. DISCUSSION/ ACTION ITEMS:**

1. FY 2024-2025 JPA Allocation Requests

**Motion:** That the board approve the FY 2024-2025 JPA allocation requests, as recommended by the Finance Committee.

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**M/S/C** **A. Yee Steck / B. Lusk** **10/0/0**

2. Insurance Stipend

**Item Tabled**

3. Establish Petty Cash Funds for Salinas Valley Street Outreach Program, Shuman HeartHouse and Safe Place Salinas

**Motion:** That the board approve establishing petty cash funds for SV-SOP, SHH, and Safe Place Salinas, as recommended by the Finance Committee.

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**M/S/C** **L. Steck / A. Yee Steck** **10/0/0**

4. Corporate Resolution to Name New Custodian of 403(b) Plan: Lincoln Financial Group Trust Company

**Motion:** That the board approve the Corporate Resolution to name Lincoln Financial Group Trust Company as the new Custodian of the 403(b) Plan, as recommended by the Finance Committee.

M/S/C B. Lusk / A. Rosen 10/0/0

5. CHS Personnel Policy Revisions

**Motion:** That the board approve CHS Personnel Policy Revisions, as recommended by the Personnel Committee, with the amendment to add back in the first sentence in section 7100.2 “who have been employed for 30 days” and seek additional legal counsel for section 9500 Drugfree Workplace Policy and language for the revised job descriptions for direct service staff in drug treatment programs.

M/S/C A. Rocha / L. McDonnell 10/0/0

6. Salary Schedule Improvement

**Motion:** That the board approve a 7-1/2% salary increase for all employees, as recommended by the Personnel Committee and Finance Committee.

M/S/C A. Rocha / L. Steck 10/0/0

**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. Personnel Summary

**N. JPA MEMBER REPORTS:** Board Members Annette Yee Steck invited everyone to The Human Trafficking Symposium on May 23 at MPC from 9 a.m. to 3:30 p.m. Board Chair Mary Ann Carbone invited everyone to the Annual Red Dress Day on Saturday, May 4. Board Member Richardo Diaz also extended an invitation to all to Castroville’s Artichoke Festival happening June 8 and 9, also Castroville’s Party in the Plaza on May 18.

**O. CHAIR COMMENTS:** Mary Ann reminded all board members to complete Form 700 by April 2.

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

**Q. ADJOURNMENT:** 12:25 p.m.

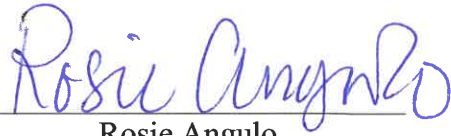
**NOTE:** Support material for the agenda is available for public review at the CHS Administration Office, 2511 Garden Road, Suite A-160, Monterey, CA 93940 on Tuesday and Wednesday immediately prior to the monthly Board Meeting.

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