



community human services

hope. help. here.

BOARD OF DIRECTORS MINUTES OF REGULAR BOARD MEETING August 15, 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 11:13 a.m.

B. BOARD ROLL CALL

City of Carmel – (absent)
City of Del Rey Oaks – Jeremy Hallock
City of Marina – (absent)
City of Monterey – Alan Haffa
City of Pacific Grove – (absent)
City of Salinas – Anthony Rocha (arrived @11:22)
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 – (absent)
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
Robin McCrae, Chief Executive Officer
Tim Louis, Chief Financial Officer
Shawn Stone, Chief Operating Officer
Evangelina Ochoa, Senior Program Officer
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 July 18, 2024.
2. Disbursements for the period of July 1, 2024, through July 31, 2024, in the amount of \$1,007,888.09

M/S/C A. Yee Steck / A. Haffa 8/0/0

F. UNIT PRESENTATION: None

G. CEO REPORT: Robin McCrae's gave a report which 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: Robin McCrae 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. One month into the fiscal year the dashboard is looking very healthy with year-to-date net income of \$374K. Agency income statement and dash board are also looking very good.
2. Personnel Committee (Standing) – The committee met on August 7th to discuss action items K.1 - K.7 which are included on the agenda for review and approval.

K. DISCUSSION/ ACTION ITEMS:

1. New Position - Human Resources Director Job Description and Salary Placement

Motion: That the board approve the New Human Resources Director Job Description and Salary Placement, as proposed by the Personnel Committee.

M/S/C B. Lusk / A. Haffa 9/0/0

2. Job Description Revision - Administrative Services Manager to Executive Assistant

Motion: That the board approve the Job Description Revision Administrative Services Manager to Executive Assistant, as proposed by the Personnel Committee.

M/S/C J. Hallock / A. Yee Steck 9/0/0

3. Job Description Revision - Administrative Services Associate to Human Resource Assistant

Motion: That the board approve the Job Description Revision Administrative Services Associate to Human Resource Assistant, as proposed by the Personnel Committee.

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

4. New Position – Bookkeeper I Job Description and Salary Placement

Motion: That the board approve the Bookkeeper I Job Description and Salary Placement, as proposed by the Personnel Committee.

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

5. Job Description Revisions - Bookkeeper II to Bookkeeper II - Financial Analyst and Bookkeeper II - Accountant

Motion: That the board approve the Revisions to Bookkeeper II to Financial Analyst and Accountant, as proposed by the Personnel Committee.

M/S/C A. Haffa / B. Lusk 9/0/0

6. Job Description Revision - Counselor I/II Outpatient Treatment Program

Motion: That the board approve the Job Description Revision to Counselor I/II Outpatient Treatment Program, as proposed by the Personnel Committee.

M/S/C A. Haffa / J. Hallock 9/0/0

7. Training and Renewable Tracking Software

Motion: That the board approve the Training and Renewable Tracking Software Med Trainer, as proposed by the Personnel Committee with the request that admin staff check out the training samples.

M/S/C J. McNary / A. Rosen 9/0/0

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 Member Dr. Betty Lusk reported that serving on CHS' board and on the personnel committee has been the greatest learning experience. Betty also added that CHS is providing truly great work and providing our clients the best quality of life.

O. CHAIR COMMENTS: None

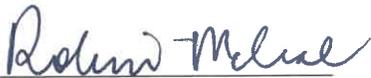
P. REQUEST FOR NEXT MEETING: To include CHS' Organizational Chart in the next board packet.

Q. ADJOURNMENT: 12:36 p.m.

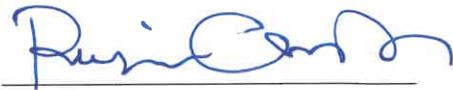
NOTE: Support material for the agenda is available for public review at the CHS Administration Office, 2511 Garden Road, Suite A-160, Monterey, CA 93940 on Tuesday and Wednesday immediately prior to the monthly Board Meeting.

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