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**BOARD OF DIRECTORS  
MINUTES OF REGULAR BOARD MEETING  
December 19, 2024**

Sand City, City Hall  
1 Pendergrass Way  
Sand City, CA 93955

\*Board members Annette Yee Steck & Loren Steck will participate, via phone conference, from a remote location:  
2011 Iwi Way  
Honolulu, HI 96816

**A. CALL TO ORDER**

The meeting was called to order by Mary Ann Carbone, Board Chair, at 11:05 a.m.

**B. BOARD ROLL CALL**

City of Carmel – Jeff Baron (left @11:22)  
City of Del Rey Oaks – Jeremy Hallock  
City of Marina – (absent)  
City of Monterey – Gino Garcia  
City of Pacific Grove – Lori McDonnell  
City of Salinas – (absent)  
City of Sand City – Mary Ann Carbone  
City of Seaside – Alex Miller  
Carmel Unified School District – Rita Patel  
Monterey County Office of Education – Annette Yee Steck (via phone conference)  
Monterey Peninsula College – Loren Steck (via phone conference)  
Monterey Peninsula Unified School District – Dr. Bettye Lusk  
North Monterey County Unified School District – Richardo 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, Executive Assistant  
Robin McCrae, Chief Executive Officer  
Shawn Stone, Chief Operating Officer  
Tim Louis, Chief Financial Officer  
Evangeline Ochoa, Senior Program Officer  
Amy Miller, Human Resources Director

**D. PUBLIC COMMENTS: None**

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on November 21, 2024.
2. Disbursements for the period of November 1, 2024, through November 30, 2024, in the amount of \$1,269,930.24

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M/S/C **J. Hallock / L. McDonnell** **11/0/1**  
Gino Garcia abstained.

**F. PRESENTATION OF DRAFT AUDIT** – Jarrod Penner of Bianchi, Kasavan, & Pope (BKP) LLC presented the draft audit. They reported that a clean, unmodified opinion will be issued. No material weaknesses were identified. No fraud was identified. No significant adjustments were identified. BKP will provide a management letter communicating a significant deficiency in internal controls over compliance with major programs for federal awards. There were no disagreements with management. Jarrod also gave a detailed presentation showing historic trends in assets, liabilities, revenue, and expenses.

**G. UNIT PRESENTATION: None**

**H. CEO REPORT:** Robin McCrae’s report was included in the board packet.

**I. COO REPORT:** Shawn Stone’s report was included in the board packet.

**J. DEVELOPMENT REPORT:** This report was incorporated into the CEO Report.

**K. COMMITTEE REPORTS:**

1. Finance Committee (Standing) – Annette Yee Steck reported out for the committee, which met earlier in the day. The dashboard looks good. The accounts receivable were over \$900K; since the report, the county has made a \$794K payment, bringing the balance back to normal. At the end of October, there were 139 employees.
2. Audit Committee (Standing) – Tim Louis reported out for the committee, which met on December 11<sup>th</sup> to discuss action item K.1 which is on the agenda for review and acceptance.
3. Facilities Committee (Standing) – Loren Steck reported out for the committee, which met on December 9<sup>th</sup> to discuss action item K.2 which is on the agenda for review and approval.

**L. DISCUSSION/ ACTION ITEMS:**

1. FY 2023-24 Financial Audit

**Motion:** That the board accept the 2023-24 Financial Audit, as presented.

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M/S/C **B. Lusk / A. Miller** **11/0/0**

2. Safe Passage Improvements Project

**Motion:** That the board approve the Facilities Committee recommendation to approve David Construction's bid with the reduced scope of work.

M/S/C

L. McDonnell / G. Garcia

11/0/0

**N. 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

**O. JPA MEMBER REPORTS:**

**P. CHAIR COMMENTS:** Board Chair Mary Ann Carbone wished everyone Happy Holidays and Happy Birthday to CEO Robin McCrae!

**Q. REQUEST FOR NEXT MEETING:** Board Member Dr. Bettye Lusk requested a list of # of persons in our programs. Board Member Lori McDonnell requested that highlights of the board meeting be sent to board members to share with their entities.

**R. ADJOURNMENT:** 12:44 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  
Executive Assistant