



**community  
human services**  
hope. help. here.

**BOARD OF DIRECTORS  
MINUTES OF REGULAR BOARD MEETING  
February 20, 2025**

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 11:08 a.m.

**B. BOARD ROLL CALL**

City of Carmel – Jeff Baron  
City of Del Rey Oaks – Jeremy Hallock  
City of Marina – Jenny McAdams  
City of Monterey – (absent)  
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  
Monterey Peninsula College – Anita Crawley  
Monterey Peninsula Unified School District – Dr. Bettye Lusk (arrived @11:16)  
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  
Evangelina Ochoa, Senior Program Officer  
Amy Miller, Human Resources Director  
Elsa Guillen, Program Officer  
Marta Sullivan, Sr. Program Officer

Libby Soffer, Alternate Board Member, Sand City

**D. PUBLIC COMMENTS:** None

**E. CONSENT ITEMS:**

Motion to approve the Consent Items:

1. Minutes from the regular board meeting on January 16, 2025.
2. Disbursements for the period of January 1, 2025, through January 31, 2025, in the amount of \$1,662,010.78

M/S/C

A. Miller / J. McAdams

11/0/0

**F. PRESENTATION:** Derrick Elder, MSW, ASW Family & Community Support Practitioner from the City of Seaside gave a presentation of their Support Program and shared areas of assistance and collaboration.

**G. UNIT PRESENTATION:** Program Officer Elsa Guillen gave a brief presentation on Casa De Noche Buena and welcomed questions. The shelter currently has 111 people on the waiting list.

**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) – The Finance Committee meeting was held earlier in the day. Financial reports were provided in the board packet for review.
2. Facilities Committee (Standing) – Shawn Stone reported out for the committee, which met on January 8<sup>th</sup> to open bids on the Family Service Center mainline project. Related discussion/action items L.2. & L.3 were on the agenda for board review and approval.

**L. DISCUSSION/ ACTION ITEMS:**

1. Resolution to Borrow – Line of Credit with Pinnacle Bank

**Motion:** That the board approved a resolution authorizing the Agency to establish a \$1 million line of credit with Pinnacle Bank with defined terms: prime + 1%, no fee, no encumbrance.

M/S/C

A. Yee Steck / B. Lusk

12/0/0

2. Family Service Center Seaside, Mainline Project

**Motion:** That the board accept JD Underground's bid of \$30,276 for the Family Service Center Seaside Mainline Plumbing Project and authorize project expenditures not to exceed \$40,000.

M/S/C J. Hallock / R. Patel 11/0/0  
Alex Miller was not in the room for discussion or vote.

3. Family Service Center Seaside, Patio/Carport Emergency Repairs

Update only. No action was taken.

**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. Statistics – Q2
5. Personnel Summary

**N. JPA MEMBER REPORTS:** Board Member Annette Yee Steck shared MCOE's Annual Education Report in both English and Spanish by email.

**O. CHAIR COMMENTS:** None

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

**Q. CLOSED SESSION:** Board Members and CEO Robin McCrae went into a closed session to conference with legal counsel regarding anticipated litigation. No action was taken.

**R. ADJOURNMENT:** 1:23 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