



community  
human services  
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Board of Directors  
Minutes of Regular Meeting  
September 15, 2016

A. CALL TO ORDER

The meeting was called to order by Alan Cohen, Board Chair, at 11:05 a.m., at the City Hall in Sand City.

B. BOARD ROLL CALL

City of Carmel – (vacant)  
City of Del Rey Oaks – Mike Ventimiglia  
City of Marina – Nancy Amadeo  
City of Monterey – Alan Haffa  
City of Pacific Grove – Alan Cohen  
City of Salinas – (vacant)  
City of Sand City – MaryAnn Carbone  
City of Seaside – Mary Mitchell  
Carmel Unified School District – Annette Yee-Steck  
Monterey County Office of Education – Harvey Kuffner  
Monterey Peninsula College – Loren Steck  
Monterey Peninsula Unified School District – Alana Myles  
North Monterey County Unified School District – Ashley Powers-Clark  
Pacific Grove Unified School District – (vacant)  
Santa Rita Union School District – (vacant)

C. STAFF & GUEST INTRODUCTIONS

Robin McCrae, Chief Executive Officer  
Rosie Angulo, Administrative Services Manager  
Bruce Loisel, Senior Program Officer – OMC  
Marta Sullivan, Senior Program Officer – OPTC  
Sharon Lagana, Chief Financial Officer  
Rob Rapp, Development Director  
Devon Corpus, Senior Program Officer – FSC  
Shirley Millico, Youth Services Program Officer  
Shawn Stone, Program Officer – Family Services Programs – FSC  
Kristen Moore, CII – OMC  
Jenifer Mohler, CII – OMC  
Destini Colvin, Officer Manager – Admin  
Helga Ralston, CIII – Genesis House  
Kendall Lardie, Volunteer Intern – Safe Place

D. PUBLIC COMMENTS:  
CEO Robin McCrae introduced new Senior Program Officer Devon Corpus.

Board Chair, Alan Cohen thanked Genesis House for all their hard work during Cookin' for Recovery BBQ at the Good Samaritan Center.

Board Chair, Alan Cohen also presented CEO, Robin McCrae with a condolence card and said the board had contributed \$550 to CHS in her late mother's honor.

E. CONSENT ITEMS:

Motion to approve the Consent Items:

- a. Minutes from the regular board meeting on July 21, 2016 approved.
- b. Disbursements for the period of July 1, 2016 through July 31, 2016 in the amount of \$433,337.86 and period of August 1, 2016 through August 31, 2016 in the amount of \$435,462.42.

M/S/C

L. Steck / M. Mitchell

11/0/0

F. UNIT PRESENTATION -

Senior Program Officer, Bruce Loisel, updated the board on possible slot expansion at Off Main Clinic. Off Main Clinic has requested 60 additional slots due to increasing numbers of methadone clients. Bruce was proud to announce that Off Main Clinic received a generous donation in the amount of \$5,000 from a current client which will be used to enhance the lobby area. A full service coffee cart and snacks will be available for clients in the waiting area, along with new furniture.

Senior Program Officer, Marta Sullivan, introduced CIII, Helga Ralston, who gave a brief presentation about Genesis House. Helga reported that there has been a trend of heroin combined with methamphetamine. Genesis House has teamed with Off Main Clinic to help serve those clients as needed. Recent renovations has boosted client and employee morale.

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

H. DEVELOPMENT REPORT: Rob Rapp gave a report which was also included in the board packet.

I. COMMITTEE REPORTS:

Finance Committee - Annette Yee-Steck reported out for the committee, which met before the board meeting. The dashboard showed accounts receivable were high due to late County payments. All JPA invoices have been sent; four entities have paid. The income statement reflects year-to-date actuals a bit down due to the new Outpatient Treatment Programs, but heading in the right direction, as the projected budget is higher than anticipated.

Personnel Committee – Harvey Kuffner reported out for the committee which met earlier in the month to discuss action items J.1, J.2, J.3, and J.4., which are on the agenda for board approval.

Strategic Planning Committee – Loren Steck reported out for the committee which met earlier in the month to discuss action item J.5, 2016-17 Strategic Plan draft, which is on the agenda for board approval.

J. DISCUSSION/ACTION ITEMS:

1. Reclassification of Safe Passage Program Coordinator to Counselor II

Motion: That the Board approve the reclassification as proposed.

M/S/C M. Mitchell / H. Kuffner 11/0/0

2. Reclassification of Safe Place Counselor II, Basic Center Program to Counseling Intern.

Recommendation: That the Board approve the reclassification as proposed. This will open the door to have licensed eligible staff which would allow Medi-Cal billing in the future.

M/S/C M. Mitchell / M. Ventimiglia 11/0/0

3. Increase hours for a Full-Time regular Office Manager, Safe Place / Safe Passage.

Recommendation: That the Board approve increasing the hours of the position to 40 hours per week, with 29 dedicated to Safe Place and 11 dedicated to Safe Passage.

M/S/C M. Carbone / M. Mitchell 11/0/0

4. Off Main Clinic Part-time Office Assistant

Recommendation: That the Board approve the part-time Office Assistant position to support the recently added perinatal services and increase in treatment slots.

M/S/C L. Steck / M. Mitchell 11/0/0

5. 2016-17 Strategic Plan

Recommendation: That the Board approve the Strategic Plan as proposed with a recommendation to review the plan every 6 months.

M/S/C M. Mitchell / M. Carbone 11/0/0

\* 6. Conflict of Interest Code, Bi-Annual Review of Designated Positions

Recommendation: That the Board approve the Conflict of Interest Code as proposed.

M/S/C L. Steck / H. Kuffner

11/0/0

K. INFORMATIONAL ITEMS: Board member Annette Yee-Steck asked for a name correction on program narrative to change Captain Cook to Captain Cooper Elementary School.

L. JPA MEMBER REPORTS: Harvey Kuffner requested that program narratives be sent to JPA member entities.

Mary Anne Carbone invited everyone to Beach Cleanup Day, Saturday, September 17, 2016 in Sand City.

M. CHAIR COMMENTS: Alan Cohen thanked all staff and board members for their dedication to Community Human Services.


N. REQUEST FOR NEXT MEETING: CEO, Robin McCrae requested a date change for next board meeting. Rosie Angulo, Administrative Services Manager, will reach out to all board members to schedule an alternate date/time for October's meeting.

O. ADJOURNMENT: The meeting was adjourned at 12:30 p.m.

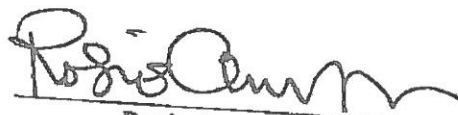
NOTE: Support material for agenda is available for public review at the CHS Administration Office, 2560 Garden Road, Suite 201-B, Monterey, CA 93940 on Tuesday and Wednesday immediately prior to the monthly Board Meeting.

The CHS Board meets regularly on the third Thursday of each month at 11:00 a.m. at Sand City City Hall, One Sylvan Park, Sand City, CA, unless otherwise noted. 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