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**Board of Directors  
Minutes of Regular Meeting  
February 19, 2015**

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CITY MANAGER'S OFFICE  
2015 MAR 16 P 3:27  
CITY OF PACIFIC GROVE

**A. CALL TO ORDER**

The meeting was called to order by Mary Ann Carbone, Board Chair, at 11:07 a.m., at the City Hall in Sand City.

**B. BOARD ROLL CALL**

City of Carmel – (vacant/absent)  
City of Del Rey Oaks – Mike Ventimiglia  
City of Marina – Nancy Amadeo  
City of Monterey – Alan Haffa (arrived at 11:10 a.m.)  
City of Pacific Grove – Alan Cohen  
City of Salinas – (absent)  
City of Sand City – MaryAnn Carbone  
City of Seaside – Mary Mitchell (left at 12:05 p.m.)  
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 – (absent)  
Pacific Grove Unified School District – (vacant/absent)  
Santa Rita Union School District – (vacant)

**C. STAFF & GUEST INTRODUCTIONS**

Robin McCrae, Chief Executive Officer  
Rosie Angulo, Administrative Services Coordinator  
Bruce Loisel, Senior Program Officer  
Marta Sullivan, Senior Program Officer  
Sharon Lagana, Chief Financial Officer  
Shirley Millico, Program Officer  
Clive Stewart, Program Officer  
Rob Rapp, Development Director  
Marachelle Jackson, Counselor II Outpatient program

**D. PUBLIC COMMENTS: None**

**E. CONSENT ITEMS:**

Motion to approve the Consent Items.

- a. Minutes from the regular board meeting on January 19, 2015 approved as amended.

b. Disbursements for the period of January 1, 2015 through January 31, 2015 in the amount of \$390,590.79

M/S/C

M.Mithcell / L.Steck

9/0/0

F. **PRESENTATIONS** : Marta Sullivan, Senior Program Officer, handed out an article from the Huffington Post – “Dying to Be Free.” Marta opened a discussion about rising opioid addiction and treatment models that work. Discussion was very interesting and there were several different takes on this topic. More discussion along with research will come in the future.

G. **STAFF REPORTS** : Marta also gave an update on CHS’ Outpatient Treatment Centers. As of December the application was sent to the state and now sits in state managers’ hands.

H. **CEO’S REPORT**: Robin McCrae, CEO, reported that her report was not in the packet and that she will be emailing her CEO report to the Board.

I. **DEVELOPMENT DIRECTOR REPORT**: Rob Rapp, Development Director reported that CHS’ private donations are down from last year. Rob and CFO Sharon have been working together on grants. Development reports were in Board packet for review.

J. **COMMITTEE REPORTS:**

Finance Committee - Annette Yee-Steck, Finance Committee Chair, reported that the Finance Committee met earlier in the day. At this time the committee has decided to keep the current Peachtree accounting software but a more up to date version. Receivables are down \$28,000 and payables are down \$110,000, both good trends. The CFO has created new balance sheet and dash board formats. Reports will now be more current, reflecting the month preceding board meetings and tying out with financials for current month. Year to date financials are doing well. The increase in salaries is due to the salary increases for employees implemented in January. CHS has been pre paying rent to landlord at a 20 – 30% discount. We are paid through June and will not prepay any more at this time.

Personnel Committee – Harvey Kuffner reported that the Personnel Committee the Personnel Committee met along with the Executive Committee to go over CHS’ CEO evaluation.

Strategic Planning Committee – Loren Steck, Strategic Committee chair, reported that they meet earlier this month to go over FY 2014-15 Strategic Plan. Loren handed out a five year plan and plan review which included completed goals, in-progress goals, and goals not yet begun this fiscal year. In all, great progress is being made.

K. **DISCUSSION/ACTION ITEMS:**

1. FY 2014-2015 Strategic Plan

**Motion:** That the Board approve the FY 2014-2015 Strategic Plan as Proposed

M/S/C

A.Haffa / A.Cohen

9/0/0

2. Resolution Honoring Dr. Wayne Clark

**Motion:** That the Board approve the resolution honoring Dr. Wayne Clark as proposed.

M/S/C A.Haffa/ A.Myles 9/0/0

3. Resolution Honoring Cedric Otsuki

**Motion:** That the Board approve the resolution honoring Cedric Otsuki as proposed.

M/S/C A.Cohen / A.Haffa 9/0/0

4. Additional Revisions to Conflict of Interest Code as Requested by the County Counsel

**Motion:** That the Board approve the additional revisions as proposed.

M/S/C L.Steck / A.Haffa 9/0/0

**L. INFORMATION ITEMS**

The following items were available for Board review:

1. Unit Narratives – January 2015
2. CHS Acronym List
3. Financial Records – Refer to the Finance Committee Agenda
4. Personnel Summary – January 1, 2015 - January 31, 2015
5. Communications Summary –
  1. CHS Employee Newsletter
  2. Coalition of Homeless Services Providers – press release
6. News Clippings/Other Information -
  - a. Sunrise House – The Californian newspaper – article January 23<sup>rd</sup>
  - b. 9<sup>th</sup> Annual Women’s Ball – Cedar Street Times – article January 23<sup>rd</sup>

**M. JPA MEMBER REPORTS – JPA member, Mike Ventimiglia shared that on March 1<sup>st</sup> a Marijuana Dispensary will open in the City of Del Rey Oaks.**

JPA member Alan Haffa shared that the One Star Fish program has two sites in Carmel Valley and 1 site in Monterey for homeless to sleep overnight in their cars.

JPA member Alan Cohen reported that the city of Pacific Grove has been giving out permits for the homeless to sleep in their cars overnight.

JPA member Nancy Amadeo reported that the city of Marina unanimously approved a Veterans Memorial Trail.

**N. CHAIR COMMENTS – None**

- O. REQUEST FOR NEXT MEETING – None
- P. CLOSED SESSION - Board meeting went into a closed session for the CEO evaluation at 12:26 p.m., returned from closed session at 1:28 p.m., reported that the CEO had been evaluated and there was nothing further to report, then adjourned at 1:30 p.m.
- Q. ADJOURNMENT: AT 1:30 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 Coordinator