

**Chatham Savannah Authority for Homeless/CoC
Board Meeting
November 17, 2020**

Board Attendees: Jeff Rayno, Angela Everett, Kurtis Purtee, Carolyn Hughes, Shawn Brown, Jennifer Davenport, Josua Rine, John Miller, Toby Browne, Janet Kniss, Jennifer Fordham

Staff Attendees: Cindy Kelley, Carlos Baker, Janice Sheffield

Guests:

1. Call to Order

Board Chair John Miller called the meeting to order at 3:10 on November 17, 2020 via Zoom video/phone conference call as we continue to practice social distancing due to the COVID-19 virus.

2. Welcome and Introductions- Miller welcomed everyone. Roll call and introductions were established. **Quorum-** A Quorum was established.

3. Secretary-Josua Rine

Approval of October 20, 2020 Board Minutes

Browne asked for a motion to approve the October 20, 2020 board minutes as presented. A motion was made by **Kurtis Purtee**. The motion was seconded by **Janet Kniss**, and all were in favor. Motion carried.

4. Chair's items -John Miller

Added to the agenda the Appointment of new board member:

Miller stated that we will have an election to accept a new board member. He named the proposed board candidate: Jennifer Davenport. Ms. Davenport was given the opportunity to introduce herself and give a short summary of her background. Seated members received an opportunity to oppose proposed candidates. No opposition was provided to John Miller. The floor was opened for any last-minute objections. None were received. Miller asked for a motion to accept Jennifer Davenport's candidacy for board membership. A motion was made by **Shawn Brown** to accept the candidate as a new board member. The motion was seconded by **Kurtis Purtee**, and all were in favor. Motion carried.

1. 2021 Operations Budget Presentation and Discussion-Cindy Kelley

- The Continuum of Care (CoC) side of the CSAH budget is just under \$1 million (\$975K). This includes responsibilities as Collaborative Applicant, HMIS, and Planning/Evaluation/Oversight. It also includes case management and work with homeless camps, all funded by HUD. The Streets to Stability program is funded by the City, County and four local entities. The City of Savannah contract for \$195,000 effectively covers our operations that allows us to maintain our role as Collaborative Applicant including support for accounting, audit, rent, insurance, Executive Director salary and part of the Associate Director's salary.
- The Chatham Doorways' side of the budget is approximately \$500k (\$486K) and includes Street Outreach (PATH) and all housing activities (Cove at Dundee, City 54, new housing development activities).
- Should a formal split of the organization occur in 2021, the audit would be combined for this period.

- This year's operation budget reflects a \$3100 surplus.
- Board members may individually request a copy of the detailed operations budget, but this information is confidential and not for distribution beyond the board.
- In December, board members will be sent an email notice to vote acceptance of the 2021 CSAH operations budget.

Budget discussion followed. Shawn Brown mentioned that the CoC and Chatham Doorways seems to be a natural split with no change in contracts.

- There will be no salary increases this year. The cost of Health Insurance and Worker's compensation has increased. Other increases will occur in Accounting, Audit and Agency Insurance costs.
- Phase 2 of the capital campaign for the Cove at Dundee continues, albeit slowly.
- Home Depot backed out of a large volunteer event (300 volunteers over 4 days to put up all the framing for 24 units) due to COVID-19. So, we will submit a regular application for capital funding.
- Good news! Phase 2 has received a \$50k donation from the Don and Cindy Waters Foundation.

2. Chatham Doorways Program Progress

- There will be a Virtual Meeting of the Chatham Doorways board sub-committee after Thanksgiving in early December.
- There are no new volunteers.
- John will prepare a list of assignments for board members.
- It has been recommended to adjust the fiscal year for Chatham Doorways to July 1.
- The Frueauff Foundation has provided \$25K to support the hiring of a Housing Developer for the Chatham Doorways program.

3. CoC Governance Progress (HUD Technical Assistance for our CoC)/Notes

- A meeting was held this morning, Nov 19th. This process has been occurring for the last 18 months.
- An implementation team has been charged with setting up the new CoC board and pulling together the first membership meeting.
- Board members are reminded that more than 80% of the HUD money that comes to our community is allocated to housing programs.

4. Streets to Stability Program -Toby Browne

- One task force meeting has been held and two Steering Committee meetings.
- CSAH staff members continues to interview folks for the Panhandling Survey.
 - More than 40 homeless residents have been interviewed.
 - Initial interviews occurred on the Southside, but we are now expanding our geography.
- The W Project has been hired by the TF to develop messaging/marketing for the project.

- Tight timelines rule this ambitious effort to reduce panhandling in our community and provide additional coordination of services and supports to our homeless population.
- Next Task Force meeting is November 20.

5. Finance/Committee/Executive Committee-Janet Kniss

- There is a meeting with Amanda Futrell of Caines-Hodges tomorrow (our new accounting firm).
- We have been working with Amanda to put in place simplified cost center reporting for board and staff.
- Cindy will also meet with Amanda to address YE detail.

6. Executive Director's Report - Cindy Kelley

- DAR (Daughters of the American Revolution) provided and dedicated a flag and flagpole at the Cove site on November 10th.
- Our ongoing challenge of trespassing and leaving unwanted stuff at the Cove at Dundee continues: Seeking information about the church which without permission provided and put-up Christmas decorations on each unit at the Cove as well as the Clubhouse.
- Construction in progress for Phase 2 of the Cove. Marchese Construction has provided a detailed budget to complete Village 3 (12 units). We have not yet signed this contract as all the funds are not in place. However, we do have the funds for the infrastructure and the 2nd Clubhouse. Building on the Clubhouse will begin the first week in January.
- Members are reminded that this is the last meeting this board will be acting as the CoC board. Effective January 1, 2021 this responsibility is occurring with support of the HUD TA folks and the new Implementation Team.

7. Associate Director's Report - Janice Sheffield

- The City, in collaboration with CSAH, created MOAs (Memorandums of Agreement) to be executed between CSAH and the CoC's HMIS participating agencies; the MOA delineates the responsibilities and duties of CSAH as the HMIS lead and the agencies responsibilities. They were emailed to each agency for authorizing signatures and are to be returned to CSAH for Cindy's signature.
- NOFA update—HUD has not yet released the 2020 NOFA (Notice of Funds Available). Due to the pandemic, when and how this will take place is still being decided.

ADD: In December 2020 - The following board members responded by email in favor of the 2021 operations budget: Toby Browne, John Miller, Sharon Hill, Carolyn Hughes, Angela Everett, Lynn Coleman, Kurtis Purtee, Jeff Rayno, Julian Miller, Vernon Jones.

Updates and Announcements – Next board meeting is Tuesday, January 19, 2021 on Zoom

Adjourned at 3:55pm

Officers

Officers: Chair – John Miller, Past Chair – Toby Browne, Vice Chair – Julian Miller, Treasurer – Janet Kniss, Secretary – Josua Rine