

**Chatham-Savannah Authority for the Homeless/Coca
Board of Directors Meeting
May 19, 2020 – 3:00 – 4:30
Location: Via Video/Phone Conference**

Present Board Members

Toby Browne-**Chair**
John Miller-**Vice Chair**
Julian Miller- **Treasurer**
Joseph Ervin
Lynn Coleman
Sharon Hill
James Jones
Beverly Willett-**Secretary**
Angela Grant
Janet Kniss
Linda Wilder Bryan
Kurtis Purtee
Shawn Brown
Pat Geoghegan
Carolyn Hughes

Absent Members

Josua Rine
Jeffrey Rayno
Vernon Jones
Jennifer Fordham
Rick Wagner

Staff

Cindy Kelley-**Executive Director**
Luella Clark
Janice Sheffield
Stacey Murray

Guests

Patricia Youngquist
Tommie Jones
Jennifer Darsey
Glenn Hull

Call to Order

Board Chairman Toby Browne called the meeting to order at 3:00pm on May 19, 2020 via Zoom video/phone conference call as we continue to practice social distancing due to the COVID-19 virus.

Welcome and Introductions- Browne welcomed everyone. Roll call and introductions were established.

Quorum- A Quorum was established.

Approval of April 21, 2020 Board Minutes- Beverly Willett

Browne asked for a motion to approve the April 21, 2020 board minutes as presented. A motion was made by **John Miller**. The motion was seconded by **Lynn Coleman**, and all were in favor. Motion carried. Willett noted that she would sign the minutes the next time that we are physically together.

Chairman's Items – Toby Browne

Reminder: Submit signed Conflict of Interest Forms

Browne reminded all board members to submit their signed Conflict of Interest Forms to Kelley.

Update CSAH By-laws Discussion – Beverly Willett

- Browne stated that we recognize the need to re-work the CSAH By-laws. As we look at restructuring how we do our work, it is important to have consistently written by-laws to aid board members to do their work on behalf of CSAH. Browne states that an organizational restructure as described by John Miller is, "who do we want to be when we grow up," and once affirmed we need a clear definition of it within the bylaws. Willett has been doing a step one clean-up of the bylaws primarily focused on using consistent language. Step two will incorporate content changes likely tied to recommendations from the board sub-committee working on restructure.
- Willett informed board members that the draft of the proposed bylaw changes was included their board packets. She gave a detailed overview of the red-lined areas including: 1) to clarify board member terms, 2) telecommunicating meetings, 3) board member attendance, and 4) added language that prohibits equity borrowing of the Cove at Dundee for operations (Article XI). As is our practice, she reminded board members that the vote on these changes will take place at the next board meeting. Browne thanked Willett for her hard work on this effort.

Campground next to the Cove/Blueprint App Reminder

- Browne stated that the two Alderman on our board, Linda Wilder-Bryan and Kurtis Purtee have been working with City employees to develop the City's Campground project located next to the Cove at Dundee.
- Bryan said that the City Manager is putting a fence around the entire campground area and adding security cameras, a Command Center, and portable toilets. Compassion Christian Church has made available a portable shower unit. She said that it will be a couple of weeks to get things in place and she is excited about the project. She said that they will also be providing meals sponsored by the City to eliminate people dropping off items that are not needed to the camp. She said that she and Purtee have been working together on the project and questions can be directed to either of them.
- Purtee said that it is a good piece of property and we want to do what is necessary to be good neighbors and to make it work for everyone. He said it is very important to get input from those

affected by the development of the camp. Bryan said that any plan or policies that we may have in place they are willing to review. She said that the campgrounds would consist of 4-6 men tents and starting out with 75-80 people. Kelley said that she looks forward to meeting with her to discuss the program detail.

- Kelley said that CSAH staff will be present at Emmaus House later in the week to distribute applications for the City's campground. A modified Coordinated Entry process to screen residents has been developed and will be used for resident entrance to the site.
- Kelley said that CSAH staff have met with Cove residents of Villages 1 and 2, to encourage them to stay away from campground residents to reduce the likelihood of contracting COVID-19. Most Cove residents have underlying health conditions and we have been fortunate to date that no resident has contracted the virus.
- Browne said that the campground project ties in with the CSAH submitted County Blueprint application. The application requests funds for planning a sanitary campground, developing an anti-panhandling program, and hiring a Community Coordinator to help our CoC manage the variety of contributions and other demands from the broader community for the homeless residents.
- Browne stated that it is important to know that the campground next to the Cove at Dundee is a City of Savannah project and not a CSAH project.

Future Planning – Organizational Structure – Practical & Policy/Discussion

- Kelley said that a board sub-committee is meeting to discuss the future of CSAH/organizational structure as mentioned under the bylaw's discussion. The sub-committee is focusing on CSAH as a 501C3 and not necessarily the Continuum of Care. However, there will likely be discussion of what to retain and not retain with respect to contracts, CoC duties (HUD) and housing. Kelley said that the subcommittee has contracted with Denise Grabowski, a local consultant to guide with through the process. The plan is to meet each week for (6) times starting on June 3rd (9:00am-10:30am). Recommendations from this process will come to the full board for discussion and potential adoption. Kelley asked for 6-8 board members volunteers to meet via Zoom. A tentative plan is to adopt the recommendations for a six-month trial run. Volunteers are: John Miller, Julian Miller, James Jones, Linda Bryan, Kurtis Purtee, Toby Browne, and Janet Kniss.

Board Development Committee

- Kelley said that a board committee would meet to make recommendations for a slate of officers. All officer positions are open for terms beginning July 1.

Finance Committee/Executive Committee

- First Quarter Financials -Kelley gave a brief overview of the financials.
- Audit - Kelley indicated that we would have our annual audit in June.

Executive Director's Report – Cindy Kelley

Federal Home Loan Bank Application Discussion

- Kelley said that CSAH is applying for a Federal Home Loan Bank grant (forgive-able loan), for Phase 2 of the Cove at Dundee. The deadline is June 1st. The maximum amount we can apply for is \$500,000.
- Willett said that we need permission from the CSAH board and a resolution to apply for the grant. We need to vote to adopt the resolution and it needs to be included in the minutes. Included in the board packet form required by the bank as set forth in the Resolution attached hereto as Attachment A.

RESOLVED:

1 The Participant may participate in various community investment programs (the "Programs") offered by Federal Home Loan Bank of Atlanta (the "Bank") through its Community Investment Services department, including without limitation the Bank's Affordable Housing Program.

2 The Chairman, Vice Chairman, President, the Chief Executive Officer, the Chief Financial Officer and the Vice Presidents (including Executive Vice Presidents, Senior Vice Presidents, and any officers more senior than Vice President) or, if such titles or positions are not utilized by Participant then the Executive Director, General Partner, Managing Partner or similar title of Participant, and each of them (the "Authorized Persons"), is hereby authorized to execute any agreement or application governing or relating to Participant's involvement in any of the Programs.

3 The execution and delivery of that certain Access Form for Sponsor Web System Access and the Terms and Conditions for Sponsor Web System Access are hereby ratified and confirmed.

4 The Bank will be entitled to rely on this resolution until Participant provides the Bank with a resolution changing or rescinding this resolution. No change or rescission will be given effect until the Bank receives such certified copy and the Bank has been afforded a reasonable opportunity to act on such change or rescission, and no such change or rescission will affect any then-existing agreement between the Bank and the Participant, unless the Bank agrees to such effect, in each instance, in writing. Participant will indemnify and hold harmless the Bank from any loss suffered or liability incurred by the Bank prior to receipt of such certified copy as a result of the Bank acting as if such rescission or change had not occurred.

Julian Miller made a motion to apply for the loan. **Shawn Brown** seconded the motion. All were in favor, motion carried.

Julian Miller made a motion to adopt the resolution as presented in the board packet. **Shawn Brown** seconded the motion. All were in favor, motion carried.

Proceeding with Phase 2 Capital Campaign

- Kelley said that we are moving forward with Phase 2 of our Capital Campaign. We have hired someone to add additional support for communications and major donors work for the Campaign. Her name is Royceann Friedman and she will be working along with Melissa Ream.

COVID-19 Update/Pre-Hurricane Planning-Kelley said that hurricane season begins June 1st this year and we have had our first Pre-Hurricane Planning meeting with CEMA. This is regular work that falls under our umbrella.

Refreshing the Homeless Continuum of Care – Glynn Hull of the City announced that we would resume the process as soon as we are back to normal.

Summer Intern- Kelley said that we will not have an intern this summer. The intern decided to wait until 2021 due to the COVID situation.

Associate Director's Report -Janice Sheffield

- Sheffield said that we continue to do our contract work with little interruption. Two upcoming HUD reports due are the HIC (Housing Inventory Chart) and the PIT (Point-in Time). All the reports tie in with the Homeless Service Count which has been pushed to the bottom of the list because other reports due. The Homeless Service Count is an annual count that counts one person, verified as homeless, receiving one service, in a 12-month period. This is an unduplicated report that provides the best picture of the pervasiveness of homelessness in our Chatham County CoC. The 2018 count had 4,641 persons.
- March 1st HUD funding was released, and we can draw after submitting expenses. We are already doing work toward completion of the next HUD round of funding (HUD NOFA for next year is for March 1, 2021). Janice has completed step 2 in the E-snaps system to get us ready to apply for the 2021 period.

Updates and Announcements

Glynn Hull announced that the City will terminate meal service to the homeless population effective May 26th because Emmaus House will reopen on May 27th.

Officers: Chair – Toby Browne, Vice-Chair – John Miller, Past Chair - Joe Ervin, Treasurer – Julian Miller, Secretary – Beverly Willett
Next Board Meeting – June 16, 2020 – Format TBD

CSAH Mission:

To lead the effort to build and sustain community practices to eliminate homelessness.