

**Chatham-Savannah Authority for the Homeless/CoC
Board of Directors Meeting
January 21, 2020**

Location: Chatham-Savannah Authority for the Homeless
761 Wheaton Street, 3rd Floor

Present Board Members

Toby Browne-**Chair**
John Miller- **Treasurer**
Shawn Brown
Vernon Jones
Carolyn Hughes
Jennifer Fordham
Sharon Hill
James Jones
Beverly Willett-**Secretary**
Jeffrey Rayno
Pat Geoghegan-**Vice Chair**
Josua Rine
Angela Grant
Joseph Ervin

Absent Members

Julian Miller
Lynn Coleman

Staff

Cindy Kelley-**Executive Director**
Janice Sheffield
Luella Clark
Antoinette Joiner
Carlos Baker

Guests

Julie Wade
Nicole Fields
Dan Mahowald
Robert Simmons

Call to Order

Board Chairman Toby Browne called the meeting to order at 3:02pm on January 21, 2020 at CSAH.

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

Quorum- A Quorum was established.

Approval of November 19, 2019 Board Minutes- Beverly Willett

Browne asked for a motion to approve the of November 19, 2019 board minutes as presented. A motion was made by **Pat Geoghegan** to approve the of November 19, 2019. **John Miller** seconded the motion, and all were in favor. Motion carried.

Action Item – New Board Member/Vote-Vernon Jones

- Browne stated that we have one board candidate for consideration, Vernon Jones. Mr. Jones introduced himself and gave a short summary about his background.
- Browne asked Jones to excuse himself from the meeting.
- Browne asked for a motion with respect to Vernon Jones candidacy as a new board member. A motion was made by **James Jones** to accept Vernon Jones and **Shawn Brown** seconded the motion. All were in favor. Motion carried. Kelley informed them that Jones is appointed by the City and he is filling the position of a City Representative.
- Vernon Jones was received back in the meeting.

2019 YE Financial Review – Dan Mahowald, Arkin & Associates

- Kelley noted that this is a year-end financial report as of December 31, 2019. She said that Mahowald comes in to give an overview each year-end. We also have an annual external audit and periodically, individual audits for our contracts.
- Mahowald gave a detailed overview of the financial report. He talked about HUD funding, unrestricted funds, and fund development, which are restricted funds. He said that the Tiny House Project capital is recorded separately.
- Kelley said that most donations to CSAH are for the Tiny House Project.
- John Miller said that all of the contracts are on different schedules. He said we need to generate separate reports to show the different contracts cost center reports.
- Kelley noted that it is important to distinguish the difference between contracts and grants. If we receive a grant, then we would get a check at the beginning of the year. She said that most revenue is via contracts, which means that we have to do the work and then we are reimbursed.

Chairman's Items -Toby Browne

Board Sub-Committee for 2020

Long Range Planning/Board Nominating for Officers/ Board Structure

- Browne stated that all three, **Long Range Planning, Board Nominating for Officers, and Board Structure Committees** are related to where we are going as a board, who is going to be on the

board, and what we want our structure to look like. He said that we will be putting together a board nominating committee to select officers. John Miller will chair that committee. He said that our immediate need is assistance with the County board seats. Our structure allows four County seats. He said he hope that James Jones could be of assistance to us.

- James Jones said that he would like to review our County seats to compare with what they have. He said he will then be able to see who is interested and also be able to address any request with the County Chair or County Manager.
- John Miller is also the chair for the board structure committee. Browne mentioned our ongoing conversations about decreasing the size of CSAH board.
- Kelley informed the board members that they can change the bylaws. She also reminded the board that they once had a separate CoC Board.

Finance Committee-John Miller/Cindy Kelley

- **2020 Budget-Increases Not Budgeted**
- Kelley stated that the budget was approved in December and shortly after we became aware of two significant increases to the budget. She informed the board that we are moving away from the technology support that DFCS provided for CSAH resulting in an increase of \$400 a month (\$4800 Kelley and Shawn Brown both stated we had no choice but to move from DFCS. said their (IT) has been changing to keep up with all of the outside threats. DHS made the decision that no outside entity will be given permission to plug into the DHS server. This applies to CSAH and CASA. Kelley said that we are adjusting, and it will be very tight. Kelley also stated that Workman's Comp increased by another \$4,000, for a total of \$8,000 increase in unbudgeted expenses.

Executive Director's Report – Cindy Kelley

Refreshing the Homeless Continuum of Care Update

- Kelley gave an update on the Homeless CoC and County/City requested HUD TA. The process is ongoing. She said that it is moving slowly. We are supposed to have two more meetings, but none have been scheduled. Kelley informed the board at some point our board will probably have to make some decisions about our board structure as related to a potential CoC Board.

Media Coverage- Cindy Kelley

- Kelley had a layout of articles with recent media coverage highlighting CSAH work, the Tiny House Project, and affordable housing. She said that we continue to get a lot of press coverage, including television interviews. New Tiny House boards have been made and one sample was provided.

Phase 2-Cove Capital Campaign

- Kelley reminded the board that phase 2 of the Tiny House Project goal is 1.1 million. We need to raise \$600,00 before moving forward.

Associate Director's Report – NOFA Timeline-Janice Sheffield

- Sheffield said that the HUD awards have been announced earlier than last year. She gave an overview of HUD NOFA timeline. Different agencies have different contract years and dates. The new competition (2021-2022) is about to begin because the program registration is already out for this year and is due March of 2020. She said we have to register each year to confirm we are going to compete. Then, HUD opens up the document
- for us to work on. If anyone wishes to make changes or adjust the applications, it needs to be done soon. She stated to keep in mind that all of the grants are renewals. If any agency

wants to do something different, then it is possible that the renewal grant may be lost, and the new grant may not be funded.

- Kelley reiterated what Sheffield stated is very important because it comes up when talking about refreshing the Continuum of Care.
- Sheffield said that each year there is a specific project funding. This year, EOA/Austin House funds were decreased to a very low amount. HUD announces awards in Tier 1 and Tier 2. We hope to be awarded additional funding in Tier 2.

Board Sub-Committee Reports

Camps Committee/Panhandling – Josua Rine/Toby Browne/Julian Miller

- Browne stated that the group has been meeting for a year and they officially put in an application request for funding through the County Blueprint for \$100,000. He said that they asked the County to help fund an individual as a Coordinator to address the panhandling issues and campaign to organize the logistics. He said funds are also requested to begin the planning for Chatham Grounds. The idea is in phase I to have space for (30) individuals to be able to legally camp with basic services such as; water, electricity, laundry facility, bathroom facility, showers, and other things of that nature. He said that this will help reduce the amount of unsanitary camps in our area (there are 35). He said when we get the right piece of land and things in place; our goal is up to provide about (90) spaces that will provide services for those of 18 and older, and men, woman, and couples.
- Kelley said that in addition to the \$100,000, the City of Savannah has agreed to match another \$50,000. We also received multiple commitments for the Chamber, Visit Savannah, SEDA (Savannah Economic Development Authority), and Tourism Leadership Council. All committed 5,000 a year for 2 years. This is assuming we get the County funding.

Service Providers Development Committee –

- Kelley said that the Service Provider meeting will be held on January 22, 2020 from 3:00pm-4:30pm. Sharon Hill is the chair for the Service Provider Committee.

Updates and Announcements

CSAH-Carlos Baker

Baker announced that the annual Point-in-Time (PIT) count will be held on January 23rd. He said our largest helpers are the VA volunteers. The PIT counts sheltered and unsheltered homeless individuals.

Officers: Chair – Toby Browne, Vice-Chair – Pat Geoghegan, Past Chair - Joe Ervin, Treasurer – John Miller, Secretary – Beverly Willett

Adjournment- The meeting adjourned at 4:28pm

Next Board Meeting – February 18, 2020

Board Secretary

CSAH Mission:

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

