

**Chatham-Savannah Authority for the Homeless/CoC
Board of Directors Meeting
June 16, 2020 – 3:00 – 4:30
Location: Via Video/Phone Conference**

Present Board Members

Toby Browne-**Chair**
John Miller-**Vice Chair**
Julian Miller- **Treasurer**
Josua Rine
Lynn Coleman
Sharon Hill
Jennifer Fordham
Carolyn Hughes
Jeffrey Rayno
Kurtis Purtee
Shawn Brown
Vernon Jones

Absent Members

Pat Geoghegan
Joseph Ervin
Janet Kniss
Linda Wilder Bryan
Rick Wagner
Beverly Willett-**Secretary**
James Jones
Angela Grant

Staff

Cindy Kelley-**Executive Director**
Luella Clark
Phyllis Nicoles
Stacey Murray
Carlos Baker

Guests

Patricia Youngquist
Tommie Jones
Jennifer Messner
Major Paul Egan
Rick Brown

Call to Order

Board Chairman Toby Browne called the meeting to order at 3:03pm on June 16, 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. Introductions were established as people log in or call in Zoom video/phone conference. Browne stated that he hopes our next meeting will be in person. This will be his last meeting as Chair, and he will do his departing remarks at the next board meeting. He thanked the board for their work and support during his tenure.

Quorum- A Quorum was established.

Approval of May 19, 2020 Board Minutes- Beverly Willett (Absent)

Browne asked for a motion to approve the May 19, 2020 board minutes as presented. A motion was made by **Julian Miller**. The motion was seconded by **Shawn Brown**, and all were in favor. Motion carried. Jeff Rayno abstained from voting.

Chairman's Items – Toby Browne

- Browne said that John Miller has been Chair of our Board Development committee for the past year and he has done an excellent job. The other committee members are Lynn Coleman and Pat Geoghegan.
- Lynn Coleman presented the committee's recommendations for the slate of officers.

Slate of Officers – Term begins July 1

Chair-John Miller

Vice Chair –Julian Miller

Treasurer- Janet Kniss

Secretary- Josua Rine

Past Chair- Toby Browne

- Coleman said that everyone has agreed to the positions and she would entertain a motion to accept the slate of offices or any nominations from the floor.
- Browne asked for a motion to accept the slate of officers as presented. A motion was made by **Jeff Rayno**. The motion was seconded by **Shawn Brown**, and all were in favor. Motion carried.
- Browne stated that it is a great slate of officers and he thanked everyone. He said that it is a well-rounded group and he believes that everyone can bring something different to the table.
- Julian Miller said that it is the appropriate time to recognize and thank Browne for all that he has done this year. He said that he did a marvelous job.

Second reading - CSAH By-laws Changes/Part 1 of 2 – Postponed to July

Browne said that Willett has met with an attorney and they reviewed some of our proposed changes and recommendations. Potential changes are tied to the Bridging Strategic Planning board sub-committee that has been meeting every Wednesday for six weeks. Browne indicated that recommendations for bylaw changes are tied to board strategic decisions about CSAH's organizational direction. Final presentation from the sub-committee will happen at the September board retreat. Willett also wishes to incorporate some of the recommendations from the attorney in the final draft.

Report - Blueprint Presentation to County Commissioners Report (enclosure in packet)

- Browne stated that the four board members went before the County Commission last Friday and presented our recommendation for a three-prong approach; Give the Change that Matters (panhandling project), Via hiring a Coordinator - maximize efficiency of charitable giving and services for the homeless population, and development of Chatham Grounds, a KOA style sanitary campground for those currently living on the street. He said that the presentation went well. He hopes that these initiatives will be funded because it would have a major positive community impact. If not, the group may consider other funding options.

Bridging Sub-Committee Report - History, Revenue, Contracts

- Kelley gave an overview of the work of the sub-committee. As mentioned, they will meet six times. They have met twice and will meet again tomorrow. Recommendations brought to the full board at the September retreat will consider an agency name change, organizational structure, budget, priorities of CoC work and housing work, branding of the two areas and what on the CoC side we may keep or release.

Board meetings – Browne announced as a reminder that we will meet in July, not in August, and September is our board retreat.

Finance Committee/Executive Committee-John Miller/Cindy Kelley

- Kelley said the Annual Audit is in process and it must be complete by month end. We have a single audit this year due to higher federal funds than last year.
- John Miller said that the good news is that Janet Kniss, our new board treasurer, is a CPA for a construction firm and she is excited about getting involved. He said that he has been sending her information. She is going to talk to our accounting firm (Arkin) to get a clear understanding of our financials.
- Kelley said that a sub-committee of the board will need to meet with the auditor without her to see the unapproved audit draft. The sub-committee will consist of John Miller, Julian Miller, Josua Rine, and Janet Kniss.
- Kelley said that she did ask the audit firm to segregate the Cove of Dundee from our regular operations and contracts.

Executive Director's Report – Cindy Kelley

City of Savannah's Program Update-Dundee Camp

- The City's sanitary Campground project located next to the Cove at Dundee is ongoing. They are continuing to work on the site. We have provided them some information about how the referral system works and general Continuum of Care information. We have heard each week that they are ready to open but then it does not happen. We know from experience that it will take longer than planned. Kelley said that there was a piece in the newspaper yesterday regarding the City of Savannah Sanitary Camp, but there were pictures of the Tiny Houses. Unfortunately, this was confusing to readers and she received calls from some donors asking for clarification about it.

- Browne said that there was some concern because the City Manager, Pat Monahan made a comment in the newspaper article that we spent too much money on the Tiny House Project, and it took too long. Kelley spoke with Monahan and hopefully the confusion will retreat soon.

Federal Home Loan Bank Application Discussion

- Kelley said that CSAH applied for a \$400,000 forgivable loan with from FHLB for Phase 2 of Cove at Dundee. SunTrust bank agreed to be our local sponsor. They will write a letter of support.

Phase 2 Capital Campaign-Any Questions?

- Kelley said that we are moving forward with Phase 2 of our Capital Campaign. We are just getting started with lots of press and social media. Calls from donors are coming in. She received (11) calls yesterday and (7) today. A firm in California is sending \$500 a month and it may increase as they become more profitable.

Refreshing the Homeless Continuum of Care –

We are still waiting to see if national HUD will re-engage with our CoC community. It is looking less likely as time passes. Our previous HUD TA staff person who was re-assigned is now back with us. Her name is Alma Cooper.

Associate Director's Report -Janice Sheffield (Absent)

Coordinated Entry Report-Enclosed in board packet Stacey Murray/Phyllis Nichols

- Stacey Murray introduced herself and gave a review of some of the tasks that CSAH does including Annual Homeless Count, submission of the annual CoC HUD NOFA, Coordinated Entry, and CoC lead agency responsibilities. She introduced Phyllis Nichols to share information about the Coordinated Entry numbers and the process.
- Nichols gave an overview of Coordinated Entry (CE), explained the process and noted that we are doing a single point of entry. She stated that if other CoC agencies are interested in being a site for CE they must use the VI-SPDAT assessment tool and they must follow the Housing First model.
- Kelley said that HUD allows a single point of entry CE (which we are doing in our Continuum of Care), or multiple points of entry and we are open to either one. Our CoC challenge for other agencies being a site is previous limited compliance/buy-in of Housing First. Agencies that screen and put up barriers such as drug testing, do not meet the standard. The Coordinated Entry policy document is included in the board packet. She said that there is no HUD funding for Coordinated Entry and HUD only funded CE for one year. To keep this requirement, CSAH utilized one case manager from its Unified Case Management contract to fill this role.

Executive Director Search-

- Julian Miller mentioned the search for a new CSAH Executive Director. A new Executive Director would begin in January 2022 so beginning the process in early 2021 is essential.

- Browne said that the Executive Committee discussed it in a planning meeting. At this point we are at the stage of deciding what type of person, strengths and weaknesses, where will s/he will come from, and how much will it cost. If anyone board member is interested in helping with the search, please let Browne know.

Evictions-John Miller

- John Miller mentioned a potential new program to reduce evictions in cooperation with Georgia Legal Services. He presented a plan to them where the landlords participate in an insurance type plan; a program that will pay for clients when they get behind with their rent. Georgia Legal is open to the recommendations to keep people in their homes.

Updates and Announcements

- Julian Miller stated that CSAH staff does a good job and wants to have a recognition day for the staff possibly a picnic in the park.

2019 CSAH Audit Electronic Vote

- The following CSAH board members provided an electronic vote in acceptance of the 2019 CSAH audit: Shawn Brown, Sharon Hill, Vernon Jones, Toby Browne, Lynn Coleman, Janet Kniss, Carolyn Hughes, Kurtis Purtee, Beverly Willett, John Miller.

Meeting Adjourned at 4:18pm

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

Next Board Meeting – July 21, 2020 – Format TBD

CSAH Mission:

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