

**Chatham-Savannah Authority for the Homeless/CoC  
Board of Directors Meeting  
February 18, 2020**

**Location:** Chatham-Savannah Authority for the Homeless  
761 Wheaton Street, 3<sup>rd</sup> Floor

**Present Board Members**

Toby Browne-**Chair**  
John Miller- **Vice Chair**  
Shawn Brown  
Carolyn Hughes  
Lynn Coleman  
Sharon Hill  
James Jones  
Beverly Willett-**Secretary**  
Jeffrey Rayno  
Pat Geoghegan  
Angela Grant  
Julian Miller - **Treasurer**

**Absent Members**

Joseph Ervin  
Josua Rine  
Vernon Jones  
Jennifer Fordham

**Staff**

Cindy Kelley-**Executive Director**  
Luella Clark

## Call to Order

Board Chairman Toby Browne called the meeting to order at 3:05pm on February 18, 2020 at CSAH.

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

**Quorum-** A Quorum was established.

**Approval of January 21, 2020 Board Minutes-** Beverly Willett

Browne asked for a motion to approve the of January 21, 2020 board minutes as presented. A motion was made by **Julian Miller**. The motion was seconded by **John Miller**, and all were in favor. Motion carried.

**Chairman's Items -Toby Browne**

### Board members/Officers

Browne said that John is working on identifying who is on the board and what seats they occupy. John said that he has studied the bylaws and the founding legislation. He said that they plan to clean up the bylaws to be clear about the number of terms served. He said that we will work with the County and the City to make sure that they get their seats filled as well as make suggestions. He noted that the current board seats consist as follows: **County-4, City-4, Board of Education-1, Department of Labor-1, Department of Community Affairs-1, Service Provider-1, and Dept of Family and Children Services -1**, with a total of (13) plus (8) at Large which equals to (21). He noted that one of the at Large seats must be a **Homeless Individual** and the other (7) we have some flexibility to fill those seats.

- Miller said that Pat Geoghegan and Julian Miller should be moved from their City seats to at Large seats. Browne asked for a motion to move Pat Geoghegan and Julian Miller from City positions to at Large. A motion was made by **Lynn Coleman**. The motion was seconded by **Beverly Willett**. Pat Geoghegan and Julian Miller abstained from voting. All others were in favor and motion carried.
- The Nominating Committee suggested a slate of officers. John Miller to replace Pat Geoghegan as **Vice Chair**, and Julian Miller to replace John Miller as **Treasurer**. Browne asked for a motion for the Nominating Committee's slate of officers. John Miller abstained from voting. **Pat Geoghegan** made a motion. The motion was seconded by **Carolyn Hughes**. All were in favor. Motion carried.
- Browne thanked the Nominating Committee for the slate of officers, the Board Development Committee, and he also thanked everyone for their willingness to serve.

### Advocacy/Marketing/Public Relations

- Browne stated this board has control over the Continuum of Care planning dollars and that he would like to consider other uses for these funds. The primary emphasis over the past four years have been on increasing engagement with local government and the business community. Planning dollars have also been spent on CoC professional development in the areas of Best Practices (Housing First/Harm Reduction), Service Provider requested trainings, and Mental Health and Housing Conferences. He said that he would like to look at other ways to utilize the dollars to have better outcomes for the CoC as a whole.
- Kelley reinforced the use of planning funds for community engagement including others such as non-profits (broader than homeless serving community), the hospitals and also for innovation projects to solve homelessness.

- Kelley said that the request for funding through the County Blueprint is a really good example of use of the CoC Planning funds. The task force worked for many months to prepare for submission. The Blueprint requests includes dollars for better coordination of resources for the homeless, a plan to address panhandling and stage 1 of development of a sanitary campground.
- Kelley also noted that HUD planning dollars were used to start (and maintain) the Chatham County Housing Coalition.
- Julian Miller suggested another thing we can use the Continuum of Care Planning dollars is for better communication about our work (what we are doing). The board agreed that our communication can be improved and it is extremely important to get information out about the work of CSAH.

#### **Finance Committee-John Miller/Cindy Kelley**

##### **Close of Phase 1, Capital Campaign-Kelley**

- Board members received a report of the Cove at Dundee-Phase 1 - funds raised and expense incurred for the period of January 2015 to December 2019. Kelley gave a detailed overview of the report. The summary report includes project pre-work plus original model build, capital campaign, administration, and Phase1 build both cash and in-kind.

##### **Phase 2 Campaign, By-laws & Cove Financial Protection-**

- Kelley raised the issue of protecting the equity in the Cove at Dundee now and in the future. Equity protection - not allowing future CSAH boards/executive directors to borrow against the property does two things:
  - Importantly, follows donor intent – these funds are restricted,
  - Ensures rent will stay very affordable for residents today and into the future.
- She would like the board to prepare a document that restricts equity use for those items tied to maintaining the property or for building new affordable housing. She noted that she can see a situation in the future when the agency runs into cash flow issues and determines to borrow (using the Cove as collateral) to dig out of a bad financial situation. She recommends the board restrict the organization’s ability to leverage this ability. This commitment protects the property for residents and respects donor intent.

#### **Executive Director’s Report – Cindy Kelley**

##### **Refreshing the Homeless Continuum of Care Update**

- Kelley said that she and Browne have been invited to a meeting in March with the City and County group of about 20 individuals to discuss refreshing the Continuum of Care.

##### **Reminder-March 24 board meeting is off regular schedule**

- Kelley announced that due to St. Patrick’s Day we will be closed Monday and Tuesday therefore, we moved the board meeting to March 24<sup>th</sup>.

##### **Chatham County-Sharing of HMIS Data, WellCare**

- Kelley said that we have a contract with WellCare for a Pilot project for \$28,000 to record clients who come through our Continuum of Care that use WellCare Medicaid/Medicare. We are working with DCA on the project. She said recently, Tara Jennings of the County contacted DCA to see if the

County could access our HMIS system. Kelley said that we are not opposed to it, but it is not that simple. The County is interested in knowing who in our homeless population is also using services at the jail. The process for CSAH to work with the County on such a project is staff time intensive and we do not have this staffing at present. If this were to proceed, the County would have to contract with CSAH for the work.

**Associate Director's Report – Janice Sheffield**

**Stacey Murray (Cove Update)**

- Kelley said that Murray (on a positive note) had to go and assist (2) Cove residents that are requesting to go to treatment today.
- The J.C. Lewis clinic officially opened in unit 201 at the Cove in the beginning of January. So far there are (15) tenants that have been seen at the clinic. There are 4/ medical reasons, 1/ Mental Health, 2/HIV testing, and 8/Nutritional Education. She said they have (2) tenants that have obtained full time employment, (1) making \$17hr and the other from part-time to full-time. She said that (2) have purchased vehicles. Also, on a sad note (1) tenant will be leaving due to cancer illness and will be leaving to live with family and to receive treatment.

**Updates and Announcements**

- Kelley said that Josh has a job at Recovery Place, and he can serve as a Service Provider.
- **Housing Authority**-Lynn Coleman announced that Public Housing waiting list will be opening tomorrow at 8:00am and will close at 4:30 on Friday. Online applications only and they do have a computer lab at their facility. The housing is for (3) and (4) bedrooms only.
- **Officers: Chair – Toby Browne, Vice-Chair – John Miller, Past Chair - Joe Ervin, Treasurer – Julian Miller, Secretary – Beverly Willett**

**Adjournment- The meeting adjourned at 4:39pm**

**Next Board Meeting – March 24, 2020**

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**Board Secretary**

**CSAH Mission:**

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