

**Chatham Savannah Authority for Homeless/CoC
Board Meeting
October 20, 2020**

The meeting was called to order by board chair, John Miller at 4.05 pm. A Zoom technology glitch delayed start of the meeting.

Attendees:

Board Members - Jeff Rayno, Lynn Coleman, Toby Browne, Kurtis Purtee, Josua Rine, John Miller, Shawn Brown, Carolyn Hughes, Janet Kniss.

Staff – Cindy Kelley, Phyllis Nichols, Stacey Murray, Janice Sheffield, Carlos Baker.

Guests – Linda James, Tonya Wilcoxon, Glenn Hull, Jennifer Davenport, Julie Wade, Patricia Youngquist, Jenn Darsey, Kerri Reid.

Action Item – Minutes of the July 21, 2020 board minutes were presented. Shawn Brown made a motion to accept the minutes, the motion was seconded by Toby Browne. Motion carried.

Chair's Items:

1. Final Discussion – CSAH and Chatham Doorways Segregation – The board spent some time reviewing the detailed discussion held at the September board retreat about separating CSAH into two 501 c3's. Members were reminded that this direction has been in discussion for the past year and a half. The proposed split allows for strengthening of two critically needed elements; that of Homeless CoC requirements and that of Affordable Housing Development work. It was noted that separate skill sets/leadership will be needed for each organization to best serve the community. Some tasks to complete include the Chatham Doorways C3 application, revision of the CSAH by-laws, and revision/updating the Homeless CoC Governance Document as the one from 2014 is outdated. The board packet handout provides the proposed program breakout for each organization;
 - a. Chatham Doorways – Cove at Dundee, City 54, PATH Street Outreach, future CHDO
 - b. CSAH – HUD Unified Case Management, NOFA, CoC Planning, HMIS Lead, Coordinated Entry Lead, Streets to Stability, Homeless Counts (multiple) and Advocacy.

John Miller indicated the need for a Chatham Doorways sub-committee to begin work and that committee members may morph into the founding board for the new organization. He asked for volunteers. The following board members agreed to work on behalf of Chatham Doorways – John Miller, Jeff Rayno, Janet Kniss, Kurtis Purtee. Also, guests Jennifer Darsey and Linda James indicated willingness to participate.

Action Item – Separate CSAH into two 501 c3 organizations, one to maintain Homeless CoC responsibilities and one to develop, own and manage affordable housing. This process will occur during 2021. Jeff Rayno made the motion, and it was seconded by Kurtis Purtee. The motion carried unanimously, there were no abstentions.

2. Finance/Executive Committee – Janet Kniss provided an update on CSAH’s new contract accounting firm (Caines/Hodges). We have been working with the firm since summer and still have much to do to get the reports needed. Frustration is present all around. Janet, John, and Cindy continue to work with Amanda Futrell at Caines/Hodges on this effort.

Executive Director’s Items:

3. Board members and guests were reminded that the link to the new DRAFT Chatham Savannah CoC website is found on the board agenda. Feedback is appreciated over the next week. After discussion at the October 28 Service Provider meeting, it will be officially launched. This website will separate the activities of the CoC (it will be the official Chatham Savannah Continuum of Care website) from the regular everyday business of CSAH. The CoC website will hold the HUD and related required docs for our CoC, announcements (including meetings) and as the new Stand Alone CoC board is established, all this information. The CSAH website will be revised slightly to remove most HUD related elements, the Chatham Doorway related elements, and retain the work of CSAH.
4. Kelley provided a brief update regarding CSAH’s new ESG/HMIS contract with the City of Savannah to manage HMIS reporting for the entitlement related Covid dollars distributed to the homeless serving agencies. CSAH did not apply for ESG program dollars. The HMIS contract is a HUD and DCA expectation of us as the Collaborative Applicant/Lead Agency. Kelley also reported that a new HMIS Coordinator was hired (Keisha Young). She will start on October 26. Young is a seasoned IT professional. In addition to internal interviews of Ms. Young, the top two CSAH selected candidates were interviewed by the HMIS team at DCA. Ms. Young was the candidate recommended by both teams.
5. Groundbreaking for Phase 2 happened on Friday, October 15. Infrastructure work by Dustcom started immediately and continues. The capital campaign is in full swing. We have funds to complete infrastructure work and the Clubhouse but not enough yet to build Village 3. Kelley is negotiating the contract with Marchese Construction for this final phase. We remain hopeful for a July 4 move-in.
6. At the November board meeting, the 2021 draft operations budget will be provided for discussion. Vote to accept the operations budget will happen electronically in December.
7. Kelley provided an update that the CSAH team is in discussion to potentially hire an expert HUD consultant out of Atlanta to update our 2014 CoC Governance Document and proceed with development of a separate CoC board. This focus is a result of significant concern by CSAH staff and the regional HUD reps about the out of compliance delay on these elements for our CoC. Repeated failed attempts to address this issue over the past few years are related to keeping diverse stakeholders engaged and responsible given hefty CoC responsibilities with limited perceived impact, limited understanding about how conflict of interest applies, and stakeholder challenges in understanding complicated requirements. Guests Glenn Hull and Patricia Youngquist expressed concern about this direction given a process that began more than a year ago with an assigned national HUD technical assistance team. Kelley expressed concern and lack of confidence in results of this effort given the time taken so far and the work needed to get to compliance. Hull insisted that a doc is ready for distribution and Kelley encouraged him to share it so the process could quickly move forward.

Associate Director's Items:

8. Janice Sheffield reported that the annual Coordinated Entry training is scheduled for November 12. She also noted that the Service Provider meeting will include a brief presentation from DCA about HMIS and agency responsibility for annual fees.

Other:

9. Long term board member Toby Browne was recognized for his commitment, dedication, and hard work on behalf of CSAH for more than 6 years. A plaque in his honor was presented.
10. Browne provided an update on the fundraising success of the Streets to Stability effort including support from the City of Savannah, Chatham County, the Chamber, SEDA, DNA, DBA, Tourism Leadership Council. Consultant Denise Grabowski has coordinating the process with a community-wide task force. An RFP has been distributed to select a PR firm to work with the sub-committee and the larger task force. A firm selection will happen next week. The deadline remains tight as we hope to have a public view of the campaign early in 2021.

Announcements: Janice Sheffield

The next CSAH/CoC Board Meeting will take place on Zoom on November 17,2020 at 3:00.

Respectfully Submitted

Phyllis Nichols, CSAH