

**Chatham-Savannah Authority for the Homeless  
Board of Directors Meeting  
January 23, 2018**

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

**Present Board Members**

Joseph Ervin-**Chair**  
Emmie Fox  
Gerri Ann Robbins- **Secretary**  
Carolyn Hughes  
Lynn Coleman  
Teresa Concannon  
Reginald Lee  
Beverly Willett  
Pat Geoghegan-**Treasurer**  
Toby Browne- **Vice Chair**

**Excused Absent Members**

**Unexcused Absent Members**

Judge Gregory Sapp  
Sharon Hill  
Pastor, Dr. George Lee, II

**Staff**

Cindy Kelley-**Executive Director**  
Carlos Baker  
Luella Clark  
Stacey Murray  
Janice Sheffield  
Sonya Taylor

**Guests/City Staff**

Patricia Youngquist  
Charles McMillan  
Kenneth Fox  
Julie Wade  
Robert Simmons  
Nick Pecone  
Ariana Bersteiner  
Josua Rine

## **Call to Order**

Board Chairman Joseph Ervin called the meeting to order at 3:05pm on January 23, 2018 at CSAH.

**Welcome and Introductions- Chairman Ervin** welcomed everyone. Roll call and introductions established.

**Quorum-** A Quorum was established.

**Secretary- Approval of October 17, 2017 and November 14, 2017 board minutes-** Gerri Ann Robbins Robbins asked for a motion to approve October 17, 2017 and November 14, 2017 board minutes as presented. A motion was made by **Emmie Fox** to approve the of October 17, 2017 and November 14, 2017 board minutes as presented. **Lynn Coleman** seconded the motion, and all were in favor. Motion carried.

**Chairman's Items-** Joseph Ervin

- **(SMN) Savannah Morning News Editorial** -Ervin discussed the SMN editorial regarding the cold snap and snowmageddon that paralyzed the city for a few days. He said that the SMN also asked some critical questions about the Tiny House Project. They asked about the project timeline. He said that he and Kelley responded with an editorial to educate them about project funding progress. He noted that 100% of what we raise goes directly to the project. Also, other misinformation was that people thought that we received some government money. City and County government have not contributed to the project. Some in error, thought that we were sitting on this large pile of money from local governments. He believes the editorial set the record straight.
- Kelley stated that it was most important in their response to let people know that the whole first phase was done in-kind. The money that we raised is going towards the next phase of the project. All of the pre-development work including engineering, architecture, environmental, trees, etc., was provided by local corporations. Because of that we have to be on their timeline. Kelley said that this is the only project that we will do like this, and in the future, we will use a different housing development business model. It is a unique project and the only one like it in Georgia. A future project will consider Micro-housing design (but not Tiny House design).
- **Proposed Governance Structure Discussion-** Kelly stated that there has been a fair amount of confusion in our community about our role as an Authority, as well as not understanding our role as a 501(c) (3) non-profit. So, we are trying to line up the work that we do with a structure that makes sense. Kelley gave an overview of CSAH history regarding the HUD Interim Rule of 2009. We were founded in 1989 as an Authority and in 1992 we became a 501 (c) (3). Kelley said in 2014 when she came on board, CSAH was having internal issues and she made a recommendation to the board that we form a CoC Advisory Board to increase the visibility of homelessness and housing issues in our community. Also, it allowed the CSAH board to focus and get its internal house in order. However, the CSAH board remained the final CoC decision making body. It went very well the first year and we had great attendance at the Advisory board meetings. By the second year we did not have good attendance. Kelley said because we need to have adequate CoC representation, this past year we decided to discuss the structure of the CSAH/CoC board. We are down substantially in board members and need to fill the openings. We have (7) vacant board seats and new members need to have the ability to influence needed change. Kelley recommended an alternative structure for discussion including (6) CSAH/CoC board meeting plus 2 to 4 CoC forums plus a housing board. Kelley made a recommendation that we try it for one year and revisit it.

Browne said it will solve a lot of CoC problems and the housing board is easy to fill due to interest in housing development. Ervin said that he liked the idea.

- Former board member, Pecone stated that the bylaws require (11) meetings and it has been a while since he has looked at them, but if that is the case, then the board needs to form a committee and change the bylaws. Beverly Willett suggested in order to keep from having to continue to change the bylaws if we could state a time frame to meet from 6-12 times per year and we will have the flexibility to do what we need to do and that should cover everything.
- Ervin stated that he wants to table the discussion until the next board meeting because as we were having the discussion, he was reading over the bylaws and there is a specific way that we have to amend them. In the interim he would like for board members to review the proposed schedule changes and email their ideas to him or Kelley.

### **Board Development/Addition of New Board Members**

- Ervin stated that moving forward, when we are looking at the open board seats, it is very important to bring in people who have the expertise in the areas and direction that we are going. As we move forward with the Tiny House Project we need to have people who are interested in what we are doing. We need people who have specialized skill sets and that is why he is making a proposal of an open forum to allow those interested to come in another capacity.
- Pecone stated that this is the time to identify potential members for the county seats and submit them for consideration.

### **Executive Director's Report-Cindy Kelley**

Kelley stated that we had a fairly good outcome with HUD funding this year and we received a substantial amount of funding for planning dollars again for the third year. In general, all other agencies were funded for the same amount, but one agency was cut by \$200,000. Over the past 3 years, our community has lost nearly \$600,000 in program funds. The planning funds can be used to contract with one of our agencies that might want to create an advocacy coalition to work on increasing available affordable housing.

### **CoC E.D.'s Time with Charles McMillan**

Kelley stated that we will continue to do some work with consultant, Charles McMillan for the coming year.

### **Schedule of Board meeting visits to CoC Agencies**

- Kelley stated that she and Joe plan to attend one board meeting and get on the agenda of each CoC Service Provider to speak to them for about 15 minutes to answer questions about how we work together, best practice/quality initiatives, and other questions that they may have about our role as the CoC lead agency.

### **Tiny House Capital Campaign-Kelley**

- Kelley stated that we placed the 1-page ad in the newspaper for Tiny House infrastructure bids and the deadline is February 22 at 5:00pm. She asked that two board members accompany her to open bids. Pat Geoghegan and Toby Browne will go with Kelley.
- Kelley said that the first twelve Tiny Houses will be built at Ft. Stewart and village #6 will be built first. Kelley had a few samples of the Tiny House external color schemes and she distributed them for board members to see.

### **Family & Workforce Housing Development Project**

- Kelley said the next project idea is a 6-8 unit micro housing project and there is a local business interested in helping us.

**Associate Director's Report-Janice Sheffield**  
**Coordinated Entry System Update**

- Sheffield reported that the HUD CE deadline is today. Sonya Taylor is the program director. She said that we did receive funding for CE and two FTEs.
- Kelly stated that we have unused CoC planning funds and would lose them at the end of February. To use some funds, we hired a consultant to develop the CE planning document policies and procedures.
- Janice said that we will have trainings for our case managers and other CoC agencies and case managers. She said it is a work in progress.
- Ervin asked if board members had a chance to review the CE document and that the board would need to approve it. He asked for a motion to approve the CE document. **Gerri Ann Robbins** made a motion to approve the CE document. **Reginald Lee** second the motion, and all were in favor. Motion carried.

**Finance Committee – Pat Geoghegan /Cindy Kelley**  
**YE Financials**

- Pat Geoghegan gave an overview of the financials. Ervin asked for a motion to accept the financial report. **Gerri Ann Robbins** made a motion to accept the financial report. **Toby Browne** seconded the motion, and all were in favor. Motion carried.

**2018 Budget Presentation/Discussion**

- Kelley noted that the board approved the 2018 budget electronically and we will be entering it in the accounting system. She wanted to know if the board wanted to amend the budget to account for the HMIS ESG funds that are showing on the budget sheet, but not in the 2018 budget.
- Ervin asked for motion to amend the budget to account for the HMIS ESG funds showing on the budget sheet. A motion was made by **Emmie Fox** to amend the budget to account for the HMIS ESG funds showing on the budget sheet. **Pat Geoghegan** seconded the motion, and all were in favor. Motion carried.

**Updates and Announcements- (No Reports)**

**CSAH Board Executive Session – Personnel Discussion**

- The board went into a closed session at 4:12pm to discuss personnel. The board opened back in session at 4:49pm.

**Adjournment** -The board meeting adjourned at 4:50pm

**Next Board Meeting Tuesday, February 20, 2018 (3:00pm – 5:00pm)**

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Gerri Ann Robbins  
**Board Secretary**

