CSAH BOD Minutes June 25th, 2025

761 Wheaton Street, 3rd Floor Classroom & via Microsoft Teams

In Person: Jenn Dulong (CSAH ED), Jenny Gentry (Treasurer), Jimmy Smith (Chair), Karen Guinn, Rabbi Haas, James Mitchell, Stacey Murray, Wanda Wesley, Brianna Magoon

via Microsoft Teams: Jennifer Davenport (Secretary), Holden Hayes, Christopher K. Middleton, Kurtis Purtee

I. **Welcome, Call to order (Jimmy Smith, Chair)**
Invocation, Rabbi Haas; Jimmy Smith calls the board meeting to order.

II. **Financials (Jenny Gentry, Treasurer)**
   a. **P&L and Balance Sheet (motion/second/vote)**
   This time last year we were not at full employment, we are currently at no open positions. We are still in a good cash position. Accounts receivable will roll off in the June balance sheet.
   Motion: Jenny Gentry
   Second: James Mitchell
   All Approve

III. **Governance (Jen Davenport, Secretary)**
   a. **May Annual meeting minutes (motion/second/vote)**
   Motion: Jennifer Davenport
   Second: Holden Hayes
   All Approve
   b. **Brief discussion and updates: Legislation amending CSAH (effective July 1st, 2025)**
   Reconstituting the board composition and reducing to 13 members in alignment with the new legislation; two appointees from the city, two appointees from the county. This is the last board meeting under the old legislation, we will be transitioning to six meetings a year with one annual meeting a year.
   c. **Executive Committee nominations for slate of new officers:**
   Chair: Karen Guinn (bio)
   Vice- Chair: James Mitchell (bio)
   Member at Large: Elizabeth Seeger (bio)
   Motion: Holden Hayes
   Second: Jennifer Davenport
   All Approve

IV. CSAH Transition and move updates (Jenn Dulong)

a. Locations

- **Administrative offices: Goodwill Employment Opportunity Center, Sallie Mood (Outreach teams will have workstations at this location and will deploy from this location daily).**
- **Housing operations: Dundee Cottages Resident Services Center**
  - *In the interim, they are going to be occupying the caretaker's cottage until the resident services center is ready*
- **Triage/Access Center: Union Mission Grace House Day Center, 120 Fahm Street**
  - *Bi-weekly meeting with CSAH/Union Mission teams to coordinate working together*
  - *Enhancing the collaboration between our organization and theirs*
- **Our plan is to move between July 7-11**
  - *Access center will be closed down during that time*

b. Lease agreement with Goodwill (motion/second/vote)

Rent is going down, utilities are included; Karen Guinn and Jen Davenport have reviewed the lease and terms are favorable. Called for a vote to approve CSAH entering into a lease agreement with Goodwill.

Motion: Karen Guinn
Second: James Mitchell
All Approve

c. Public communications

- *It was suggested that we look at the verbiage on the client-facing communication regarding the no interruption of services*
- *It was also suggested that services be suspended while the move goes on*
- *It was brought up that it is admirable that CSAH has been able to pivot in such a timely manner and in such a way that will strengthen our relationship with community partners.*

CSAH
Chatham Savannah
Authority for the Homeless

Important dates:

- **CSAH will move all operations July 7th – July 11th.**
- **We will be fully operational on July 14th.**
- **The Executive Committee will meet on July 24th, 2025.**