

Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, October 8th, 2025
8:30AM – 10:00AM

Link: [Join Meeting](#)

Coordinated Entry Committee

This committee is charged with identifying systemic approaches for the CCHA to meet HUD's requirements related to Coordinated Entry (CE). The committee will make recommendations to the Steering Committee on improvements to coordinated entry through changes to the CE Policies and Procedures and other governing documents. It will offer the Steering Committee recommendations for the implementation of these changes.

The committee will also monitor coordinated entry and assist with the yearly CE evaluation, incorporating feedback from frontline staff and supervisors to better improve the CE process. The committee will review data on a yearly basis to ensure equity and fairness in the CE process, with an emphasis on examining racial inequities.

MINUTES

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| 1. Announcements & Introductions | 5 Minutes |
| 2. September Meeting Minutes Review | 5 Minutes |
| 3. 2024/2025 CE Evaluation Update | 10 Minutes |

No update. The CE team at CVOEO did not have time to work on the CE Evaluation process over the last Month, but they will hopefully bring an update to the Committee at the November meeting.

The Emergency Services Division (ESD) coordinates heavily with the Coordinated Entry team at the Champlain Valley Office of Economic Opportunity (CVOEO), which creates an administrative burden for the team. The ESD demands immediate responses from their inquiries. The CE Team has already spoken with Miranda Grey, Mark Ely, and Lily Sojourner to find a solution, but has not been able to make any changes to alleviate the administrative burden for the CE team at CVOEO. A meeting with ESD was suggested to talk about how we can confirm services more easily.

It was proposed that the ESD team gain access to the HMIS. It was confirmed they could gain access if they agree to input data regarding clients (i.e. notes about adding service provision.) CVOEO's front desk does not have the capacity or funding to support the fielding of all the calls from ESD.

Other alliances in the Balance of State are able to respond to the list of ESD inquiries once per week instead of the immediate need impressed upon the CE team at CVOEO.

It was proposed that follow-up for case managers be completed by the assessment partner organizations, rather than the CE team at CVOEO. This would relieve the administrative burden and allow the CE team to focus on system processes.

The CE team needs assistance with their data efforts and Sophia volunteered to help.

4. CE Partnership Agreement Update

5 Minutes

A role description will be revised by the CE team to share with partners. Bryce will schedule a meeting for a working group with the current partners (and ICA) later in October using a Doodle poll.

SSVF is interested in elevating their team to the status of Assessment Hub.

Burlington Housing Authority (BHA) is now an Assessment Partner.

It was mentioned that an attorney will have to review any proposed changes to the Partnership Agreement. An Agency of Human Services attorney reviewed the agreement the last time it was updated.

ICA would like to be included in any revisions to the Partnership Agreement.

5. Housing Navigation Capacity

15 Minutes

About a year ago, a list was distributed that included the housing navigation capacity of each of the assessment partners. These organizations reach out to the CE team to let them know they have capacity to accept additional clients, rather than providing a specific number of housing navigators available.

The Committee on Temporary Shelter (COTS) plans to hire staff to complete assessments at their new Waystation building on Pearl Street; however, they do not have case managers working at the Daystation on North Avenue.

The CE team maintains an assignment spreadsheet that records all assignments to case management and includes a record of attempted contacts with the clients and final outcomes.

More clarity regarding the process and workflow of Coordinated Entry was requested.

If people cannot immediately connect with services, they are added to a spreadsheet that is shared among the assessment partners.

It was requested that the CE team host a closed meeting to review the list. Bryce is not eligible to review the list since he is not an assessment partner.

Sophia Senning announced she plans to take on the empty CE Co-Chair role.

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| 6. Annual Committee Workplan | 15 Minutes |
| 7. Other Business | 5 Minutes |

Coordinated Entry Assessment Hubs & Partners

Hubs:

1. Champlain Valley Office of Economic Opportunity (CVOEO)
2. Committee on Temporary Shelter (COTS)
3. Spectrum Youth & Family Services
4. Steps to End Domestic Violence

Partners:

1. ANEW Place
2. Community Health Centers/Safe Harbor
3. Howard Center
4. Pathways Vermont

5. Supportive Services for Veteran Families at UVM (SSVF at UVM)
6. Veterans Inc.
7. US Department of Veteran Affairs White River Junction Medical Center
8. Champlain Housing Trust
9. City of Burlington Police
10. City of Burlington Community & Economic Development Office (CEDO)
11. Champlain Valley School District (CVSD)