

# **Chittenden County Homeless Alliance Coordinated Entry Committee Meeting**

Wednesday, May 14th, 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**

### ***1. Announcements & Introductions***

***(5 minutes)***

Ari Kisler shared Harley Trade has moved to OEO to manage program grants and coordinated entry work. She will not be involved in Chittenden County at first, but she will likely become a closer partner to the CCHA over time.

Louise announced they have filled their HMIS Administrator position, Miranda joined the team. She will answer helpdesk tickets.

Sophia, from COTS, said they no longer have an outreach team doing assessment work out in the community.

Family Supportive Center is transitioning to have all five team members hosted at COTS. The clinicians were not being utilized as efficiently as possible, as most of the need was for housing navigation. Sophia announced she is hiring a couple of roles for FSH. COTS is converting their new location on Pearl St to have 56 beds, and they are applying for additional housing navigators. They currently employ three and want to hire two more.

### ***2. CE Updates – Stephanie Smith***

***(10 minutes)***

Staff is nearly caught up on referrals. They have worked the number down to less than twenty referrals waiting.

### **3. Coordinated Entry Annual Evaluation – Will Vilardo**

They anticipate a lot of changes for the 2025 evaluation. The group is wrapping up the 2023 evaluation now and will begin to work on the 2024 evaluation soon.

#### **2023 CE Evaluation**

The most concerning data point showed that 42% of the households in the CE system were returning to homelessness. This is potentially due to the ending of some COVID-era support programs. This points to a strong need for additional supportive services.

Over 80% of the households in the CE system are adults, or adult couples, and want a 1-bedroom or studio unit, and this demand is not met by the market.

Taylor, from Champlain Housing Trust, asked if people with lived experience were able to give feedback for the report. Will said no, but for 2025 they will include survey responses within the report's analysis. Ciara wanted to make it clear survey responses were not used for 2024 either, but they will be valuable moving forward for the 2025 CE Evaluation. A survey needs to be created and approved in time for the 2025 CE Evaluation in January 2026.

The 2024 CE Evaluation will include a comparison section with certain data point changes from 2023 to 2024; the Working Group plans to build these year-to-year comparisons into each CE Evaluations moving forward.

### **4. CE Housing Referrals – Stephanie Smith**

**(35 minutes)**

#### **a. Champlain Housing Trust Unit Queue**

Mike, from CHT, said they are going to change their process to state that all applications coming from CE clients are going straight to a full application to speed up the process. It will be a heavy lift for their Applications Department at first, but the workload will smooth out over time.

Stephanie said she would also be in favor of eliminating the preliminary application for people in stage three as well.

Sarah asked when the full application would be used. Sara Maddocks said she would prefer stage three because that is when it could be added to the unit queue for an apartment.

Sarah Russell also asked how these changes will be communicated to frontline staff.

Stephanie said it would be her or Mike Ohler telling the frontline staff.

***b. Discuss the changes to the Coordinated Entry Mainstream Resources Prioritization.***

Stephanie also mentioned she could reflect the changes in the official document that describes the phases of CE.

Sarah Russell also asked if BHA holds the list of subsidized units. Stephanie said no for the units that are for Coordinated Entry, but it is possible they hold the list for units outside of Coordinated Entry.

Crystal, from Burlington Housing Authority, said they hold the waitlist for any project-based voucher units.

David Bogdan, from Pathways, asked how staff will be prompted to act on these changes.

Stephanie said she will send the phase three names out to the case managers for the people on the list. She will start with the chronic and DV households. She will ask that anyone entering phase three will complete the full application.

Sara Maddocks pointed out that the group has six weeks before July 1, when the changes would take effect.

Stephanie suggested the group takes an email vote on the document by Friday May 23rd.

***5. Annual Committee Workplan***

***(10 minutes)***

Will gave an overview of the process with the Strategic Planning Committee. The chairs will have the draft ready for the Committee's review in June. Linda, from CVOEO, mentioned their Fuel and Utilities program stops on April 30<sup>th</sup> of every year.

**6. Other Business**

**(5 minutes)**

Travis, from CVOEO, mentioned the Farm to Family program will start July 1<sup>st</sup>, and will be offering coupons for fresh food.

## **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)