

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

Wednesday, July 9th, 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.

Attendance:

Bryce Bierman

Sophia Senning

Crystal Jones

Taylor Thibault

Linda Amante

Travis Poulin

Stephanie Smith

Meghan Morrow Raftery

Miranda Neizer (ICA)

Will Vilardo

## **MINUTES**

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

**5 Minutes**

Will submitted his resignation as Co-Chair of the Coordinated Entry Committee. He will finish his term after the August meeting.

Sophia announced COTS has funds to help transport people to a housing source. Their internal limit is \$200, but they can be flexible.

Linda would like to convene community partners regarding how to use HOP funds for this next fiscal year. \$493,000 is the total amount available for this funding round, but there may be more funds available if the state can find more money for support.

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

**15 Minutes**

Stephanie announced CVOEO was able to secure funding for all three CE positions, so David will be able to stay on for at least the next fiscal year. Staff were out for a significant amount of time in June, and they are working to catch up now.

CVOEO has a new Family Support position, and their family list runs back to April. The list for adults runs back to October when they registered with CE.

Please reach out to Stephanie if you have any available resources to help address the backlog in the CE list. Crystal mentioned Carlos, from her team at BHA, may have some capacity to assist with case management of folks still on the CE list.

### **3. 2024 CE Evaluation**

**15 Minutes**

Stephanie would like to form another Working Group, and she would like someone to assist her in reviewing the data used in the reports. It would be most helpful to recalculate averages after the Domestic Violence and HMIS lists are compiled with the CE list; Stephanie is calling for two volunteers to help with that.

The 2023 Evaluation will serve as a template, and a new year-to-year comparison will also be included.

Sophia volunteered to help with the data sorting project, as well as the CE Evaluation Working Group. Crystal Jones. Taylor Thibault. Travis Poulin.

We are trying to meet with the Working Group twice in July. Once next week or the week after and during the last week of July. Bryce will send a Doodle poll for each of the meeting times.

#### **4. Open Co-Chair Position**

**15 Minutes**

Ciara reiterated that Will has submitted his resignation as Co-Chair, and that if anyone is interested, they should reach out to Travis Poulin.

Will expressed interest in requiring CE Co-Chairs come from CE Referral Partners.

Travis agreed.

Sarah said she wants to make sure we aren't narrowing our potential Co-Chairs pool.

#### **5. Annual Committee Workplan**

**35 Minutes**

Will mentioned the Partnership Agreement should be used as a foundational document for CE Strategic Priorities.

David wants to make sure the Policies and Procedures are reviewed annually and made part of the Workplan. Taylor agrees and wants to make sure the Policies and Procedures reflect how the Committee actually operates.

Will thinks the Policies and Procedures could be added to the Leadership Goal.

Sarah wants to delineate the role of the CE Administrator from the CE Committee. She feels the CE Committee provides feedback and perspective, but the CE Administrator and their team are responsible for the work. She suggests rewording the of the MOU language to say the CE Committee recommends approval of MOUs, instead of actually approving them.

Sarah would like to see more focus on system-wide strategies for decreasing racial disparities.

Will mentioned the Policies and Procedures, Partnership Agreement, Governance Charter, and MOUs.

Sarah mentioned the Collaborative Applicant does not have an MOU with the CE Administrator.

The consolidated application to HUD determines the role of the CE Administrator, and Will mentioned it may provide language that can update the CE Policies and Procedures, the Partnership Agreement, and the Governance Charter.

Sarah said the Workplan Goals should be of the Committee, not work to be done by the CE Administrator.

Stephanie mentioned this points to the need to update the Partnership Agreement.

Stephanie would like to update draft #1 to say, "Maintain Accessible Entry Points to Housing Resources".

Sarah's Chat Notes:

- Racial disparities

- Identify systems improvement projects
- MOUs are recommended by the CE committee, not approved
- Data requests are approved by the CCHA Co-chairs
- She also said CE “Reviews and Recommends” MOUs for approval.
- She would like to make a goal for continuous improvement (perhaps the CE Evaluation could be listed under this goal). She wants the CE Evaluation to be used for continuous improvement.

Will said the Racial Disparities focus could be built stronger into the CE Evaluation process.

David mentioned the BOS is continuously adding data points to the CE Evaluation every year and would like to see that done in this CE Committee.

Will said the PIT count data is more accurate than the CE data. Sarah said the 2025 PIT data is not accurate, due to the Emergency Cold Weather Event.

Sarah mentioned that the Workplan should not include data requests, since all ICA data requests are meant to flow through the Steering Committee.

Will suggests the Steering Committee discuss which data is most accurate for use of CCHA (i.e. CE List, HMIS List, or PIT count).

Part of the Evaluation could be evaluating potential collaboration with other CCHA Committees and their role in supporting CE Committee goals.

Stephanie mentioned she wanted “Maintain local inventory of homeless assistance resources” pulled as the first action item of goal #2. Travis mentioned this is more aligned with the goals of the 2-1-1 program with United Way.

Bryce mentioned the confusion between the roles of the Committee and the Administrator will be an important topic to discuss as the Committee continues to draft the Annual Workplan.

David asked if the new CE Prioritization Checklist is ready. Stephanie will release the new checklist at the next HRSC.

## **6. 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)