

Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, August 13th, 2025
8:30AM – 9:30AM

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.

Bryce Bierman
Ciara Kilburn
David Bogdan
Lacey Smith
Elaine Soto
Kerri Duquette-Hoffman
Travis Poulin
Sophia Senning
Taylor Thibault
Ari Kisler
Miranda Neizer
Meghan Morrow-Raftery

MINUTES

1. Announcements & Introductions

5 Minutes

Ciara is still looking for another Co-Chair partner for the CE Committee.

Ari mentioned the BOS has avoided the use of the term "recidivism", instead they have used "returns to Coordinated Entry".

Policies and Procedures still need review and is on the near-term agenda.

Ciara and Stephanie will bring the Coordinated Entry Assessment back to the Coordinated Entry Committee. They want to ensure we get feedback from ground-level service providers.

Travis mentioned their HOP application did ask the question of “Who has been homeless before?”. He can share these statistics with the group on a quarterly basis.

David mentioned the CE Evaluation work should inform the important data point we could be gathering in the CE Assessment.

2. 2024 Coordinated Entry Evaluation

20 Minutes

a. Working Group Progress

Bryce mentioned the CE Evaluation Working Group has met to discuss the 2024 evaluation. Another meeting is scheduled for August 19th, and a follow-up meeting will be scheduled in September with ICA representatives in attendance. The 2024 CE Evaluation will be in the same format as the 2023 Evaluation, with a year-to-year comparison.

b. Updating the CE Assessment

3. Contacts for Partnership Agreement

10 Minutes

Will mentioned the contact should have signing authority for the organization. Ari suggested marking which contact has signing authority could be important. David will send updates for Pathways. Elaine mentioned Sandy McGuire would be the signing contact. Mike Ohler mentioned their CEO will be the signatory and second contact.

Perhaps we can leave the signatory off the Partnership Agreement and trust the contact to loop the signatories into the process.

Sarah mentioned the voting representatives from each organization is responsible with responding with any questions or comments; the final agreement will be sent to the signatories, and the voting representatives will be CC'd.

Lacey mentioned a correction to the title name. Lacey is still the contact, and the Chief of Police is the signatory. The program should say Crisis Advocacy, not Assessment.

Kerri mentioned that Jenney Samuelson is the signatory.

Ciara mentioned Natania is no longer the ED of HopeWorks. Taylor mentioned they are also not a voting member.

Kerri will send Bryce contacts for the Ishtar Collective.

Bryce will confirm the voting membership.

Will mentioned Veterans Inc. is not a voting member.

4. Annual Committee Workplan

20 Minutes

Taylor mentioned Built for Zero, and Meghan said they have been displeased with the program and have distanced themselves from Built for Zero. Will said that same impression has been seen on the national level as well.

5. 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)