

Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, September 10th, 2025
9:00AM – 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

Sarah Russell

Ciara Kilburn

Molly Shriver-Blake

Will Vilardo

Sophia Senning

Lacey Smith

David Bogdan

Miranda Neizer

Ari Kisler

Crystal Jones

Travis Poulin

Louise Masterson

Stephanie Smith

Minutes

1. Announcements & Introductions

5 Minutes

The CoC Builds provides funding for the development of affordable housing units, and the application NOFO has been released. There are some concerns regarding the application questions, which are:

1. The project can only serve elderly or physically disabled individuals.
2. Residents in the projects are required to engage in supportive services.
3. The city, county, or state in which the project will be located must prohibit encampments.
4. Law Enforcement must agree to enforce laws regarding camping in the public domain.

This will present challenges for local programming, as people with mental health and substance use disorders may become ineligible for housing.

The City of Burlington has an ordinance that prohibits encampments in city-owned parks.

The Committee is still looking for another Co-Chair.

2. [August Meeting Minutes Review](#)

5 Minutes

3. 2025 Coordinated Entry Evaluation

10 Minutes

a. Working Group Progress

The group drafted a new Participant Survey. The group is working to finalize the 2025 CE Evaluation, so the group is ready to move on at the start of 2025.

4. [Coordinated Entry Participant Survey](#)

10 Minutes

The group slightly changed some of the wording for the sake of clarity. This survey will be conducted and reviewed by frontline staff.

Should the survey include a question asking if participants understand what Coordinated Entry is?

Will a script be approved to be paired with this survey?

Perhaps we could use the word “system” instead of the word “program” in the first sentence at the top of the survey.

There will be training conducted for frontline assessment staff at a future Community Housing Review Committee (CHRC) meeting.

This survey will be conducted in-person, whenever possible.

This Committee will vote on this new draft of the survey at the October Coordinated Entry Committee meeting.

Perhaps the paper copy could have a QR code that would allow people to take the survey online as well.

It was proposed that the question #2 could be revised to say, “I felt the assessment process *and purpose* was clearly explained to me, and any questions I had about it were clearly answered.”

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| 5. Contacts for Partnership Agreement | 10 Minutes |
| 6. Annual Committee Workplan | 15 Minutes |
| 7. Other Business | 5 Minutes |

Molly’s [program](#) has not been able to enroll enough people into their [Permanent Supportive Housing Assistance program](#). They have been taking referrals from Coordinated Entry, but they would like to expand their reach by leveraging resources that are already available.

The ideal person to be referred is someone who’s housing is at-risk (HUD definition), actively participating in Medicaid, the landlord is willing to keep trying, and the person is open to receiving additional services.

There is a cap of 50% of the caseload.

They would like to get to 50 participants in Chittenden County.

COTS has been advocating to the Office of Economic Opportunity to offer more flexibility to draw households from outside of Coordinated Entry as well.

How will potential participants be prioritized for placement?

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)