

Chittenden County Homeless Alliance

Membership & Outreach Committee Meeting

Wednesday, May 6th, 2026

1:30PM – 2:30PM

[Meeting Link](#)

Membership & Outreach Committee

Identify potential interested and qualified candidates for positions on the Steering Committee, including officer positions; conduct outreach to ensure that the membership is reflective of our community and includes BIPOC representation to increase participation, leadership, and decision-making within CCHA activities; develop clear orientation materials about the Alliance; provide professional development training based on current knowledge; and plan Community Meetings in consultation with the Steering Committee officers and full Steering Committee; Provide support to the operations of the Lived Experience Engagement Working Group.

In addition, the Membership and Outreach Committee will survey current partners toward several ends:

- a. To determine needs/interests of partners and their and connection to the Alliance,*
- b. To determine how partners currently gather and use feedback from people with lived experience,*
- c. To determine if there are strategies for sharing, aligning, or streamlining this feedback collection and integration across the housing services system.*

[Meeting Link](#)

Minutes

1. Introductions and Announcements

5 Minutes

Transition Plan Overview: Bryce Bierman announced that he has given notice to CCHA and accepted a new position with the town of Charlotte. He will remain with CCHA through the end of the month, participating in the upcoming committee meeting and housing resource series events.

Interim Committee Management: Bryce suggested that the co-chairs would be the appropriate individuals to assume management responsibilities during the transition period and committed to communicating further details in the coming weeks.

Administrative Continuity: Bryce emphasized the use of Microsoft Teams for maintaining meeting minutes and administrative tasks, ensuring that committee operations remain on track during the transition.

2. Review of the [April Meeting Minutes](#)

3. [Annual Workplan](#)

10 Minutes

4. Housing Search Assistance – Resource Gap

10 Minutes

Identified Resource Gaps: Meghan Masterson highlighted that families with vouchers or supports often lack assistance with the actual housing search process, which is not typically provided by case managers or housing staff, creating a significant barrier for some clients.

Complex Needs and Waitlists: Catherine Harley described the difficulties faced by chronically unhoused individuals, including long waitlists for case management, limited capacity for complex care, and challenges in maintaining engagement with mainstream services.

Bridge Case Management Proposal: Taylor Thibault proposed the creation of bridge case management roles to support clients while they are on waitlists for housing navigation, referencing similar efforts by CVOEO and suggesting collaboration with outreach organizations for funding applications.

Funding Opportunities and Outreach Expansion: The group discussed the potential for applying for HOP and HUD funding to expand outreach and bridge case management services, with Taylor suggesting partnerships with organizations such as BPD, Safe Harbor, and CVOEO to increase capacity.

Barriers to Staffing and Sustainability: Catherine Harley noted challenges in hiring and retaining outreach staff due to funding uncertainties and background check delays, emphasizing the need for stable funding and organizational support for these critical roles.

5. VCJR Meeting Preparation

10 Minutes

6. Spring Community Meeting Agenda

10 Minutes

a. Poster Board Prompts

Breakout Group Structure: The meeting will feature four themed breakout groups: program successes (led by Bryce), barriers to services (led by Travis Poulin), experience of care (led by Taylor), and a general open theme (led by Kerri Duquette Hoffman), allowing participants to self-select groups.

Poster Board Activity and Survey: A poster board activity will collect participant feedback on various prompts, with an emphasis on using plain language and setting realistic expectations

about the pace of change. An updated, optional survey will be distributed via Microsoft Forms and QR codes, with plans to post flyers at community locations.

One-on-One Advising Sessions: The group coordinated which organizations and individuals would be available for post-meeting one-on-one advising, including Safe Harbor, Therapeutic Works, and others, with Julia and Catherine confirming their availability and suggesting additional contacts.

7. [Updated Membership Survey Review](#) 5 Minutes

8. Recruiting Strategy 5 Minutes

- a. **What are the benefits of membership? How can we create more?**
- b. **Recruitment Road Show**
- c. [Recruitment Tracking Spreadsheet](#)

Partner Outreach Assignments: Marissa agreed to reach out to treatment court and coordinate with Catherine for contacts, while Julia volunteered to contact Howard Center's mental health urgent care. The group also discussed outreach to community outreach teams and other organizations outside Burlington.

NOFO and Network Expansion: Bryce emphasized the importance of engaging a broad network of partners in preparation for the upcoming NOFO, aiming to strengthen collaborative project applications and ensure comprehensive community representation.

9. Housing Insights for Community Partners 5 Minutes

- a. **Who are our adjacently involved partners?**
- b. **How can we educate them about our network's norms?**
- c. **Potential Topic: Unsheltered Homelessness Services**
- d. **Voucher Assistance 101 Training**

Follow-up tasks

Treatment Court Recruitment: Reach out to treatment court contacts (e.g., Mary or other relevant individuals) to invite them to participate in CCHA. (Marissa)

Red Door Church Recruitment: Follow up with Pastor Kerri at the Red Door Church to confirm her interest in participating in CCHA. (Julia)

Howard Center Community Outreach Contact: Obtain and share George's last name and contact information for Howard Center community outreach with the group. (Catherine)

Howard Center Mental Health Urgent Care Recruitment: Contact Courtney Shaw at Howard Center Mental Health Urgent Care to invite participation in CCHA. (Julia)

Therapeutic Works Advising Participation: Reach out to Therapeutic Works to invite them to participate in one-on-one advising time at the community meeting. (Julia)

Opioid Settlement Funding Application Inquiry: Check with Eli and Deb about whether CHC is applying for opioid settlement funding to provide embedded medical services in shelters. (Julia)