

Chittenden County Homeless Alliance Strategic Planning Committee Meeting

Monday, April 21st, 2025

11:00AM – 12:30PM

[Meeting Link](#)

Strategic Planning Committee

To move the Chittenden County Homeless Alliance (CCHA) toward its mission to prevent and end homelessness, the Strategic Planning Committee will work to identify current gaps in the system and work to ensure decisions of sub-Committees and Steering Committee decisions are influenced and informed by relevant data sources. This includes assessment and analysis of racial disparities, and housing and service challenges in the CCHA, and developing annual strategies for implementation.

The Strategic Planning Committee will report at each of the Steering Committee Meetings on current strategies, progress toward goals, and other key information. The Strategic Planning Committee will review all HUD directives and policy briefs to provide guidance in CCHA planning. Building a resource development, the Strategic Planning Committee is charged with ensuring sustainable funding to support the goals of the CCHA, in partnership with the Steering Committee.

The Strategic Planning Committee convenes work groups and hosts working retreats of officers and committee chairs to draft committee charters and develop an integrated and mutually reinforcing workplan to implement the strategic plan and hosts an annual retreat to assess progress and set benchmarks for the strategic plan implementation.

MINUTES

1. Introductions and Announcements

15 minutes

a. Update on Plans to Engage PWLE

Bryce Bierman stated that the Membership & Outreach Committee is moving forward with organizing the People with Lived Experience Engagement Working Group. The Committee is asking if funds are in place to hire a facilitator to meet with the group quarterly. Travis Poulin can provide stipends for the group, but needs a few days' notice to make sure he has enough

on hand. Sarah Russell did not think funds would be available for facilitation of the Working Group.

b. Contois Auditorium Safety

Sarah provided an update regarding safety planning for Contois Auditorium. All the emergency exits are posted in the room. Security is available onsite during all meetings. Sarah is willing to hold a radio that will have direct communication with the security guard onsite. She noted that it is against the law to ban firearms in municipal properties. Ari Kisler posed the idea of announcing where the exits for the room are before the start of every meeting. She mentioned this could be something that we put on the agenda too. Sarah offered to make the announcement with Kerri Duquette-Hoffman at the start of meetings.

2. Annual Retreat Planning

30 minutes

a. Workplan Status, Feedback, & Timelines

Amy Carmola talked about how organizing the annual retreat is a responsibility of this committee. She wants to focus on two areas: Planning and Resources.

How has the planning framework worked for them?

The expectation is that the co-chairs will come to the retreat with a near-finished version of their committee workplans.

Assistance through the process will help ensure the workplans are all ready to roll into 2026 and avoid a drawn-out planning process each year.

The retreat will be held during the first two weeks of September.

Justin Graham mentioned it would be nice to acknowledge some of the progress that has been made this year.

b. Governance Charter Review

There have been requests to establish job descriptions for sub-committee co-chairs. The group discussed creating a CCHA Policies and Procedures document that would more appropriately contain guidelines for operations; the Governance Charter would not be changed annually. It was noted that in the last Governance Charter review there was a lot of procedural information being changed.

Sarah noted the short timing between the annual retreat between the fall community meeting will need to be considered. Ari Kisler said the retreat will likely be used to make changes to the

proposed policies and procedures document annually. It will be important to identify if changes from the retreat will be intended for the policies and procedures document and which will need more accelerated review in time for the fall community meeting.

Justin suggested bringing a draft of the policies and procedures to the retreat for discussion.

Sarah mentioned Nicole Kubon had taken notes regarding potential changes in the last retreat.

Ari mentioned the BOS recently updated their [policies and procedures](#) and asked if the NOFO Committee has policies for their ranking process. Sarah will share the existing policies and procedures to guide the drafting of a CCHA procedures document. Ari shared a link to the BOS policies and procedures document to help in this committee's drafting process.

c. Potential for Collaboration

What committees could we be teaming up with? We need to establish which co-chair of each committee is responsible for a 1-year commitment and will need to renew this year. The other co-chairs will be up for renewal next year. Bryce mentioned the co-chairs will be meeting once more in July and the agenda could include a discussion regarding commitments from the co-chairs who are up for renewal this year.

Amy asked how the CCHA could spend more time planning at a systems level, rather than as a response to crisis. Sarah mentioned this may be a good opportunity for collaboration between the Coordinated Entry and Housing Retention committees.

d. Resources Planning

What resources are available for programming throughout the year? This will inform the goals of each committee. Amy asked, "Are we structured in an efficient way to respond to crisis?"

Ari offered the idea of the retreat being used to discuss how the changes from H.91 will affect the next year of planning for programs. Travis mentioned Champlain Valley Office of Economic Opportunity (CVOEO) is already planning on collaboration with CCHA and Housing and Homeless Alliance of Vermont (HHAV).

Bryce will send an invitation to committee co-chairs in the next week.

3. CCHA - CVOEO CE Administrator Memorandum of Understanding

10 minutes

Amy mentioned Nicole is willing to draft the MOU and is asking the Committee to see who else would want to help with the draft. Travis mentioned he has already committed to working with Nicole on the MOU draft.

4. Committee Workplan Goals Update

30 minutes

Amy and Nicole will work on the retreat agenda to present to the Committee at the next meeting.

Amy mentioned once the committee workplans are established, they will be useful in identifying key data sources used by the committees.

Sarah mentioned Bryce, Travis, and Marcella drafted the CCHA budget last week. She asked the Committee how priorities of committees should be factored into budget planning each year. She would like to provide more clarity regarding the structure of funding requests.

The group will discuss the CCHA draft budget at the next Committee meeting.

Sarah said the Community & Economic Development Office (CEDO) is most appropriate to serve as a liaison with the Department of Housing and Urban Development (HUD), as they are the collaborative applicant. She offered to provide the standing update to the committee regarding national updates from HUD and the National Alliance to End Homelessness. She mentioned one thing on her radar is that the CCHA may have to pull Diversity, Equity, and Inclusion-related language from our charter and other documents, as we use federal funds.

Bryce mentioned the new budget will help identify what funds are available. This will inform the committees of their limitations and will motivate them to identify projects that could be accomplished with further funding. This will allow this Committee to then search for other grant opportunities.

Ari mentioned it would be best to keep scheduling for the annual retreat limited to the first week of September and the first half of the second week to allow for time before a potential mass event of unsheltering on September 19th, due to people meeting their cap on the motel program. Sarah mentioned the Steering Committee meeting will be September 4th and to avoid that date if possible.

5. Other Business

5 minutes