Chittenden County Homeless Alliance
Strategic Planning Committee Meeting

Monday, October 20th, 2025
11:00AM – 12:30PM

Meeting Link

Strategic Planning Committee

To move the 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** **5 Minutes**

The Committee welcomed Crystal Jones as the new Co-Chair.

2. **Review the September Meeting Minutes** **5 Minutes**

3. **Annual Retreat Recap - Continued** **20 Minutes**

Is there capacity to leverage funds to pay co-chairs for their work in the CCHA? This could be built into the job descriptions of our volunteer committee members. The clarifying of the role for committee co-chairs will help clarify the true needs and may support the addition of language to members' job descriptions at their organization. We could have a one-page sign off document that highlights the member organization's support for the employee to focus X number of hours to support the work of the CCHA. There may be difficulty if payment for co-chairs is introduced, but the funds could be paid directly to the membership to cover the hours they have committed to CCHA. How can we design the expectations to formalize the support to the CCHA from our member organizations through their Co-Chair representatives? The Governance Charter highlights the requirement for a member organization to be represented on a sub-committee, but it doesn't describe what the requirements of being a Co-Chair are for the committees.

More facetime with the Executive Director's of the membership organizations will be instrumental in establishing expectations for the representatives working with the CCHA. The one-page sign-off could be targeted at the Executive Directors to establish the expectations. An annual check-in/retreat with the Executive Directors was proposed to understand and align the missions of each of the member organizations. This could be a good partnership opportunity for the Membership & Outreach Committee and the Strategic Planning Committee. The thought is to host the Executive Director retreat before the one-pager sign-off effort is started. This effort will help bring the member organizations together and help them avoid fading away from the conversations within the CCHA.

The new funding from the City of Burlington should have a procedure for requests for the funding to support the efforts of our sub-committees.

The funding needs of the sub-committees must be identified to establish formal requests for available funding.

It may be a challenge to host additional meetings for cross-collaboration between committees. Perhaps committee members can join meetings of other committees and have a collaboration agenda item to address the partnership directly.

Whose job is it to hold member organizations accountable to the attendance for committee meetings? How can we hold people accountable without removing them as a voting Steering Committee member?

We need to create a workplan for the Coordinator and other staff of the CCHA to make sure tasks not performed by the committees are still being performed and tracked.

The CCHA needs to decide what schedule the budget and workplans revolve around; it was proposed that the calendar year would be the easiest way. This could be communicated at the next quarterly Co-Chairs' meeting in December.

The Committee still needs to discuss the "Key Recommendations & Action Items" from the Annual Retreat summary.

4. CE Administrator MOU **10 Minutes**

Bryce will add the mission of the CCHA into the MOU document.

What in the agreement is already happening? What changes are being proposed?

The MOU needs to be clear that the Host Agency is the host of the CE Administrator position, not of the CCHA as a whole.

Bryce will message the SPC that we will be meeting on Friday to discuss the MOU, since we didn't get to the topic on the agenda. Also, others were not in attendance for that part of the discussion.

5. Sub-Committee Co-Chair Responsibilities **15 Minutes**

Tabled until the November meeting.

6. Committee WorkplanGoals Update **15 Minutes**

7. Other Business **5 Minutes**